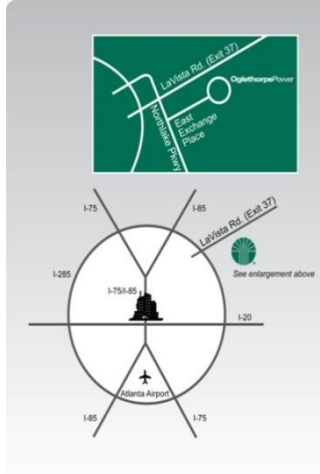




MEETING

LOCATION:

Oglethorpe Power Corporation
2100 East Exchange Place
Tucker, GA 30084
770-270-7600



Take I-285 to LaVista Rd exit. Travel East to Northlake Pkwy. Make a RIGHT onto Northlake Pkwy. At first traffic light, take a LEFT onto East Exchange Place. Follow the road to the end of the roundabout. Enter Oglethorpe Power Corporation's Headquarters.

Front Entrance Security: Members and visitors commuting to the meeting must check in at the Guard Station. Advise the guard that you are here for a Cherokee Rose meeting. The guard will issue you an access card and direct you to park in the Visitors parking lot (FREE parking!).

The access card will be used to obtain entry into Building One, where you will sign in with the receptionist. A Cherokee Rose member will be called to escort you to our meeting.



2011 – 2012 Cherokee Rose Chapter Program Information

www.CherokeeRose.org

www.IAAP-Georgia.org

www.IAAP-HQ.org

2011 – 2012 CRC Officers

PRESIDENT

Linda Parrish, CPS/CAP
Linda.Parrish@gasoc.com
770-270-7964



PRESIDENT-ELECT

Dana Morgan, CPS
Dana.Morgan@cox.com
404-269-9511



VICE-PRESIDENT

JB Hilliard, CAP
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678-518-9988



SECRETARY

Vivian L. Irby, CAP
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678-469-1078



TREASURER

Sharon Yearwood, CPS/CAP
Sharon.Yearwood@gasoc.com
770-270-7611



DIRECTOR

Michelle Williams, CPS
Michelle.Williams@gatrans.com
770-270-7701



CRC Committees & Chairpersons

A-Team	Susan Pierce
Administrative Professionals Week	Vivian L. Irby, CAP
Awards	Dana Morgan, CPS
Bylaws	Demetrice M. Clayton, CPS/CAP
Certification	Demetrice M. Clayton, CPS/CAP
Chaplain	JB Hilliard, CAP
Community Outreach	Board
Education & Programs	JB Hilliard, CAP
Fundraising	Lenni Thigpen
Historian	Helen Denning, CPS/CAP
Hospitality	Justina Shivers
Membership	Dana Morgan, CPS
Newsletter	Patricia Bailey
Nominations	Michelle Williams, CPS
Publicity	Vivian L. Irby, CAP
Research & Education Foundation	Board
Scrapbook	Ta'Sheena Morgan-Sires
Member of Excellence	Dana Morgan, CPS

CRC Certification Review Course

As we approach our 9th year of offering certification reviews, get ready for our Spring 2012 review course - in preparation for the May 2012 exam and the new CAP and CAP-OM certifications!

August 22, 2011
Introduction to the 2011-2012 Leadership Team & President's Strategic Plan



September 15, 2011
Keys to Successful Project Management for Administrative Professionals



Teresa will define the term "Project Management" & describe a few specifics to managing projects. You'll also walk away with specific project management tools for practical application back in the workplace.

Teresa Durham, PMP, CSM

October 19, 2011
Boss's Day Celebration & Operation Innovation



You'll walk away from Tony's presentation inspired, motivated & equipped to put your newly discovered innovative skills into action!

Tony Chapek



2011-2012 MEETING & PROGRAM SCHEDULE

November 17, 2011
Fall Educational Seminar
(9:30am – 3:30pm)
& 10th Anniversary Celebration!
(11:30am – 1:00pm)



Outstanding speakers and a fabulous luncheon celebration are planned for this very special day!

Holiday Inn Atlanta Perimeter

January 19, 2012
Make an IMPACT

Learn how membership in IAAP makes an impact in your professional and personal life.



**Jenny Stewart, CPS/CAP
GA Div President-Elect**



December 15, 2011
Holiday Celebration
(CLOSED meeting – Members only)

Bring your holiday cheer as we celebrate the festive season Cherokee Rose style!

February 16, 2012
Avery Presentation

Get great tips for organizing your workspace as well as your workload.



All meetings are held from 11:30am – 1:00pm at Oglethorpe Power Corporation unless otherwise noted. Schedule/speakers subject to change. Please see monthly meeting announcements for program details.

March 15, 2012
Spring Educational Seminar
(9:30am – 3:30pm)
BACK BY POPULAR DEMAND!
This One-Day Seminar will be packed with great presentations, networking opportunities & shopping!



April 19, 2012
Administrative Professionals' Week Celebration Luncheon

Join in this annual celebration as we honor those career-minded administrative professionals who continue to make a difference in the workplace.



May 17, 2012
Officer Elections & Invisible Influence
(CLOSED meeting – Members only)

Invisible Influence explores the science of influence – by maximizing our own personal strengths. Rhonda will share with us how to recognize what our invisible influences are and how to maximize their power.



Rhonda Scharf, CSP

June 21, 2012
Officer Installation & Awards Ceremony

Join us as we celebrate the accomplishments of the 2011-2012 year and welcome the Chapter leadership for the upcoming year!

