

The Complement

AUGUST 2011

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A Message from the President

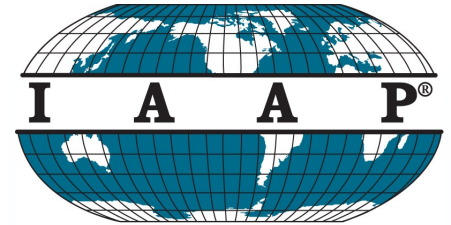


As the 2011-2012 Chapter President, I am looking forward to serving you and will strive to represent the chapter professionally and with honor and dignity. I am excited to work with the outstanding board you have elected and know that with your help the Birmingham Chapter will have no trouble

“Making the Leap to Remarkable.” By making our chapter remarkable, each member will in turn become remarkable.

During the next year, we will be adding new benefits to your membership in the form of technical software classes in addition to our regularly scheduled monthly educational programs, tech tips in the newsletters, and limiting the amount of business conducted in the monthly meeting to allow for more time learning and networking. Reading the newsletter will be more important than ever since this is where we will disseminate the chapter information. We will strive to limit email communications to newsletter distribution unless we receive time sensitive information from International or Division.

Member of Excellence will be a strong focus of the board, and we will do everything we can to make the professional development submission process effortless for members. We have evaluated the new member surveys and will be including their suggested programs and welcome any suggestions from other members as well. Please feel free to contact any of the board members with any suggestions you may have for making our chapter more remarkable. I am looking forward to a dynamic year...see **President**, page 2.



**International Association of
Administrative Professionals®**
Birmingham Chapter

A First-Timer's View of EFAM

Jami Wilson, CAP

The days leading up to EFAM were filled with excitement and anxiety. First, I have not been on an airplane in about ten years and I am prone to motion sickness. Second, the only time I have ever been to another country was in 1995, when I visited my Dad in Colombia on Drummond's corporate jet. That was not exactly a "typical" experience.

While the HQ website was a wealth of information, I still could not get a good feel for what I was about to encounter. Would there be time between sessions for shopping or additional workshops? What should I pack? How much spending money will I need? How much will I be walking? For those of you interested in the answers to these questions, ask me later.

At the end of the week I can honestly say nothing can fully prepare you for the overwhelming experience of your first EFAM. You just have to jump in and ride it out.

It's fun, it's exciting, it's educational, it's exhausting, and IT'S SO WORTH IT!

With 38 educational workshops from which to choose, 3 keynote speakers, business sessions, candidate forums, district caucuses, office expo, casual evening of welcome and formal banquet, there truly is something for everyone...just don't try doing it all.

This was my first EFAM, but it will not be my last. Save up ladies for Grapevine, Texas in 2012. **You will not regret it!**



President

from page 1

Thank you for allowing me to represent our chapter at the 2011 EFAM held in Montréal. It was exciting to be there and network with other IAAP members from around the world, participate in all the seminars and to hear the speakers. I particularly appreciated being able to learn how they conducted the business sessions and hear the parliamentarian, Jeff Neurauter, explain the rules of the business sessions and how to properly debate issues. Over the next few months Jami Wilson, CAP, and I will be sharing information we have learned from the keynote speakers and in the workshops. I hope these tips will be helpful to you as we begin "Making the Leap to Remarkable."



EFAM Voting Results

President

Tamara Goodall, CPS/CAP

Charleston, Virginia-West Virginia, SED

President-Elect

Karlana Rannals, CPS/CAP

Palomar, California, SWD

Vice President

Judith A. Yannarelli, CPS/CAP

Grand Strand, S. Carolina, SED

Secretary

Antoinette Smith, CPS/CAP

St. Louis, Missouri, SWD

Treasurer

Wendy S. Melby, CPS/CAP

Waukesha, Wisconsin, GLD

Southeast District Director

Doris Goode, CPS/CAP (2 yrs)

Memphis Chapter, Tennessee Division

RTF Trustees

Jean Bohinski, CAP

Wyoming Valley, Pennsylvania, NED

Patricia D. Row, CPS/CAP

Tennessee Div., SED

Taste of the Town



IAAP—Enhancing the success of career-minded individuals by providing opportunities for growth through education, community building and leadership development.



**International Association of
Administrative Professionals®**
Birmingham Chapter

- Sample Local Catering
- Receive a Binder of Menus
- Register for Door Prizes
- Meet Other Administrative Professionals
- Learn About Exciting New Educational Programs

FREE Networking Event

The Birmingham Chapter IAAP®

is hosting an

Open House Networking Event

on

**Monday, August 15, 2011
at 5:45 p.m.**

at the

Birmingham Botanical Gardens

It will include FREE samples of area catering and door prizes! Mark your calendar now and plan to
BRING A FRIEND!!

Birmingham Botanical Gardens
Ireland Room
2612 Lane Park Road
Birmingham, AL 35223

For reservations or more information:
Jami Wilson, CAP
President-Elect
205.214.5500 ph
205.214.5501 fax
jwilson@volkert.com

International News

Bylaws Voting Results

Amendment Number	Description	Result	Birmingham Vote
1	Minimum chapter size	Failed	Opposed
2	Simplifying dues structure	Adopted	In Favor
3	Discount dues for promotions	Adopted	In Favor
4	Waiving processing fee for former members	Adopted	In Favor
5	Clarifying board term	Adopted	In Favor
6	Striking "international" from RTF trustee	Adopted	In Favor
7	Division nominee for international office	Adopted as amended	In Favor
8	Providing a list of delegates who failed to vote	Failed	Opposed
9	Striking words from bylaws which are now in the RTF bylaws	Adopted	In Favor
10	Adding RTF to words on duties for IBDR committee	Adopted	In Favor
11	Wordage moved to RTF bylaws	Adopted	In Favor
12	Adding "the RTF to submit to IBDR committee"	Adopted	In Favor

EFAM Awards

Birmingham Chapter was recognized as a **Chapter of Excellence** during the Southeast District Caucus

Box Tops for Education

\$2,000 Grant
West Houston Chapter
Houston, TX
(40 members and over)

Profile Chapter
Manchester, NH
(less than 40 members)

\$500 Grant
Evansville Chapter
Evansville, IN
(40 members and over)

Presque Isle Chapter
Erie, PA
(less than 40 members)

7th Annual OfficeTeam Administrative Excellence Award
Deborah Carter, CAP
Central Brevard Chapter



Hot Topics
For Tomorrow's
Workplace



FALL CONFERENCE
SAN DIEGO 2011
OCTOBER 9-12

Confrontation Skills - Aug 18

Control, Confidence & Composure in the most highly charged situations! Learning to confront someone can be done easily and quickly! No more panic, no more holding back from saying what you want to say. Learn professional confrontation skills that will allow you to maintain control, confidence and composure!...[FIND OUT MORE](#)

Stress Strategies & Solutions - Aug 25

Are you stressed? Over-scheduled, under-stimulated, unable to relax or incapable of delegating? The bad news is that stress (the body's non-specific reaction to any demand made on it) can eat away at you until you explode - and that never happens at an opportune moment. ...[FIND OUT MORE](#)

1st Annual Boss of the Year Event

Tuesday, October 18, 2011



Selection Criteria

October speaker, Julie Bell of State Farm Insurance, will select the winning entry based on the following points system:

- ◆ **Supervisory Skills: (0 - 40 points)**
 - ◇ Enhancing employee performance
 - ◇ Leadership/management skills
 - ◇ Organizational skills
 - ◇ Community involvement.
 - ◇ Motivating self and employees
 - ◇ Respect and responsibility in the work place
- ◆ **Interpersonal Skills: (0 - 40 points)**
 - ◇ Communication
 - ◇ Professionalism
 - ◇ Active listening skills
 - ◇ Conflict resolution
 - ◇ Humor
 - ◇ Observant
 - ◇ Positive Attitude
- ◆ **Employee Personal and Professional Development: (0 – 20 points)**
 - ◇ Encouragement/Support of employee development
 - ◇ Career Mentoring
 - ◇ Continuing education support
 - ◇ Delegating

See page 9 for a printable Save the Date card to pass along to your boss.

Qualifications

- ◆ Must be submitted by a Birmingham Chapter Member
- ◆ Nominee must be your Executive or Immediate Supervisor
- ◆ Submittal must be in essay form no more than 2 pages typed with 1.5" spacing in *blind format**

Front Cover Page

- ◇ Nominee's Full Name
- ◇ Agency/Department/Title
- ◇ Address and e-mail address
- ◇ Phone Number
- ◇ Nominated By
- ◇ Nominator's Agency/Department/Title
- ◇ Address
- ◇ E-mail Address
- ◇ Phone Number

SUBMIT YOUR NOMINATION and COVER PAGE by September 20, to: Robin Prentice at rprentice@acme-assn.org

** To help assure impartiality, nominee's name, title, and department are noted only on the front cover page. For all other pages, do not use the nominee's name, agency, department, or reference to gender.*

Annual Benefit Auction

**November 16,
2010 • 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*

*This is an important fund
-raising event for the
year, and we need
everyone's participation
to make it successful.*

Thank you all in advance
for your help and support.

Members: We need your help!

- Request a donation on behalf of your employer or other community businesses.
- Complete the Donation Form.
- Bring item(s) to our September and October Meetings so we can make plans *(or contact a board member to arrange for it to be picked up)*.

Some of the items we already have include :

- ◆ Autographed copies of books by Clinton Kelly, star of TLC's, *What Not To Wear*, and Motivational Speaker Sam Glenn.
- ◆ Custom-Made Jewelry
- ◆ Laptop Bag



Donation Forms and flyers will be available on-line and at the upcoming meetings.

Announcing: Quarterly Tech Tips

Technical Software Training will be offered quarterly on Saturday mornings. More specific topic information will follow. The first class is scheduled for November 12 at 9:00 a.m. at Children's Hospital Downtown. Pricing is as follows:

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

*Reservations and payment deadline is 2 weeks prior to each class.
Contact Dorothy Young: dyoung@lawsonstate.edu*



Committee Reports

Membership Committee

Wanda Jackson



Congratulations 2010-2011 Members of Excellence:

Melissa G. Cooper, CPS/PLS

Brenda Fischer, CPS/CAP

Joellyn Heaton, CPS/CAP

Nicole Johnson

Doris Kenny, CPS/CAP

Robin Prentice, CAP

Maria Whitmire, CPS/CAP

Jami Wilson, CAP

Welcome Members who joined in 2010-2011:

Jeanne Dunham

Charlena Johnson

Sandra Naramore

Peggy O'Neal

Marlene Paumen

Yukonda Thomas

Kimberly Weaver

Carolyn Wilson

Courtney Salter, CAP

The Taste of the Town catering event is back on Monday, August 15 at 5:45 p.m. at the Birmingham Botanical Gardens.

If you would like to order the new logo pin "Making the Leap to Remarkable," please notify chapter treasurer, Helen Allen.

Ways & Means Committee

Dorothy Young

We still have coupon books available for \$20. Please save the date of the annual auction benefiting chapter educational programs. It will be held at the regularly scheduled meeting on Tuesday, November 15. We have autographed copies of Clinton Kelly's book "Oh No She Didn't" and motivational speaker Sam Glenn's book, "A Kick in the Attitude."

Business & Community Affairs

Joellyn Heaton, CPS/CAP

The committee will focus this entire year on letting business leaders, and the leaders of our members' organizations, know what IAAP can do for their employees. We will begin by requesting that each member provide the email address of your executive to add to the newsletter distribution list. We also request that those of you who receive assistance with your dues and professional development please ask your employer to provide a short endorsement of 1 or 2 sentences to feature in the newsletter. If you are passionate about IAAP and interested in promoting the Chapter to the community, please talk to Robin Prentice, CAP about how you can help.



Robin and Jami share their experiences from EFAM

EFAM Tech Tip

Apply professional designs consistently across your documents by using Themes in Office 2007 or 2010. After you select a theme, Office does all the design work!

Positive Quotes

Sam Glenn

"Your attitude is a choice...
choose to Go Positive™!"

Sam's book *A Kick In the Attitude* is a MUST READ!

Oh No She Didn't!...

Clinton Kelly

"I've spent the good part of a decade explaining with as much patience as I could muster why you shouldn't pair socks with sandals, why you might want to avoid tube tops after the age of forty, why elastic-waist pants are evil incarnate. But evidently not everyone is listening."

Professional Certification

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

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

IAAP's Certification Program will be changing effective November 2011. For more information visit: www.iaap-hq.org/certification



Why wait? GET CERTIFIED!

Do something for yourself and your career today.



Upcoming Events

8/15/2011—Taste of the Town

Our annual open house networking event is open to the public and features Birmingham's Top Caterers. Everyone will leave with a free catering guide! Free event!

9/20/2011—September Business Meeting

Program: Meeting & Event Planning
Speaker: Jay Brown, Alliance for Continuing Medical Education

10/18/2011—Boss of the Year Event

Program: Delegating, Empowering and Increasing Influence
Speaker: Julie Bell, State Farm Insurance

11/12/2011—Quarterly Tech Tips

Program: Microsoft Office 2010
Speaker: TBA

11/15/2011—Benefit Auction

Program: Ergonomics
Speaker: TBA



Casual Corner

Please send your birthday (mm/dd) to Newsletter Editor, Anita Wilson if you would like to be recognized in the newsletter.

Recertification

Doris Kenny, CPS/CAP
5/25/2011

Maria Whitmire, CPS/CAP
3/22/2011

Jami Wilson, CAP
5/6/2011

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

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awilson@uab.edu

Fundraising Project

**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.



Avery® Box Top\$® for Education Challenge

Box Tops for Education coupons can be found on many everyday household products. Currently, nine major manufacturers (General Mills, Avery Dennison, Kimberly-Clark, S.C. Johnson, Nestle, Pactiv-Hefty, Land O'Lakes, Welches and Brita) participate in the program and offer a wide selection of products that carry Box Tops coupons.

In fact, Box Tops are now carried on more than 2,000 products that can be found in grocery stores, club stores, drug stores, mass merchandisers and office and school supply stores.



Over 1,000 Avery products are part of Box Tops for Education®

Box Tops For Education is a registered trademark of General Mills used with permission.

1st Annual Boss of the Year Event



International Association of
Administrative Professionals®
Birmingham Chapter

Save the Date!

Program: Leadership Tools
Speaker: Julie Bell

*2011 Boss of the Year
Award to be Announced!*

Tuesday, October 18, 2011

Birmingham Botanical Gardens
2612 Lane Park Road
Birmingham, AL 35223



About IAAP

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Core Values

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.



For over 60 years, the International Association of Administrative Professionals has been helping office professionals reach their career goals through education, community building and leadership development. Our certification programs are recognized as the industry standard of proficiency.

If you've been searching for a community to help you thrive in today's office culture, you've come to the right place. Come join us as we create a better workplace, one admin at a time.

[Download a printable membership application](#) or [Join Online Now!](#)

Birmingham Chapter meetings are held on the 3rd Tuesday of each month (ex. July Aug. and Dec.) at the Birmingham Botanical Gardens.



Member Benefits

- Free monthly professional development programs
- Discounted quarterly software training
- Leadership Training
- Enhanced professional image.
- Enhanced public speaking skills
- Member discount on purchases through IAAP on education and professional development resource materials
- Discounts on registration of any IAAP sponsored training workshops, seminars, conferences and conventions
- Discounts on registration for the certification exam
- *OfficePro* magazine
- Full access to the IAAP Web Community, an online social network for IAAP members

Employer Benefits

- A professional team member dedicated to producing a quality product or service
- A positive public relations representative who takes pride in professionalism and excellence
- Administrative personnel who are up-to-date with the latest technological trends
- Opportunities for quality leadership training, self-improvement and employee education at little or no cost to the employer
- An employee who has the opportunity for personal and professional growth and who brings these skills back to the workplace