

# The Complement

NOVEMBER 2011

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## A Message from the President



I know there is no way we can read everything we feel we should read or attend every event available to us and sometimes that can be very frustrating. But, the Birmingham Chapter has three very important events in November and I want our chapter to step-up and show up in droves! Make these events successful for our chapter. Bottom line, we must generate funds

and show support for our chapter. You may think it doesn't make any difference if you don't attend, but if everyone has that attitude, no one will attend.

First up is the **Belk Charity Sale**. We still have tickets for this event. See page 7 for more details.

Next is the **MS Office 2010 Seminar** on Saturday, November 12, that is open to the public. This first seminar will explain the new features of MS Office 2010 as well as where to find the things you already use. The instructor is our own Judy Kehr, a Hoover High School computer skills teacher with MS Office Certification 2007-2010 (MOS). The class will be held in the HHS computer lab for hands-on learning and qualifies for **2 recertification points**. Feel free to let all your friends and co-workers know about this valuable class. See page 2 for more details.

The regularly scheduled November meeting will include the **Benefit Auction** and program by Donna Gilliland of MOSTraining. Included at the back of this newsletter are a donation letter and form for businesses or individuals you think may be able to contribute an item to the auction. Think of all your contacts and ask. The worst thing that will happen is that they will say "no."

Catering will be provided at a discounted rate of \$5 by Honeybaked Ham but we still need to have a firm count on the number attending. When Sandy emails you with the information, please respond as quickly as possible...**even if the answer is no.**

Thank you for taking the time to read this newsletter. Our chapter depends on the members to make a difference!

*Robin*



International Association of  
Administrative Professionals®  
*Birmingham Chapter*

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*Robin Prentice, CAP*  
rprentice@acme-assn.org

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jwilson@volkert.com

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antoinette.johnson@chsys.org

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wanda.jackson897@gmail.com

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helen.allen@chsys.org

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*Melissa Cooper, CPS/PLS*  
scrapbookskippy@aol.com



[www.iaapbirmingham.org](http://www.iaapbirmingham.org)

# October Appreciation



Thank you to Renaissance Ross Bridge Resort for providing a complimentary night stay to our 2011 Boss of the Year, Paul D. Weber, MA.

We also appreciate the Urban Cookhouse for providing a wonderful meal for our Boss of the Year Event. UC was voted "best service" and "best kids' menu" in Birmingham Magazine's Best of Birmingham 2011 and we know why!

[www.urbancookhouse.com](http://www.urbancookhouse.com)



## 2011 Boss of the Year

### Paul D. Weber, MA

*Executive Director, Alliance for Continuing Medical Education*

Nominated by Robin Prentice, CAP, Mr. Weber was selected by our November Speaker, Julie Bell, from a number of anonymous essays. According to Robin, Mr. Weber "is always available for any question and is open to new ideas and opinions from all employees. Involvement in leadership and attendance at IAAP events are very much supported and my nominee actually listens when I share about these events, speakers or leadership activities. To have an executive that is willing to invest in me, and my fellow employees, is priceless."

Along with a personalized plaque, Mr. Weber received a certificate for one night stay at Renaissance Ross Bridge. We also presented Robin with a book from the IAAP bookstore entitled "Perfect Phrases for Office Professionals," co-written by Susan Fenner, Ph.D, of IAAP International.

## December Holiday Social

December 3, 2011 • 11:30 a.m.

Kim Weaver has put together a great charitable event at the Lovelady Center. The luncheon is catered, decorated and serviced entirely by the Lovelady Center residents as part of their rehabilitation. This is only one of the many programs offered that allows them to gain new work and life skills to help them attain a brighter future.

TLC provides housing and services to approximately 450 women and children daily, including three meals per day, seven days a week. The basic care they supply includes clothing, medical care, housing, and basic hygiene products. They also provide child care, transportation and college classes.

All IAAP members are welcome as well as significant others and potential members. We only ask that you bring a tax-deductible monetary donation; new, unwrapped Christmas gift for a Lovelady child; new toiletries; or gently used items for the residents themselves or to sell in their thrift store.

[The Lovelady Center](#) "Transforming Broken Lives"

7916 2nd Avenue South, Birmingham, AL 35206-3804

RSVP: Kim Weaver, [Kim.Weaver@rhi.com](mailto:Kim.Weaver@rhi.com), 969.1911 x56110 ®

## November Technical Seminar

November 12, 2011 • 9:00-11:00 a.m.

### *Navigating Microsoft Office 2010*

Hoover High School Computer Lab. Pricing is as follows:

Birmingham Chapter Member:	\$ 5.00
Alabama Division Member:	\$10.00
Non-Member:	\$20.00

Contact Jami Wilson, CAP, [jwilson@volkert.com](mailto:jwilson@volkert.com), 205.441.8448

## November Program— Put Your Head in the Cloud with Google and other Celestial Tools!

Once upon a time the term get your head out of the clouds meant you weren't being productive. Times have changed and if your head isn't in the clouds these days you could be losing productivity and career leverage.

**What is cloud computing?** In simple, working in the cloud is the delivery of applications via the Internet, which are accessed via a web browser. Many cloud productivity tools are free and powerful, like Google Docs and Gmail. The team collaboration benefits are of tremendous value – you can easily create and share documents. Instead of collaborating on a document by sending the document back and forth as an attachment, you can store the document in the cloud using Google apps. Coworkers can access the web-based document simultaneously in their browsers and make changes that other authorized users can see in real-time thus eliminating attachment round-trips. Teams can work together efficiently from within the cloud.

Donna Gilliland takes us **step-by-step** through each of **Google's free apps** for email, calendar sharing and document sharing to help boost our productivity. She's even going to give us a sneak peak at some other celestial tools. You will be on cloud 9 when you leave.

### **BRING YOUR LAPTOP!!**

## Donna Gilliland, President of MOSTraining

Donna began her career in technology back when DOS was the King of computer operating systems for the personal computer, floppies were actually floppy and the Internet had just begun to explode. At that time in her career there were no training companies – you either learned it on your own or went back to school to learn all about these new technologies – she did both.



Now, Donna is an award-winning technology instructor, a social media specialist and certified technology trainer. Her technology teaching career spans over 18 years, and she holds certifications in Microsoft, IBM and CompTia.

Donna was featured in IAAP's OfficePro magazine in the Spring 2011 issue.

MOSTraining started in 2004 helping businesses learn how to increase the productivity of their workforce using Microsoft Office applications. MOSTraining has extended its reach to help businesses and entrepreneurs strategically market and grow their business using social media. MOSTraining also helps companies increase their workforce productivity using cloud computing tools.

[www.mostraining.com](http://www.mostraining.com)

## November 15, 2011 Program Highlights

- ◆ Google Program
  - ◇ Bring Your Laptop!
- ◆ Free MOSTraining.com Webinar Door Prize
- ◆ \$5 Honeybaked Ham Meal
- ◆ Ways & Means Auction



Perfect every time.  
We guarantee it!

Bring a friend to the November meeting. If he or she joins, YOU will receive a special prize!



*Birmingham Chapter*

# Annual Benefit Auction

**November 15,  
2011 • 5:45 PM**

*Auction Preview  
Opens at 5:30 PM*

The Birmingham  
Botanical Gardens  
2612 Lane Park Road  
Birmingham, AL 35223

*The Silent Auction  
benefits:  
Birmingham Chapter  
Programs & Scholarships*

Thank you all in advance  
for your help and support.

*Start Your Holiday Shopping Here!*

Some feature items include :

- ◆ Pampered Chef Items
- ◆ Custom-Made Jewelry
- ◆ Mary Kay Makeup
- ◆ Southern Living @ Home,  
Gail Pittman Platter
- ◆ Wilson's Leather Laptop Bag
- ◆ Penzey's Spices Gift Boxes w/Recipes
- ◆ Autographed copies of books by  
Clinton Kelly, star of TLC's,  
*What Not To Wear*, and Motivational  
Speaker Sam Glenn
- ◆ And more!



## Our New Look on the Web

In the next few days you will notice a drastic change in our website. We have joined the IAAP web community and are excited about the new possibilities. Not only will we be able to share the same information you are accustomed to seeing on the site, but our members-only content such as financials, minutes and special promotions will also be available without having to leave the site.

This opportunity was made possible by the hard work and dedication of our chapter members helping the chapter to earn the Chapter of Excellence Award. As a result we received a \$150 credit toward membership in the web community which brought the cost down to an affordable level. Follow this year's progress on page 6.

We will make the transition by Monday, November 7, but for a sneak peek, you can visit:

<http://community.iaap-hq.org/birmingham/Home/>

Please feel free to blog, start e-groups, or just get acquainted with the new site. Feedback is appreciated!



# Committee Reports

## Ways & Means Committee

Anita Wilson

**Please contact me if you would like to help with this committee!** We need items for the Benefit Auction this month. A donation letter and form are included in the newsletter. Think of all your contacts and ask. The worst thing they can say is "no."

## Business & Community Affairs

Joellyn Heaton, CPS/CAP

**Please provide the email address of your executive to add to the newsletter distribution list.** Those of you who receive assistance with your dues and professional development **ask your employer to provide a short endorsement of 1 or 2 sentences to feature in the newsletter as ...Realized Benefits** (see page 6).

## Scholarship Committee

Sandy Short, CPS/CAP

Both the high school and college scholarship applications have been updated for the next year. The applications will be posted on the Web site by next month. The postmark deadline for next year's applications will be February 15, 2012.

Applications will be sent to administrators, instructors, and counselors at area high schools and colleges at the beginning of January 2012.


After the deadline, the Scholarship Committee will meet to review the applications and will select 3-4 students to interview from both the high school applications and the collegiate applications.

## Membership Committee

Wanda Jackson

**Join me in welcoming new member, Rhonda Washington.** Rhonda works at the UAB Women's and Infants Center in the Department of Obstetrics and Gynecology.

**Save \$20**



International Association of  
Administrative Professionals®  
Birmingham Chapter

Rx Catering would like to extend \$20 savings to all IAAP-Birmingham members. Please mention this ad to receive \$20 off your total order.

May not be used in connection with any other offer.

Offer Expires: 11/30/11



## MS Word Styles

This article explains how styles work to save you time and make your document look good. It also discusses the relationship between styles and two new features in Word 2007: Quick Styles and themes. More next issue...  
<http://bit.ly/WordStyles>

## *A Kick in the Attitude* Sam Glenn

"Attitude is your state of mind, or that looking glass through which you see the world. If the glass is dirty, you will interpret everything accordingly."

## *Oh No She Didn't!...* Clinton Kelly

"I often find that women who wear only black don't feel too great about their bodies and use black as urban camouflage...black doesn't make you invisible. Clothes that fit you will can trick others into thinking you have a better body than you actually do, and...lend an air of self-respect to your appearance. Focus on fit before color."



## CoE Deadlines

*follow our progress...*

✓	#1	October 1, 2011 Post Meeting Calendar
✓	#2	December 31, 2011 Submit 2010-2011 Financial Review
✓	#3	June 1, 2012 Membership Drive
	#4	June 25, 2012 Hold New Member Orientation
	#5	April 30, 2012 Develop & Update a Business Plan
	#6	Set by Division Send Delegate to 2012 ADAM
✓	#7	July 4, 2011 Send Delegate to 2012 EFAM
	#8	June 30, 2012 7% of Chapter are Members of Excellence

## ...Realized Benefits

Paul D. Weber, MA

Executive Director, Alliance for Continuing Medical Education

Gone are the days when administrative professionals primarily perform rudimentary clerical functions and are considered to be "support" staff. I view my administrative professional as an important member of the office team who is involved in all aspects of our work activities. It is important for her to be knowledgeable about our total operations so she can participate as a member of the team. Because she is fully engaged, she is able to anticipate what is required to complete assignments and can better assist me to achieve our organization's goals. It is my belief that my administrative professional also benefits by this approach since she is intimately involved in meaningful work assignments and understands how they connect to the overall operations. I truly count on her as a trusted assistant to perform critical functions.

## Birmingham Chapter Scholarships

Over the past five years we have provided over **\$9,000 in scholarships** to deserving high school seniors and enrolled college students pursuing a business degree.

If you have not participated on the Scholarship Committee, you have missed a great opportunity to see how important those scholarships are to the students. Sometimes it is truly the difference in being able to continue on with their education and the encouragement they need to succeed.

Contact [Sandy Short, CPS/CAP](#), if you would like to help with this committee. 800-648-3271, ext. 5204



**THANK YOU IAAP** for your donations to the RTF for the past 50 years! Thanks to you, your chapter and division, we have built a healthy treasury. It all began in 1958 when Della Herring had a dream for a retirement center for us and donated the first dollar. Della's dream became our dream and you made it come true with Vista Grande. Now in addition to Vista Grande, we have the HSAN program (Housing Subsidy for Admins in Need). HSAN provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria.

This year, instead of fundraising, we have a different request. Instead of raising money, we are asking you to help us give it away! We need your help to raise awareness of the HSAN program and increase grant applications. The next deadline is quickly approaching on November 15th. Go to [www.iaap-rtf.org](http://www.iaap-rtf.org) for more information.

Alice Schultz, CPS

SED RTF Committee Member

**THE RTF STANDS READY TO HELP ADMINS IN NEED!**



Avery® BOX TOP\$® for Education Challenge

*Ask your Family, Friends and Co-workers to help us reach our goal of 5,000 Box Tops!*

An education grant in the amount of \$2,000 will be provided by Avery to the chapter that collects the largest number of Box Tops coupons in support of the program.

An education grant in the amount of \$500 will be provided by Avery to the chapter collecting the second largest number of Box Top coupons in support of the program. All Box Tops coupons, not just those from Avery products, will be eligible.



# Charity Sale! Tickets \$5.00

**HURRY!** Saturday, November 5, 2011, 6:00-10:00 a.m.

Charity Sale is a private four-hour sale dedicated to supporting local non-profit organizations. We are selling tickets to raise money and ticket holders receive **20% to 70% off Belk purchases storewide**, including special savings on rarely-discounted brands! **PLUS—\$5.00 OFF YOUR FIRST PURCHASE!**

VALID AT ANY BELK STORE COMPANYWIDE!

Contact Joellyn Heaton, CPS/CAP for tickets (jheaton@aqaf.com).

## HONEYBAKED.

**PASS IT ON...That's all there is to it!**

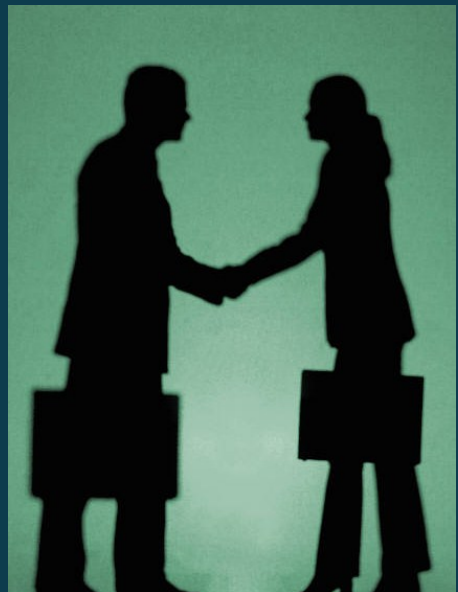
Order HoneyBaked products and gifts online and you'll get FREE standard shipping! Pre-order and specify a delivery date.

**20% of the proceeds benefit our cause!**

Use our special link and forward it to your friends and business associates! IAAP Promo 992002

<http://www.honeybakedonline.com/HBOnline/Shop/ItemList8.asp?CATID=7000&Promo=992002>

## “Companies” we keep:



## Professional Certification

**Exam Dates:** Nov. 4-5, 2011  
May 5, 2012

**Deadline Dates:** Aug. 15, 2011  
Feb. 15, 2012

IAAP's Certification Program has changed effective November 2011. For more information visit:  
[www.iaap-hq.org/certification](http://www.iaap-hq.org/certification)



**Why wait? GET CERTIFIED!**

Do something for yourself and your career today.



## Upcoming Events

11/4-5/2011—Certification Exams

Lawson State Community College, Bessemer Campus

11/5/2011—Belk Charity Sale

11/12/2011—Quarterly Tech Tips 9:00-11:00 a.m.

**Program:** Navigating Microsoft Office 2010

**Speaker:** Judy Kehr, MOS

**Location:** Hoover High School

11/15/2011—Benefit Auction

**Program:** Google Tools

**Speaker:** Donna Gilliland, MOSTraining



12/3/11—Holiday Social 11:00 a.m.

Lovelady Center Charitable Luncheon. Members, significant others and guests are welcome. Please plan to give a donation of money and/or gently used or new women's and children's items. See page 2.

## Casual Corner

### November Birthdays

11 Donna Nelson

12 Dorothy Young

21 Mary Vann Dodd, CPS/CAP

29 Marlene Paumen

30 Sonya Reeves

Birmingham Meetings are held on the 3rd Tuesday of each month (exc. July, Aug, & Dec) at 5:45 p.m. at the:

[Botanical Gardens](#)

1612 Lane Park Road  
Birmingham, AL 35223

### IAAP Mission Statement:

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

## Newsletter Editor

Jami Wilson, CAP-OM  
2 20th Street N., Ste. 300  
Birmingham, AL 35203

205.441.8448 ph  
[jwilson@volkert.com](mailto:jwilson@volkert.com)



# Birmingham Chapter

Chapter #43512

[www.iaapbirmingham.org](http://www.iaapbirmingham.org)



## 2011-2012 Birmingham Chapter Board of Directors

### Robin Prentice

*President*

Alliance for Continuing Medical Education  
1025 Montgomery Highway, Suite 105  
Birmingham, AL 35216  
WK: (205) 824-1355  
Cell: (205) 492-5342  
[rprentice@acme-assn.org](mailto:rprentice@acme-assn.org)

### Jami Wilson, CAP

*President-Elect*

Volkert, Inc.  
Two 20th Street North, Suite 300  
Birmingham, AL 35203  
WK: (205) 214-5500  
Cell: (205) 441-8448  
[jwilson@volkert.com](mailto:jwilson@volkert.com)

### Antoinette "Nicole" Johnson

*Administrative Secretary*

Children's of Alabama  
P.O. Box 1266  
Trussville, AL 35173  
WK: (205) 939-9624  
(205) 655-3091

[AntoinetteNicole.Johnson@childrensal.org](mailto:AntoinetteNicole.Johnson@childrensal.org)

### Wanda Jackson

*Membership Secretary*

3013 Wenonah Park Road  
Birmingham, AL 35211  
(205) 925-1741  
[wandajackson897@gmail.com](mailto:wandajackson897@gmail.com)

### Helen Allen

*Treasurer*

Children's of Alabama  
1600 7th Ave S 4th Fl Park Place  
Birmingham, AL 35233  
WK: (205) 939-6321  
Cell: (205) 566-9664  
[helen.allen@childrensal.org](mailto:helen.allen@childrensal.org)

### Melissa Cooper, CPS/PLS

*Immediate Past President*

471 Fieldstone Drive  
Helena, AL 35080  
Cell: 205-218-8410  
[scrapbookskippy@yahoo.com](mailto:scrapbookskippy@yahoo.com)

October 17, 2011

Dear IAAP Supporter:

Each year, the Birmingham Chapter of the International Association of Administrative Professionals® (IAAP) organizes a Benefit Auction to raise funds to support our educational seminars. This year, we will hold a Silent Auction at our regular business meeting on **Tuesday, November 15, at 5:45 p.m.** at the Birmingham Botanical Gardens.

Administrative Professionals are the key to gaining access to businesses. Admins are asked to make recommendations for travel and lodging, office suppliers, catering and corporate gifts. In exchange for your donation, the Birmingham Chapter can offer you:

- Free job postings on our website
- Free ad in our newsletter or website
- First refusal on providing a speaker for our monthly professional development programs or annual seminar
- Promoting you with our members who are seeking jobs
- Distribute your marketing materials at our meetings

The Association works in partnership with businesses to promote excellence in the administrative profession. Its members include administrative assistants, executive secretaries, office coordinators, information specialists, and other administrative professionals. Many corporations, educational institutions, students, and international affiliate organizations also belong to IAAP. Our goal is to be the acknowledged, recognized leader of administrative professionals, and our mission is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective. Through sponsorships and support from businesses like yours, we are able to meet our goal and mission. IAAP is a not-for-profit professional organization.

Please consider making a donation to assist us in having a successful benefit auction. Complete the attached donation form and return it to me by fax or email. If you have any questions, please feel free to contact me during the day on 934.9713, or by email at [awilson@uab.edu](mailto:awilson@uab.edu). I will make arrangements to pick up the item at your convenience, or you can mail to me by November 11, at the address below. Your support of the Birmingham Chapter of IAAP is genuinely appreciated.

Sincerely,

Anita Wilson  
Ways & Means Committee Chairman  
2353 Garland Drive  
Vestavia Hills, AL 35216

Attachment

Visit our website at [www.iaapbirmingham.org](http://www.iaapbirmingham.org) to learn more about the Birmingham Chapter.





## Donation Form

IAAP

Ways & Means Auction

Birmingham Botanical Gardens

November 15, 2011 ★ 5:45 p.m.

**Donated Item:** \_\_\_\_\_

**Estimated Value:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Contact Name:** \_\_\_\_\_

**Company Address 1:** \_\_\_\_\_

**Company Address 2:** \_\_\_\_\_

**Company City, State ZIP:** \_\_\_\_\_

**Company Phone No.:** \_\_\_\_\_

**Company Email:** \_\_\_\_\_

**IAAP Member Contact**

**Info:**

**Name** \_\_\_\_\_

**Contact Phone Nos.** \_\_\_\_\_

**Email:** \_\_\_\_\_

Fax or e-mail your completed form to **Anita Wilson**

**THANKS FOR YOUR SUPPORT!**

Anita Wilson  
Benefit Auction Committee Chair

Work Phone: 205.934.9713  
Fax: 205.975.6850  
Email: [avwilson@uab.edu](mailto:avwilson@uab.edu)