



**Alabama Power Chapter
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Giving

Message from the President

Planning is Essential for Success




The Alabama Forestry Commission has been charged with protecting the state from destructive wildfires. I was reading an article recently about how the commission conducted a *controlled burn* in Dodge City in Cullman County. A *controlled burn* removes ground cover and fallen trees, or “fuel,” that could turn a wildfire into an inferno. This burn could only take place after careful planning, and when prescribed wind and weather conditions were met. Planning can be difficult, time consuming and ever changing. But a plan cannot be successful without people.

Just as planning is essential to a controlled burn, planning is essential to the success of the Alabama Power Chapter-IAAP. For our chapter to be successful, it needs you to help set goals and objectives for each new year. Nomination forms for officer positions were emailed to you last week. Please consider serving your chapter in a leadership role and you will develop leadership skills and build relationships that will last a lifetime.

Dwight D. Eisenhower is quoted as saying “plans are useless, but planning is essential.” Be instrumental in planning the direction of this chapter over the next year.

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April 15th

Not just the tax due date!

Join us as we elect our

2010-2011 board members...Your vote counts!



Southeast District Director

Hello, I'm Virginia Boyd, CPS/CAP 2009–2011 Southeast District Director. Since I am new to this position, many of you may not know me. So, let me tell you a little about me and my goals.

I'm originally from North Carolina, but have been a resident of South Carolina for the past 28 years. I'm married to Frank Boyd (just celebrated our 40th Anniversary). We have one daughter and a five-year old grandson.

I've been a member of IAAP–Southeast Division, Emerald Chapter, since 1991; held all offices at the chapter and division levels. I attained my CPS/CAP certification ratings and am a Microsoft Office Specialist (Word, Excel and PowerPoint). I instruct chapter members for the CPS/CAP exams as well as proctor.

In 1996, I joined Monsanto as an Administrative Assistant. My current position is as an ISO/QA Technician for Ascend Performance Products (formerly Monsanto/Solutia, Inc.). Other positions

held with the company were in Accounting, Polymer, and SDI.

I have been a member of the Advisory Board for the Business Department at Piedmont Technical College for the past seven years. I attended East Carolina University and received my Associate in Business degree from Piedmont Technical College. I was a member of Toastmasters International and held the offices of Area Governor and Club President.

I have been involved with local, state, and national pageant systems for 25 years. My participation includes judging and coaching all phases of competition with an emphasis on the Interview.

Favorite saying: "Bless Your Heart."

Favorite motto: "Be Safe, Work Hard, and Do Great Things."

Goals as Southeast District Director

Through the *Power of Commitment* of the Division Presidents

1. Ask Chapter Presidents to survey their members at least at the beginning of the year. They need to know what the members want to know and expect...different programs, etc.
2. Provide Leadership Programs for the division, at least two a year. I'm sure there are excellent speakers among your members...get them involved. You don't need to pay for most seminars, just use the talent within the division.
3. Have your chapter get involved with volunteering within the community.
4. Professional chapters need to be involved with student chapters to mentor and increase continued interest in IAAP. Visit student chapters to encourage professional development & the benefits of being a member; invite student chapter officers to professional meeting; and present programs to the students—keep them interested

Article submitted from the Southeast District

Getting Organized with Avery



"Getting Organized" with Avery is the key to a chaos-free office for every administrative professional. The APC- IAAP Chapter's March meeting was held at the Southern Company Inverness Building 42. Keri Walling with Avery brought new and innovative items for easier labeling, organizing, filing and information on a new postage machine for your departmental mailings. There was excellent food from Miss Myra's Pit Bar B Que, great decorations, and door prizes. A PowerPoint presentation from Keri will be sent to all APC-IAAP members.

Tiffany Escott, First Vice President

March Birthdays

Consuela Black	6
Carla Scarborough	7
Janet Etheridge	11
Kimberly P. Williams	12
Darlene Williford	14
Antoinette Woodard	29
Sheree Salter	29

April Birthdays

Lelia Mitchell	2
Laconya Johnson	3
Tameka Pearson	4
Juanita Bailey	11
Berlindolyn Millhouse	18
Maxine Moore	26

**Happy Birthday
to all born
in March and April**

HOT OFF THE PRESS

Newsletter Updates

The Administrator has made changes. It will be published every fourth Wednesday of each month, which will include a reminder of next month's meeting, articles from each meeting, next month's members birthday, upcoming meetings from International, Alabama division, and other Alabama chapters. Each chair person is asked to submit an article or bullet points from each event by the third Wednesday after the event. We still encourage members to submit articles of interest, tips, fun facts, puzzles, quotes, riddles, etc. by the second Wednesday of each month. All items are to be submitted to Nisha Brown at nlbrown@southernco.com.



**Alabama Division
58th Annual Meeting
June 4-6, 2010**

**POWER
of
Commitment**

Alabama Division is holding its 58th Annual Meeting in Birmingham, AL at the Hilton-Perimeter Hotel off Highway 280 on June 4-6, 2010. Alabama Power Chapter is this year's host chapter. There is time to get involved and join a committee. Rooms have been blocked at a rate of \$99.00 plus tax. Registration will soon begin so mark your calendars for June 4-6, 2010. The cost of the seminar is \$110.00 for Professionals, \$75 for Merited and Past Alabama Division Presidents, and \$50 for Students. More information on the seminar will be available soon. For committee information, please contact Gina Chessser, CPS at 226-1094 or email GCHESSER@southernco.com.

**Power of Commitment
Commemorative Pin**



To purchase a Power of Commitment pin for \$5.00, contact Cassie Lord at CLORD@southernco.com.

MARK YOUR CALENDAR

Upcoming Chapter Events

- April 15** 2009-2010 Officer Nominations and Elections, Membership Drive, Jeopardy IAAP Style, and “Thinking and Walking Out of the Box”
- April 21** Administrative Professionals Day at the Vestavia Country Club – Charles McCrary, Keynote Speaker
- May 12** 3rd Annual Flea Market, please bring new and/or gently used items to Cassie Lord CLORD@southernco.com
- May 20** How to Dress for Success Fashion Show
- June 17** Installation of 2010-2011 Officers
Certificates of Appreciation and Awards

Upcoming International, Division and other Alabama Chapter Events

- April 9** Proclamation Signing with Governor Bob Riley and Alabama Division recognizing Administrative Professionals Week
- April 20** 5th Annual Administrative Professional Day hosted by the H. Council Trenholm State Technical College Continuing Education Chapter, Montgomery, AL
- April 20** 7th Annual Seminar and Education Forum hosted by the Huntsville Chapter at the Redstone Federal Credit Union Technology Center
[http://www.iaaphsv.org/links/IAAP_Seminar_Registration_Brochure_2010\[1\].pdf](http://www.iaaphsv.org/links/IAAP_Seminar_Registration_Brochure_2010[1].pdf)
- June 4-6** Installation of 2010-2011 Officers
Certificates of Appreciation and Awards

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Speaking of planning, the next two chapter meetings are going to be great! On April 15 we have a few business items to take care of but then we are going to have fun! Dianne Hargrove, CPS has created the chapter’s very own “Jeopardy-IAAP Style.” So brush up on your IAAP facts and be ready to play. We are going to use this meeting as an opportunity for a membership drive, so bring some friends and introduce them to IAAP.

And on April 21, we have our Administrative Professionals Day Luncheon at Vestavia Country Club. Our theme is “**POWER OF COMMITMENT – Working in Harmony.**” You will be receiving registration information this week. Make your reservations early!

Liz McGill, CPS
President



Newsletter Committee

Nisha Brown, Chair
Desiree Carmichael, Co-Chair
Tammy Reece, Staff
Kathy Wilkey, Advisor

Submit news articles, points of interest, tips, comments, cool websites, quotes, etc. to Nisha Brown (nlbrown@southernco.com) by April 14, 2010.

If you submit a 200-word article, you may earn a point toward becoming a Member of Excellence! Get a jump start on this award by submitting your article today. For more information about Member of Excellence, visit <http://community.iaap-hq.org/IAAPHQ/Pathways/Home/Default.aspx>