



Tidewater Chapter

Tidewater Times

I A A P

DECEMBER 2011

SAVE THE DATE!

Your board is at work planning the following events.

December 10, 2011

- Walk with the Board at Pembroke Mall

January 14, 2012

- New Member Orientation
8:30 - 10:30 am-
location TBD

February 4, 2012

- VA-WV Workshop/
LAN Meeting

February 15, 2012

- May Certification
Exam Deadline

June 29 - 30, 2012

- VA-WV Annual
Meeting in
Lynchburg

April 25, 2011

- APW Breakfast

TBD

- Stay Tuned for
Membership Drive
- OneNote/Access
Spring Workshop



HOLIDAY AUCTION TIME!!!!!!!!!!!!!!

Please note our meeting is one week earlier!!!!

It's time for our annual Holiday Auction fundraiser therefore there will NOT be an education program. Also note that our meeting has been moved up a week to accommodate holiday schedules. This is one of our 2 biggest fundraisers of the year and a lot of fun. If you are new to the chapter, items such as baked goods, crafts, gently used items, and unwanted gifts are donated from members and businesses. We hold a bidding auction that results in some great buys for our attendees and a nice profit for our budget. So put on your best holiday attire and join us on the 13th!

Give the Gift of Membership! It's that time of year when we start looking for that perfect gift for that special someone. Why not consider the gift of membership....in the Tidewater Chapter, IAAP!

When considering a group gift in your office, membership in IAAP is a gift that will continue to give all year long. International makes it easy to give the gift of membership. Just log in to the website at www.iaap-hq.com.



Regardless of your religion or how you celebrate the coming weeks, the board of directors wishes you a safe and happy holiday.

Remember our next Walk with the Board is at Pembroke Mall December 10, 2011, at 8:30 AM. We'll meet at the Sears Entrance. I look forward to seeing everyone on December 10 and 13, 2011.

As always, I am enjoying serving you, our members.

MEMBERSHIP

As of November 1, 2011

88

As of December 1, 2011

86

Anniversaries

2 years

Victoria Ware

1 year

Cheri Hubbs, CAP

1 year

Effi Vakalou

Renewals

Cheri Hubbs, CAP

Effi Vakalou

Victoria Ware

If you have any changes that you would like made to the chapter roster, please send the information to Nancy Moore

Email

nmoore27@cox.net

telephone – 757-576-3405

or mail

Nancy Moore

1003 Colonial Meadows Way, Va. Beach, VA 23454

Please remember these changes are only for the chapter roster. If you want IAAP Headquarters to have the changes, you will need to log on to www.iaap-hq.org and update your profile.

Certification Committee News

Certification Committee News – Linda Chapman, CAP-OM

November 2011 announced the official installation of the new international certification classifications.

OLD

CPS

CAP

NEW

CAP

CAP-OM

Members who have attained Certified Professional Secretary (CPS) will now be classified as a Certified Administrative Professional (CAP).

Members who have attained Certified Administrative Professional (CAP) will now be classified as Certified Administrative Professional- Organizational Management (CAP-OM).

These classifications are automatically in place without having to retest until your regular renewal qualification. If you wish to purchase a name badge with your new designation, please contact vice-president, Nancy Moore, nmoore27@cox.net.

Happy Birthday!

12/15 – Mary LaFontaine

12/17 – Christine Coakley

12/24 – Kay Crockett

12/27 – Cheryl Watson

12/30 – Brande Rumpf

01/03 – Jeri Reeves, CAP-OM

01/04 – Teresa Inge, CAP

01/29 – Bonnie Forrest

01/29 – Donna O'Brien

Ways & Means

Holiday Auction

December 13th. Please contact Susan or Lisa Turner to arrange to collect donation items prior to the meeting. You can reach them at susan.turner@dom.com or lisa.turner@railportservices.com. Ideas for items to donate include handmade crafts/jewelry, baked goods, new items, gift baskets, gift

certificates or VERY gently used items. Our November Bake Sale was a success! We raised \$120 for the chapter from the auction of all the baked goods donated by members! Pecan Sales were a success again this year! Look for a profit report on this fundraiser in next month's newsletter!

January Ways & Means will be a raffled Valentine's Gift Basket! We want the lucky winner to have it BEFORE Valentine's Day arrives, thus we will be doing this fundraiser in January. If you have something you would like to donate for this basket, please bring it to Susan or Lisa Turner at the December meeting.

Community Service



Thanks so much to everyone who took one or more of our 60 stockings home to fill for The Salvation Army. Don't forget to return them at the December 13 meeting with the tops on them! They must be delivered to The Salvation Army on the 14th so if you can't make the meeting, please make arrangements to get your stockings to someone prior to the December meeting.

Stay tuned for news on our next Community Service project starting in January to benefit the SPCA!

Also, remember to pass your Box Tops for Education to Brande Rumpf.




In this race, everyone wins.

THE SALVATION ARMY
Giving Hope Today

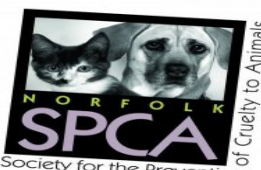
Collection dates
September 6 - December 13, 2011

Salvation Army is not doing bears this year, but we will still have 60 stockings to fill. Don't forget to return your stockings at the December meeting!



Collection dates:
November 15, 2011 - January 17, 2012

Year Around!



NORFOLK SPCA
Society for the Prevention of Cruelty to Animals

Collection Dates
January 18 -
March 20, 2012



Board of Directors

President

Neil Morgan, CAP
morganl327@cox.net

President Elect

Jennifer Blair
jblair@cpvabeach.com

Vice President

Nancy Moore
nmoore27@cox.net

Secretary

Linda Chapman, CAP-OM
Linda_chapman@lifenethealth.org

Treasurer

Tonya Manning, CAP
tkmanning@cbh.com

Assistant Treasurer

Brandi Rumpf
brumpf@vbgov.com

Parliamentarian Advisor

Debbi Haddaway
dhaddaway@maxmediallc.com

Have you updated your contact information with IAAP lately?

Remember, you need to update your information with both the Chapter and International!

It's simple and easy!

To update your information for International:

Go to: <http://community.iaap-hq.org>

Login in (if you do not have a login – create one)

Click on the **Network** tab at the top of the page

Your profile will appear and you can make edits to your information.

To update your information with the Tidewater Chapter:

Send an Email to vice president, Nancy Moore at nmoore27@cox.net; (757) 576-3405 (phone); or by mail, Nancy Moore, 1003 Colonial Meadows Way, Virginia Beach, VA 23454.

International Association of Administrative Professionals (IAAP) ®

IAAP is an organization dedicated to the education and professional development of office professionals

MEMBERSHIP IN IAAP OFFERS THE FOLLOWING OPPORTUNITIES

Continuing Education - CPS/CAP Designation - Personal and Professional Development - Networking Opportunities - Technology Updates - Leadership Training

For more information, visit the local Chapter website at <http://www.iaap-tidewater.org> or the International website at <http://www.iaap-hq.org>.

IAAP Mission Statement:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

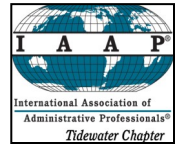
Newsletter Editor

Lisa Carter

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lisa.carter@dhgllp.com



TIDEWATER CHAPTER DECEMBER MEETING



December Holiday Auction

December 13, 2011

TIMELINE:

5:30 p.m. - Networking
6:00 p.m. - Dinner
6:30 p.m. - Auction Begins
7:30 p.m. - Brief Business/
Announcements

LOCATION:

Priority Toyota
Meeting Room, 2nd Floor
1800 Greenbrier Parkway
Chesapeake, VA 23320

MENU

Garden Salad
Chicken Marsala
Steamed Rice
Green Bean Provençal
Caprese Pizza
Assorted Cookies &
Brownies
Assorted Soft Drinks &
Bottled Water

Cancellations after Deadline require
payment for the meal

**RSVP REQUIRED BY December 9,
2011**

Please go to the link below to RSVP:
<https://docs.google.com/spreadsheet/viewform?formkey=dFgtZm9KOTYwZWJEaXc5OUtBTndsZ3c6MQ>

Please contact Jennifer Blair at
jblair@cpvabeach.com
if you have any questions.



No points awarded— For Fun Only!

Please remember to bring something to be auctioned off at the auction. Some ideas include but are not limited to: Handmade crafts/jewelry by yourself, baked goods, new items, gift baskets, gift certificates, **VERY** gently used items.

Remember to bring your checkbooks, credit cards and/or cash.... We accept all.

CANCELLATIONS AFTER DEADLINE REQUIRE PAYMENT FOR THE MEAL