



STAR CITY NEWS

OCTOBER 2011



VOLUME 5, ISSUE 3

ROANOKE CHAPTER IAAP
2011—2012

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From the Desk of Glenda Bramlet, CPS/CAP



October- a wonderful month. Cooler weather, leaves changing color, pumpkins-- and Boss's Day!

Maybe not the most celebrated "holiday", but a time of recognition.

The Roanoke Chapter will recognize those executives we support at our annual Executive Tribute Luncheon. Let your executive and your co-workers hear of the educational and leadership opportunities available through IAAP. Make your reservations for the luncheon to be held October 25, noon, Holiday Inn at Tanglewood. (Cost \$18.50) Deadline for reservations is October 19.

If your executive is not yet aware of the benefits of IAAP for you, your executive, and your organization, this is a perfect opportunity to make sure they do. Invite your executive to have lunch, learn more about IAAP, and hear a wonderful speaker.

You can keep track of all our events at the chapter website:
www.iaap-roanoke.org

I hope you're also making plans to attend the Professional Development Seminar in Richmond at the end of October.

Making the Leap to Remarkable with you!

Glenda Bramlet, CPS/CAP

Roanoke Chapter President

OCTOBER 2011—MEETING INFORMATION

Date: Tuesday, October 25th - 12:00 Noon

Location: Holiday Inn Tanglewood

Speaker: Mary Ellen Goodlatte, of Glenn, Feldmann, Darby & Goodlatte

Topic: "The Value of Administrative Assistants"



COMMITTEE UPDATES AND CHAPTER/DIVISION NEWS



Program Committee

Linda Leedy CAP and Donna Minnix CPS/CAP

Boss's Day is celebrated on October 16 in the United States and Canada. It has traditionally been a day for employees to thank their boss for being kind and fair throughout the year. It was Patricia Haroski, a secretary from Deerfield, Illinois, who originated National Boss Day in 1958 in honor of her boss and father because he was a man who helped all of his children with good advice throughout their careers.

In honor of the elder Haroski's birthday - October 16 - daughter Patricia registered the day with the U.S. Chamber of Commerce. Four years later, National Boss Day was backed by Illinois Governor Otto Kerner who officially proclaimed the day in 1962. The idea quickly gained favor across the country and is now even observed in England, Australia and South Africa.

Since October 16 falls on a Sunday this year, celebrations can take place on the Friday prior to, or on the Monday following, Boss's Day 2011. OR You can give your boss a card and take him/her to lunch at our Executive Tribute Luncheon on Tuesday, October 25, 12 noon at Holiday Inn Tanglewood.

Our speaker for this event is Mary Ellen Goodlatte; Glenn, Feldman, Darby, and Goodlatte Attorney. Mary Ellen is a highly respected and honored attorney in the Roanoke area. She will be speaking to us on the value of administrative assistants.

Please make your plans to come and bring your boss. Robert Frost said "by working faithfully eight hours a day you may eventually get to be boss and work twelve hours a day." So let's honor our bosses and give them a little time away at the Executive Tribute Luncheon.

DEAR ADMIN— ADVICE TO THE ADMINISTRATIVE MINDED

Dear Admin,

I'm having trouble transitioning from Office 2003 to Office 2007?

Signed: O. F. Fice, Secretary

Dear O,

Here are three links that offer help:

<http://office.microsoft.com/en-us/excel-help/interactive-excel-2003-to-excel-2007-command-reference-guide-HA010149151.aspx>

<http://office.microsoft.com/en-us/word-help/interactive-word-2003-to-word-2007-command-reference-guide-HA010074432.aspx>

[http://office Microsoft.com/en-us/outlook-help/interactive-outlook-2003-to-outlook-2007-command-reference-guide-HA010222162.aspx](http://office.microsoft.com/en-us/outlook-help/interactive-outlook-2003-to-outlook-2007-command-reference-guide-HA010222162.aspx)



COMMUNITY SERVICE COMMITTEE

Community Service Team: Gerri Richards, CPS/CAP, Chair, Lesha VanBuren, CPS, Dee Dixon, CES, and Candace Heffner

LAST CHANCE: The Salvation Army dolls and stockings will be available at the October meeting. If you want to get one or more dolls to dress or stockings to fill, please let Gerri Richards, CPS/CAP know by sending an email to griehards@myvalleybank.com. We would hate to return the dolls unadorned or the stockings unfilled. All dolls and stockings need to be returned at the November meeting. We will judge the dolls then. Thank you in advance for your participation in this worthy project. We hope to make 50 children happy with the dolls and a much nicer Christmas for the 30 children who will receive the filled stockings.



PROGRAM COMMITTEE

ROANOKE CHAPTER CALENDAR

All events are held at the Holiday Inn at Tanglewood unless otherwise noted

(Please note that each of these may be subject to change.)

October 25, 2011 - Executive Tribute Luncheon

Speaker: Mary Ellen Goodlatte, Esquire

“The Value of Administrative Assistants”

November 22, 2011 - Chapter Membership Meeting

Speaker: Randy Nicely, Valley Bank

Topic: Customer Service

December 13, 2011 - Chapter 60th Birthday Celebration

Annual Holiday Social & Community Service Project

January 24, 2012 - Chapter Membership Meeting

Speaker: John Register,

Valley Bank, Roanoke Chapter 2010 Executive of the Year

“Seven Habits of Highly Effective People”

February 20-24, 2012

Lunch & Learn Membership Drive

Locations TBD

February 28, 2012 - Chapter Membership Meeting

Speaker: Daniel Bliley, VP Marketing, Member One Federal Credit Union

Topic: Marketing

March 27, 2012 – Chapter Membership Meeting

Speaker: Ed Harriman, Blue Ridge Council of Boy Scouts

Topic: Strategic Planning

April 24, 2012

Administrative Professional’s Week Conference

Speakers: TBD

May 22, 2012 – Chapter Membership Meeting

Election of new officers

Chapter Definition – Defining the Roles of Officers & Committees

New Member Orientation

June 26, 2012 – Chapter Membership Meeting

Celebration of the Roanoke Chapter, Installation of Officers



Ways and Means Committee
Judy Hough CPS/CAP, Co-Chairman
Felisha Taylor, CPS, Co-Chairman



Olde Salem Days!

Thanks to everyone who assisted in the Olde Salem Days project! We had an enjoyable day & sold lots for Pepsi products! We received a check for \$400 from the Salem Rotary.

Ready for the holidays? Start your Christmas shopping early, and stress free!

INTERNATIONAL DINING CLUB CARDS AVAILABLE

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 October 2012, and the Chapter makes \$7.50 for each book sold. Contact Judy @ 491-3246 or you can purchase one or more at a Membership or Board meeting.

MARY KAY FUNDRAISER

Our third project for the year is a Mary Kay fundraiser. Orders must be placed by the October membership meeting, October 25th. Payment by cash or credit card is due with orders. (5% sales tax, \$5.00 shipping) Orders can also be placed on line at www.marykay.com/felishataylor (note that the free shipping offer posted online does not apply to this fundraiser). If you are not able to attend, please contact Felisha by email @ felishataylor@marykay.com or (540) 915-4707. Your assistance is appreciated to help make this project a success!

BELK CHARITY SALE – NOVEMBER 5, 2011

Belk will hold its annual Charity Sale event benefiting local charities and non-profits on Saturday, November 5, 2011 at Belk stores companywide. Charity sale tickets are available for \$5 each. Ticket holders receive \$5 off their first purchase in addition to receiving 20%-70% off Belk purchase. BONUS: If you will not be in town on the 5th, you can "pre-shop," and they will hold your purchase for pickup after the sale. The Roanoke Chapter receives 100% of the proceeds from all tickets sold!! If you would like to purchase and/or sell some of the tickets, please contact Judy Hough@ jhough@salemva.gov

or 491-3246.

CELEBRATING HOME FUNDRAISER

Celebrating Home Fall/Winter Fundraiser: We will earn up to 50% profit on the fundraiser. A hurricane lamp jar will be given away to the top seller! More information will be distributed at our October meeting. Or you can contact Judy for a flyer, if you will not be able to attend.

Suggested Reading

“Every Day A Friday”
by Joel Osteen



The title comes from research that shows people are happiest on Fridays. Pastor Joel Osteen writes how we can generate this level of contentment and joy every day of the week. Known as a man who maintains a constant positive outlook in spite of circumstances, Osteen has described this message as a core theme of his ministry. Combining his personal experiences with scriptural insights and principles for true happiness, he shows readers how every day can hold the same promise and opportunities for pure joy that they experience at five o'clock on Friday.

OCTOBER
MEMBERSHIP ANNIVERSARIES

Doris England—1990



Dinner Reservations Co-Chair

Deborah Charles, CPS/CAP

Etiquette Reminders for Table Manners

- As soon as you are seated, remove napkin and place in lap
- If invocation will be offered, wait until invocation is given before beginning to eat
- Wait until everyone at the table is served before beginning to eat
- Eating utensils are placed in order and are used outside to inside of plate
- Bread plate is to your left
- Water glass is to your right
- Cut salad with fork and knife
- Place pat of butter on your bread plate
- Break off one bite of bread at a time and butter each bite
- Food is passed counterclockwise or to your right
- Salt and pepper are always picked up together and passed to your right
- If you leave the table and plan to return, the napkin is placed on the back of your chair
- When finished eating place knife and fork on top of plate
- When finished eating place folded napkin back on table

PICTURE PERFECT



Virginia-West Virginia Division EFAM

Tamra Goodall, IAAP International President