

# STAR CITY NEWS

AUGUST 2011



VOLUME 5, ISSUE 1

ROANOKE CHAPTER IAAP  
2011—2011

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## From the Desk of Glenda Bramlet, CPS/CAP

EFAM in Montreal was exciting and exhausting. At times it was hilarious and sometimes frustrating- but, altogether fabulous! I must say, though, it's great to be home.

I was fortunate to celebrate my birthday in Montreal. One of our keynote speakers, Sam Glenn- aka The Attitude Guy, celebrated his birthday on July 26, the night he spoke and had us rolling on the floor with laughter. Our R&E (Research & Education) fund is much healthier now because of Sam. He began his address by creating a beautiful mural with vibrant colored chalk. He donated this piece of art, and it sold at auction for \$4,000! The money went to the R&E fund, so there will be many more members able to go to EFAM next year!

I was momentarily disappointed that I was *not* one of the lucky 100 people to have a special breakfast with Clinton Kelly- but I got to rub elbows with a few who did. He was, as the title of his book, "Freakin' Fabulous". There was plenty of laughter and some very good pointers. I'm one to sift through advice and take what I want, so please don't look at what I wear and think Clinton would necessarily approve.

It will be difficult to part with the white athletic shoes!

I was especially proud to be a part of the Virginia-West Virginia Division when our very own, Tamra Goodall, was installed as International President! Tamra's husband, Mark gave such an eloquent introductory speech. He made us laugh and brought a few tears of tenderness.

Our Division table was there to cheer when Tamra expressed her gratitude for the support from her Division. Her incoming president's address inspired us and challenged us, as we begin our year "Making The Leap to Remarkable".

Love,  
Glenda Bramlet, CPS/CAP  
Roanoke Chapter President



Tamra Goodall, CPS/CAP  
2010-2011 International President-Elect  
2011-2012 International President

## AUGUST 2011—MEETING INFORMATION

Date: Tuesday, August 23rd - 6:00 pm

Location: Holiday Inn Tanglewood

Speaker: Charlotte Mason, The Advantage Resource Group

Topic: "The Incredible Assistant—Improving Your Communication Skills"



## COMMITTEE UPDATES AND CHAPTER/DIVISION NEWS

### PROGRAM AND PUBLICITY

A new year is beginning! We will be "Making the Leap to Remarkable" in the Roanoke Chapter.

The kick off for the year will be the Roanoke Chapter August dinner meeting. Please make your plans to be there for all of the excitement! This is the month when we celebrate our Past Presidents. All past presidents present will receive special recognition for their service to the chapter. And we will be looking to the future of our chapter.

In keeping with the theme for the year, the programs will be geared to helping each of us become a "remarkable" admin! Our program for August will be *Improving Your Communication Skills*, brought to us by Charlotte Mason, The Advantage Resource Group. (One Recert Point)

Please invite someone to come with you! Showing other admins what we do and how much it will benefit them is the best way to encourage new membership.

Executive Tribute in October

It is time to begin thinking about the Executive Tribute in October. We will be presenting the annual "Executive of the Year" award at the luncheon on Tuesday, October 25. Everyone is encouraged to nominate an executive who has demonstrated his/her support of their admin and of the admin's involvement with IAAP.

Please consider your executive, or supervisor and nominate them for this award. The form is included in this newsletter, as well as the guidelines for qualifications to be the Executive of the Year.

Linda Leedy, CAP  
Donna Minnix, CPS/CAP  
Co-Chairs of Program & Publicity



### WAYS AND MEANS COMMITTEE

Judy Hough CPS/CAP, Co-Chairman  
Felisha Taylor, CPS, Co-Chairman

***Help support your Professional Organization!***

***We're geared up and ready to help raise funds!***

***Now we need your help Roanoke Chapter Members!***

**GREAT NEWS - OLDE SALEM DAYS** The Salem Rotary Club approved our application to participate as volunteers again this year at Olde Salem Days! We will be selling Pepsi products at a stand on Saturday, September 10, from 8 a.m. to 5 p.m. We are required to have 2-3 people at the booth at all times. Your help is greatly appreciated to help at this event. Please contact either Judy by email @ [jhough@salemva.gov](mailto:jhough@salemva.gov) or Felisha by email @ [felisha.taylor@cox.com](mailto:felisha.taylor@cox.com). You can also contact Judy by phone @ 491-3246. A sign-up sheet will also be available at the August Membership meeting. This is a great way to get to know your fellow Chapter members and have fun at the same time!

### ***Mary Kay Fundraiser!***

Our second project for the year is a Mary Kay fundraiser. We will have packages available at the August membership meeting for those who would like to participate. If you are not able to attend, please contact Felisha by email @ [felishataylor@marykay.com](mailto:felishataylor@marykay.com) or (540) 915-4707. You can also visit the website @ <http://www.marykay.com/felishataylor>. The fundraiser will run until the September membership meeting and 25% of the profits will go back to IAAP. Your assistance is appreciated to help make this project a success.

### ***Looking for a unique gift? Why not give an International Dining Club!***

International Dining Club books (<http://www.idc241dining.com/>) are available for sale for \$37.50. The coupons are good for buy one meal get one meal free. The books also include coupons for Mill Mountain Theatre and Roanoke Ballet Theatre. If you like to eat out, these books will easily pay for themselves. If you are interested in purchasing or you would like to try to sell some at your office, please let us know so we can get those to you. Flyers are available to post in a break room, etc. The books are good through August 2012, and the Chapter makes \$7.50 for each book sold. Contact Judy @ 491-3246 or Felisha @ 777-7494. Or you can see us at a Membership or Board meeting.

**(Got News? Please email to: [Martha.McMahon@Anthem.com](mailto:Martha.McMahon@Anthem.com) or [IAAP.Newsletter@gmail.com](mailto:IAAP.Newsletter@gmail.com) by the 1st of the month)**

It was a pleasure representing each of you at EFAM 2011, and thanks to Beth Hoss, CPS/CAP, Tammy Smith, CPS/CAP, and Gerri Richards, CPS/CAP, for keeping everyone apprised of day-to-day activities via pictures and videos. Great job everyone! Additional pictures provided by Jennifer Stoff can be viewed at: [photobucket.com/efam2011](http://photobucket.com/efam2011) (password: efam2011).

Also, thanks to Kemetia Foley, CPS/CAP, for finding time in her busy schedule at EFAM to blog about daily events. Kemetia was one of three chosen by International to do this. I appreciate all her work as this was the first year of member blogging at EFAM. She did a great job of keeping everyone informed and sharing events as they happened. Thanks, Kemetia.

If you haven't heard already, Bylaws Amendment #1 was defeated even though the International BOD amended it to minimum 10 chapter members (instead of 15) and at least 10 had to be professional members. This amendment was amended to include professional and merited members and passed. But to no avail--the amended amendment was defeated. VA-WV Division has six chapters that would have been drastically affected if Amendment #1 had passed. After listening to all pros and cons, due diligence was exercised by voting delegates in an orderly fashion.

International informed that funds in the Retirement Trust Fund are more than sufficient for the coming year and are suspending donations during 2011-2012. They are encouraging members to donate to the Education & Research Foundation instead. The Executive Board will discuss plans for this with Chair Edith Brown, CPS, in the near future.

Our Mentoring Program is off to a great start. Files were included on CDs that were distributed at the Incoming Presidents and Committee Chairs meeting in Fredericksburg. Several of you have started that process whereby a seasoned member mentors a new member. I encourage all chapters to initiate this worthwhile program.

I'm also encouraging all Division members to visit the Community Web site to set up or update (if necessary) your personal profile, also updating as necessary any information regarding address, phone number, E-mail address, etc. Current up-to-date information helps us ensure that you receive information on a timely basis. Gerri Richards, CPS/CAP, and her team are doing a great job of updating the VA-WV Division site ([www.iaap-va-wv.org](http://www.iaap-va-wv.org)); please visit regularly for events and information. The calendar is up and running so be sure to send your event schedules to be included. (E-mail [griehards@myvalleybank.com](mailto:griehards@myvalleybank.com))

As always, thank you for all you do for IAAP.

Shirley Fuller, CPS/CAP  
President  
Virginia-West Virginia Division IAAP  
Lynchburg, VA

Lesha VanBuren has received her designation of Certified Professional Secretary (actually received this in June).

## DEAR ADMIN— ADVISE TO THE ADMINISTRATIVE MINDED

Dear Admin,

My boss wants me to create a clickable hyperlink in a Word document that links to an Excel file. Can you help?

Signed: Estelle Evergrateful



Dear **Excellent** Estelle,

Here's how:

1. Press [Ctrl][F9] with your cursor at the beginning of a sentence where you want to place the link to an Excel file. This will create a couple of curly braces.
2. Type the following within those curly braces: HYPERLINK "C:\\MyFolderOne\\MiscDocOne.xls". Replace MyFolderOne and MiscDocOne.xls with the folder names and document names that are relevant to you. Remember to use double back slashes ("\\") while typing your path name.
3. Press [F9] to create the link based on the field code which you typed.

Now, you can click on the link to run Excel and open the specific workbook.

TO SUBMIT YOUR LETTERS TO "DEAR ADMIN" - Please email by 1st of the month to:

[Martha.McMahon@Anthem.com](mailto:Martha.McMahon@Anthem.com) or [IAAP.Newsletter@gmail.com](mailto:IAAP.Newsletter@gmail.com)

### PICTURE PERFECT



Installation of officers at June's Membership Meeting

Vice President & Membership Chair — Donna Wheeler, CPS/CAP

Secretary—Mary Lutz, CPS/CAP

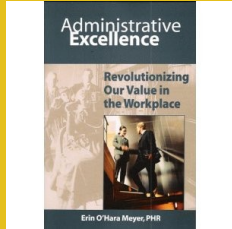
Treasurer—Leshia VanBuren, CPS

President—Glenda Bramlet, CPS/CAP

2011/2012 Division President Shirley Fuller, CPS/CAP

**Suggested Reading**

“Administrative Excellence”  
by Erin O’Hara Meyer

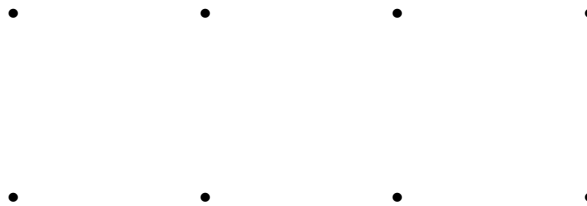


Gain respect and advance as an administrative professional. This is a must read book if you’re serious about achieving the best long-term career as an administrative professional.

**PUZZLE TIME**

Submit your answer at the August meeting for a chance to **win a prize!** A PUZZLE TIME Ballot Box will be located at the Registration Table as you enter the Holiday Inn Tanglewood meeting room. (A random drawing will be held from the entries with the correct answer.)

Connect all 12 dots with five straight lines without lifting your pencil off the paper. For this puzzle, you must end exactly where you begin.



JULY & AUGUST  
MEMBERSHIP ANNIVERSARIES

- Glenda Bramlet - 2008
- Melissa Haynes - 2009
- Donna Johnson - 2008
- Gloria Morgan - 2009
- Gerri Richards—1988
- Vickie Sword—2010
- Laura Tucker—2006
- Donna Wheeler—1993



President Glenda Bramlet, CPS/CAP called her Officers and Committee Chairs together for an informal meeting on July 10<sup>th</sup> in the picnic area at Mill Mountain. Everyone was asked to bring a covered dish. With fried chicken, potato salad, fruit, cookies and other goodies. It was a good time of fellowship and learning the responsibilities of each position. Doris England, CPS/CAP this year’s Parliamentary Advisor was able to give much insight and directed everyone to read the Chapter Manual and By-laws.



If you are interested in being a part of this great team, I am sure that your input and service would be most welcomed. Contact Glenda Bramlet and she will be able to help to direct you to the right person.

As Dinner Reservation Co-Chair I am always willing to take your suggestions into consideration.

*Submitted by Helene T. Ferguson, CPS*