

JACKSON ACTION



August 2011

Message from the President

What a busy time of year! Summer is almost over and children are back in school! It's never too late to learn something new. With IAAP there are so many learning opportunities available to you. One way is to obtain Certification. Today is actually the late registration deadline to take the CAP Exam in November this year. Some of the colleges offer a course or CAP review to learn things that are on the exam. I have been thinking about that and the changes that will be taking place with no longer being a CPS (Certified Professional Secretary) and now everyone being a CAP (Certified Administrative Professional) and even specialized CAP areas of study. The Free Dictionary online defines certified as endorsed authoritatively as having met certain requirements and to guarantee as meeting a standard. Many companies would favor certification that verifies you have met those requirements and you are willing to have a higher standard that can help you excel in the workplace. It can also benefit you financially or give that extra nudge if you are in line for a new job or promotion, but another way is that it can boost your self-esteem. You know you are doing a great job so why not tell the world with your certification!

Leadership development is another great way for learning. I encourage all members to attend the Leadership Development Conference coming up on September 24, 2011 in Dickson, TN. After all, our IAAP Mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development. I hope that you all are striving to be that success, and in keeping in line with our new theme from International, "Making the Leap to Remarkable!"



International Association of
Administrative Professionals®

Board of Directors

President

Tamara Henry, CPS

President-Elect

Martha Haley, CPS

Treasurer

Wanda Brundige

Secretary

Brenda Welch, CPS

Director

Jo Ellis, CPS/CAP

Advisor

Glory Griffin, CPS/CAP

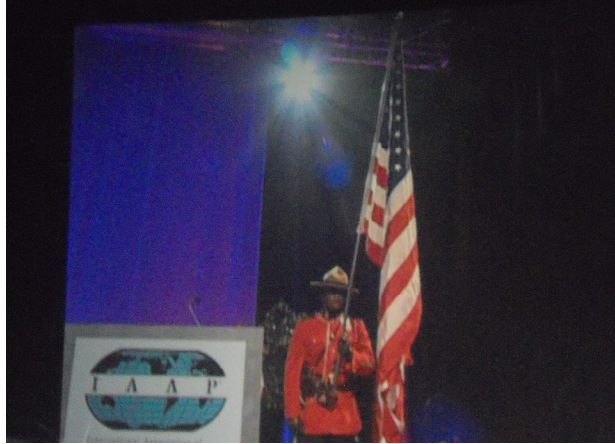
Inside this Issue:

<i>President's Message</i>	1
<i>EFAM</i>	2
<i>CAP</i>	6
<i>Division News</i>	7
<i>Events</i>	8
<i>Virginia CAP Review</i>	9
<i>Golf Tournament</i>	10





Education Forum and Annual Meeting (EFAM) 2011 – Montreal, Canada



Presentation of Flags



Martha A. accepting Chapter of Excellence for the Jackson Chapter



Delegate Martha Voting



Jo Ellis, Judy Carmichael, Jean Brandon, Martha Haley

EFAM
Montreal, Canada
July 23-26, 2011
DELEGATES REPORT

Thank you for allowing my attendance at EFAM in Montreal. I felt the matter at hand – dissolving chapters w/10 or less members – should be voted down. Little did I know that so many chapters felt the same way. We accomplished our goal – and the amendment failed. Two Tennessee members were elected to office – Doris Goode CPS/CAP (Southeast Director) and Pat Row CPS/CAP (Retirement Center. My friend for many years from Pennsylvania was also elected as Trustee- Retirement Center.

I arose very early on the morning of July 23 – 4am to be exact. Arrived at Jo's at 5am to travel to Memphis to hitch a ride on Delta Airlines to Montreal. We arrived safely around 4pm and took the shuttle bus to the hotel. Little did we know we would have to walk a couple of blocks to hotel. We didn't know at the time that we were just getting in shape for our Olympic Walk everyday of about 25 minutes downhill to Convention Center. Keep in mind – the walk back was UPHILL!!!

Didn't know where to eat so ate supper at the hotel – not saying what the Fish and Chips cost.

Delegates and Alternates were briefed next morning at 8am and the business session began at 9am. Introductions included Frances Jakes CPS from Tennessee – Past International President and mention was made that Margaret Dillon CPS – International President in 1972-73 was turning 100 years old. Needless to say, she wasn't in attendance!! Registration showed 1018 registered attendees. Pat Row CPS/CAP was nominated from the floor for Trustee – Retirement Center Trust.

The Parade of Nations was quite impressive with flags from all the countries w/IAAP chapters – India, Japan, New Zealand, Bangladesh, Iceland, Hong Kong and many more. The Anthems/Presentation of Colors was spectacular – Canada and United States anthem were sung and the Royal Canadians arrived w/Canadian and US flags with the bagpipes leading the way. WOW!!

Announcement was made of the December 2011 resignation of Don Bretthauer CAE – IAAP Executive Director. International President gave her report and RTF Chair reported 95% occupancy of Vista Grande.

Candidates for office were presented and the 2011 Avery Dennison Chapter and Division Achievement Awards were presented. Nashville Chapter won the Chapter Prestige Award and \$3,000.

The District Caucuses were held and the Jackson Chapter was presented the 2010-2011 Chapter of Excellence. We received the appliqué to apply to our Chapter of Excellence banner.

Monday morning was filled with delegates voting. Only one division had a second ballot – Great Lakes. What a surprise!! Doris and Pat won on the first ballot. The business meeting reconvened at 3:00 pm Monday afternoon and much to our surprise – the candidates did not know if they won until we did. We were so excited when our Tennessee gals' names were called.

An installation of officers and trustees was held – next year's EFAM was announced and that was “all she wrote!”

Again, thanks so much for this opportunity I felt was very worth the effort. My plans are to work hard so that our chapter can provide for this opportunity every year.

EFAM 2011 VOTING RESULTS

Bylaws Voting Results—Total number of International Officers, Delegates, and Authorized Proxies was 515. Total number of registered attendees for business meeting was 1,018.

Amendment 1—Failed—Amendment on chapter size

Amendment 2—Adopted—Amendment on simplifying the dues structure

Amendment 3—Adopted—Amendment on discounting dues for a period of time for promotion

Amendment 4—Adopted—Amendment on waiving processing fee for former members

Amendment 5—Adopted—Amendment on clarifying board term

Amendment 6—Adopted—Amendment on striking “international” from RTF trustee

Amendment 7—Adopted as amended—Amendment on who can be nominated for international office from the division

Amendment 8—Failed—Amendment on providing a list of delegates who failed to vote

Amendment 9—Adopted—Amendment on striking words from bylaws that are now in the RTF bylaws

Amendment 10—Adopted as amended—Amendment on adding the RTF to words on duties for the IBDR committee

Amendment 11—Adopted—Amendment on wordage moved to RTF bylaws

Amendment 12—Adopted—Amendment on adding the RTF to submit to the IBDR committee.

All RTF proposed bylaws were adopted.

**CAP Late
Deadline
Registration
Wednesday,
August 31.**



*You've been studying
to become a Certified
Administrative Professional.*

*You're ready to sit for the
November exam.*

Don't miss the deadline!

**Find out more about getting certified at
www.iaap-hq.org/certification**

**If you have questions about registration
write to certification@iaap-hq.org**



Division News



Leadership Development Conference

Saturday, September 24, 2011

The Renaissance Center

855 Highway 46 South, Dickson, Tennessee

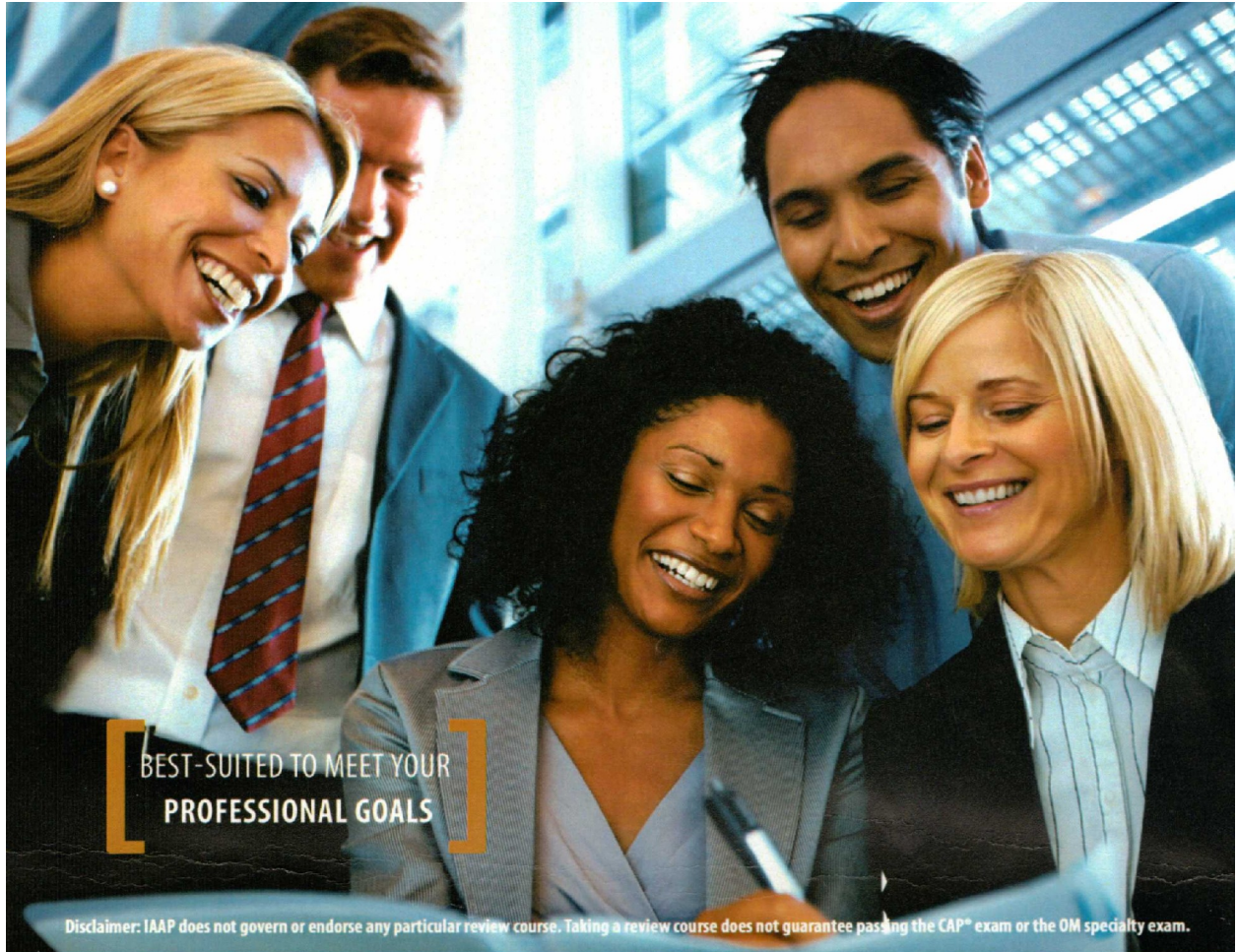
Registration Details Will Be Provided At A Later Date

Calendar of Events

August 31, 2011 Deadline for Late Registration for CAP EXAM	September 12, 2011 Jackson Chapter Meeting – Pam Kober, TN Division President	September 24, 2011 Leadership Development Conference Dickson, TN
October 11, 2011 Jackson Chapter Meeting – Abuse in the Workplace	October 17, 2011 Golf Tournament Humboldt Country Club	October 18, 2011 Maryville, OakRidge, Knoxville Seminar
November 4-5, 2011 CAP Exams	November 8, 2011 Jackson Chapter Meeting – Business Protocol	December 13, 2011 Jackson Chapter Member Christmas Party

Birthdays & Anniversaries

<i>August Birthdays:</i> None	<i>September Birthdays:</i> Betty Jo Cint – 9/3 Wanda Brundige – 9/16
<i>August Wedding Anniversaries:</i> None	<i>September Wedding Anniversaries:</i> Shirley & David Jones – 9/27
<i>August IAAP Anniversaries:</i> Brenda Welch, CPS 2003 Tamara Henry, CPS 2005 Veronica Broadnax, CAP 2006	<i>September IAAP Anniversaries:</i> Temple Warlick 2009



**BEST-SUITED TO MEET YOUR
PROFESSIONAL GOALS**

Disclaimer: IAAP does not govern or endorse any particular review course. Taking a review course does not guarantee passing the CAP® exam or the DM specialty exam.

**Virginia Tech's
CAP Online Review Course
will begin on November 7, 2011**

Length: 6 months

(Ends April 27, 2012, in time for the CAP Exam on May 5, 2012.)

Scan with
Smartphone



The next offering (or section) will begin on May 7, 2012,
and will extend until October 26, 2012, in time for the
CAP Exam to be given in November.

WWW.CAP.IDDL.VT.EDU

Cost: \$555

 **VirginiaTech**
Invent the Future®

CAP® is a registered trademark of IAAP, the International Association of Administrative Professionals.



*Turning Jobs
Into Careers®*

WHAT IS IAAP®?

- The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with approximately 40,000 members and affiliates and nearly 600 chapters worldwide.
- IAAP works in partnership with employers to promote **professional excellence**.
- The IAAP **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.
- IAAP's **purpose** is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective.
- IAAP's **objectives** are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.
- IAAP's **vision** is to inspire and equip all administrative professionals to attain excellence.

Information-Education-Networking
It's all available through IAAP!

Meeting 6:00 p.m. the 2nd Tuesday of each month, at Baudo's

For meeting or membership information:
Martha Haley, CPS®, President-elect 731.265.0409

11TH ANNUAL BOSSSES' DAY OUT GOLF CLASSIC

IN APPRECIATION OF NATIONAL BOSSES' DAY

Humboldt Country Club

Monday, October 17, 2011

Lunch provided at noon

Shotgun Start at 1:00 p.m.

**Four Person Scramble -- \$85 per Player
(\$340 per Team)**

Registration Deadline – October 8, 2011

\$130 Hole Sponsorship

Refreshments – Door Prizes

\$300 Cash Prize for Winning Team!



**RED TEES AND MULLIGANS WILL
BE AVAILABLE FOR PURCHASE AT
REGISTRATION**

TITLE SPONSOR



H O N E

CPAs & Business Advisors

**For more information, call Brenda Welch, CPS
731.422.7208 or Jo Ellis CPS/CAP 731-431-4582**

Company

Address

Phone

Team Member (1)

Team Member (2)

Team Member (3)

Team Member (4)

Yes! I'd like to donate a door prize.

Yes! I'd like to sponsor a hole sign.

Hole Sign to read:

Amount enclosed:

\$ _____



Please return to:
Jackson Chapter IAAP
Attn: Jo Ellis, CPS/CAP
2675 Hwy 45 N.
Henderson, TN 38340