

Tarheel News

**NORTH CAROLINA DIVISION OF THE INTERNATIONAL
ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®**

Volume 1, Issue 1

September 2008

2008 – 2009 NCD Board of Directors

Dianne Hughes CPS/CAP, President
 Shirley Kiziah CPSCAP, President-Elect
 Gail Belanger, Vice President
 Sandy Stotesbury CPS/CAP, Secretary
 Norma Bain CPS/CAP, Treasurer
 Janice McCallister CPS, Bylaws and Standing Rules Director
 Deb Forney CPS/CAP, Membership Director
 Teresa Worthy CPS/CAP, Education/Certification Director

Notes from the Air – The President’s Perspective

Hello-o-o-o!

I hope your first IAAP quarter has been as great as mine. From the wonderful Annual Meeting in Winston-Salem - didn't the Winston-Salem Chapter do an awesome job hosting?!?!?! - through International in New Orleans (which I was unable to attend – drats!) to the first edition of the 2008-2009 Tarheel News, the North Carolina Division has been working hard to attain lift and catch the upper air currents as we begin to “*Believe...Rise to Excellence*”.

I am so pleased and proud to be serving as YOUR North Carolina Division President. We have some fun and educational things planned for the next couple of months and I know if you choose to join us, you will not only enjoy the day, you will learn something useful to take back to your office. We will have our first “*Rise to the Challenge*” meeting in Goldsboro on October 18th in the City Hall Annex in Historic Downtown Goldsboro, beginning with a free continental breakfast at 9:00 AM and concluding with a Dutch Treat Luncheon at Torero’s Mexican Restaurant at 1:00 PM. I hope all our members in the eastern half of the state mark their calendars now and save the date. More information, including registration forms, will be arriving in your email boxes shortly.

Our second “*Rise to the Challenge*” meeting will be in Morganton on November 15th in the Family Life Center of Amherst Baptist Church, beginning with a free continental breakfast at 9:00 AM and concluding with a Dutch Treat Luncheon at 1:00 PM. I hope all the members from the western half of the state will mark their calendars now and save the date. Of course, we have no problem at all with members attending both meetings. In fact, we welcome it. The first and last speakers will be different at each location. Only the fun in the middle will remain pretty much the same. We attempted to divide the state so that everyone would have an opportunity to attend at least one of our “*Rise to the Challenge*” meetings without having to travel too far. Your Board of Directors will attend both the meetings (at no expense to the Division) and hope to welcome you to at least one.

At each of the meetings, we will begin with an educational speaker, for which we will be requesting recertification points, have a fun activity in the middle and end with an educational speaker, for which we will be requesting additional recertification points. I, along with your board members, have been working on this for some time and I know you are going to leave Goldsboro and Morganton very glad that you made the effort to attend. The cost is so minimal, only \$15, and the benefit is so great, I know we will have a sellout at each meeting. Keep your eye on your email for more information.

Your President-Elect, Shirley Kiziah CPS/CAP is busy planning the Leadership and Education Forum. She has engaged some super speakers, has a fun Evening of Welcome planned and I know you are going to want to join us as we spend

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**2008 – 2009 NCD
Special Appointees**

Carolyn Waddell, Parliamentarian

Kathy Stewart CPS/CAP, Annual Meeting
Director

Cynthia Brown, Marketing/Media Chairman

Janie Annas CPS/CAP, Archives
Committee Chair

Kathy Womble CPS/CAP, Audit Committee
Chair

Melissa Mincey CPS/CAP, New Chapter
Builder Committee Chair

Wanda Lentz, Nominations Committee
Chair

From the President-Elect



Greetings NC Division Members!

Summer is almost over and fall is approaching – where has the time gone??? I'm sure most of you are just like me – I haven't accomplished near what I planned to do this summer but I have to admit, I am looking forward to cooler weather and the beautiful colors of fall!

I am very excited to be serving as your NCD President-Elect and I hope that each of you will feel free to contact me at any time with any comments, issues, or suggestions you may have.

Hopefully all of you received a copy of my International Convention report that was sent to all the chapter presidents. If you haven't read it yet, please take the time to do so. We all need to stay informed about what our International leadership is doing so we can keep IAAP® true to its purpose. It was very exciting to see our membership in action during the business sessions. I would encourage each of you to obtain a copy of the book, *7 Measures of Success: What Remarkable Associations Do That Others Don't* published by the ASAE & The Center for Association Leadership. Our international board of directors are using the seven measures as a strategic planning guideline for the future of our association. The book contains some great information that will be helpful to all of us at the chapter and division levels as we are developing our own strategic plans, and it will provide some insight as to the direction of our association.

I attended some awesome seminars at International and I've returned with a renewed enthusiasm and commitment to my profession and our association. I've been taking the time to do more professional reading and I recently read an article by Dave Kahle, The Growth Coach™, called "Ten Traits of Successful Professionals". It's a great summary of the traits that impress the people around us, enabling some to rise to the top in their profession while others don't. As professionals in our field, I'd like to share these with you:

1. **Seriousness** – we must be serious about our occupations, understand that our occupations are challenging and be dedicated to succeeding. If you feel that your job is only a job, then that is not a sign of a true professional!
2. **Wanting to do Better** – professionals are on a never-ending quest to improve their performance in every detail.
3. **Dealing with the Unexpected** – true professionals rise to the occasion when plans change and never look back – that's the only road to success.
4. **Communication Skills** – real professionals communicate with conciseness and confidence.
5. **Enthusiasm** – a positive attitude is everything.
6. **Helpfulness** – real success in the workplace requires teamwork and a true professional recognizes that.
7. **Taking the Initiative** – true professionals do whatever it takes to get the job done; "that's not my job" is not in their vocabulary.

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UPCOMING EVENTS

RISE TO THE CHALLENGE MEETING

OCTOBER 18, 2008 9:00 AM

Goldsboro, NC

RISE TO THE CHALLENGE MEETING

NOVEMBER 15, 2008 9 AM

Morganton, NC

ANNUAL MEETING

JUNE 5 – 7, 2009

Renaissance Suites Hotel

Charlotte, NC

Notes from the Air – The President’s Perspective

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time with our students and honor our newly certified and recertified members. Shirley will be getting all the information to you soon.

I want to reiterate something I said at Annual Meeting. This is your Board of Directors and this is your Division. We are here to serve you and to help you attain the heights to which you personally aspire. Never hesitate to email or telephone any one of us if you have a need, a question or a concern and we will do our best to meet that need, answer that question or alleviate that concern. Together, we can do all things. Alone, we accomplish little. So, jump in the basket and hang on because our balloon is rising over North Carolina, and you don’t want to be left behind. I invite you to join us as we “*Believe...Rise to Excellence*” in 2008-2009.

Dianne Hughes CPS/CAP
2008 – 2009 NCD President

From the President-Elect

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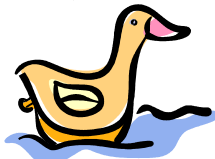
8. **Cool Under Pressure** – true professionals don’t point fingers. They remain level headed and calm with a cheerful demeanor even when things are falling apart around them.
9. **Remaining Focused** – true professionals never lose sight of where they are going – they remain focused on the task and goal.
10. **Don’t Follow, Lead** – true professionals have no problem sticking their necks out. They are willing to take new paths and try new solutions.

I hope all of us will take the time to consider if we are truly cultivating the behaviors of a true professional – not only in relation to our job but also to our participation in IAAP. Being active in a professional organization helps keep us focused on what it takes to be successful! Are you giving IAAP everything you should? Could you do more?

I encourage all of you to continue on our quest to *Believe... ..Rise to Excellence!*

Shirley S. Kiziah CPS/CAP

“Always behave like a duck – keep calm and unruffled on the surface but paddle like the devil underneath.” –Jacob Braude



NCD Members take a moment to gather together at International in New Orleans.



From the Vice President:

Hello North Carolina Division Members!! I'm very excited to be a part of the North Carolina Division this year! Your Board of Directors are all working very diligently to make sure the conferences are successful and the needs of members are being met to the best of our abilities. The President-Elect is obtaining top notch speakers and refining all the details so all of us can have a fantastic Leadership and Education Forum. Once everything is finalized the date, location and pertinent information will be posted to the website. Our Marketing Director has been busy creating the brochure, registration form and travel tickets for the upcoming "*Rise to the Challenge*" meetings. The Membership Director is also busy getting the Reminder postcards out to members that are due for renewal and constant follow up with any members up and coming for renewals.

Awards Guidelines, Newsletter/Website/Brochure Competition Guidelines and the Jo A. Peay Student Involvement Award Criteria and Questionnaire have been sent to all Chapter Presidents and shared with chapter members. All of these are posted on the division website. Once location and date are determined for the Leadership and Education Forum I will be sending out the "Hearth Warming Delights" fundraiser and post on the North Carolina Division website. Other fundraiser information will be sent out once finalized and posted to the website.

Don't forget, we have our North Carolina Division IAAP® License plate frames available for all members, families and friends, and they're only \$10.00 each. We can ship them to your front door if you like for an additional shipping charge. Just let me know how many you need and I'll get them in the mail immediately.

I look forward to seeing all of you at the upcoming conferences and if there's anything I can assist you with feel free to call me at (704) 432-4837 or my cell phone at (704) 678-7623. You can always go to the North Carolina Division website address www.iaap-nc.org and another good resource is the International website address www.iaap-hq.org. Have a great year and ***Believe...Rise to Excellence!***

It's going to be a great year, which it already is, as we have new members on the board with fresh ideas and thoughts and I'm pleased to be serving with such a wonderful team!

Gail Belanger

North Carolina Division Vice President



Your 2008 - 2009 International Officers:

(l-r) 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 Rannels CPS/CAP; NW Dist Dir Valerie S King CPS/CAP; Affiliate Rep Jennifer Sandra Hinkson CMP; SE Dist Dir Tamra L Goodall CPS/CAP; Great Lakes Dist Dir Sam Gill CPS; Canada Dist Dir Katherine Ann Fogel CPS/CAP; NE Dist Dir Judith A Yannarelli CPS/CAP

*"Character may be manifested in the great moments, but it is made in the small ones."
--Phillips Brooks*



From the Secretary

Hello NCD Friends!

Let me begin by thanking you once again for the opportunity to serve as your NCD Secretary. As I said in my speech at Annual Meeting, I consider this an honor, and it is one that I do not take lightly. Yes, there are challenges, and yes, it is a lot of work; but so far, I have to admit – it’s been *FUN!* Flying in the NCD balloon with this year’s Board of Directors is a blast so far and I know it will only get better! Several new things are being put into place and I am so excited to be a part of it.

I look forward to getting to know more of you through the articles you submit and in meeting you when given the opportunity. Please know that I am here, as is the rest of your Board, for whatever you may need. Our goal is to provide you with the best leadership we can – and that means being available. You may reach any of us at the information that was given on the NCD Directory, which has been sent to all Chapter Presidents and MAL’s.

I hope that you enjoy this first newsletter as much as I’ve enjoyed putting it together for you. Believe me, it was one of those challenges, but I hope you will feel it was well worth it. I know I do. So please keep those articles coming – this is *your* newsletter! Inquiring minds want to know what the rest of the North Carolina Division is up to!!!!

Blessings,
Sandy Stotesbury CPS/CAP
NCD Secretary



From the Treasurer

TREASURE THE TREASURER

IAAP Chapter of Excellence Requirement # 7

Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the Division Treasurer.

This is three fold:

1. Prepare an Annual Budget
2. Report Monthly to your Members
3. Send a Copy of your ***Annual Audit to the NCD Treasurer**

The Annual Audit requirements should be in your BLSR’s. Here is an example:

An audit shall be made of the Chapter financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed quarterly and within 30 days of the close of the fiscal year, a written report covering the audit submitted to the Board of Directors, and the records transferred to the incumbent Treasurer.

If you have any questions, don’t hesitate to contact me. Together we will find the answer. I look forward to you attaining this #7 requirement on your way to achieving a Chapter of Excellence! Norma Bain CPS/CAP, 2008-2009 NCD Treasurer
nbain@joemc.com



From the Bylaws and Standing Rules Director

The North Carolina Division Bylaws and Standing Rules Committee stands ready to assist you in any way in preparing your Chapter Bylaws and Standing Rules and in keeping them current. The revision schedule for 2009 has been sent to the Presidents of affected Chapters. If you find it necessary to amend your Bylaws or Standing Rules between scheduled revisions, please notify the Division Bylaws and Standing Rules Committee of any action you take.

In the meantime, let me know if there is anything I can do to help you.

Janice McCallister CPS
NCD Bylaws and Standing Rules Director

From Your Parliamentarian:

Greetings to all IAAP® North Carolina Division members. I want you to know that I am really honored to serve on your NCD Board this year as a special appointee, Parliamentarian.

Many of you may be wondering what a Parliamentarian does. First of all, the Parliamentarian's job is to advise. I do not have a vote on the board. I am present to listen and try to answer any parliamentary questions.

An advisor must be familiar with parliamentary procedures which are used to assure that all members can participate in the business meeting in a fair manner. To paraphrase, parliamentary procedure is a simplified method to allow a group of people to make a decision on an issue. It is not to allow just one person to control the decision-making in a group.

It is essential that the Chapter President be familiar with parliamentary procedure because that forms the basis for the rules of the business meeting. Your chapter may not be large enough to have a Parliamentarian; so many chapters depend upon their Past President to serve in that capacity.

The ultimate guide for parliamentary procedure is *Robert's Rules of Order Newly Revised* (10th Edition). This is a large book but one that each chapter should have. I also have two other guides which I am reading to assist me. They are: *The Complete Idiot's Guide to Robert's Rules* by Nancy Sylvester, PRP, CPP-T and *Robert's Rules for Dummies* by C. Alan Jennings, PRP. Both of these books are easier to read and understand.

Where does the NCD Advisor get the specific rules by which she/he advises? Those rules are set forth in the Division Bylaws and Standing Rules which were developed when the Division was formed. Any changes are presented at the Annual Meetings and either approved or defeated by vote of the elected delegates.

I look forward to seeing each of you at the Division meetings planned this year.
Carolyn Waddell

Make sure you take a moment to check out the IAAP and NCD websites for valuable information on upcoming events - it's definitely worth a second look!



News From Around the Division:

Cabarrus: Officers for the Cabarrus Chapter for 2008-2009 are:

President - Judy Cox; President Elect - Tammy Bradford CPS/CAP; Vice President - Heather Buckelew; Secretary - Vicky Pickard; and Treasurer - Brenda Horton

Our Chapter meets the second Thursday of each month. Our annual Bosses' Day Breakfast will be held October 9, 2008 at the Cabarrus County Club with Jo Gillian CPS as our speaker.

Charlotte: The Charlotte Chapter is BUSY! The new Board met on June 20 to review position responsibilities, planning strategies, and goal setting for this coming year.

During the last two months Kathy Stewart CPS/CAP, Annual Meeting Coordinator, has met with Committee Chairs and Committee Members for the 2009 North Carolina Division (NCD) Annual Meeting, which is scheduled in Charlotte on June 5-7, 2008 at the Renaissance Hotel. The Charlotte Chapter is in full swing to produce a top-notch NCD annual conference next year.

The following Charlotte Chapter members: Ronda Dwyer, President, Vanessa Jones CPS/CAP, President-Elect, Cindy Slagle CPS, Vice President, Barbara Porter, Special Events Director and Karen Roth CPS/CAP attended the International Convention and Education Forum from July 26-30, 2008 in New Orleans. We were all very impressed with the professionalism, how well organized, incredibly educational and outstanding speakers.

Greenville: The Greenville Chapter has had a laid back Summer. We do not meet in July to give our members plenty of time to vacation and our meeting date generally falls the week of convention. The board members have been busy though in planning our programs for the year, creating a budget, auditing last year's financials and others items that needed our attention. The board members will be having a planning meeting on September 6th to review all items and make sure we are working on all the points of the Chapter of Excellence Program.

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NCD 2008 Outstanding Member of the Year Norma Bain CPS/CAP

As announced at the NCD Annual Meeting Awards and Installation Banquet, Norma Bain CPS/CAP was chosen as the 2008 Outstanding Member of the Year. Norma was nominated for this award by her JOL Chapter President. In order to understand why Norma was selected below is the nomination that was submitted. The JOL Chapter, and her employer Jones Onslow EMC, are extremely proud of Norma and her accomplishments.

"JOL is less than 4 years old and my nominee has always been extremely involved in all aspects of our Chapter activities since its inception. This past year she served as Vice President and has been my "right hand" and mentor all through my term as President. As a past president, she gave me the confidence to lead and with her guidance our Chapter has become stronger than ever. She has established herself as a go-to person for challenging projects and never turns down a request. As Chairman of the CPS/CAP Service & Education Committee, she was instrumental in establishing a testing site for the CPS/CAP exam here in our community college and sat for the CAP exam during the first testing cycle, even though she's close to retiring in two years. She is passionate about others achieving their certifications and through her encouragement has convinced four members to sit for the exam in November. That is one-fourth of our membership. My nominee is presently the Chairman of the JOL Bylaws and Standing Rules Committee, and serves on the NCD Bylaws Committee of which she continues to be very active and vocal on both.

In addition to all her Officer/Chairman responsibilities, she still found time to volunteer several hours after work to do data input for the Christmas Cheer program; assist with the National Night Out booth; was by far the top raffle ticket salesperson for our Valentine Raffle which we raised over \$600 (she sold over \$300 worth at \$1 per ticket); and, most recently, was heavily involved with the planning and preparations for the Administrative Professionals breakfast which JOL co-sponsors. To help make this event a huge success, she assisted in attending the planning meetings, contacted a renowned motivational speaker and worked out an amicable agreement with her (small budget restrictions), called over 50 businesses soliciting door prize donations, arranged for the JOL table to be strategically placed so all those attending were greeted by JOL members and received information about IAAP and the JOL Chapter. She also got Staples to donate a rolling tote bag for our JOL raffle for Administrative Professionals and their information on the raffle ticket is entered into our "member prospect" data base so we can send them our newsletters and meeting notices each month. In conclusion, not only does she fully support the JOL/IAAP mission, she also works hard to support her company's CEO as his Executive Assistant. She is truly a shining example for others to follow and deserving of this prestigious award."

Congratulations again, Norma, on a very well-deserved award!

News from Across the Division: continued from page 7

We are still totally committed to developing a chapter of IAAP in the New Bern/Havelock area and we already have members who have joined the NCD and are just waiting for a chartering date to transfer their membership to the new chapter. We are pleased that Rosetta Cox, formerly of the Kinston Chapter, will be finding a new home with this new development. We are holding regular monthly meetings with our committed members and prospective members and all committed members are on the Membership Committee that has been formed. We have high hopes that this chapter will come to fruition in the near future. Many thanks to Jo Gillin CPS, Mary Baker and immediate Past NCD President Melissa Mincey CPS/CAP for traveling with me and working on this project as a team.

It is with sadness that we announce the passing of one of our newest members, Demetria David. Demetria only joined IAAP in April of this year and we had not had a chance to welcome her formally as she had been battling a second battle with breast cancer and had not been able to attend a meeting. She worked with Mary Baker at ECU and Mary said that Demetria was very upbeat about her illness and her ability to overcome it. We are saddened that we will not have the opportunity to get to know Demetria better.

Mary, Jo and I traveled to New Orleans for the International Convention and had a wonderful time as always meeting new friends, reacquainting ourselves with old ones and attending the business and educational sessions. This year's keynote speaker, Mr. Simon Baker, was absolutely brilliant!

We only have one month on our calendar to complete our programs for the year. We meet the 4th Tuesday of the month from 5:45-7:00 and we welcome anyone to attend if you see a program that interests you.

August	Honing your Public Speaking Skills
September	Homeownership Credit Requirements
October	Personnel Law
November	Recognizing Gangs and Their Activity
December	Christmas Social
January	Open
February	Networking: It's Not Just for the Good Ole Boys
March	Certification and Lifelong Learning
April	APW Celebration with Past International President Sylvia Cash
May	Closed Meeting for Chapter Annual Meeting
June	Installation of New Chapter Officers

So, even though I started this article saying that we have had a pretty laid back summer, I realize that really isn't the case.

Jacksonville/Onslow/LeJeune (JOL): It was an awesome "FORWARD MOVING" year. Congratulations are in order. There were only 95 chapter presidents who achieved "Distinguished Chapter President" status in 2007-2008. IAAP has almost 600 Chapters.

At the August 14th JOL Chapter meeting Debra Forney was honored by the Chapter for attaining the "Distinguished" status. A letter was read from Dianne M Hughes CPS/CAP, 2008-2009 NCD President, stating "I am so very excited to have a Distinguished Chapter President in the North Carolina Division and as a member of the 2008-2009 NCD Board of Directors. I am very familiar with the amount of work that it takes to win this prestigious award and you should be very proud of yourself and the members of the JOL Chapter, without whom this would be an impossible task".

Deb was unable to be in New Orleans to walk across the stage to receive the watch that is presented for this award. So instead, on the light side, we allowed her to attend our chapter meeting as a presenter and she delivered the program entitled "Managing the Manager". She continues to rise to the top serving as NCD Membership Director and JOL Membership Chair. We are so proud of you Deb! We are lifting off for a new year as we Rise to Excellence.

Metrolina: Just last year, the International Association of Administrative Professionals' (IAAP®) Southeast Region's North Carolina Division Metrolina and Statesville Chapters met in Charlotte, NC for a joint Summer Social. You might even remember a certain article entitled, "*SOME FELL DOWN, ALL GOT UP, AND SOME WON!*"

For those who don't remember, the two chapters met at the Hornet's Nest Park Shelter #4, 6301 Beatties Ford Road, Charlotte, North Carolina. The Metrolina and Statesville Chapters enjoyed a wonderful joint summer social.

Well just for the record, the two chapters had such a wonderful fellowship - they decided to do it again this past July. They are still being lead by the same two male presidents, too. Yes, Howard Heath Roberts is currently serving a second consecutive term as chapter president and David McBryde Cannon is doing the same for Metrolina.

You may also remember the two chapters are long time friends, ever since they co-chaired the 2000 North Carolina Division's Annual Meeting! They are planning to bond more and sponsor more exciting events together.

They met on July 19th at the Homewood Suites by Hilton North - University Research Park, 8340 North Tryon Street, Charlotte, North Carolina. They enjoyed a wonderful cook out and time of fellowship.

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News from Across the Division: continued from page 8

Isn't it just awesome, how these two chapters can come together, have fun, fellowship, and enjoy each other's company? Yes, "*They Did It Again*" and had fun doing it!

O. Henry: Officers are: President, Karen E. Mabe; Vice-President, Kathy Wilkerson CPS; Treasurer, Louise McLamb; and Membership Director, Patricia McLaurin. Our Chapter meetings are held on the Fourth Tuesday of July, October, January, and April at 6:00 p.m., ending at 8:00 p.m. We meet at Central Library, which is located at 219 N. Church Street in Greensboro.

The O. Henry Chapter is making some exciting changes this year. We have changed our meeting schedule from monthly meetings to quarterly meetings. In addition to the quarterly meetings, we are having two networking social events per year. We are also offering recertification points at each of our Chapter meetings. Another member and I are studying for the CAP certification and we are rallying interest among the other members as we share our trials and tribulations. We have a newly formed newsletter, as well, and are in the process of creating a membership directory for our Chapter.

The pressure is continually mounting on Administrative Professionals to accomplish more and more with less and less resources as companies struggle to cut costs and still maintain a high level of customer service. As a Chapter, I see the struggle to juggle the benefits of membership and attending Chapter meetings while trying to balance work and personal responsibilities. Quarterly meetings allow us to help our members save gas and have more time to do other equally important life activities.

Our new schedule also allows us to offer higher quality programs that are eligible for recertification points. Volunteer leaders not only use their time to attend meetings; they plan, coordinate, and initiate the meetings. When the planning is cut from twelve meetings to four meetings, you can use the same amount of time you would have spent planning twelve meetings to put more time and effort into planning the four programs. Having the Chapter meet twelve times in a year does allow for more frequent networking than only having four Chapter meetings. To keep networking occurring more frequently, we are holding two networking social events per year with a strong emphasis placed and really getting to know each other. We are also creating the O. Henry Chapter Member Directory for members to keep in touch with each other throughout the year.

We are looking forward to a great year with our primary focus on providing quality Chapter benefits for our members; which, I believe, will increase our retention rate. We are beginning the year with a great deal of enthusiasm and energy. We had our first meeting with the new format

on July 22nd and we had a great time learning, laughing, and sharing stories. We're off to a great start and we'd like to wish each of you a fantastic year as well.

We would like to welcome you to attend any of our Chapter meetings as a guest. We meet from 6:00 to 8:00 p.m. on the fourth Tuesday of July, October, January, and April at the Central Library, 219 N. Church Street, Greensboro NC 27402. If you are interested, please give me, Karen Mabe, a call at 336-412-3926 or email me at karenm.mabe@greensboro-nc.gov.

Raleigh: The Raleigh Chapter is off to a great start as we rev up again starting in September 2008! One of our main goals this year is to entice new members, as well as generating interest among non-participating members; and begin some FUNdraising Events to generate monies for our Chapter, but also offering fun incentives for our members' hard work.

We have several highly-recommended presenters this year sharing their expertise on a range of topics. Some of our tentative presentation topics for this year include stress reduction, career & life balance, educational & professional dress seminars, and much more.

Typically, our meetings are held the third Tuesday of every month, from approx. 5:30pm – 8pm, at Peace College's Belk Dining Room in Downtown Raleigh. Guests are welcome! Finally, to lead the Raleigh Chapter this year to Excellence, we have the following dedicated members taking leadership roles for 2008-09: President – Regina Johnson; Vice –President – Trina Savage; Secretary – Vickie Smallwood; and Treasurer – Cathy Dragonette. We are very proud of our leadership this year, and the great year we have in store! Please stay tuned!

Statesville: The Statesville Chapter IAAP is participating in Community Day at Signal Hill Mall. This event is open to any non-profit organization in the community. The Statesville Chapter will have raffles and giveaways so we are sure to stir-up some interest. All IAAP members are welcome to join us at our table so please come out and support us and help us get IAAP noticed.

Want to further your knowledge in Excel? On October 21, 2008 the Statesville Chapter will have a guest speaker to teach us more about Excel. The speaker will show us some important factors of Excel using multiple worksheets, formulas, Excel with other programs and charts too. If you are interested in attending this event or need further information, please send a RSVP to Heath Roberts at email address:

howard.roberts@piedmonthealthcare.com.

Our 2008-2009 Board of Directors are: President – Heath Roberts; Treasurer – Donna Worrell

Congratulations to Donna Worrell, who has signed up for the CPS exam that will be administered in November 2008. The Statesville Chapter is so proud and excited for her and we wish

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her all the best on this exam. Please keep Donna Worrell in your prayers as she studies hard for this certification.

Uwharrie: Congratulations to the Uwharrie Chapter for receiving a Retirement Trust Award this year at the International Convention in New Orleans!!

Wilson: The Officers for the Wilson Chapter are: President, Janet Maxwell; Vice President, Sarah Joyner; Secretary, Lynne Medlin; Treasurer, Becky Rose; and Director, Lorraine Ryan CAP. The Wilson Chapter meetings are held on the third Monday of each month at Wilson Medical Center, 1705 Tarboro Street SW, Wilson, NC 27893 in the Auxiliary Conference Room: 6:00-6:30 p.m. Board Meeting and 6:30-7:30 p.m. Program

The Board and chapter members are working on the Chapter of Excellence criteria for our chapter. Monthly programs are being planned, and a strategic planning session will be held in September.

Just a gentle reminder: Our next publication date for our Division newsletter is December 15th. If you would like to submit an article about what's happening in your part of the Division, please have it to me no later than three weeks prior to this date. Please include photos if you have them. Remember, this is your newsletter – and we want everyone to know what you've been up to!!

All submissions should be sent to sstotesbury@charter.net or sstotesburymro@bellsouth.net.

I look forward to hearing from you!

Don't forget to register for the upcoming "**Rise to the Challenge**" meetings being held in a town near you! Your Board of Directors is hard at work to make this a fun, but informative time for all!

"All that is necessary to break the spell of inertia and frustration is this: Act as if it were impossible to fail."

- Dorothea Brande

*Where are you on your
"Pathway to Excellence"?*

