

Cherokee Rose Review

Cherokee Rose Chapter—Tucker, Georgia

Volume 10, Issue 3

September/October 2010

2010-2011 CHEROKEE ROSE BOARD MEMBERS



Pictured left to right: President Michelle Williams, Treasurer Dorothy Chatt, Vice President Dana Morgan, Director Nina McNeive, Secretary Vivian Irby, CAP, and President-Elect Linda Parrish, CPS.

PRESIDENT'S MESSAGE

Fall is finally in the air and with it comes cooler days, lower electric bills, and the leaves will start to change colors and begin to fall. It seems like change is everywhere around us. How about around your home? The kids are back in school or off to college and the college football season



has begun. You may have even purchased some pumpkin or harvest spice to make your home smell like the holidays.

History has taught us that the only thing that remains constant is “change.” Don't let it worry you though – take advantage of it. Make changes in your life! Add a little education. Not just book learning, but how about taking an art class or a cooking class. Volunteer at a local shelter or with a youth organization. Or take time out to finish that book that you bought awhile back and have been meaning to read.

The point is that you need to add to your life each day. Make every day better for yourself and for the people around you. At the end of each day, I hope you feel like you've made a difference and not just made it through the day. Take some time today to reflect and find out what you can do to add ‘spice’ to your life.

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Cherokee Rose Chapter IAAP

Mission Statement

To enhance the success of career-minded administrative professionals within our chapter, by providing opportunities for growth through education, leadership development, and community involvement.

**2010-2011
CHAPTER MEETINGS**

OCTOBER 20, 2010

*Boss's Day Event
Jane Herlong - "Don't Throw Tomatoes
at my Field of Dreams"*

NOVEMBER 18, 2010

*Helen Taffet - "Business Gift Ethics:
Sending the Right Business Gift... and
What Not to Send"*

DECEMBER 16, 2010

*CLOSED MEETING: Holiday Celebra-
tion*

JANUARY 20, 2011

*IMPACT MEETING
Nina Hubbard, CAP, Georgia Division
President - "IMPACT Your Life"*

FEBRUARY 17, 2011

Avery - "Go Green with Avery"

MARCH 17, 2011

One-Day Educational Seminar

APRIL 20, 2011

*Administrative Professionals Week
Celebration Luncheon*

MAY 19, 2011

Chapter Elections & Annual Business

JUNE 16, 2011

Installation Ceremony for New Officers

Never doubt that a small group of com-
mitted people can change the world.
Indeed, it is the only thing that ever
has. *~Margaret Mead*

SEPTEMBER CHAPTER MEETING

J. B. Hilliard, CAP, JB Enterprises-BTS, Inc. presented during the September 16, 2010 Chapter meeting. The presentation was entitled "Technology Tips for the Top Administrative Professional." A handy booklet containing the tips was given to each attendee.



J. B. with Vice President Dana Morgan



Almost every situation in life has a humorous piece hidden inside for those who have the courage and perseverance to look. Unknown

BRAINTEASER



What Am I?

I am taken from a mine, and shut up in a wooden case, from which I am never released, and yet I am used by almost everyone.

PASSION & PURPOSE
CHEROKEE ROSE CHAPTER



Guiding Professionals to the Next Level

The Cherokee Rose Review is a monthly publication of the Cherokee Rose Chapter of IAAP located in Tucker, Georgia. Submittals from Chapter members are welcomed and should be forwarded to Patricia Bailey - pbailey@georgiatolls.com.

OCTOBER CHAPTER MEETING—October 20, 2010

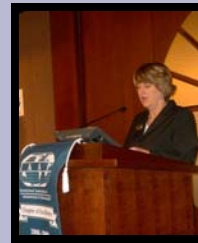
Boss's Day Event

“Don't Throw Tomatoes at my Field of Dreams”

By Jane Herlong



Pictured: Vice President Dana Morgan and Jane Herlong



**Family of Companies
United Way Bake Sale**

by Nancy Hatton

The Family of Companies (FOC) Bake Sale, which is one of many fund-raising events held every year for the United Way, was held on October 26, 2010. This year we saw tables full of cookies, pies, cakes, brownies, and cupcakes all made by FOC employees and donated to the bake sale. Cherokee Rose members Justina Shivers, Dorothy Chatt, Susan Pierce, Helen Denning, CPS/CAP, Linda Parrish, CPS, Sharon Yearwood, CPS/CAP, Connie Looney, Michelle Williams and Nancy Hatton helped with baking, cutting, wrapping, selling, and yes, buying the delicious goodies. This year over \$325 was raised with all proceeds going to the United Way.



“Illuminated the Way”

*Congratulations to
Dorothy Chatt - September 2010*



President Michelle Williams and Dorothy Chatt

Dorothy has “Illuminated the Way” by making sure the Chapter’s treasury is protected and that all transactions are protected and handled in a timely manner while being

She follows chapter and Division protocol when necessary and has established processes for protecting the treasury. Being elected by the members to assume this responsibility is an honor and privilege that the Cherokee Rose Chapter recognizes. Thanks Dorothy for “Illuminating the Way.”

*Congratulations to
Patricia Bailey - October 2010*



October’s recognition goes to Patricia Bailey for her contribution as the Cherokee Rose Chapter newsletter editor. Patricia has done an amazing job in redesigning the newsletter for this chapter year and already has completed two newsletters. The chapter appreciates her passion, her support, and her determination. She has definitely “Illuminated the Way” for the Cherokee Rose Chapter.

THE HAPPY BIRTHDAY SONG

The "Happy Birthday Song" story started in Kentucky with 2 sisters called Mildred J. Hill (born in 1859), and Patty Smith Hill (born in 1868). Another sister called Jessica also played a role, but more on that later. Patty was a nursery school teacher (and eventually principle) who helped found the Institute of Child Welfare Research and Columbia in 1924, and also created the 'Patty Hill Blocks' used in schools nationwide. Mildred, like her sister, also started out as a kindergarten and Sunday school teacher but she eventually became a concert pianist and composer, she took a very scholarly approach to music and specialized in the field of Negro spirituals.

In 1893 Mildred was working at the Louisville Experimental Kindergarten School where her sister was also working as Principle. Mildred came up with the melody we all now associate with the happy birthday song, and sister Patty added the lyrics and so was born the song "Good Morning to All", a simple and catchy song for teachers to use to welcome their students into the class room each day. It went like this:

Good morning to you,
 Good morning to you,
 Good morning, dear children,
 Good morning to all.

So how did this song end up having its lyrics changed from a greeting to a birthday song? The changed lyrics first appeared in a songbook in 1924, although its unknown who did this first. As radio and film were becoming very popular the song seemed to take a life of its own for a while and the melody was used on more than one occasion in films in the early 1900's.

This all came to a head when Irving Berlin's musical 'As Thousands Cheer' used and didn't credit the "Good Morning to All" melody, the third hill sister called Jessica who administered the copyrights for her sisters filed a suit, and by being able to demonstrate concrete and undeniable similarities between "Good Morning to All" and "Happy Birthday to You" in a court of law she was able to obtain the copyright for "Happy Birthday to You" for her sisters as well.

Article Source: http://EzineArticles.com/?expert=Jay_K_Knight

BIRTHDAYS AND ANNIVERSARIES

BIRTHDAYS

Jean Wheeler	September 7
Monica Cherry	September 12
Julie Henfield	September 28
Michelle Williams	September 30
Dorothy Chatt	October 5
Robin Hairston	October 28



IAAP ANNIVERSARIES

Patricia Bailey	9/2007
Patricia Campbell	9/1996
Linda Parrish	10/2007



NOTICE

- Cherokee Rose will be the Host Chapter for the 2012 Georgia Division Annual Meeting. Contact President Williams to volunteer/participate in this event.
- Notify President Williams or Demetrice Clayton, CPS/CAP of any activities that qualify for the BEACON Award.
- Recognize/encourage members for their efforts and accomplishments via email or cards.

Did you know?

- Studies show you really can "hear" a smile over the telephone.
- If you repeat a person's name when you meet them, you'll be more likely to remember their name.
- The first 30 seconds of a call or meeting set the tone for the remainder of the contact.
- On average, happy customers tell four other people about their experience. Dissatisfied customers tell ten.
- A good laugh boosts your immune system.

MEMBER FOCUS



Nancy Hatton

Name: Nancy Hatton

Employer: Georgia Transmission

Position with Company: Executive Staff Assistant

Type of Business: Electric Utility

IAAP Member Since: February 2009

Current Office: A-Team Chair



Anything you want to share about you personally: 2 grown children-Brian & Christina; 2 grandchildren-Hannah (4 ½) & Austin (1 ¾); 2 dogs; love the gulf beaches of Florida.

What person, living or deceased, do you most admire? What significant impact did this person have on your life? My mom. She has always been (and still is) a strong, independent, caring, loving woman who put up with a stubborn, loving husband and raised 6 strong (stubborn), independent children. She showed us that we can do whatever we wanted to in life and succeed and she would support our decisions even if she didn't always agree with them.

Why has being a member of IAAP been important to you? Allows me to be a member of a team working together to help other admins.

What would you tell nonmembers to encourage them to join? It will open the doors to better yourself in your career and life goals.

What do you think are roadblocks for the administrative professional today? Not being taken seriously; looked at as being "just a secretary" not always being given an opportunity to advance within a company.

What do you still have left to learn? A LOT!



HANDS ON ATLANTA/RIVER ALIVE CLEANUP

By Nina McNeive

The crisp fall weather was perfect. The attendance was record-setting. The results were phenomenal!

The Cherokee Rose Chapter was represented again this year at the fourth Annual Hands On Atlanta/Rivers Alive cleanup on Saturday, October 2. This year's event was held at Shamrock Middle School, Decatur, and a portion of Burnt Fork Creek that runs directly behind the school grounds. The following members assisted with this community service event by either helping in registration or the cleanup: Demetrice Clayton, CPS/CAP, Holly Daniell, Dorothy Chatt, Sharon Wright, and Nina McNeive.

Among the 173 participants who donated their time, energy and enthusiasm were employees from Oglethorpe Power Corporation, Georgia Transmission Corporation, Georgia System Operations Corporation, Georgia EMC, Sutherland, Asbill & Brennan, Golder, Hunton & Williams, Jones Day, TRC, Photo Science, and Burns & McDonnell. Other supporters included friends and family members, members of Shamrock's Environmental Club and Beta Club, parents of Shamrock's students, Shamrock's principal, Robert Thorpe, and representatives from the Boy Scout Venture Crew 455.



Pictured: Dorothy Chatt, Holly Daniell, and Nina McNeive

Volunteers showed up ready to work, with assorted tools — wheelbarrows, rakes, picks, chainsaws, clippers, gloves — and most importantly, smiles on their faces. With an eager, willing attitude, the workers came together in an amazing effort to beautify the school grounds, clean trash from the creek and its banks, and clear pathways through the adjoining wooded areas.

Accomplishments of the workers included clearing an overgrown trail to accommodate cross-country running by students, pulling up privet, cutting down dangerous trees, designing stepping stones for creek crossings, opening up of drainage areas, digging access steps on a steep hill, and building a bridge across the creek. Two truckloads of privet and approximately 610 pounds of trash were collected. Afterwards, everyone enjoyed a boxed lunch from Jason's Deli and joined together for the traditional group photo.

Cherokee Rose members enjoyed making a difference in our community.

"Success is the sum of small efforts, repeated day in and day out." ~ Robert Collier



CRC's own "PROGRESSIVE" Lady, Helen Denning, CPS/CAP



BRAINTEASER



Answer: *Pencil Lead*



Back Row: Demetrice Clayton, CPS/ CAP, Director
Nina McNeive, Holly Daniell, Joyce Berger..
Seated: Sharon Wright, Patricia Campbell, Naomi
Toole.



The Kaiser Permanente Corporate Challenge Run/Walk was held on September 16, 2010 at Turner Field. Many "Roses" participated and were in full bloom. This event helps to promote health, wellness and fitness among many Metro Atlanta companies and their employees. Proceeds from this event helps to benefit "The Atlanta Braves Foundation Community Food Bank." Employees from The Family of Companies participated and enjoyed the opportunity to mingle with each other.

Produced by U.S. Olympian and running expert Jeff Galloway through Phidippides Runners RRCA, the Kaiser Permanente Corporate Run/Walk & Fitness Program is a unique workplace organized fitness program that kicks off with the Get Active Atlanta Training Program, which includes a free 8-week training membership, and culminates in a downtown Corporate 5K Run/Walk and Company Picnic.

2010-2011 CRC COMMUNITY SERVICE PROJECTS



Our House, Inc. - <http://ourhousega.org/> (Selected for our monetary donation)

The mission of Our House is to break the chains of homelessness by providing quality early childhood education and comprehensive support services for families who are homeless. Today, the nation recognizes that affordable, quality childcare is critical to many families' success in overcoming homelessness, welfare dependency, and poverty. Since the beginning, they have been progressive in their use of the latest research to guide the application of their programs. In addition to being the first homeless-specific childcare center to receive accreditation from the National Association for the Education of Young Children, Our House has received awards from DeKalb County, the City of Decatur, and has been featured at several conferences for their innovative approach. If you would like to volunteer or make a donation, you may contact them at 404-378-0938.

LIVED2TELL - <http://lived2tell.org/> (Selected for necessity drive)

LIVED2TELL is a non-profit organization whose objective is to help alleviate people's fear of cancer and to encourage and educate women to get mammograms. The founder of **LIVED2TELL** was 24 years old when she was diagnosed with breast cancer. Therefore, she wants to educate adolescent and adult women about the importance of doing breast self examinations and instill in them the necessity of monitoring any changes that occur in their bodies. This organization provides all kinds of services to individuals dealing with the affect of cancer including, providing pre-packaged meals, laundry pick-up services, prescription pick-up, wigs and hair maintenance information, as well as family counseling and care giver assistance. If you would like to make a donation or volunteer, you may contact them at 770-484-8811.

For more information, please contact Elizabeth Moses, Community Outreach Chair, at 770-270-7954.



Millions, Billions, and Trillions

Different style guides will suggest different ways to write certain kinds of numbers.

A common way to write big numbers such as millions, billions, or trillions is to use a mix of numerals and words:

- *Approximately 82.5 million women are mothers in the United States.*
- *Police said thieves escaped with 1.2 million blank checks.*

When the number before the word "million" or "billion" is a big round number or less than 100, it depends on which style guide you follow:

Chicago Manual of Style Recommendation:

- *Disney has sold more than four million movies through iTunes.*
- *Ukraine harvested thirty-four million tons of grain.*
- *More than three hundred million people live in the United States.*

Associated Press Recommendation:

- *Disney has sold more than 4 million movies through iTunes.*
- *Ukraine harvested 34 million tons of grain.*
- *More than 300 million people live in the United States.*

Mignon Fogarty is the host of Grammar Girl and founder of Quick and Dirty Tips. Prior to becoming a grammar guru, Mignon was a magazine and technical writer, and an entrepreneur. Mignon has a B.A. in English from the University of Washington in Seattle and an M.S. in biology from Stanford University.

WELLNESS: ACTIONS TO FIGHT THE FLU

1. Take time to get a flu vaccine.

- CDC recommends a yearly flu vaccine as the first and most important step in protecting against flu viruses.
- While there are many different flu viruses, the flu vaccine protects against the three viruses that research suggests will be most common.
- The 2010-2011 flu vaccine will protect against an influenza A H3N2 virus, an influenza B virus and the 2009 H1N1 virus that caused so much illness last season.
- Everyone 6 months of age and older should get vaccinated against the flu as soon as the 2010-2011 season vaccine is available.
- People at high risk of serious flu complications include young children, pregnant women, people with chronic health conditions like asthma, diabetes or heart and lung disease and people 65 years and older.
- Vaccination of high risk persons is especially important to decrease their risk of severe flu illness.
- Vaccination also is important for health care workers, and other people who live with or care for high risk people to keep from spreading flu to high risk people.
- Children younger than 6 months are at high risk of serious flu illness, but are too young to be vaccinated. People who care for them should be vaccinated instead.

2. Take everyday preventive actions to stop the spread of germs.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.*
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.)
- While sick, limit contact with others as much as possible to keep from infecting them.

3. Take flu antiviral drugs if your doctor prescribes them.

- If you get the flu, antiviral drugs can treat your illness.
- Antiviral drugs are different from antibiotics. They are prescription medicines (pills, liquid or an inhaled powder) and are not available over-the-counter.
- Antiviral drugs can make illness milder and shorten the time you are sick. They may also prevent serious flu complications.
- It's very important that antiviral drugs be used early (within the first 2 days of symptoms) to treat people who are very sick (such as those who are hospitalized) or people who are sick with flu symptoms and who are at increased risk of severe flu illness, such as pregnant women, young children, people 65 and older and people with certain chronic health conditions.
- Flu-like symptoms include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Some people may also have vomiting and diarrhea. People may be infected with the flu, and have respiratory symptoms without a fever.

Source: The Center for Disease Control and Prevention, www.cdc.gov CDC Says "Take 3" Actions to Fight the Flu

“THINKING OF YOU”— Author Unknown (*Submitted by Lenni Thigpen*)

Too many people put off something that brings them joy just because they haven't thought about it, don't have it on their schedule, didn't know it was coming or are too rigid to depart from their routine.

I got to thinking one day about all those people on the Titanic who passed up dessert at dinner that fateful night in an effort to cut back. From then on, I've tried to be a little more flexible.

How many women out there will eat at home because their husband didn't suggest going out to dinner until after something had been thawed? Does the word 'refrigeration' mean nothing to you?

How often have your kids dropped in to talk and sat in silence while you watched 'Jeopardy' on television?

I cannot count the times I called my sister and said, “How about going to lunch in a half hour?” She would gas up and stammer, 'I can't. I have clothes on the line. My hair is dirty. I wish I had known yesterday, I had a late breakfast, It looks like

rain.” And my personal favourite: “It's Monday.” She died a few years ago. We never did have lunch together.

Because people cram so much into their lives, we tend to schedule our headaches. We live on a sparse diet of promises we make to ourselves when all the conditions are perfect!

We'll go back and visit the grandparents when we get Steve toilet-trained. We'll entertain when we replace the living-room carpet. We'll go on a second honeymoon when we get two more kids out of college.

Life has a way of accelerating as we get older. The days get shorter, and the list of promises to ourselves gets longer. One morning, we awaken, and all we have to show for our lives is a litany of “I'm going to,” “I plan on,” and “Someday, when things are settled down a bit.”

When anyone calls my 'seize the moment' friend, she is open to adventure and available for trips. She keeps an open mind on new ideas. Her enthusiasm for life is contagious. You talk with her

for five minutes, and you're ready to trade your bad feet for a pair of Rollerblades and skip an elevator for a bungee cord.

My lips have not touched ice cream in 10 years. I love ice cream. It's just that I might as well apply it directly to my stomach with a spatula and eliminate the digestive process. The other day, I stopped the car and bought a triple-decker. If my car had hit an iceberg on the way home, I would have died happy.

Now...go on and have a nice day. Do something you WANT to...not something on your SHOULD DO list. If you were going to die soon and had only one phone call you could make, who would you call and what would you say? And why are you waiting?

Have you ever watched kids playing on a merry go round or listened to the rain lapping on the ground? Ever followed a butterfly's erratic flight or gazed at the sun into the fading night? Do you run through each day on the fly? When you ask, “How are you?” Do you hear the reply?

When the day is done, do you lie in your bed with

the next hundred chores running through your head? Ever told your child, “We'll do it tomorrow.” And in your haste, not see her sorrow? Ever lost touch? Let a good friendship die? Just call to say 'Hi'?

When you worry and hurry through your day, it is like an unopened gift....Thrown away.... Life is not a race. Take it slower. Hear the music before the song is over.

Life may not be the party we hoped for... but while we are here we might as well dance!



PASSION &
PURPOSE
CHEROKEE ROSE CHAPTER

When are Employees the Happiest at Work?

There are many theories of what makes employees happy in the workforce. Most of us are familiar with the saying – “When employees are happy, customers are happy.”

An unknown author once said: “*People perform best and deliver the best customer service when they like what they do.*” Some research reveals that employees are the happiest when they are accomplishing the work they believe in. From a study at the Harvard Business School by Harvard Professor, Amie Amabile, and Steven J Kramer, they found that:



“Progress ranked No. 1 on the list of engagement factors related to performance. Analyzing 120,000 journal entries Amabile and Kramer found that workers reported feeling most engaged on days when they made headway or received support to overcome obstacles in their jobs. They reported feeling least engaged when they hit brick walls. Small dents in work meant as much as large achievements.”

So what can managers do to help employees achieve happiness in the workplace? The following are tips:

- **Remove obstacles.** Banish the unnecessary obstacles that can prevent progress or slow down work.
- **Recognize progress, not just results.** Employees want you to notice and appreciate the progress they have made. Their progress is going to ultimately lead to a successful conclusion for you.

These tips are really not difficult. However, if managers are not paying attention or not tuned in to their employees, these tips will be overlooked.

Thank your employees for their efforts.

Source: Georgia State, HR.com, “Remove Obstacles to Progress to Achieve Happiness at Work” by Derek Irvine.

IAAP Mission Statement

“Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development



Certification vs. Certificate

Certification results from an assessment process that measures an individual's knowledge, skills and competency in a particular specialty. A Certificate results from an educational process, and indicates completion of a course or series of courses; it is typically not associated with the degree-granting program of a university. Certification programs are test-based. No training or education is provided; the aspirant undertakes a test or series of tests in order to prove her knowledge. On the other hand, certificate programs, like PACE, offer credits for approved training and education courses. The certificate is achieved once an enrollee attains a pre-determined number of credits. Currently, the only national-level credential for Administrative Professionals is a certification program offered by the International Association of Administrative Professionals.

(noted in a blog from the American Society of Administrative Professionals)



Quote of the Month

"To keep your character intact you cannot stoop to filthy acts. It makes it easier to stoop the next time."

— **Katharine Hepburn**
Gutsy American actress Katharine Hepburn was ranked the greatest actress of all time by the American Film Institute for her roles in films such as *The African Queen* and *The Philadelphia Story*. She was born in 1907 in Connecticut. Early in her film career, RKO took away her overalls, demanding she dress like a screen icon, prompting her to walk through the studio in her underwear. Her romance with Spencer Tracy led to their delightful verbal sparring in films like *Adam's Rib* and *Woman of the Year*. She died in 2003.

**PASSION &
PURPOSE**

CHEROKEE ROSE CHAPTER



International Association of
Administrative Professionals®

Bad Break Room Behavior Can Leave a Lingering Impression

Bringing lunch to work has become an everyday occurrence for more and more workers because of the downturn. If you're among this group, mind your manners in the company kitchen. Workers polled in a recent survey by Office Team said the most annoying break room behavior is leaving a mess for others to clean up. Taking a coworker's food without asking came in second, followed by leaving expired or spoiled items in the refrigerator.

You may think your actions in the break room go unnoticed, but subtle behaviors can send a message about your consideration for others — or lack thereof. Here are five additional tips for minding your manners in the break room:



Remember mom's advice. If you spill something in the microwave or on the counter, wipe it up. It's also common courtesy to refill anything you've emptied in the kitchen, such as the coffee pot, utensils or a napkin dispenser. Leaving empty food containers or coffee mugs in the sink also is inconsiderate because it limits the amount of room colleagues have to clean their dishes or wash their hands.

Spare the air. You may love the smell of your famous "seafood surprise," but your neighbors probably don't share your enthusiasm. Avoid bringing extremely pungent foods to the office that could offend your colleagues' olfactory senses.

Stake your claim. Label your food with your name and the date. This will let people know the items are not department leftovers up for grabs and make it clear when the item should be taken home or

thrown away.

Get the hint. Schedule alerts on your calendar so you'll remember to take home or toss out leftovers or groceries you've stored in the office fridge. You'll also help free up space for coworkers.

Do a little dirty work. Clean up around the break room even if someone else created the mess. By simply picking up a piece of trash or wiping the table, you'll set an example for others to follow and create a more pleasant and potentially safer environment for your colleagues. If you see an ongoing issue with break room etiquette, consider asking management to implement a staff policy or reinforce the rules of conduct.

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 320 locations worldwide, and offers online job search services at www.officeteam.com.

There are some people who live in a dream world. And there are some who face reality; and then there are those who turn into the other.

— Douglas Everett



**2010 - 2011
Georgia Division Board**

Left to right: President-Elect Barbara Wiley, CPS/CAP; President Nina Hubbard, CAP; Vice President Jenny Stewart, CPS/CAP. Back row: Secretary Valerie Carter, CPS/CAP, Treasurer LaVonne Goldschmidt, CPS/CAP.

GEORGIA DIVISION IAAP

MISSION: Enhancing the success of career-minded administrative professionals in Georgia by providing opportunities for growth through education, community building and leadership development.

CORE VALUES: Integrity, Respect, Adaptability, Communication, Commitment



Upcoming 2010 - 2011 Events

October 22, 2010 - October 23, 2010

Fall Seminar - *pending board approval*
Hosting: Dogwood Chapter
Details will be posted once finalized

February 2011

Certification & Development Workshop/
Student Conference
Hosting: DeKalb Chapter
Details will be posted once finalized

June 2011

Georgia Division Annual Meeting
Hosting: Albany Area Chapter
Details will be posted once finalized
Members at Large (MAL) - Mixers
Hosting: Georgia Division
Keep a watch out for meet and greets just for you

Division Golf Tournament Registration Now Open



Come one, come all. It is time for our annual Golf Tournament, May 2, 2011. Get your team(s) together and sign up to compete. And although you may be tempted to keep this information to yourself, please share it with your co-workers and executives. This is division's newest fundraiser for the year. Let's make it a huge success for the division. And if you are not much of a golfer but would like to sponsor a hole, then you are in luck. Chapter Members, we are in need of door prizes for this event. If you have any questions regarding this event, please contact Jody Jones, jody.jones@gwinnettcountry.com.

Stop worrying about the potholes in the road and celebrate the journey!
Barbara Hoffman



2011 IAAP SPRING CONFERENCE
March 6-9, 2011, Tampa, Fla.
Bounce Back—Bounce Higher

This 2.5 day conference will give you:

- **The knowledge** of business trends to let you see the big picture and understand your shifting role within it. You'll discover what it takes to become and remain resilient to maintain your competitive edge.
- **The skills** to become super competent to meet all the new demands placed on you and your work team. You'll leave with six keys for performing at your productive best to be a peak performer and achieve breakthrough results.
- **The attitude** required to get results while working with others. Learn to take charge of your ever-expanding role and increasing accountability. What worked yesterday won't work today or tomorrow.
- **The foresight** to create professional development opportunities each and every day and prepare yourself for the next stage of the New Normal, so you'll keep **Bouncing Back—Bouncing Higher**.



Mary Ramsay-Drow
 2010-2011 International President



2010-2011 IAAP International Board of Directors



CERTIFICATION

THE CAREER ADVANTAGE

If you're looking for ways to help you get ahead in the workplace, stop here. IAAP offers two professional ratings for office professionals. The Certified Professional Secretary and Certified Administrative Professional ratings are the industry recognized standards of proficiency. You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. You may also obtain college credit and, according the latest survey from OfficeTeam, get up to a 7 percent increase in salary.

The CPS and CAP exams are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers also expect their admin to be thoroughly familiar with current techniques in office practice and procedures and aware of developments in office systems and technology.

Additional information can be found at www.iaap-hq.org.

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770-270-7959

Cherokee Rose Chapter of IAAP

The Cherokee Rose Chapter was chartered on November 29, 2001 with 21 charter members. Members are administrative professionals from companies in Tucker, Georgia and surrounding cities and communities. The chapter's name is coined after the Georgia state flower. The Cherokee Rose Chapter is one of 24 chapters in the Georgia Division, one of over 150 chapters in the Southeast District and one of over 600 chapters worldwide.

- **CHAPTER MEETINGS:** Third Thursday from 11:30 a.m.—1:00 p.m. (unless otherwise noted).
- **LOCATION:** Oglethorpe Power Corporation, 2100 East Exchange Place, Tucker, Georgia 30084-5336.
- **LUNCH:** \$9.00 (or as specified), or you can bring your own. If you have any dietary restrictions, please inform us beforehand.



We're on the Web!
www.cherokeerose.org



To Believe

... Author Unknown

To believe is to know that every day is a new beginning.
It is to trust that miracles happen, and dreams really do come true.
To believe is to see angels dancing among the clouds,
To know the wonder of a stardust sky and the wisdom of the man in the moon.
To believe is to know the value of a nurturing heart,
The innocence of a child's eyes, and the beauty of an aging hand,
For it is through their teachings we learn to love.
To believe is to find the strength and courage that lies within us,
When it is time to pick up the pieces and begin again.
To believe is to know we are not alone,
That life is a gift and this is our time to cherish it.
To believe is to know that wonderful surprises are just waiting to happen,
And all of our hopes and dreams are within reach,
If only we believe.