



Tidewater Chapter

Tidewater Times

I A A P

NOVEMBER 2011

SAVE THE DATE!

Your board is at work planning the following events.

November 8, 2011

- Bryant and Stratton Career Fair

November 15, 2011

- Strategies for Effectiveness/Part III and Bake Goods Chinese Auction RTF Application Deadline - www.iaap-rtf.org

December 10, 2011

- Walk with the Board at Pembroke Mall

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 New Member Orientation and Membership Drive
- OneNote/Access Spring Workshop

A Message from the President

October opened the door to our holiday season with rich fall colors and activities. There is so much going on in our personal, work, and chapter lives - - - so much that I don't want us to forget any of it!

Executive night for Boss' Day was held October 18th with 25 in attendance. The silent auction and raffle was a success. The event was a win-win for the winners since nice items were donated by our sponsors and were won at a great price. Please visit and thank our sponsors:

Crowne Plaza VA Beach

Royal Chocolate

Ocean Breeze Waterpark

Susan Turner

Virginia Beach CVB

Texas Road House

Fat Frogs Bike and Fitness, Chesapeake

Funny Bone Comedy Club

Nauticus

Kingsmill Golf Course & Resort

Cahoon Plantation

Pops Diner

Lisa Turner

HRT

Country Inn & Suites VB Oceanfront

Massage Envy, Chesapeake

Norfolk CVB

Car Spa

Max Media

CP Shuckers

I just returned from the IAAP VA-WV Division Fall Professional Development Seminar (PDS) in Richmond. The networking and seminars were great. I have posted the PDS Delegate Report along with the handouts on our website. Also, Tonya Manning, CPS, and Debbi Haddaway, attended the IAAP Fall Conference in San Diego in October and shared their handouts with me; and I have posted their handouts as well to the Tidewater Chapter website. Thank you, Mary Writesel, for your contributions as newsletter editor this year. Unfortunately, due to Mary's school demands, the duties have been passed to Lisa Carter. Please join me in welcoming Lisa Carter who is now serving as the Newsletter Chair. Thank you, Lisa.

Everyone, please get involved in your chapter, since it takes us all to make our chapter a remarkable success in the attainment of excellence. I look forward to working with everyone and enjoy serving you.

Neil Morgan, CPS

MEMBERSHIP**As of October 1, 2011**

87

As of November 1, 2011

88

Anniversaries**Celebrating in
October**21 years
Pat Jones7 years
Janet Monola7 years
Mary Writesel, CPS/CAP**Celebrating in
November**12 years
Brenda West, CPS3 years
Fran Driscoll2 years
Thomas Schreiber**New Members**Delicia E. Barber
Sonia Jackson
Sheran Johnson
Cheryl Watson
Christine Coakley**Renewals**Regina Harris
Janet Monola
Brenda West, CPS

New Member Biographies

Christine Coakley

I was born in Hampton, Virginia. My father is in the Navy which allowed us to live in many states and countries while I was growing up. I graduated from Bowling Green State University and married my high school sweetheart, May 2008. My husband is also in the military which has allowed us to move many times in the first few years of our marriage. We have one cat and two dogs, and hopefully someday a house full of kids. I work at the Crowne Plaza Virginia Beach in the sales and catering office. I love warm weather, running and crafting.

Mary LaFontaine

Born and raised in New Jersey. I am a self-taught everything, but will be starting on a formal degree in 2012. I am not married, but do have a wonderful long-time guy who has made a tremendous positive difference in my life. I do have one child, my black cat named Sasha. She is all the dependents I need and can afford. She is extremely smart and very low maintenance...no brand name school clothes to buy for her. I have been employed by Hampton Roads Transit for about two years now. I started in Customer Service and am currently in the Paratransit Department and hold my first ever Admin title here. In my spare time I like exploring the outdoors; shopping at Farmer's Markets; and enjoying outdoor festivals when the weather permits. I am not an avid television watcher, but do enjoy those cooking competitions and a show called Cupcake Wars. Every now and then I'll throw in a chick flick and snuggle up with some "me" time.

Cheryl Watson

I am originally from Pittsburgh, Pennsylvania. I relocated in 2000 to VA and started working with HRT one month after my arrival. I have been with the company 11 years. I am divorced and have 4 sons; 2 live in Atlanta, GA and 2 live with me in VA. I have one granddaughter. I enjoy going on cruises when I have the opportunity.

Happy Birthday!

10/1 - Janet Manola	10/31 - Victoria Ware
10/3 - Cynthia Diton	11/13 - Denise Jones
10/3 - Lisa Turner	11/13 - Dee Minor, CPS
10/7 - Lydia Wade	11/22 - Melissa Rozsa
10/9 - Marianne Vest, CPS/CAP	11/24 - Linda Winkfield
10/13 - Christopher Beck	11/26 - Patricia Jones
10/13 - Maxine Scott	11/29 - Shelia Thorpe, CPS/CAP
10/15 - Sandra Huff	12/15 - Mary LaFontaine
10/15 - Bonnie Satterwhite	12/17 - Christine Coakley
10/17 - Samira Ahed	12/24 - Kay Crockett
10/17 - Debbi Haddaway	12/27 - Cheryl Watson
10/19 - Patricia Williams	12/30 - Brande Rumpf

Ways & Means

NOVEMBER

Please plan on participating in our chapter Bake Sale this month! Bring your specialty” or stop by a bakery and bring theirs! Due to the program and time constraints, this bake sale will be conducted as a Chinese Auction. Each item will have a container in front of it and you will place your ticket(s) in the containers of the ones you want to take home. At the end of the meeting we will



draw a ticket from each container! Tickets are 6 for \$5 or \$1 each. Don't forget our December Auction! If you have new or gently used items now, please bring them to the November meeting or contact Lisa Turner or Susan Turner and we will make arrangements to meet and pick up items!

DECEMBER

YIPEEE! It's our Annual Holiday Auction!!!!

Be sure to attend this fun filled evening AND why not bring a co-worker or friend along!?!? If you've never been to one, you are in for a real treat! This is always a fun evening and we hope you will join us!



Community Service



THANK YOU IAAP for your donations to the RTF for the past 50 years! Thanks to you, your chapter and division, we have built a healthy treasury. It all began in 1958 when Della Herring had a dream for a retirement center for us and donated the first dollar. Della's dream became our dream and you made it come true with Vista Grande. Now in addition to Vista Grande, we have the HSN program (Housing Subsidy for Admins in Need). HSN provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. This year, instead of fundraising, we have a different request.

Instead of raising money, we are asking you to help us give it away! We need your help to raise awareness of the HSN program and increase grant applications. The next deadline is quickly approaching on November 15th. Go to www.iaap-rtf.org for more information.

THE RTF STANDS READY TO HELP ADMIN IN NEED!

*Alice Schultz, CPS
SED RTF Committee Member*

Collection dates
September 6 - December 13, 2011

In this race, everyone wins.

Salvation Army is not doing bears this year, but we will still have 60 stockings to fill. Stockings will be available at the November meeting to be returned at the December meeting.

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

**Year
Around!**

Collection Dates
January 18 -
March 20, 2012



Changes to the IAAP Certification Program

Effective November 2011



One Rating

IAAP has moved from a two rating system to a one rating system, with areas of specialty. The one rating is our Certified Administrative Professional, or CAP. We are also offering specialties, starting with Organizational Management, which will be followed by others in the future.

Effective this week, all active CPS ratings will be changed to CAP, and all active CAP ratings will be changed to CAP with the Organizational Management specialty, CAP-OM. You don't need to do anything to your IAAP record; we will be making the changes automatically.

Active ratings include individuals who have recertified as required every five years. In the case of CPS holders who certified prior to January 1988, your rating is considered active and will be changed. Your certification status has nothing to do with your status as an active member of IAAP.

For candidates who tested in November 2011, any appropriate changes to your records will be made automatically after exam results are available in December.

Recertification

All CAP holders are required to recertify. This is based on the date of your initial rating, or when you last recertified. Passing the Organizational Management exam does not change your

IAAP's certification program is changing effective November 2011. First announced in July 2010, these are exciting changes for IAAP and for our certification program. Our goal, as always, is to maintain a valid and current professional certification program that is marketable to the business community.

recertification date, as this is a specialty exam and not a certification.

These changes do not impact your recertification deadline. Those who previously held a CPS rating will need to recertify five years after they either attained their rating or last recertified. Those who had both the CPS and CAP rating will be expected to recertify five years after they attained or recertified their CAP.

If you have additional questions about recertification, please refer to the [Recertification Application](#).

Proper Usage

Examples of the only proper usage of the CAP rating and Organizational Management specialty are:

- Pat Masters, CAP
- Susan Jones, CAP-OM

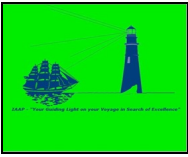
Replacement certificates are available, if you choose to purchase one. The cost is \$15 per certificate. CAP plaques are also available. The cost is \$40 if mailed to a US address, or \$45 if mailed to a Canadian address. For those living outside the U.S. and Canada, add an additional \$25 for air mail, or an additional \$80 for courier service.

To order a replacement certificate or plaque if you are within the U.S. or Canada, [please complete and submit this form with payment](#). For those outside the U.S. or Canada, [please complete and submit this form with payment](#). Please allow 4-6 weeks for processing for replacement certificates, and 6-8 weeks for plaques. If you already have a CAP certificate or plaque, you do not need to order a new one.

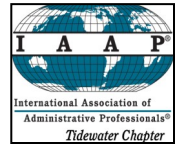
If you have questions about the change to your personal certification record, you can contact us at certification@iaap-hq.org.

Thank you,

IAAP Certification Department



TIDEWATER CHAPTER NOVEMBER MEETING



Strategies for Effectiveness— PART III

with Sergeant Michael Cole
Chesapeake Police Department
Assistant Director of Training

November 15, 2011

TIMELINE:

5:30 p.m. - Networking
5:45 p.m. - Dinner
6:00 p.m. - Program
8:00 p.m. - Committee Announcements (Business Meeting Cancelled)

LOCATION:

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

MENU

Sliced Oven Roasted Turkey with Traditional Stuffing & Gravy
Green Bean Casserole
Rolls & Butter
Assorted Pick Up Desserts
Assorted Soft Drinks & Bottled Water

Cancellations after Deadline require payment for the meal

RSVP REQUIRED BY November 11, 2011

Please go to the link below to RSVP:
<https://docs.google.com/spreadsheet/viewform?formkey=dFV3VUM1MjQ3alhYLV90TkVOOTBIUm6MQ>

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



2 Recertification Points Awarded

What you will learn from this program:

- * The Process: Bring the Habits to Life
- * Focus on Top Priorities
- * Elements of an Effective Planning System
- * Think Win-Win
- * Effective, long-term relationships require mutual respect and mutual benefit
- * Balance Courage and Consideration
- * Seek First to Understand, Then to be Understood
- * Synergy
- * Effectiveness to Greatness

CANCELLATIONS AFTER DEADLINE REQUIRE PAYMENT FOR THE MEAL

Board of Directors

President

Neil Morgan, CAP
morganl327@cox.net

President Elect

Jennifer Blair
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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

Brande 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

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