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2010-2011 Board Members

Vicki Hohm	President
Brenda Mason, CPS/CAP, CWCA	President-Elect
Connie Switts, CPS/CAP, CWCA	Vice President
Barbara Smith, CPS/CAP	Secretary
Karren Martin-Huth, CPS/CAP.....	Treasurer
Karen Allen, CPS/CAP	Parliamentarian



**Newsletter articles -due
Oct 15, for Oct/Nov issue**

Vicki's Views

Wow! I'm so excited to host the first meeting of the Dublin Chapter's ninth year this September. The meeting will be held on September 15, 11:30 A.M., so please plan to join us and bring a friend and/or potential member with you to the meeting. We have found a wonderful new location to hold our meetings this year at the new Holiday Inn Express, located just off the Tuttle Exit of I-270, just past Emerald Parkway, at 5500 Tuttle Crossing Blvd., in Dublin. It will be a quick and easy access for everyone and I'm looking forward to seeing everyone there! We have a great program lined up with several members who had the privilege of attending the Ohio Division Annual Meeting and the Educational Forum and Annual Meeting planning to share their experiences with all of us. It will be a great day of learning what goes on at these meetings and I hope you will be just as excited and I am to hear about all of the opportunities these meetings have to offer and how fun they can be for you to attend.

The Dublin Chapter Board members have been working hard over the summer months, meeting regularly, brainstorming and reviewing our Strategic Plan, Mission Statement, Core Values, Participation Opportunities, Chapter of Excellence requirements, Chapter Survey, Finances and planning our Budget and programs for the new year. We want to be sure we provide the Chapter with the best programs possible to meet the needs of our Chapter members.

I'm happy to report to all of you that the Dublin Chapter received the Chapter of Excellence Award for the year 2009-2010, so we should be very proud of that accomplishment and I hope we can do it again this year! With this award we will be receiving \$150 from IAAP's International Headquarters to go towards the subscription of the IAAP Web Community fee of \$300. Please plan to log to the website at least once a week and get used to pulling your information from the Website instead of waiting for it. You will find it a great resource tool and a lot of fun once you get used to it. Great Job everyone! Also, Congratulations to all of the members who earned their Members of Excellence Award this past year. It takes dedication and commitment to earn this distinction and you should be very proud!

We have had a great response from our members to take advantage of many of the Opportunities to Participate in the Chapter this year and I thank you so much for that response. We still have many areas for you to share your talents with the chapter and we will be presenting those to you in a new format soon. One big area that is still open to share your time and talents is in the area of Fund-raising for the Chapter. If you have any ideas, please send them to me and I will be happy to take those to the board members and drive for results for the chapter's success!

*With Passion and Purpose,
Vicki Hohm, 2010-2011 IAAP Dublin Chapter President*

Committees

Audit *Helen George CPS/CAP*

Awards/Pathways to Excellence
Vicki Hohm

By Laws & Standing Rules
Pat O'Dell, CPS/CAP

Finance/Budget
Karren Martin-Huth, CPS/CAP

**Communications/Publicity
Newsletter** *Barb Smith, CPS/CAP
Susan Blankenship*

Webmaster
Marie Blodgett, CPS/CAP

CPS/CAP Certification
*Brenda Mason, CPS/CAP, CWCA
& Connie Switts, CPS/CAP, CWCA*

Membership/Mentoring
Angela Taulbee

**Education/Programs/Hospitality
Board**

Seminar
*Renee Jeffers, CPS/CAP,
Brenda Mason, CPS/CAP, CWCA, &
Connie Switts, CPS/CAP, CWCA*

Ways & Means
OPEN

Retirement Trust Fund
Libby Farley, CPS/CAP

Nominating Committee
Past Presidents

History Committee - OPEN
Camera/Pictures *Helen George*

Sunshine Committee
Marica Phipps

Student Chapter
Renee Jeffers, CPS/CAP

PAST PRESIDENTS:

2009-10 Marie Blodgett, CPS/CAP
2008-09 Melissa Sharp, CPS/CAP
2007-08 Elaine Riley, CPS/CAP
2006-07 Dodie Winebrenner
2005-06 Dodie Winebrenner
2004-05 Kathy Egger, CPS/CAP
2003-04 Brenda Mason, CPS/CAP,
CWCA
2002-03 Brenda Mason, CPS/CAP,
CWCA

DELGATE'S REPORT

by Marie Blodgett

Perrysburg, Ohio is a great place. Traveling with Connie Switts is always an experience and she is so organized and funny that it made this trip a great one. Libby Farley was the alternate delegate for our chapter. Thanks Libby for attending.

We arrived on Friday, June 25 and spent time organizing and setting up for the Silent Auction. I enjoyed being able to get a "sneak peek" at all the great items. I ended up purchasing two craft items that I have already started on.

At 2:00 p.m. I attended the seminar, "Developing Emotional Intelligence in Others" by Sheri Caldwell, PhD., SPHR and Linda Gravett, PhD., SPHR. It was an interesting way of looking at behavior and how we influence others.

The "Walk on the Wild Side" and the Evening of Welcome was entertaining and there were numerous vendors, including our chapter that sold purse holders, and yummy, fresh peanut brittle.

Saturday, June 26, we were up bright and early. The delegate's briefing was at 8:30a.m. and the opening business session began at 9:00 a.m. There were 19 first time members and a total registration of 152 members representing 28 chapters. This board was very efficient and the delegates approved the two (2) amendments presented. We elected our 2010-2011 Board which consists of:

- President, Chrissy Blackwell CPS/CAP
- President Elect, Susan Straub CPS/CAP
- Vice President, Daphne Milan
- Recording Secretary, Jennifer Stoff CPS/CAP
- Corresponding Secretary, Linda Mettle, CAP
- Treasurer, Margaret, "Peggy" Folk.

All of the business reports were presented and noted. If you wish more detailed information, please visit the international site at <http://www.iaap-hq.org>.

The Saturday night Banquet was very gratifying and our chapter was the recipient of the Avery Dennison Great Results Achievement Award, and a Chapter of Excellence for 2009-2010 which we received a cash award of \$150.

Sunday's breakfast buffet was delicious and our speaker, Rick Metzger, CSP, "The Best Way to Predict Your Future . . . CREATE IT!" was so inspiring and heartfelt that there was hardly a dry eye in the room. Rick had a wonderful message, and had a very dynamic and personal way of presenting it, that it made for a great way to start the day. We concluded the business session and did the door prize drawings and announced the winners of the silent auction.

The Dublin Chapter of the



Date: Wednesday, - September 15, 2010

Time: 11:30 AM – we will begin promptly at 11:30 AM

Where: Holiday Inn Express, 5500 Tuttle Crossing Blvd.
Dublin, Ohio 43016

Agenda

ODAM and EFAM Attendees Panel

Catering provided by Fresh Box Catering 2 \$11.00 per lunch

See attached boxed lunches and choose ONE

E-mail your selection to Connie Switts, CPS/CAP at swittsc@nationwide.com
by 9/10 NOON



**No shows are responsible
for the cost of their meal.**

Don't forget the Dublin Chapter
Pen purchase to support the
Retirement Trust Fund



Don't forget to bring your
items for our Green
Fundraiser / Recycling
Fundraiser



REGISTRATION FORM Dublin Chapter Meeting

**September 15, 2010
11:30 AM – 12:30 PM**

No shows are responsible for the cost of their meal.

Holiday Inn Express, 5500 Tuttle Crossing Blvd, Dublin, Ohio 43016

Fresh Box Catering - \$11.00 per person

Please choose ONE from the list below

Boxed lunches

Boxed Sandwiches-Served on your choice of bread with Sea Salt Kettle Chips, Pickle, Apple and a Chocolate Covered Oreo

-November Turkey-Fresh sliced turkey with greens, hint of rosemary, provolone and tomato. Cranberry chutney served on the side

-Napoli-Fresh sliced ham served with Capicola, fresh greens, provolone, tomato and shaved red onion. Served with Balsamic Vinaigrette

-The Prime-Shaved roast beef adorned with roasted red peppers, provolone and saved red onions. Horseradish aioli on the side

-Red Caprese-Fresh Mozzarella, tomatoes, and roasted red peppers. Signature balsamic vinaigrette served on the side

Boxed Salads

November Turkey-Fresh sliced turkey served on a bed of mixed greens and provolone, tomato and a hint of rosemary. Cranberry citrus dressing served on the side.

Red Caprese-Fresh Mozzarella, tomatoes and roasted red peppers abundantly piled on a bed of mixed greens. Balsamic vinaigrette served on the side.

Please make checks payable to: Dublin Chapter IAAP for lunch purchase

Registration Deadline: September 10, 2010 - NOON

E-mail your selection to:

Connie Switts, CPS/CAP at swittsc@nationwide.com

Pay at the door

Questions or Special Dietary Needs?

Contact Connie Switts @ 614-435-6762
swittsc@nationwide.com



**IAAP
August/September 2010 Buckeye Broadcaster
Get It Online!**

To obtain this month's issue of the Buckeye Broadcaster, please follow these instructions:

Go to www.iaap-ohio.org

Go to the upper right-hand corner to log in (*it will take you back to the home page once you've signed in*)

To Access the Buckeye Broadcaster

- › Click Ohio Division
- › Click Members Only (*on the left side of the screen*)
- › Click Publications
- › Click Buckeye Broadcaster

√ From here, you can click on any issue of the Buckeye Broadcaster listed with a hyperlink on this web page, which will take you out to the Professional Resources Document Library in the Web Community for the Ohio Division.

Website Update

The Dublin Chapter Website is a member of the International Web Community and is a tool to keep up-to-date with all Dublin Chapter activities and information. It is also a way for you to know what is going on in the Ohio and International divisions.

I am including two website addresses:

- International Website: <http://www.iaap-gh.org/>
- Dublin Chapter Website: <http://www.iaap-dublin.org>

In order to make this a viable source of information, I need to keep it current. I can only do this with your help. I am currently working on this site and it is not complete. I would appreciate your “constructive” feedback so I can build this be “your place for information about the Dublin Chapter of IAAP.” I do not have control of the Ohio Division site nor the International Web Community, but I do have a voice.

My requests are simple:

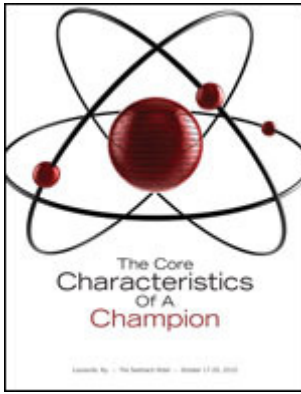
- Go the International Website and look around.
- Enter the Dublin Chapter Website and create a PROFILE. Please try to get a picture to include.
- Be a good critic and keep in touch with me.
- If you are a committee chair, board secretary or newsletter producer; or a member that wants something on the website, please send it to me at mblodgett@columbus.rr.com. I have final editorial rights and will consider for publishing.

This position is a volunteer arrangement, I was not elected or appointed. I am doing this because I believe this would be a good (maybe even great) communication tool. I have partnered with Jennifer Stoff CPS/CAP and thank her for her help and guidance. I have also been schooled by Lisa Cudd CPS/CAP and I want to express my thanks for her assistance as well.

If you want to call me or you are too frustrated to go on another minute, I can be reached – and I get it – at 614-425-5105.

Check out our link www.iaap-dublin.org or www.iaap-hg.org/dublin on the IAAP Headquarters Website. Log in as a member and view current information on a regular basis.





2010 Fall Conference

October 17-20
The Seelbach Hotel
Louisville, Ky.

In today's business world, it takes more than technical proficiency, razor sharp abilities and soft skills to rise to the top. To become a work champion, it takes understanding and practicing the **Core Characteristics of a Champion**.

- Teamwork
- Respect
- Flexibility/Change
- Integrity/Honesty
- Compassion/Caring

In a competitive workplace, honing the Core Characteristics of a Champion will give you the leading edge. Join us for the IAAP 2010 Fall Conference, a 2½ day educational conference and learn how to seamlessly integrate these core characteristics into your job and your life.

The 2010 Fall Conference is open to all members and nonmembers. Active CPS and CAP holders who attend the entire conference will earn 15 recertification points.

Click the cover above for complete details and to register.

Hope to see you in Louisville, October 17-20.

CONGRATULATIONS!



Julie A. Maruschak, CPS
Julie passed her CPS in May.

ATTA GIRL!

Angie Arledge, CPS
Angie recertified in January.



As Brenda and I proctored the CAP and CAP May 2010 exams, we were also studying. We are attending Ohio Christian University, studying for our Bachelor of Arts in Business Management. We received 36 credits towards our BA with our CPS/CAP designations. If you are interested or have any questions, please feel free to contact: Romy Nos – Ohio Christian University - Dublin AIM Recruiter - phone 614-874-4530.

Certification News

CAP/CPS Committee:

EFAM and Certification & Recertification Changes Coming in 2011

During the International Educational Forum and Annual Meeting (EFAM) in Boston, changes to the IAAP Certification Program were announced. The informational handout that was passed out at EFAM is attached for your information. Please be sure to pass this along to your chapter certification committee chair and members who are currently certified or interested in obtaining their certifications. The board plans on discussing this information at the Leadership Workshop.

UPCOMING CHANGES TO THE IAAP CERTIFICATION PROGRAM Effective November 2011

IAAP's Certification Program will be changing **effective November 2011**. In an attempt to answer as many questions as possible, we've developed this question & answer sheet. We're excited about the upcoming changes, and we hope that you will be too. Our goal, as always, is to maintain a vibrant program that's marketable to the professional community. These changes will help us achieve a much simpler system of expansion with an understandable and easier to explain certification program. If you still have questions after reviewing this sheet, email certification@iap-hq.org.

What ratings will now be available from IAAP?

IAAP is moving from a two rating system to a one rating system, with areas of specialty. The base rating will be Certified Administrative Professional, the **CAP** rating. We will also offer a specialty in Organizational Management, the **CAP-OM**.

When is this change effective?

November 2011.

How will this change affect me if I am currently certified?

Effective November 2011, all active CPS ratings will be changed to **CAP**, and all active CAP ratings will be changed to **CAP-OM**.

Will the exam format change?

Yes, the CAP exam will become a **one-part exam**, testing similar material to our current three-part exam. The CAP-OM exam will also be a **one-part exam**, testing similar material to the current Part 4 of the CAP exam.

Will additional specialty areas also be offered?

Yes, in the future, there could be a specialty in technology and software, or in medical administration, and more. At least one year's advance notice will be given prior to each specialty designation being available.

When will the Certification Review Guide be updated?

The preliminary exam outlines are available now; we anticipate new sample questions and an updated bibliography by November 2010.

Will review materials be available to study for the new November 2011 exams?

We will provide both Pearson/Prentice Hall and Metcalf Education with the revised examination outlines by November 2010. Once they give us a revision schedule, we will share that information.

Please keep in mind, the IAAP certification exams are not written from the review materials. The exams are written from the college texts listed in the Certification Review Guide. The review materials are intended as an aid to review something you already know, and are not intended to teach everything that is on the exams.

Who will be eligible to take the new CAP exam?

Applicants with no college degree will need four years of verified administrative experience; applicants with an associate degree will need three years of verified administrative experience; and, applicants with a bachelor's degree will need two years of verified experience. All experience must be within the past fifteen years, and must include twelve months continuous with one employer within the past five years. All experience requirements must be met prior to applying for approval to take the CAP exam.

Will students be able to take the CAP or CAP-OM exam?

Students will be eligible only if their experience requirements have been met at the time they apply.

If I am a new candidate, how do I attain the CAP rating and the specialty designation?

You can first apply to take the one-part CAP exam, and then after attaining the CAP rating, come back and apply to take the one-part Organizational Management specialty exam.

OR

You can apply initially as a candidate for the CAP-OM, and take both the one-part CAP exam and the specialty Organizational Management exam at the same time.

Will the exams still be multiple choice?

Yes. There is no change in the testing format.

How many questions will be included in the exams?

The one-part CAP exam will be 300-350 questions.

The one-part Organizational Management exam will be 150-170 questions.

FOR CURRENT CANDIDATES

How will these changes affect current CPS and CAP candidates?

Current candidates, and those applying for the November 2010 and May 2011 exams, will have through May 2011 to complete all parts of the existing exams.

After the May 2011 exams, any CPS or CAP candidate who has passed only one part will automatically be moved to the new CAP exam; any candidate who has passed two parts will be given through November 2011 to complete their final parts.

Complete details will be provided individually to all eligible retake candidates before both the May 2011 and November 2011 exams.

UPCOMING CHANGES TO THE IAAP RECERTIFICATION PROGRAM

How will the recertification requirements change?

Here is a list of the largest changes to IAAP's recertification program:

- * The **number of points required** for recertification will be **reduced** from **90 to 60**.
- * The **Experience** category will be renamed **“Other Certifications..”** 5 points will be awarded for each certification, up to a maximum of 20.
- * The **Leadership** category will award points for officer or chair positions for committees **active for at least 7 of the 12 months in the IAAP year**. 5 points will be awarded for each position held, up to a maximum of 20.
- * The **Education** category will be renamed **Continuing Education** and will tightly follow the **exam outline**; credit will only be given for education in these areas. 30 points will be a minimum requirement in this area.
- * The **Workplace Projects** category will be eliminated.
- * The **Elective** category will be eliminated.

When will these changes become effective?

These changes are effective **immediately**. However, the Certification Department will accept applications under either the new guidelines or the old guidelines until **April 1, 2011**.

What topics are covered in the exam outline?

While it's impossible to be exhaustive in a document such as this, the general categories are:

- * Computer hardware, systems & configuration
- * Document layout, design & reproduction
- * Software
- * Managing Physical Resources
- * Records Management
- * Communication
- * Human Resources
- * Accounting Procedures & Analysis
- * Time Management
- * Organizational Planning
- * Advanced Administration
- * Team Skills
- * Advanced Communication

How does this change affect programs that chapters and divisions submit for recertification credit?

With the elimination of the Elective category, chapters and divisions should adhere closely to the exam outline when submitting programs for recertification approval. Look for new application documents soon from the Certification Department.

What IAAP committees .“count.” in the Leadership category?

With a very few exceptions, the committees recognized and tracked by the Membership Department will count as fulfilling the requirement. Please consult the **“Officers & Committee Chairmen.”** listing, Document #531 in the Web Community Resource Library, for a list. As a general rule, the committee must be a standing one (active for at least 7 of 12 months) and its work must be far-reaching; not limited to a singular, time-based project or event.

Why is IAAP changing the requirements for recertification?

There are many reasons for the changes. First, to bring our program more in line with generally accepted standards for recertification across the board; most programs require 60 hours per recertification period. Over the years, we have also noticed the frustration applicants have had with the nebulous quality of some of our recertification categories. This change attempts to combine these two changes to make for a more tightly defined program that adheres more closely to accepted principles.

Here is a table showing the current system and the changes:

Previous Recertification Categories & Points		Revised Recertification Categories & Points	
Points Required	90	Points Required	60
Category Title	Max Points Allowed	Category Title	Max Points Allowed
Education	90 Points (Minimum 30)	Continuing Education	60 (minimum 30)
Experience	30	Other Certifications	20
Leadership	30	Leadership	20
Elective	30		

Both Connie and Brenda will be teaching CAP classes beginning the 1st week in August. If you would be interested, please contact Brenda Mason CPS/CAP at 677-1566 or Connie Switts CPS/CAP at 435-6762.

Have you been debating about taking the CPS or CAP exams? **Now is the time.** The deadline to apply for the November exams is Aug. 15. Exam dates are Nov. 5 for Part 4 of the CAP exam and Nov. 6 for Parts 1-3 of the CPS and CAP exams.

You can find the Certification Application Packet on the main website under Professional Development > Certification > Exams, or in the IAAP International Resource Library on the web community. While you're there, print a copy of the Certification Review Guide, which will help you form your study plan.

Recertification

If you are looking for ways to gain those 90 required recertification points, the 50-Minute books and OPTIONS program are a great way to earn points. Provide information on the OPTIONS program to your employer, and show him/her how those courses can benefit your company. Your employer can invest in you and your worth to the company (and gain a full year's education) for \$199. Point out to your employer that by providing the OPTIONS program they are helping you gain 24 of the required 90 recertification points. It's a win-win for you and your employer.

For additional information on the OPTIONS program, contact education@iaap-hq.org.

The Recertification Application Packet, Recertification Spreadsheet, and What Counts and What Doesn't are all available on the IAAP website at www.iaap-hq.org under Professional Development > Certification > Recertification, and on the web community in the IAAP International Resource Library.

For questions or additional information regarding CPS/CAP Certification or Recertification contact:

Brenda Mason CPS/CAP (masonb1@nationwide.com - 677-1566) or Connie Switts (swittsc@nationwide.com - 435-6762).

Future Exam Dates and Deadlines

Following are the dates and deadlines for future CPS and CAP exam administrations:

Exam Dates

November 5-6, 2010
 May 6-7, 2011
 November 4-5, 2011

Deadline Dates

August 15, 2010
 February 15, 2011
 August 15, 2011

The CPS and CAP exams are administered on the first consecutive Friday and Saturday every May and November. Part 4 of the CAP exam is administered on Friday afternoon. Parts 1-3 of the CPS and CAP exams are administered on Saturday.

Note: Certain international centers have been approved to administer the CPS and CAP exams on days other than Friday and Saturday. Refer to the Exam Centers Listing for exam days.

Below are links for applying to take the exams, forms to be submitted and information for review materials and courses.

- [Certification Application Packet](#) (PDF)
- [Certification Review Guide](#) (PDF)
- [Exam Centers Listing](#) (PDF)
- [Job Function & Employer's Statement](#) (PDF)
- [Review Materials and Courses](#)

Anyone interested in a CAP review, please notify Brenda Mason or Connie Switts at masonb1@nationwide.com or 614-677-1566; or swittsc@nationwide.com or 614-435-6762.

Anyone with Fashion Show experience or wanting to assist with a Fashion Show, please contact Connie Switts at swittsc@nationwide.com or 614-435-6762.

IAAP Important Dates and Deadlines

Buckeye Broadcaster

September 2010

September 1 Student Chapter Program Membership Year begins

September 1 Deadline for Chapters to Publish Annual Meeting Calendar with Education and/or Training Topics to their Membership - IAAP Chapter of Excellence Criteria

November 2010

November 1 Call for Proposed Bylaws & Standing Rules Amendments by Division Bylaws & Standing Rules Committee

November 5-6 CPS and CAP Examinations (Various Locations)

November 15 Deadline for Chapter and Division Treasurers to Submit Form 990 to the IRS

December 2010

December 31 Deadline for Chapters to Submit Annual Strategic Plan to Division President - IAAP Chapter of Excellence Criteria

December 31 Deadline for Chapters to Conduct Annual Member Interest/Satisfaction Survey - IAAP Chapter of Excellence Criteria

January 2011

January 15 Deadline for Nominations for International Officers or RTF Trustee

February 2011

February 1 Deadline for Submitting Proposed Bylaws & Standing Rules Amendments to Division Bylaws & Standing Rules Committee

February 15 Postmark Deadline to Apply for May CPS and CAP Examinations

March 2011

March 1 Notification of Proposed Bylaws & Standing Rules Amendments by Division Bylaws & Standing Rules Committee

March 1 Deadline for Chapter and Division Officer Nominations to Nominations Committee

April 2011

April TBD Deadline for Annual Chapter & Division Committee Reports to Division Board Contact and Division Vice President

May 2011

May 7-8 CPS and CAP Examinations (Various Locations)

July 2011

July 1 Deadline for Submitting Division and Chapter Officer Forms to IAAP Headquarters

TBD by the International Board of Directors

Deadline for Submitting Recommendations for Appointment to International Committees to IAAP Headquarters

Deadline for Submitting Pathways to Excellence to IAAP Headquarters (Division, Chapter & Member)

PASSION & PURPOSE

[Dublin Chapter](#)

Membership Committee:

In September 2009, we started with 55 members. As of April 2010 we had 54 members. Dublin chapter has a new member. Sylvia Fenwick - her husband was our Eng Comp II professor and he purchased membership for her. We have had new members, members transfer, and some memberships have lapsed due to change in jobs and economy. Each month the committee has contacted new members-at-large, in an ongoing attempt to recruit to the Dublin Chapter.

Thank you for the opportunity to serve Dublin Chapter.

Yours in IAAP® ,

Connie Switts CPS/CAP

The Ways and Means Committee is continuing to sell **Jose Madrid Salsa** and the **purse holders** at the September meeting. .

If you have any questions, please contact Melissa Sharp CPS/CAP (Ways and Means Chair from last season) at 614-249-9985 or sharpm@nationwide.com

Please remember to update your information on the IAAP Website.

Dublin Chapter of IAAP 2010-2011 Participation Opportunities

Business Planning – Board Liaison – Vicki Hohm, president			
<i>By-Laws and Standing Rules</i>	<i>Business Plan</i>		<i>Nominating</i>
<i>Pat O'Dell, CPS/CAP</i>	Officers – Board Members Past President - <i>Marie Blodgett, CPS/CAP –</i> Parliamentarian – <i>Karen Allen, CPS/CAP</i>		<i>Brenda Mason Marie Blodgett Melissa Sharp</i>
Community Service – Board Liaison – (TBD)			
<i>Civic & Social</i>			
Retirement Trust Foundation – Libby Farley, CPS/CAP OTHER Community Service Opportunities -			
Customer Service – Board Liaison – (TBD) president elect			
<i>Historian</i>		<i>Membership/Mentoring</i>	
Open <i>Helen George – camera / pictures</i>		<i>Angela Taulbee</i>	
Event Planning – Board Liaison – (TBD) vice president			
<i>Securing Speakers</i>	<i>Bosses Day Luncheon</i>	<i>Seminar & Holiday Social</i>	<i>Securing Location & Catering</i>
<i>Connie Switts, CPS/CAP, WCA</i>	<i>Tammy Brown and The City of Dublin admins (4)</i>	(Seminar) - <i>Renee Jeffers, CPS/CAP</i>	<i>Connie Switts, CPS/CAP</i>
Financial Planning – Board Liaison – Karren Martin-Huth, CPS/CAP - treasurer			
<i>Audit</i>		<i>Ways & Means</i>	
<i>Helen George</i>		OPEN	
Marketing -- Board Liaison – Barb Smith, CPS/CAP - secretary			
<i>Newsletter</i>	<i>Publicity/Publication</i>		<i>Webmaster</i>
<i>Susan Blankenship Barbara Smith</i>	(Sunshine Cards) – <i>Marica Phipps</i>		<i>Marie Blodgett, CPS/CAP</i>
Personal Development – Board Liaison – (TBD)			
<i>Certification/Education</i>	<i>Student Chapter</i>		<i>Awards/Pathways to Excellence</i>
<i>Connie Switts, CPS/CAP Brenda Mason, CPS/CAP, WCA</i>	<i>Renee Jeffers, CPS/CAP</i>		<i>Vicki Hohm</i>