

Oak Ridge Chapter
International Association of Administrative Professionals®

Visions



Editor: Sherry Crass, CPS/CAP



Merry Christmas!



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President's Message

*Christmas time is here,
Happiness and cheer,
Fun for all that children call
Their favorite time of the
year.*



Brenda Lee, CPS/CAP

*Snowflakes in the air,
Carols everywhere,
Olden times and ancient rhymes
Of love and dreams to share.*

*Sleigh bells in the air,
Beauty everywhere,
Yuletide by the fireside
And joyful memories there.*

*Christmas time is here.
We'll be drawing near
Oh, that we could always see
Such spirit through the year.
Oh, that we could always see
Such spirit through the year...*

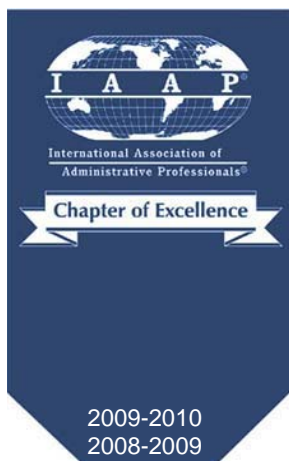
Christmas time—The holidays are here and is a time to reflect on the year. First, I have to give thanks for all of my blessings. There were some days of “Clutch the Pearls;” but, recently, I got a big reality

check. No matter what I went through that I thought were tough times were not. I Don't have any problems! I recently talked with a colleague of mine at work that was having just a terrible day trying to deal with a major illness,

medication and the stress of trying to work. As we talked, I looked into the eyes of a person that had the weight of the universe on her shoulders and was trying her very best to be strong in front of me. I went back to my office totally heartbroken that such a nice person had to deal with big issues that at the end of the day were not going away. At the end of my work day, I went home with a lesson learned. Until I have to walk in my friend's shoes, I count my blessings; I don't have any problems. I know that some of our members have gone through some tough times this year, and I hope that the *good blessings* will today and tomorrow get you through.

Looking back, it has been nine months since we lost Ellen Queener.

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Visit our website at:
www.iaap-oakridge.org

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Ellen was such a wonderful, dedicated woman; and she has been truly missed. I know Ellen would be very proud of the accomplishments our chapter has achieved this year. We were very blessed to have known her.

My note to you all this holiday season is to stop, let the snowflakes fall on your face, sing some Christmas carols, bake cookies, be happy and



Brenda Lee, CPS/CAP, and Ellen Queener, CPS, Christmas 2009

count all of your blessings. I hope that the New Year brings good health, prosperity and happiness to you all.

Happy Hanukah, Merry Christmas, and Happy Kwanza!

We asked. You answered. We listened. – Final

This is the final article in a series to update members of the Oak Ridge Chapter on the results of the Member Survey that was conducted earlier this year. Executive Advisory Board Member Beth Jinkerson compiled the survey responses and provided the report. A full copy of the survey report is available upon request by emailing Linda Spitzer at spitzerlin@comcast.net. It should be noted that some responses did not have an answer for every question.

Question-by-Question Results (including the number of responses and written comments, if provided):

Question 16. The Chapter Board represents my interests, concerns, and needs well.

For the most part, responses showed that members feel the Chapter Board represents them well.

- 09 – Always
- 10 – Usually
- 03 – No opinion
- 00 – Sometimes
- 01 – Never

Question 17. I am interested in a leadership position at Chapter level.

Summary: Answers to this question were pretty typical. Several written comments were made about working on a specific committee. The chapter board will work with committee chairmen to encourage diversity in the makeup of all committees.

- | | |
|-----------------------|-----------------------|
| 02 – Yes | Specific Committee |
| 11 – No | Interest: Fundraiser, |
| 08 -- At a later date | Parties, APW |
| | Banquet |

Question 18. Identify any barriers to leadership opportunities.

Summary: Some of the written comments were troubling, and the chapter board is looking at this and working on a solution when possible.

NOTE: To maintain anonymity, the written responses will not be listed in detail.

- Family commitments, distance from home, and time constraints
- Lack of employer support of IAAP involvement
- Burnout—been there/done that

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- Intimidation
- Cliché environment
- Perception that older members are not open to change and younger members are unwilling to listen to experience.

Question 19. I am given opportunities to work on or chair committees.

Summary: Most members responded that opportunities are available.

16 – Always
05 – Usually
00 – No opinion
01 – Sometimes
01 – Never

Question 20. I am interested in serving on a committee.

Summary: Been there, done that; ask me now; ask me later...

02 – Yes
08 – No
09 – At a later date

Question 21. Additional Comments:

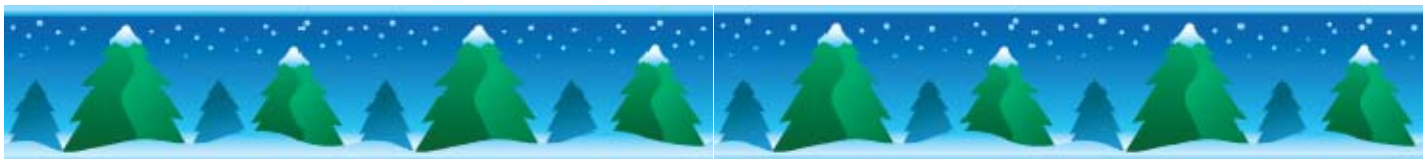
Summary: All comments were very good. Some were general in nature while others were very personal.

Comment: The committee was unsure of specific solutions but felt that several merited additional review and discussion. The committee interpretation of the comments is as follows:

NOTE: To maintain anonymity, the written responses will not be listed in detail.

1. Work schedule
2. Need more FUN in our programs. Make meetings more inviting to come to by having a relaxed and fun environment.
3. Need more participation from **ALL** members. Seems that the same people are active in everything.
4. Need everyone's participation so as not to burn out our active members.
5. Mentor/Mentee program would help with the "older/newer" member relationships.
6. Want to be able to improve the work environment and help people see that there is someone to help them.
7. Utilize chapter funds in a way that committees have adequate funding to plan and execute activities and top-notch events.
8. More scholarships to deserving students.
9. Committee chairman should have a positive attitude and respect all members working on the committee. Committee decisions should be made by considering input from all members on that committee.
10. We have a good chapter and most are working hard to correct most of the questions on this survey. We just need to inspire more members to get involved.

Submitted by Linda Spitzer, CPS



Safety Corner: 12 Days of Healthy Christmas

The **first** way to health, said the CDC to me **Wash hands** to be safe and healthy.

The **second** way to health, said the CDC to me **Bundle up for warmth**, and wash hands to be safe and healthy.

The **third** way to health, said the CDC to me **Manage stress**, bundle up for warmth, and wash hands to be safe and healthy.

The **fourth** way to health, said the CDC to me **Don't drink and drive**, manage stress, bundle up for warmth, and wash hands to be safe and healthy.

The **fifth** way to health, said the CDC to me **BE SMOKE-FREE**, don't drink and drive, manage stress, bundle up for warmth, and wash hands to be safe and healthy.

The **sixth** way to health, said the CDC to me **Fasten belts while driving**, BE SMOKE-FREE, don't drink and drive, manage stress, bundle up for warmth, and wash hands to be safe and healthy.

The **seventh** way to health, said the CDC to me **Get exams and screenings**, fasten belts while driving, BE SMOKE-FREE, don't drink and drive, manage stress, bundle up for warmth, and wash hands to be safe and healthy.

The **eighth** way to health, said the CDC to me **Get your vaccinations**, get exams and screenings, fasten belts while driving, BE SMOKE-FREE, don't drink and drive, manage stress, bundle up for warmth, and wash hands to be safe and healthy.

The **ninth** way to health, said the CDC to me **Monitor the children**, get your vaccinations, get exams and screenings, fasten belts while driving, BE SMOKE-FREE, don't drink and drive, manage stress, bundle up for warmth, and wash hands to be safe and healthy.

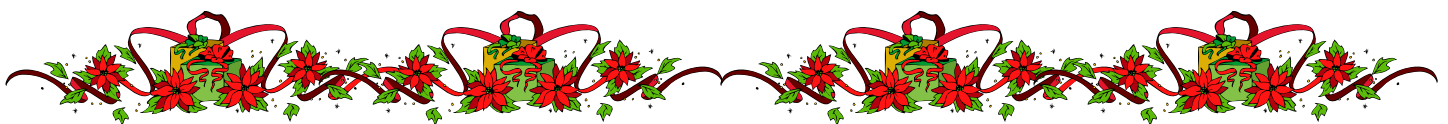
The **tenth** way to health, said the CDC to me **Practice fire safety**, monitor the children, get your vaccinations, get exams and screenings, fasten belts while driving, BE SMOKE-FREE, don't drink and drive, manage stress, bundle up for warmth, and wash hands to be safe and healthy.

The **eleventh** way to health, said the CDC to me **Prepare dinner safely**, practice fire safety, monitor the children, get your vaccinations, get exams and screenings, fasten belts while driving, BE SMOKE-FREE, don't drink and drive, manage stress, bundle up for warmth, and wash hands to be safe and healthy.

The **twelfth** way to health, said the CDC to me **Eat well and get moving**, prepare dinner safely, practice fire safety, monitor the children, get your vaccinations, get exams and screenings, fasten belts while driving, BE SMOKE-FREE, don't drink and drive, manage stress, bundle up for warmth, and wash hands to be safe and healthy.

Happy Holidays!

Submitted by Brenda Lee, CPS/CAP



2010 Wine and Food Sampler and Auction

Seventeen years ago, the Oak Ridge Chapter began an annual tradition when it held the first Wine and Food Sampler and Auction. Since that time, the event has been held annually and a long list of dedicated individuals attend this event in support of chapter goals. For me personally, it is the event that I look most forward to every year. It provides an opportunity to visit with old friends, enjoy excellent food, and sample a variety of wines all in support of a worthwhile cause.

The event has changed over the years. We have tried different venues, setups, and ideas; but we have relied on the support of many who have been there year after year. Jim Stout, our wine connoisseur; Bear Stephenson, our auctioneer; our guests; and Billy Joe Campbell, classical guitarist. Even though Billy Joe was not at our event this year, he has always been available when asked to support this event. Without these individuals, area merchants, and chapter members, this event would not be a success.

This year, we choose a new venue, the Jubilee Banquet Hall, and returned to our original format of four different food stations. Jubilee Banquet Hall allowed us to utilize Jim's expertise in wines, and he once again was able to select from a wide selection of types and

brands. While we do have a few lessons learned, overalls comments were very positive; and plans are to hold the event at this facility again next year.

We got a late start this year in planning the event, and there were many times when I feared that we might fail or not make a significant profit. I forgot on a few occasions the resilience of our chapter members and let the voice of negativity get to me. Happily, this was all unnecessary. Chapter members rallied, and we had 124 silent and 15 live auction items. Preliminary accounting shows a profit of approximately \$3,000. Way to go Oak Ridge Chapter!

As has been stated many times, the success of this event depends on the support of our chapter members; and this year was no exception. However, I must say a special thanks goes to Brenda Lee CPS/CAP and Delaine McGhee who arrived at the facility at 3:30 p.m. to help with set up. I don't think any of us realized how much time and how many tables we were going to need to set up all these items! Without the help of these two ladies, it just would not have gotten done.

Submitted by Sherry Crass, CPS/CAP



Lynn Christman, Delaine McGhee, and Melissa Martin getting an advance look at items for the live auction.



Janice Allgood, CPS, and husband Glenn, who provided our dance exhibition.



Auctioneer Bear Stephenson with assistance from Brenda Lee, CPS/CAP; Melissa Martin, and Delaine McGhee.

Member Moments: Giving Back

Girls, Inc.

As we know from our own chapter fundraiser, the current economic times have made it increasingly difficult for organizations to raise funds and support community projects. Fortunately, our chapter has continued to be able to support our local community in a variety of areas.

Once again this year, the chapter supported Girls, Inc. Parade of Trees by decorating a Christmas tree that was then sold at auction. Jean Norris, CPS/CAP, and her team did outstanding job decorating our tree; and it sold for \$500.

Submitted by Sherry Crass, CPS/CAP



Pictured left to right: Jean Norris, CPS/CAP; Pat Row, CPS/CAP; Eileen Shea, CPS/CAP; Brenda Lee, CPS/CAP; and Christine Bealer, CPS

Alzheimer's Memory Walk

The Oak Ridge Chapter showed their support again for the Alzheimer's Memory Walk on November 6. It was a cold morning, but six chapter members along with family members showed up in support of finding a cure for Alzheimer. Our team raised \$1,087 for the cause!

Submitted by Rita Ayers, CPS



Pictured left to right: Brenda Lee, CPS/CAP; Rita Ayers, CPS; Delaine McGhee; Lela Moses; Holly Lowe; Christine Bealer, CPS, and Sherry Crass CPS/CAP.

Sweat Suit Distribution

For several years, chapter members have provided some much needed items to residents of Oak Ridge healthcare facilities during the holiday season. These items, sweat suits and socks, are many times the only gift these residents receive during the holidays. Year after year, members have come through in providing these items; and this year is no different. The sweat suits will be delivered to the NHC Healthcare residents this Saturday, December 24, at 10 a.m. during the resident's holiday party.

Chapter Officers

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Executive Advisory Board

Monnie Champion

Beth Jinkerson

Judge Russell E. Simmons

Upcoming Events

January

- January 4 — Board Meeting
- January 10 — Chapter Meeting

February

- February 7 — Board Meeting
- February 14 — Chapter Meeting

March

- March 1 — Board Meeting
- March 7 — Chapter Meeting

April

- April 4 — Board Meeting
- April 11 — Chapter Meeting
- April 26 — Administrative Professionals Week Luncheon

Board meetings will begin at 5:30 p.m. at TN Bank on Illinois Ave, Oak Ridge.

Chapter meetings will begin at 5:30 p.m. and held at ORAU Classroom of the Future, 100 ORAU Way, Oak Ridge (entrance to the left of front door).