

STAR CITY NEWS

JANUARY 2012



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ROANOKE CHAPTER IAAP
2011—2012

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DOROTHY M SMITH SCHOLARSHIP
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From the Desk of Glenda Bramlet, CAP-OM

Happy New Year! Time for those resolutions to make 2012 an even better year than the past.

One of my favorite motivational speakers, Sam Glenn- AKA The Attitude Guy, says:

A new year can mean a new you. A new year is on the way, so what needs to happen for you to improve or move to the next level? Ask yourself this: What has to happen? What do you need to change, try, overcome, learn, give up, believe, and do to live the best version of yourself? A new you starts with a choice, and it starts with attitude. Only you can make this choice.

It's also that time of year again, to consider running for a chapter officer position. Many of you have already held positions, yet many are still wondering if it is something that you want to pursue. I can say it has been a very rewarding and challenging experience for me. I learned so much and took away so many leadership qualities that everyone in my life will benefit from. I've become more passionate about looking for what would be best for the chapter- and myself.

I joined IAAP for educational and leadership opportunities, as well as to become certified in my field. I quickly moved toward those goals, and I believe I have achieved much more than I ever expected. So you too need to ask yourself, "Why did I join?" Was it only to place it on my resume or was it to truly get the entire experience of belonging to a professional organization?

You will not get the full experience of your journey without stepping forward, without reaching outside your comfort zone and taking on new challenges. It's important to begin honing your skills both professionally and personally. Leadership qualities are very important to how you will grow both inside and outside of this organization. Without them, it's hard to make advancements in your career. If you have chaired or participated in a committee, you are halfway there. Now it's time to complete your box and hone in on the leadership skills it takes to be an officer. It's usually that inner voice saying to you, "I know I can make a difference" or, "What can I do to make a difference?"

I hope that each one of you will think about starting a new journey of your own. Volunteer to be an officer or; if you are new and are not quite ready for that, when you're asked to be a committee chair, say yes. You will not be sorry, as you will get far more out of the experience than you will ever imagine.

Glenda Bramlet, CAP-OM

Roanoke Chapter President

JANUARY 2012—MEETING INFORMATION

Date: Tuesday, January 24th - 6:00 pm

Location: Holiday Inn Tanglewood

Speaker: John Register, Senior Vice President, Valley Wealth Management Services, Inc.

Topic: The Seven Habits of Highly Effective People

RESERVATIONS DUE BY January 19—See attached form



COMMITTEE UPDATES AND CHAPTER/DIVISION NEWS

Dorothy M. Smith CPS Scholarship Fund

Donna Minnix CAP-OM, Chairman

The Roanoke Chapter IAAP is pleased to announce we will offer one scholarship to **either** a student enrolled in an Administrative Support Technology curriculum in colleges within commuting distance of the Roanoke Valley or to a Roanoke Chapter IAAP member. Applicants must qualify to sit for the CAP or CAP-OM examination. The scholarship will cover the processing fee and exam fee only for the May 2012 examination. If you have any questions regarding the scholarship or qualifications, please contact Donna Minnix CAP-OM, Chairman, at 777-2121 or dminnix@myvalleybank.com. **DEADLINE FOR APPLICATION:** January 24, 2012.

Please note: **Members of the Roanoke Chapter may apply for the scholarship.**

Here are a few facts about the Dorothy M. Smith CPS Scholarship Fund.

Dorothy M. Smith CPS was a member of the Roanoke PSI (now IAAP), who passed away on April 16, 1983, following a brief illness. Ms. Smith was an inspiration to the co-members of her organization, as well as those she taught in Sunday school, at local colleges, and in professional organizations throughout the state. According to chapter files, Dot was a very enthusiastic voice for the Certified Professional Secretary (CPS) Program and was instrumental in the establishment of a CPS exam center in Roanoke. Because the Roanoke Chapter thought so highly of her, it was decided to create a scholarship fund to take the CPS exam in her memory. Funds were requested through mailings and deposited into the account between June 1985 and March 1987. The first scholarship was awarded in 1989.

The name of the designation, Certified Professional Secretary (CPS) was changed to Certified Administrative Assistant (CAP) in 2011.

WELCOME NEW MEMBERS

Keevie Hairston, CAP-OM

Letitia M. Pulliam

Tracy L. Jones



The New Member Orientation Webinar is available anytime on the IAAP website

(You will need to log in to the Web Community to view it)

<http://community.iaap-hq.org/viewdocument/?DocumentKey=9567e2a3-6dd6-4720-8be2-f014882e8d60>

The Roanoke Chapter will hold a New Member Orientation at our May 22, 2012 membership meeting, at which all new members for the year will be recognized.

You can also access your electronic membership packet online at:

<http://www.iaap-hq.org/newmemberpacket/pageflip.html>

If you do not have FLASH on your computer, the following link is a PDF version of the membership packet: <http://www.iaap-hq.org/newmemberpacket/new-member-packet.pdf>

Donna Wheeler, CAP-OM
Membership Chairman
dwheeler@salemva.gov

(Got News? Please email to: Martha.McMahon@Anthem.com by the 1st of the month)



International Association of
Administrative Professionals®



2012 LAN Workshop

Presented by VA/WV Division IAAP
Hosted by Tidewater and Peninsula Chapters

**Free to
attend!**

FEBRUARY 4, 2012

8:30-9:00am— Registration and Continental Breakfast Sponsored by IAAP VA-WV Division

9:00-11:00am— Navigating the Community Website— Gerri Richards, CAP-OM

11:00-11:30am— International and VA-WV Division Updates— Tamra Goodall, CAP-OM and Shirley Fuller, CAP-OM



11:30am-12:30pm— Networking Luncheon Sponsored by IAAP VA-WV Division

12:30-2:30pm— Strategies for Effectiveness— Conflict Management— Sgt. Michael L. Cole

2:30pm— Door Prizes Sponsored by Peninsula Chapter



**2 Recertification
Points Pending**

Meeting Location:
Chesapeake Police Academy
1080 Sentry Drive
Chesapeake, VA 23323

**Click Below to
RSVP:**

<https://docs.google.com/spreadsheet/viewform?formkey=dFRRC2NHMHpDVVWJFQ2ITM2tGUHFLenc6MQ>

Welcome to 2012

Donna Minnix, CAP-OM and Linda Leedy, CAP-OM

Co-chairs, Programming



The Roanoke Chapter IAAP has some exciting things planned for the new year. To start it all off, please join us on Tuesday, January 24 for our regular monthly meeting. We will have a wonderful speaker, Mr. John Register, Senior VP, Valley Wealth Management Services, Inc. John has spoken to us several times before, and we always appreciate him.

John will present “The Seven Habits of Highly Effective People” to get us going on the right track for 2012! There will be one Recertification Point granted for your attendance at this meeting.



NOTICE: If there is inclement weather where Roanoke County Schools are called off or dismissed early due to the weather, then the regular meeting will be cancelled. And your payment for your dinner will be applied to the next month.

Looking ahead for February and March: we have programs planned on Marketing and Strategic Planning.

APRIL brings us the Administrative Professional’s Week and we have a sensational seminar planned! Public Speaking and Business Communications is our emphasis for this seminar. Please be inviting guests and letting your bosses know about this education event now -**** April 24 ****

2012 MEMBERSHIP DRIVE!

It is time to plan **your** 2012 LUNCH ‘N LEARN membership event! The week of February 20 – 24 is Membership Week for the Roanoke Chapter! The Board has set the goal of having one Lunch N Learn each day that week! We will provide a speaker for presentation of what IAAP can do for an admin! You just need to decide on a date and time, secure the room, and invite your co-workers!

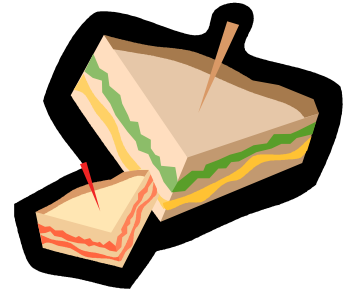
One twist on the IAAP Lunch N Learn is rather than everyone bringing their own lunch, you will provide the lunch! If you (get another member to help with this) will make sandwiches, like pimento cheese, chicken salad, cut into quarters, and provide chips, cookies, etc. , it will entice your co-workers to come! Remember, if you feed them they will come!



Please see the Eight Points for having a successful Lunch 'N Learn:

ROANOKE CHAPTER IAAP

2012 LUNCH 'N LEARN



Secure Permission and the support of your supervisor

Pick a time and date – Secure the room

Issue Invitations

Make a list of those to invite

Decide how: Invitations via paper, email, flyers (or all of these)

Place Flyers

Decide your Menu: (Cheap, cheap, cheap) Keep it simple/easy to handle

Sandwiches (Pimento Cheese, Chicken Salad, PBJ)

Chips/Pickles

Cookies

BYOD – Bring your own Drink - very important!

Order materials for giveaways - applications, certification flyers, etc.

Plan the agenda/ How much time do you have?

Set food up if possible where you come in the door/ face people the other way for the presentation

Eat

Power Point

Speakers

Takeaways – give them something to take back for a reminder of the lunch!

Don't forget to report to Glenda or Linda when you get your Lunch 'N Learn set up and enlist others to help you! If you have any questions, please contact us! We are here to help you have a great Lunch 'N Learn.

Glenda Bramlet, CAP-OM

Linda Leedy, CAP-OM

What You'll Gain by Taking a Leadership Role

IAAP continually needs new leaders to step up and take charge of the present and future of the profession and association.

Here's how you'll benefit personally by taking a leadership role in your chapter or division...

1. Meet new people – both inside IAAP and outside the association.
2. Learn from the pros.
3. Gain self-confidence.
4. Get recognition from your peers for your accomplishments.
5. Focus on yourself – for a change.
6. Learn to measure and take acceptable risks.
7. Stretch your limits (many of them self-imposed).
8. Learn how to sell your ideas to others.
9. Take stock of your interests and do something just for fun.
10. Master the art of working as a part of the team.
11. Discover the secret of getting people to work with you.
12. Find out how to motivate others (including spouses and children).
13. Improve your public speaking skills (as they say...get the butterflies to fly in formation).
14. Travel to places you've never seen before.
15. Experience new things you've never done (yet).
16. Unleash your creativity.
17. Gain respect.
18. Show your children you're into learning (in other words, walk your talk).
19. Open doors to new opportunities.
20. Expand the circle you count on as friends.
21. Interact with people who are in the same stage (life/career) as you.
22. Be a mentor (or a good role model) for others less experienced than you.
23. Give back what you got from your association with IAAP.
24. Feel good about doing something for others.
25. Learn fair play; take your turn.

Here's how you'll benefit professionally...

1. Get specialized training that you can use at work.
2. Gain skills you can apply immediately in your workplace.
3. Build skills that will get you noticed by management and possibly get you promoted.
4. Let your employers know they are getting a return on their investment in paying for your IAAP dues.
5. Lose your tunnel vision and learn how an organization is run from the top down.
6. Create a skills portfolio to document your proven abilities.
7. Learn from leaders who work in other companies and see how they do it better, faster, cheaper.
8. Develop a professional network outside your company.
9. Get access to the movers and shakers in your community.
10. Stay on the cutting edge of issues, trends, and techniques.
11. Experiment with new career directions by volunteering in IAAP.
12. Demonstrate your commitment to life-long learning (it looks good on your resume too).
13. Take advantage of inexpensive, quality training.
14. See professional role models in action; work beside them.
15. Pick the brains of top leaders without feeling intimidated (remember: IAAP is a learning organization...you're supposed to do things you've never done before).
16. Have access to headquarters staff and IAAP members who can advise you and serve as sounding boards for your ideas.
17. Explore new ways to get the job done (without having to spend your company's money or put yourself on the firing line).



PAPARAZZI

