



A Jackson ACTION

DECEMBER 2009

The Jackson Chapter IAAP

Cordially invites you to attend our

Meetings

Date: *Tuesday, December 8th*
Time: *6:00 p.m.*
Location: *Home of Brenda Welch*
95 Mallard Point Drive
731-660-2407

Annual Christmas Party

Bring your Favorite Dish

Bring an \$8-\$10 gift to play Dirty Santa

Bring items to donate to RIFA and Vista Grande

NO MEETING IN JANUARY



Christmas is a time of GIVING.....

We can help those less fortunate than we are by giving from our hearts.

We are accepting donations of Crochet hooks and Knitting needs, in varying sizes, yarn or any color or size. These items will be sent to the RTF – Vista Grande Retirement Center for their arts and crafts activities.

RIFA is in need of donations of canned meats, macaroni & cheese, cereal, canned soups, beans, brownine mix, spaghetti and sauce, peanut butter and jelly.

You may bring your donated items to the Christmas party or contact Janie.moore@horne-llp.com to collect donations.

Merry Christmas and Happy New Year!!!!!!

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President's Message

Tamara Henry CPS

We are coming to the end of another year. I hope you had a Happy Thanksgiving! For most people, this is the best time of year during the holidays spending time with friends and family. There are some that are not as fortunate. Please keep them in mind during this time and all throughout the year. Let them know that someone cares all year round. That could be by offering to pick up groceries for them, raking the leaves in their yard, or just spending quality time talking over a cup of coffee or other beverage. No gesture of kindness is too small.

Some upcoming event reminders:

December 5th – PPC Event – Columbia, TN – contact Jo Ellis CPS/CAP

December 8th – Jackson Chapter Christmas Party at Brenda Welch CPS – bring your covered dish and Dirty Santa gift

December 12th – Salvation Army Bell Ringers – Location and Time TBA

NO CHAPTER MEETING IN JANUARY

February 9th – Jackson Chapter Meeting - Certification

February 15th - Registration deadline for CPS/CAP Exam to be held in May

February 19-20th – President's Forum and Annual Education Seminar – Hendersonville, TN

I would like to wish all of our members and board and their families a Merry Christmas and Happy New Year! However you spend the holidays, I wish you the very best!

IAAP Jackson Chapter 2009-2010 Slate of Officers

- President Tamara Henry CPS
- Vice President Glory Griffin CPS
- SecretaryMartha Haley, CPS
- TreasurerJanie Moore CPS/CAP
- DirectorBrenda Welch CPS
- Advisor Jo Ellis CPS/CAP



Brenda Welch CPS has been a member of the Jackson Chapter since August 2003. She has served on the Board as Treasurer (two terms), President, Past President and is currently a Director. Brenda has received the Jackson Chapter Professionalism Award, in 2007 and the Tennessee Division Pinnacle Award, in 2009.

Brenda has been employed, as a Secretary, with Jackson Energy Authority, since 1992. She graduated from Chester County High School and has a Secretarial Diploma from West Tennessee Business College. Over the years, she has taken many continuing education classes, at Jackson State Community College and attended various seminars.

She was born and raised, in Henderson, TN, and moved to Jackson, in 2000, when she married Ted Welch. They have one nephew, Luke Sutton, who turned 16, in October. She likes to read, travel and walks for exercise.

Brenda has enjoyed being a member of IAAP's Jackson Chapter, which has been a great learning experience, along with the treasured friendships she has gained, since joining the chapter.



MEMBER SPOTLIGHT
Brenda Welch, CPS



Chapter President 2007-2008



Professionalism Award Recipient
2007



Golf Tournament Chair 2009

DATES TO REMEMBER

December 5	Columbia, TN – Past President Outing
December 8	Annual Christmas Party – Home of Brenda Welch, CPS
February 9	Next Chapter Meeting, 5:30 p.m. at Holiday Inn
February 15	Deadline to Register to take CPS/CAP exams
February 19	President’s Forum, Hendersonville, TN
February 20	Annual Education Seminar - Hendersonville
March 8-10	Professional Education Conference

DECEMBER JACKSON CHAPTER IAAP ANNIVERSARIES

None

DECEMBER WEDDING ANNIVERSARIES

None

DECEMBER BIRTHDAYS

Glory Griffin, CPS – 17th



COMMITTEE REPORTS

NEWSLETTER

The deadline for the January issue is December 28. Please submit your newsletter information or photos to Janie Moore, CPS/CAP at Janie.moore@horne-llp.com and Glory Griffin, CPS at ggriffin@jsc.edu

PUBLICITY

Please contact Janie Moore, CPS/CAP at Janie.moore@horne-llp.com and Glory Griffin, CPS at ggriffin@jsc.edu if you have any type of announcement.

SUNSHINE COMMITTEE

If you know of a member that is hospitalized, sick, etc., please forward that information to Shirley Jones at sajones@jacksontn.com or Janie Moore, CPS/CAP at janie.moore@horne-llp.com

PHOTOGRAPHY/SCRAPBOOK COMMITTEE

If you have photos from any of our chapter activities please forward them to Jo Ellis at vedeba@charter.net.

Professional Development

Fight Frustration at the Office

Source: **The Office Professional**

It doesn't take Monday morning traffic to cause extreme frustration at work. It can even be things as small as a co-worker showing up to a meeting late, or a client calling to cancel his latest order, or the coffee pot being empty in the break room.

Unfortunately, when you don't handle your frustration in a constructive way, it tends to build up. As your stress levels rise, you tend to be less productive, thus finding it harder to concentrate or multi-task, says clinical psychologist Nancy D. O'Reilly. The solution is to manage your frustration and stress effectively so that they don't get in the way of a productive workday. Here are some tips O'Reilly offers for handling frustrating situations in the workplace:

- Use affirmations. When you start to feel stressed by a frustrating situation, try thinking positive statements such as, "While I may have to do many things that are difficult, unpleasant or boring, they are almost never impossible to accomplish" or "In order to achieve pleasant results, I often have to do challenging things."
- Follow up with a "workout" that will get your endorphins moving. Although it doesn't seem like a typical fitness program, laughing gives your body a great workout and releases endorphins, which can improve your mood, focus and energy. Even though you may not work up a sweat, laughing brings great benefits. So, keep a humorous book on your desk or just find something amusing to think about during the next frustrating situation.
- Take up a new hobby or go back to doing something you enjoy. By trying new things or opening your mind to new experiences, you're bound to find something that resonates with your personality and boosts your confidence. You will also benefit by having a positive distraction from your frustration.
- Create support systems. Learn to confide in your friends and family members during particularly stressful times. Also look into support groups and social activities that will introduce you to new people and create new friendships.
- Find a place or activity that's frustration-free. For some people, walking their dog, going to the park or just being outdoors helps. For others, going to the museum can be a stress-reliever. Whatever it is, find that place that allows you to be "you" in a peaceful, stress-free way. Not only will you improve your mood and your health, but your productivity and energy will make the office a better place to be.

Health

Working in Bed

Source [CREDANT Technologies www.credant.com](http://www.credant.com)

Over a quarter of employees in the United Kingdom are so work obsessed they can't resist using a mobile device, such as a laptop, in bed before they go to sleep according to a survey released by CREDANT Technologies. The survey discovered that of those people who work in bed, 57% do so for between two and six hours every week. And 8% of people admitted that they spend more time on their mobile devices during the evening than talking to their partners.

Almost half the respondents (44%) admitted they are holding important work documents on their mobile devices of which 54% were not adequately secured with encryption. One-fifth of people not using a secure wireless network as they busily tap away under their bedspreads.

For those workaholics who work in bed, here are a few tips to keep safe and sane:

- If your laptop or mobile device contains important/sensitive data relating to your employer, especially clients' information, then ask your IT department to encrypt the mobile device.
- Always use a strong password – combining numbers, letters and symbols, to access your device or network. Don't make exposure easy.
- Be aware of all the points of connection and access so you don't risk disclosure.
- Don't leave your mobile device open to access (e.g. leaving Bluetooth or WiFi turned on) somewhere visible and unsecured.
- Finally, use your bedroom for what it's designed for. And if you're not feeling sleepy, your laptop is the last thing you should be turning to.

Chapter News



CONGRATULATIONS TO

**Brenda Welch CPS
and her committee
for a successful
Ways and Means
Golf Tournament!!!**

**Thanks to the membership
for their donations!**

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ggriffin@jscc.edu

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Jackson Action

We would like to hear from you! Please submit any newsworthy topics or photos you would like to see in future issues to us at the address below.

January Deadline: December 28th

Articles: Word, PDF, Plain text

Pictures: JPG or TIF

Contact: janie.moore@horne-llp.com and ggriffin@jscc.edu



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Newsletter Ads

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<http://www.iaapjacksontn.org>

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

Vision: *To inspire and equip all administrative professionals to attain excellence.*

Purpose: *To provide information, education, and training, and to set standards of excellence recognized by the business community on a global perspective.*

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