

From the President...

Dear Members,

Another month bites the dust. What an exciting month it was for our country. Whether you voted for President Obama or not, he is our new President and the United States ushers in a new era. It is very exciting and quite a milestone. The mantra "change" that the media played over and over again didn't sway me one way or the other because change comes no matter who is elected to that position. It comes down to whether or not you like the change that is about to take place.

That being said, I wanted to tell you how excited I was last July as I sat and listened to IAAP's incoming President Barb Horton discuss the changes taking place in our organization and her plans for the upcoming year. The new path that IAAP is taking means we are focusing more on personal growth and not the growth of an organization. I truly believe that when you turn your focus to the content of the programs you offer and not how many new members you can gather, that those new members will appear. And appearing they are! We just received packets for two more new members in the mail this month. It is very exciting to me to see so many of you take an interest in your career.

Tulsa Chapter immediately changed course. We went from having twenty minute programs to having one hour programs that qualified for recertification's points. So far the topics the chapter decided on have been great and we have three more fantastic topics lined

up for February, March and April. The class topics are listed elsewhere in this newsletter. Be sure to mark your calendar for February 5, March 5, and April 2 so you don't miss these great topics.

Hopefully everyone is on the path to becoming a Member of Excellence. At our February meeting we will review the criteria so you can be sure you are on the correct path. We will also review the Chapter of Excellence to see where Tulsa Chapter stands.

My next big wish is that some, if not all of you, are participating in President Horton's book discussions. The first person to email me with the name and author of the February and March books will receive a copy of those books.

Thank you all that donated items to Laura Dester Shelter for Christmas. They were very appreciative.

The next Board meeting is January 27, at Johnnies Charcoal, 5001 S Harvard Ave., Tulsa. The meeting starts at 5:45. All of you are encouraged to attend the Board meetings.

Jolene Yowell CPS, President

*"There are no speed limits on the road
to excellence."*



February Meeting

Thursday, February 5th 6:00 p.m.

Wild Potato Buffet Meeting Room
Cherokee Casino Resort
777 West Cherokee Street
Catoosa OK 74015

**Do you Want to be an Entrepreneur?
Become a Virtual Assistant**

Presented by Lois Lewis CPS

Recertification points have been requested.

Dinner should be purchased as you arrive.

Buffet Price: \$14.58

If you are not eating dinner, tell the cashier that you are just attending the meeting;
then head back to the meeting room.

Upcoming Programs

March:

Getting the Most out of Google—Shelly Walters, Razorback Chapter

April:

Assertive Communications: Getting What You Want—Vicki Anderson

May:

Global Business Etiquette: Cultural Clues, Do's & Taboos—Rachel Wagner

*Tough Times Don't Last,
But Tough People Do!*

- Dr. Robert Schuller

New Member Spotlight

LIZ CHANDLER

A big WELCOME to Liz Chandler, Executive Assistant to the Senior Vice President of Engineering at Clear Channel Radio! Liz has been with Clear Channel for seven years and says she loves how her daily routine is always changing. She once had a job as a maid at a hotel in Pensacola, FL — for one day. She now has a great appreciation for that occupation and says it's a tough one.

Liz has been married to her husband, David for 15 years. Their son, who is 9, plans to be President of the United States someday and even has a picture of the White House on his bedroom door!

Growing up, Liz moved around a lot because her father was in broadcasting. However, she has lived in Oklahoma for 20 years and considers it her home. In addition to working full time at Clear Channel, Liz sells Avon. Ask her for a catalog!

Liz loves spending time with her family and enjoying the things they are involved with. She joined IAAP hoping to take her career to the next level and says she is honored to be a part of the Tulsa Chapter team. Liz, it's our honor to have you as a member!

REGINA THOMPSON

Regina has been with Cherokee Nation Enterprises for a little over a year and is the Senior Administrative Assistant to the Vice President of Corporate Finance/Accounting and to the Director of Cage Operations/Revenue Accounting. Now that's an impressive title! When asked what she liked most about her career, Regina responded, "Managing the impossible!"

Her most unusual job was when she was asked to help out one of her foster children by substituting at a Carl's Jr. one night deep frying chicken for hours. She said she learned a lot of lessons that day on serving others.

Regina has been married to husband, Brian, a former Marine, for 15 years. They have four grown children and four grandchildren. All of their children live outside of Oklahoma so Regina and Brian have lots of places to visit. Regina is also a certified foster parent and has been a youth director. Ask Regina about her Broadway experience!

Teamed with her husband, who silversmiths rings, watches bracelets and necklaces, Regina designs jewelry with various kinds of gemstones such as turquoise, red corral, and tiger's eye.

Regina says after reading the IAAP material she was impressed with the value IAAP would bring to her career. Well, Regina, we're certainly impressed with you! Welcome to Tulsa Chapter!

DANA FUGATE

Dana is a Senior Administrative Assistant with Cherokee Nation Enterprises LLC, and has worked there for over 6 years. She says there is never a dull moment and it never gets boring. She is also a licensed cosmetologist but hasn't done hair for over 30 years.

Dana loves spending time with her family, which includes a son, daughter, four grandchildren and a 92-year-old mother. Years ago, her family was transferred to Paris and lived there for a while. Her children attended the American School of Paris and the entire family had some great experiences. She says it was a time of learning so much about culture and history, but mostly about herself as an American forgetting there's a big world out there beyond our country.

In addition to spending time with family, Dana likes to read and loves to fish; however, she says she never seems to get time to do it. She also loves old movies.

Dana joined Tulsa Chapter to network and glean knowledge from other professionals. She also hopes to get certified. We're certainly glad to have you as a member, Dana, and wish you good luck with your certification endeavors!

Tulsa Chapter is pleased to let you know that we have two new members: Jill Lingle, Administrative Assistant at Flintco, and Tammie Burgin, Principal's Secretary at Union's Peters Elementary School. Be sure to introduce yourself to these new members at the February 5th meeting.

**TULSA CHAPTER IAPP
MEETING MINUTES
December 4, 2008**

The December meeting was held at Johnny Carino's at 41st and Yale. President, Jolene Yowell CPS called the meeting to order at 6:04 p.m. The Tulsa Chapter officers were introduced: President, Jolene Yowell CPS; Vice President, Kathy Doering CPS; Secretary, Jamie Ward CPS/CAP; and Parliamentary Advisor, Christine Hilderbrand CPS/CAP. Treasurer, Michele Dodson could not be present.

Sandy Tabio was recognized as a Tulsa Chapter member serving as the 2008-2009 Arkansas-Oklahoma Division Treasurer and Legacy Chair.

Husbands in attendance were introduced and welcomed as our special guests.

Kathy Doering CPS introduced a little activity for us to work on while dinner was served. She passed out a couple of word games dealing with Christmas carols and holiday traditions. We took a break to eat dinner and visit for a while before beginning the business portion of the meeting.

The Board presented each member with a candle to wish them happy holidays.

Guest Speaker

Forrest Carpenter with the Laura Dester Shelter spoke briefly about the programs offered at the shelter and the girls who work there. We were able to present him with the gifts that we had collected for the girls at the shelter.

Business Meeting

The minutes of the November, 2008 Tulsa Chapter meeting were printed in the *Tulsan*. No one noted any additions or corrections to the minutes so they were approved as printed.

The treasurer's report has been filed for audit. Members wishing to review it may do so by contacting Michele Dodson, Treasurer.

One new member was welcomed into the Tulsa Chapter: Regina Thompson who is employed with Cherokee Nation Enterprises.

Future Programs

There will not be a January meeting so the next time we meet will be on February 5. The Cherokee Casino in Catoosa has been recommended as a site for monthly Chapter meetings. The Board has decided to hold the

February 5, 2009 meeting at the casino in a meeting room in the Wild Potato Buffet. Members will get dinner from the buffet prior to the beginning of the meeting. The cost of the buffet is \$14.58 per person. Dinner will begin at 5:45 pm.

Announcements

We will begin printing the minutes from the Board meetings in the monthly newsletter.

The forms for anyone wishing to run for an International office, Retirement Trust Foundation trustee or committee member are now available. Interested parties should contact Jolene Yowell.

There will not be a January newsletter. The deadline for the February newsletter is January 20. Entries need to be submitted to Sherry Tyler CAP by the January 20 deadline.

There will be a New Member Orientation on December 16 beginning at 5:30 on the eighth floor of the Warren II Building located at 61st and Yale.

Dates to Remember

January 23, 2009 – Annual Winter Bash at Al and Jolene Yowell's home located at 19160 Valley View Lane in Catoosa. The Bash begins at 5:30. RSVP to Jolene at 266-1740 or jyowell@ng-supply.com.

Birthdays

Jolene Yowell	December 7
Elizabeth Masingale	December 10
Sherry Tyler	December 24
Ann Hammack	January 19

Meetings

The next Executive Board Meeting will be Tuesday, January 27 at Johnnie's Charcoal Broiler at 5001 S. Harvard Ave. beginning at 5:45 pm.

The next Chapter meeting will be February 5, 2009 at the Wild Potato Buffet in the Cherokee Casino in Catoosa. Dinner will begin at 5:45 pm.

There being no further business, the meeting was adjourned at 7:31 p.m.

*Submitted by Jamie Ward CPS/CAP, Secretary
Reviewed by Jolene Yowell CPS, President*

2009 ARKANSAS-OKLAHOMA DIVISION ANNUAL MEETING UPDATE

The Planning Committee has been busy working on fine tuning details for this year's Annual Meeting. The Budget was presented to the Division Officers on December 29. At that time, they had a few minor changes. Those changes are being addressed and made.

We received fantastic news regarding a large donation. Cherokee Nation Enterprises, LLC has committed to donating \$5,000 towards the Annual Meeting. A big "Thank You" goes to CNE. On this note I would like to remind members to send the donation request along with the level of giving to your employers or any company in the Tulsa area you think might be able to contribute. There are several levels of giving on the accompanying sheet. If you did not receive the email from President Yowell CPS with those two documents attached, please let Jolene know and she can resend to you. Your employer may not be able to make a monetary donation but we also have several levels of "in kind" donations. We all realize the economy is not what it was a year ago but even the smallest donation will help us have a great meeting.

Sherry Tyler CPS/CAP has agreed to create the registration brochure for us and President Yowell and I will be working with Sherry to create a rough draft of the brochure for review by the Division President, Marsha Bryan CPS/CAP. Once we have her approval we will be able to make the final copy, print it and get the brochure mailed out to all members of the Arkansas-Oklahoma Division.

Liz Chandler has also agreed to work on Publicity for the meeting. I'm sure Liz would welcome help from anyone who wants to help. We really appreciate Liz doing this for us as she is a new member to Tulsa Chapter. It is always great to see new members get involved right away with the Chapter.

The decision was made at the last Planning Committee Meeting to make the grand mariner cherries, two cherries to a box, as a table favor for one of the meals. We have also decided to make a couple of chocolate items for the tables on Sunday, June 14, morning breakfast. We will soon be needing help getting these items ready. If we have enough people helping it should not take long. Please be watching your email for information on a work day soon.

The room count at the hotel is at 24 for the weekend and there are only 16 more rooms in our block of rooms. If you want to stay at the hotel, which will be called Hard Rock Tulsa by our meeting date you should go ahead and book your room now.

I look forward to this being a really great meeting and with everyone's help we should have a great meeting. More updates will follow in the newsletter or via email.

-Christine Hilderbrand



From Jolene & Cathy:

For those of you who missed our December meeting, we had a lot of fun. We met at Johnny Carino's for some food and drink. Kathy Doering started a story on a sheet of paper, then passed it around for all of us in attendance to add our two cents worth. The story below is the result of that endeavor. I guess you had to be there, but it was a lot of fun.

"Twas the night before the Christmas holiday and I was the last one at the office. I was getting ready to leave and there was this sound from outside. I went to the window and what did I see, a huge red sack full of wine, crackers and cheese! I glanced around – no one but me! I ran to the sack and slipped and fell on my butt. I tried the cheese, but I was rolling around in the snow on my butt. Lucky me, I looked up there was a big fat man in red. With a nod of his head and a glint in his eyes, I yelled "Santa Claus!" He gave his hearty laugh and a "Ho! Ho!" and with that he reached into his red bag and pulled out a snow blower and cleared the yard so I could walk without slipping. "What a great idea! I said and he laughed and answered "This will make my sleigh landing much easier." He then asked me what I would like for Christmas and I answered, "More wine, cheese please!" Bring me enough to go thru the New Year so I won't have to think upon excuses for the stupid things I say and do like: Santa, what happened to the Victoria Secret's lingerie you brought me for Christmas? Mrs. Clause decided she'd keep it so she sent you her special fudge she always makes every year. I hope you liked it. Why do you ask? Because, I wanted to model it for my husband so he would have a Merry Christmas."



Are you Afraid of “Me?”

-Sherry Tyler CPS/CAP

Many of us are afraid of using the pronoun, me. We were taught to say “I” so much that we have completely forgotten when it’s ok to use “me.” It’s not a bad word at all! An easy rule of thumb is to determine if the sentence sounds good with the pronoun alone:

Say: “Susan and I went to the store.”
Say: “I went to the store.”
Do not say: “Susan and me went to the store,” because you wouldn’t say, “Me went to the store.”

Say: “She gave the gift to Susan and me.”
Say: “She gave the gift to me.”
Do not say: “She gave the gift to Susan and I,” because you wouldn’t say, “She gave the gift to I.”

Along this same line is the use of the reflective pronoun, myself. I had a boss who insisted on closing correspondence with, “If you should need anything, please do not hesitate to call Customer Service or myself.” Now really, if you leave out Customer Service, the sentence sounds ridiculous: “If you should need anything, please do not hesitate to call myself.” Of course, the correct way to construct the sentence would be, “If you should need anything, please do not hesitate to call Customer Service or me.”

The only occasions to use the word, myself, would be in sentences like, “I hurt myself.” Again, people avoid the use of the word “me.” and the result winds up sounding pretty silly.

Don’t be afraid of “me.” It’s a perfectly good word to use and needs to be used more often.

REMINDER **REGISTRATION DEADLINE** **FOR CPS AND CAP EXAMS** **IS** **FEBRUARY 15TH.**

EXAM DATES ARE
CAP—MAY 1 (AFTERNOON)
CPS—MAY 2

"In today's times, giving someone your undivided attention is an ultimate sign of respect. Respect leads to trust and trust is the foundation of high-performance."
-Bob Schooley

2009 PIN



Shipping & Handling Charges:

1-3 pins	add \$2.00
4-12 pins	add \$5.00
13-25 pins	add \$7.00
26-50 pins	add \$9.00
51+ pins	add \$14.00
Next Day	add \$30.00

**TULSA CHAPTER IAAP
Executive Board Meeting
November 25, 2008**

CALL TO ORDER: The October meeting was held at Johnnies's Charcoal Broiler at 5001 S. Harvard. President, Jolene Yowell CPS called the meeting to order at 5:52 p.m.

ATTENDANCE: Board members present were: President, Jolene Yowell CPS, Vice President, Kathy Doering CPS; Secretary, Jamie Ward CPS/CAP, and Parliamentary Advisor, Christine Hilderbrand CPS/CAP. Treasurer, Michele Dodson was out of town and could not attend. Members present: Debra Bishop, Connie Weddell, Sherry Tyler CAP, Joan Wirt CPS, Ann Hammack, and Denise Feltnor.

APPROVAL OF MINUTES: September minutes were approved as printed in the newsletter.

TREASURER'S REPORT: Treasurer Michele Dodson was not present at the meeting but submitted her report to Board members via e-mail prior to the meeting. The treasurer's report showed the following balances: Savings - \$3,531.35; Checking - \$1,103.56; Annual Meeting account - \$1,533.10.

COMMITTEES:

Annual Meeting	Bazaar Update – \$739.00 was made through sales at the craft bazaars. Jolene was continuing to sell leftover craft items at her office and through her local Curves workout facility. Cherries – Jolene made about \$807.00 through the sale of her handmade chocolate covered cherries. Golf tournament – plans are continuing to be made to have a golf tournament to raise money for the annual meeting. Budget meeting – a meeting is set for 3:00 pm on November 30 at Jolene Yowell's house to create a budget for the annual meeting.
Newsletter	There will be no newsletter in January. The next newsletter will go out in February and submissions are due to Sherry Tyler by Jan. 20 th . The Board discussed printing Board meeting minutes in the newsletter so that members will be informed of decisions made at Board meetings.
Roster	Much of the roster information has been updated but some birthdays are still missing. Debra Bishop is continuing to try to get updated information from members to create an accurate roster.
Program	The December meeting will be held at Johnny Carino's at 41 st and Sheridan starting at 6:00 pm. Kathy Doering is continuing to work on scheduling future programs. Connie Weddell suggested that we move the monthly Chapter meetings to the Wild Potato Café at the casino in Catoosa. She said that we could eat dinner from the buffet for \$14.58 per person and have our meeting in a private dining area at no charge for the room. After some discussion, the Board decided to give it a try for the February meeting to see how members feel about driving out to Catoosa each month for the meeting. We

Membership	still have a meeting room reserved at Union Public Schools if members decide that they want to keep the meetings in the Tulsa area. Dana Fugate and Regina Thompson with Cherokee Nation Enterprises have recently joined the Tulsa Chapter. They will be officially recognized and welcomed into the chapter at the Dec. 4 meeting. There will be a new member orientation on Dec. 16 at 5:30 on the eighth floor of the Warren II building at 61 st and Yale.
Ways/Means	The topic of a Current fundraiser was once again brought up. It was decided to go ahead and sign up with the program and just see how it goes.
Civic	We will collect gifts at the Dec. 4 Chapter meeting for children at the Laura Dester Shelter. Forrest Carpenter has been invited to attend the December meeting to talk briefly about the Shelter and allow us to present the gifts to him. If he is not able to attend, Sherry Tyler volunteered to deliver the gifts to the Shelter.
RTF	The silent auction didn't go over very well and Shirley Schellhorn recommended that we don't have any more in the future.
Certification	The care packages that Christine Hilderbrand put together for CPS/CAP candidates for the November testing days was greatly appreciated and we received positive feedback on them. Our new website will be http://www.iaap-tulsa.org . We paid the \$300 fee to International and the new website has been started. Jolene is coordinating training with Linda Williams CPS/CAP
APW	After some discussion, the Board decided to not host an APW event this year. Since we have taken on the responsibility to host the Annual Meeting, it was decided that finances are too limited to allow us to plan a large APW event in April.

NEW BUSINESS

There was a call for nominations for those wishing to run for an International office. No names were brought to the Board.
The February 5th meeting will be held at the Wild Potato Café in the casino in Catoosa. Dinner will be served at the buffet for \$14.58 per person.
Once again this year Jolene and Al Yowell will host the Winter Bash at their home on Jan. 23. All Tulsa Chapter members are invited.

OLD BUSINESS

No old business was discussed.
NEXT BOARD MEETING: The next meeting of the Executive Board will be Tuesday, January 27, 2009 @ Johnnie's Charcoal Broiler at 5001 S. Harvard starting at 5:45 pm.

NEXT CHAPTER MEETING: The next regular meeting of Tulsa Chapter will be Feb. 5, 2009 at the Wild Potato Café in the Cherokee Casino in Catoosa beginning at 5:45 pm.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:57 p.m.

*Submitted by: Jamie Ward CPS/CAP, Secretary
Reviewed by: Jolene Yowell, CPS, President*

Just Remember to Give Praise

Harvey Mackay

Tulsa World - United Feature Syndicate

Sunday, December 14, 2008

-submitted by Connie Weddell



In this uncertain job market, with employees worrying about the health of their companies and their own futures, encouragement is especially reassuring. In tough economic times, when companies need to re-evaluate raises and bonuses, a positive word can ease tensions and promote productivity.

When was the last time you said any of the following:

“You did a terrific job”

“I’m sorry”

“I was wrong”

“I forgive you”

“I believe you”

“I appreciate all that you’re doing”

“You make me proud”

If you can’t remember using these phrases, you’ve got some retooling to do.

The cost of giving sincere praise is next to nothing, but a recent study has found that the payoff can be huge.

Employees want to be praised because it means they can be seen as competent, hard-working members of the team. Good managers want satisfied, motivated and productive staff members.

A Personnel Today survey of 350 human-resources professionals found that the greatest factor in workplace productivity is a positive environment in which employees feel appreciated. The survey reports that two-thirds of the respondents said they felt a lot more productive when they received recognition for their work, while the remainder said they felt a little more productive.

Just feeling productive can be motivating in itself. When workers don’t feel productive, frustration sets in, according to 84 percent of the survey respondents. Twenty percent said they felt angry or depressed when they weren’t able to work as hard as they could.

Here are three tips for providing praise effectively:

Be sincere

Give praise only where it is due. Workers can spot phony sentiments, and resent the implication that they are so gullible that they would fall for such flattery. The Greeks have a saying: “Many know how to flatter; few know how to praise.” Learn the difference.

Give public praise.

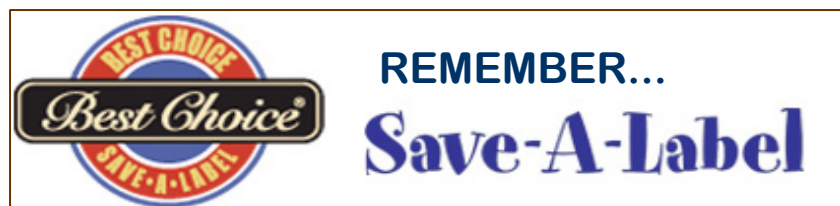
Praising in public is a good way to raise general morale. Praise loudly, blame softly.

Be specific in your praise

Name exactly what it is the employee has worked on and what he or she has accomplished. Remember that if the employee feels the praise isn’t genuine, it could have a negative effect.

Praising your staff may lead to an unexpected result: You the manager, will come away with a renewed sense of confidence in the people who report to you. After all, if you hired someone to do a job that they are not suited for; you have to assume some of the responsibility for their shortcomings. It’s up to you to help them build the strengths and competencies necessary to deserve some praise. Then delivering those compliments is especially sweet.

Mackay’s Moral: People have a way of becoming what you encourage them to be.





HAPPY BIRTHDAY!

Lynne Blair-February 5
Robin Herndon-February 17



2008-2009 Tulsa Chapter Officers

President Jolene Yowell CPS

Vice President Kathy Doering CPS

Secretary Jamie Ward CPS/CAP

Treasurer Michele Dodson

TULSA CHAPTER MISSION STATEMENT

TO PROMOTE AND ENHANCE THE PROFESSIONAL AND PERSONAL GROWTH of Tulsa Chapter members by promoting continued education, providing leadership opportunities and networking, resulting in career advancement and increased value to employers.

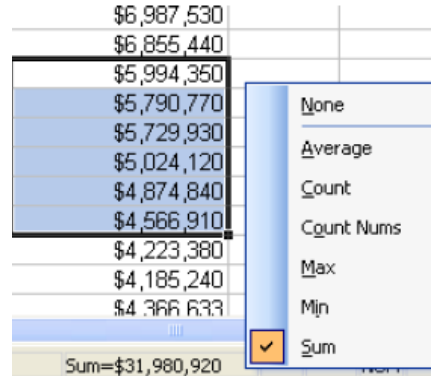
*The next deadline for submission of
articles for the newsletter is
February 15, 2009.
styler@arrowengine.com*

Calculate on the Fly Without Formulas

Borrowed from Microsoft Excel E-Tip of the Week
-submitted by *Connie Weddell*

While building a worksheet, users often have the need to check their math. Instead of reaching for a calculator, use Excel's built-in Auto Calculator.

1. Select the cells containing the information to be calculated.
1. The Default calculation is "Sum" and it will now show at the bottom of the screen on the "Status Bar."
1. Right-click the sum to view a menu that offers other auto calculations.



What do a racecar and kayak have in common?

The first Tulsa Chapter IAAP member to email me with the correct answer will win a prize!

styler@arrowengine.com

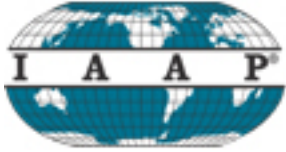
Valentine's Day History

There are varying opinions as to the origin of Valentine's Day. Some experts state that it originated from St. Valentine, a Roman who was martyred for refusing to give up Christianity. He died on February 14, 269 A.D., the same day that had been devoted to love lotteries. Legend also says that St. Valentine left a farewell note for the jailer's daughter, who had become his friend, and signed it "From Your Valentine". Other aspects of the story say that Saint Valentine served as a priest at the temple during the reign of Emperor Claudius. Claudius then had Valentine jailed for defying him. In 496 A.D. Pope Gelasius set aside February 14 to honor St. Valentine.

Gradually, February 14 became the date for exchanging love messages and St. Valentine became the patron saint of lovers. The date was marked by sending poems and simple gifts such as flowers. There was often a social gathering or a ball.

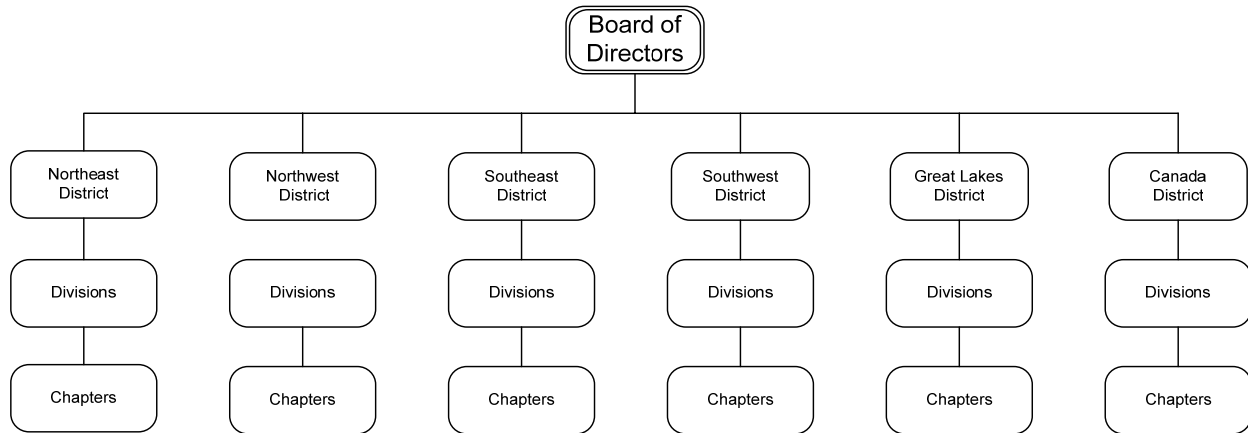
In the United States, Miss Esther Howland is given credit for sending the first valentine cards. Commercial valentines were introduced in the 1800's and now the date is very commercialized. The town of Loveland, Colorado, does a large post office business around February 14. The spirit of good continues as valentines are sent out with sentimental verses and children exchange valentine cards at school.





International Association of Administrative Professionals®

IAAP Organizational Chart



IAAP ACRONYMS

APD	ADMINISTRATIVE PROFESSIONALS DAY
APW	ADMINISTRATIVE PROFESSIONALS WEEK
CAP	CERTIFIED ADMINISTRATIVE PROFESSIONAL
CEU	CONTINUING EDUCATION UNIT
CND	CANADA DISTRICT
CPS	CERTIFIED PROFESSIONAL SECRETARY
GLD	GREAT LAKES DISTRICT
IAAP	INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
IC	INSTITUTE FOR CERTIFICATION
NED	NORTHEAST DISTRICT
NWD	NORTHWEST DISTRICT
PIP	PAST INTERNATIONAL PRESIDENT
R&E	RESEARCH AND EDUCATIONAL FOUNDATION
RTF	RETIREMENT TRUST FOUNDATION
RTFC	RETIREMENT TRUST FOUNDATION COMMITTEE
SED	SOUTHEAST DISTRICT
SWD	SOUTHWEST DISTRICT

<http://www.iaap-hq.org/>