



Visions

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Special points of interest:

- **Congratulate our newly certified CPS members—page 3**
- **Get Well wishes to long-time, valued member Ethel Ceaser—page 5**

The President's Note...



Dear Atlanta Chapter Members

Happy New Year! It is hard to believe that the holidays have come and gone and we are half way through our IAAP year. It seems we just started this year yesterday.

Are you ready for a busy second half of the year full of opportunities to allow our chapter to be a resource for your professional development?

January offers us a fun networking opportunity at our Winter Social, and it also brings us the chance to earn recertification points at our January 20 meeting with the program "Women In Business." Don't forget we are meeting on Tuesday in January due to the MLK holiday, and we are also meeting at a different location. Details will be in the meeting notice.

February is that time when we reach out to introduce our association to other adminis-

trative professionals. This year we are doing something a bit different and combining the annual Impact meeting with an Executive event. The Social Committee and Membership Committee are working together to provide an informative meeting about IAAP to prospective new members and to your executive. Watch for more information on this special night and don't be surprised if you get a call to participate in the presentation. Please plan to attend with your executive or a co-worker or friend who might be interested in joining. Even if you do not know a prospective member or your executive is too busy, please plan to attend.

March is time to start forward thinking and planning for next year as we select our Nominating Committee which is charged with the task of selecting a slate of officers for next year. You will want to start thinking ahead about



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Career Corner

How to Step Up Your Professional Game in 2009

The new year is here, and like many professionals, you're probably looking for a leg up. But knowing how to advance your career or simply prove your value to your employer can be difficult. Here are several easy tips to help you stand out in 2009:

- **Be prepared.** Change can come with little notice, especially in today's economy. What would happen if you

got a new boss tomorrow? If a colleague left, and you were asked to assume an expanded role? Considering how you would handle these scenarios will help you prepare for them. It could also help you identify skills that would aid you in the transition.

- **Take advantage of technology.** Stay up-to-date on the latest software applications in your industry. One of the easiest ways to do so is to enroll in an online course. Training is available through

(Continued on page 3)

Milestones



*Happy
Birthday to...*

Ann Clemon ...Dec. 12
Ingrid Annibale CPSDec.

21
K MeekinsDec. 21
Ethel Ceaser CPS/CAPDec .22
Sivie KashdanDec. 24
Angela Jones.....Dec. 25
Barbara Housley CPS Jan. 4
Tracis Steadman Jan. 30

Anniversary congratulations to...

Regina Hill (Dec.) 1 yr.
Robin Junious (Dec.) 1 yr.
Ashanti Shipman (Dec.)..... 1 yr.
Helen Haney (Dec.)..... 2 yrs.
Angela Hamilton (Dec.)..... 4 yrs.
Judy Martinez CPS (Dec.) 20 yrs.
Priscella Ross (Jan.)..... 4 yrs.

International

2008-2009
International Board of Directors

International President
Barb Horton CAP

President-Elect
Susan K. Shamali CPS/CAP

Vice President
Mary A. Ramsay-Drow CPS/CAP

Secretary
Janine J. Riemersma CPS/CAP

Treasurer
Karlena Rannals CPS/CAP

Director, Southeast District
Tamra Goodall CPS/CAP



www.iaap-hq.org

2008-2009 Programs

January 20, 2009
“Women in Business”
Debbie Kirtland, DJ Consultants, Inc.
Recertification Points Requested

February 16, 2009
IMPACT IAAP

March 16, 2009
“Prove Your Worth”
Kristi Casey Sanders
Recertification Points Requested

April 20, 2009
“Business Savvy”
Tim Zimmerman, Orkin
Recertification Points Requested

May 18, 2009
“Save The Best ‘Til Last”
Cathy Fox CPS/CAP
Recertification Points Requested

June 15, 2009
New Officer Installation

Georgia Division

When is the last time you checked the Georgia Division website for new information? Make it a point to visit at least once a week—there is always something new to see.

Don't delay—do it today!

www.iaap-georgia.org

APW Commemorative Pin

Each year the Host Committee for the annual IAAP International Convention and Education Forum offers a special Administrative Professionals week commemorative lapel pin for sale as a fundraiser to offset expenses involved in hosting our international convention.



www.iaap-hq.org/newsroom/apw/pin.html is where you'll find the printable order form. Order yours today!

IAAP's mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.

Congratulations!

Certification Development Workshop (CDW)

Georgia Division CDW 2008

Several members of the Atlanta Chapter attended the Certification and Development Workshop on November 21 and 22 at Callaway Gardens in Pine Mountain, Georgia. There were a total of 120 IAAP members and their guests present, including five past division officers and one international officer.

Two Atlanta Chapter members, Margaret Cross-Shelnutt CPS and Barbara Bradshaw CPS, were recognized for attaining their CPS certification. Our Omega Chapter member, Helen Schamel CPS/CAP, was recognized for her 2008 recertification, and her certificate was accepted by K Meekins. Those who certified or recertified were honored at a special luncheon. Speakers Jackie Egins and Colby Cardin discussed the many facets of personal accountability and change management.

The Georgia Division and the Port City Chapter hosted a wonderful, educational and memorable week-end.



(L-R) Barbara Bradshaw CPS, Margaret Cross-Shelnutt CPS

Barbara Bradshaw CPS

Supercharge Your Career!

Don't Barbara and Margaret look proud and pleased in the picture above? They've earned the right to celebrate through the hard work they put in to attain their CPS certification. Receiving certification gives you the confidence of knowing you possess the professional knowledge to contribute to your organization's success, plus you have the tangible proof of your certificate and the right to add "CPS" or "CAP" after your name. Why wait? Do something for yourself and for your career today. Get certified!

Career Corner ... (cont'd)

several websites at modest rates. Once you've completed a class, offer to teach colleagues what you've learned.

- **Join an industry association.** Professional organizations provide opportunities for members to update their knowledge of business and industry fundamentals and acquire new skills through seminars and workshops. And often these services are available at a discount. Joining a local association is also a great way to network and meet other professionals in your line of work.
- **Find a mentor.** Identify someone whose career path you admire, either at your current company or another organization, and approach him or her about becoming

your mentor. Having a workplace hero can help you set goals, develop new skills and tackle professional challenges.

Submitted by OfficeTeam. OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact a staffing manager at (800) 804-8367.

Submitted by Ann Lingerfelt CPS
Newsletter Committee

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K's Corner

In November I wrote about the Race for the Cure and included a photo of what a road race looks like from within the pack. This month I thought I'd continue the theme and tell you about a walk with a photo from the front of the pack.



(l-r, front) Jayne, Becky, K and Jo (back) Jimmy

This walk has no name, has no time limit or time expectations. There is no tee shirt given to the participants after the race either. If you have participated in a road race you know how disappointing "no tee shirt" can be. Seems we runners/walkers go for the tee shirt and beer or food.

Please note that I did not say this walk had no beginning, because this walk began many years ago when my daughters were small. As a way to entertain the younger children of the family and get them out of the house so the "women folks" could clean after a great meal, my Dad took his crew of grandchildren for an after-dinner walk. He made sure that he was out long enough to allow the tables to be cleared and the dishes washed. This was before everyone had a dishwasher or two in their kitchen. Those of us who stayed behind used this cleaning up time as an opportunity to catch up on all the "important" things in our lives that had not already been discussed at the dinner tables. This great social time over the kitchen sink was such a warm and enjoyable time for me and my female family members. We just would not let the men join us. They did not necessarily go on the walk with Paw-Paw and the kids, but they did not join us, either. I am not sure what they did, because we were having so much fun in the kitchen we just did not notice their activity.

What has all this to do with this walk to which I'm referring? The answer is that we, the Collins Family, have kept up this tradition for the grandchildren after my dad died. We have managed to continue this tradition of walking together as a family for 20 years. One of the greatest things about this walk is we always tell stories of the great man who started this tradition, Paw-Paw. My dad became the grandfather for all the children on his street as well as for the children of his children. So, on Thanksgiving 2008 the Collins Family gathered at niece Laurie's home in Bowden, Georgia for our Thanksgiving dinner. We had 24 in attendance this year, and we missed all those who could not make it. We had a wonderful dinner of turkey, ham, veggies, homemade rolls, numerous cakes and pies and a great cheese and fruit tray. Wow, no wonder we had to walk! We enjoyed our meal, cleared the tables (yes, tables) did the dishes (no working dishwasher at Laurie's – it was out of service), then we all agreed it was time for our walk.

We walked and talked for over an hour, and again the memories we made for Thanksgiving 2008 will live in our memory along with our pictures for a long, long time. We caught up on the happenings in each others' lives – some jobs have been lost, some children are expecting babies before the next Thanksgiving, the health of some is not the same as it was last year and some just keep on going – and yes, we talked about Paw-Paw and Grams (my mother). We miss them, but each of us realizes that these two people made us who and what we are today and also our children and grandchildren. So we returned to Laurie's house, divided up the leftovers, and began our good-byes after setting the date for our next "family gathering" which will be our Christmas celebration.



As we begin this New Year in tumultuous and uncertain times, let us all make realistic resolutions. We know what resolutions we make and break each year so let's try some new ones. May I suggest that:

We resolve to spend more time with our family and friends. Time is our most precious commodity. We resolve to be as thrifty as possible in the days ahead and keep in mind that memories cost so little. We strive to be the very best we can, kind, innovative, setting new trends, giving of ourselves and our time, and watchful of how we do all of these. We have no way of knowing what small thing we do, such as taking the small kids for a walk, will affect the lives of generations to come.

(Continued on page 5)

The President's Note... (cont'd)

what you want IAAP to do for you next year so that you know how you can serve. You will also want to be sure that you collect all of your professional development information for the year and submit it to the Awards Committee by the deadline they set.

April is when we celebrate our profession. During Administrative Professionals' Week we will have a special event at which we will present our annual awards. The plans are still being made, but we hope to also have an Educational event in conjunction with our APW event. Please watch for more information.

In May we will hold our election of officers, and I am sure that President-elect Gwen Little CAP will be providing those sign-up sheets for next year's committee chairs.

June is our finale - we will end the year with a picnic and install the 2009-2010 officers.

This is only an outline of a few of the opportunities that await us in the next six months. This is a great time for us to allow our chapter to be a professional development resource for us. There are a lot of things that need to be done, so you are welcome to jump in and polish your skills. If you want to serve and are not exactly sure how to get started or what to do, please let me know. Remember, our association is for the members and run by the members - if the members do not participate, we do not have programs, activities, or a future. I look forward to seeing you all become involved in allowing IAAP to work to help you reach your professional development and career goals as we continue our pursuit of Excellence in Action – Leading the Way.

Respectfully,
Cathy Fox CPS/CAP

K's Corner... (cont'd)

I share my memories and my pictures with you and would love to hear your story and see your pictures.

Come walk with me and let's make memories.

K Meekins

"There is nothing better than the encouragement of a good friend."

Katharine Butler Hathaway

Member News



Sincere wishes for a speedy recovery to Ethel Ceaser CPS/CAP as she recuperates from brain surgery performed the latter part of December. She is in good spirits but faces a long recuperation, so she will appreciate your calls, cards and letters. We miss you, Ethel, and look forward to the day you're able to be an active part of Atlanta Chapter again!

Auction A Success!

Our RTF auction was an amazing success this year. After all was tallied up, we had a total income of \$2,644.37!!! Tables lined one side of the room with displays of auction items as well as baked goods. Our sandwich buffet was delicious and plentiful.

Macy Whorton, who has conducted the auction for the last few years, did a great job of moving things along. We had many nice items and a number of gift cards and gift certificates for weekend hotel stays and restaurant meals.

We would like to express our thanks to all of our corporate sponsors for their generosity as well as all of the members and their companies who contributed so generously to the auction. Heartfelt thanks are also extended to everyone who contributed or assisted in any way and to all of the successful bidders—you made it a great night.

Sylvia Priest CPS and Ann Lingerfelt CPS
RTF Auction Co-Chairs

See us
on the web!
www.iaap-atlantachapter.org



Newsletter Deadline
January 28, 2009

Visions is a monthly publication of Atlanta Chapter IAAP. Submissions may be made to the Editor by the last Wednesday of each month for publication in the next issue. Newsletter Committee members are:

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K Meekins

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- K Meekins Director
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Calendar of Events

TUESDAY ←
January 20

Chapter Meeting (NEW LOCATION FOR JANUARY ONLY)
Registration 5:45 p.m. Meeting & Dinner 6:15 p.m.
Atlanta Marriott Century Center
2000 Century Center Boulevard
Atlanta, GA

February 2

Chapter Board Meeting, Piedmont Hospital, 6:30 p.m.

February 16

Chapter Meeting - Watch for the Meeting Notice!



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Charles Ross
Vice President
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