

The Complement

OCTOBER 2011

President's Message P.1
October Meeting P.2
Committee Reports P.5
Upcoming Events P.8

A Message from the President



The Birmingham Chapter will join the Alabama Power Chapter in hosting a booth at the Southern Women's Show. We need volunteers to work the booth during these hours:

- Thursday, 10/6 - 10 a.m. to 6 p.m.
- Friday, 10/7 - 10 a.m. to 8 p.m.
- Saturday, 10/8 - 10 a.m. to 7 p.m.
- Sunday, 10/9 - 11 a.m. to 5 p.m.

Please let Jami Wilson, CAP, know when you will be available. This will be a great opportunity to talk one-on-one with thousands of women in a festive and fun environment to let them know about IAAP and the benefits of membership.

Remember that nominations for Boss of the Year are due today. Please email your form to me immediately. I will accept them as late as Wednesday. The grand prize includes a stay at Renaissance Ross Bridge Resort! This promises to be a great program with Julie Bell from State Farm Insurance speaking on Managers vs. Leaders. She will help you decide if you are truly a leader, even if you don't have the title!

Sandy Short, CPS, CAP, will be contacting you to confirm your reservation for the October meeting. There will be no charge for the dinner because we want each member to be able to honor her boss.

November will be the month for our annual auction. This event is very important in raising funds for our educational programs and scholarships. 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. Please help get items for the auction. Contact Jami Wilson, CAP, to let her know what you can do.

Kim Weaver is working on our Christmas event. If you would like to help her, please contact her at kim.weaver@rhi.com.

Edna Henry is recovering from hip surgery and is doing well. Even though she is at home, she is still thinking about IAAP! She is chair of the Administrative Professional's Day Luncheon and will be contacting you soon to enlist your help to make this a successful luncheon.



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

Board of Directors

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

President-Elect
Jami Wilson, CAP
jwilson@volkert.com

Administrative Secretary
Antoinette "Nicole" Johnson
antoinette.johnson@chsys.org

Membership Secretary
Wanda Jackson
wanda.jackson897@gmail.com

Treasurer
Helen Allen
helen.allen@chsys.org

Immediate Past President
Melissa Cooper, CPS/PLS
scrapbookskippy@aol.com



www.iaapbirmingham.org



CAP Review:

Study Classes are underway for the certification exams. The remaining schedule is below.

Locations:

Children's (CHS)
1600 7th Ave South
Birmingham, AL 35233
Sarah Green
410-978-8007
sarahgreen04@gmail.com

Volkert, Inc.
2 20th Street North
Suite 300
Birmingham, AL 35203
Jami Wilson, CAP
205.214.5500
jwilson@volkert.com

Date	Time	Location
10/3	5:30-7:30	CHS
10/6	5:30-7:30	CHS
10/7	5:30-7:30	Volkert
10/10	5:30-7:30	CHS
10/11	5:30-7:30	Volkert
10/13	5:30-7:30	CHS
10/17	5:30-7:30	CHS
10/19	5:30-7:30	Volkert
10/21	5:30-7:30	Volkert

...Realized Benefits

Supporting IAAP membership is a *great* investment.

I encouraged Jami Wilson to get involved as soon as she started as Volkert's Birmingham administrative manager in 2000. I knew from working with Volkert's other IAAP professionals that, even though Jami's administrative skills were already good, they would improve through her participation in IAAP. In characteristic fashion, she jumped right in and quickly became CAP-certified. Jami's active involvement has resulted in her holding several IAAP offices, and being named Birmingham's Administrative Professional of the Year for 2009. But the real *bottom line* is this; **Volkert's office runs more smoothly and professionally as a direct result of Jami's IAAP membership.**

Phillip N. Garratt, PE

Volkert Quality and Safety Initiatives

Managing Principal of Volkert's Birmingham Office, 1991-2010

October Catering

Urban Cookhouse is a locally owned business founded by David and Andrea Snyder. UC supports local farmers and other local businesses by purchasing items such as local produce and local beer. We strive to serve the freshest food and provide the best service in Birmingham. UC was voted "best service" and "best kids' menu" in Birmingham Magazine's Best of Birmingham 2011.

www.urbancookhouse.com



November Preview

Google Tools

Donna Gilliland

Social Media/Technology Speaker and Trainer

www.MOSTraining.com

Donna Gilliland is an award-winning technology instructor and the founder and President of MOSTraining, Inc, where she helps businesses and solopreneurs learn how to leverage today's technology to grow their business and manage their brands. She is a member of the National Speaker's Association and a certified technology trainer with over 18 years of professional speaking and training.

1st Annual Boss of the Year Event



Program: Manager vs. Leader
Speaker: Julie Bell

Grand Prize:
1-Night Stay
Renaissance
Ross Bridge

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

Tuesday, October 18, 2011
Birmingham Botanical Gardens
2612 Lane Park Road
Birmingham, AL 35223



MS Word Styles

This article explains how styles work to save you time and make your document look good, and it 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

"We live in a world designed to deplete us of our positive charge...if I have to deal with problems anyway, why not make the effort to put some martial arts into my attitude so I can come out a winner?"

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

"A black, gray, navy, brown, or khaki suit will give you a lot more mileage [than colored], especially in a classic cut. Classic meaning one, two, or three buttons, without a lot of tricky details...Then add color, texture, pattern, and shine with your underpinning and accessories."

Manager vs. Leader

Are you a Boss? Is it a title? Is it what you do? What kind of boss are you? How do you know?

Julie will share some points from listening to an author speak about his personal experiences. She will go over the Norm Effect, Jordan Effect, and things to teach others to do, especially the generation coming up.

Julie Bell is a State Farm Insurance Agent. She is the owner of this agency which is located in Bessemer, Alabama. She started with State Farm in 1982 and held various management positions in both their operation centers and Corporate Headquarters and during the last four years has been in agency. She has lived in Illinois, Ohio, California, and Alabama.

Julie received her business degree from Illinois State University. However, Julie believes that school is never out. She holds several insurance designations and licenses. She is a member of the Bessemer Professional Women and was recently selected to receive their annual Woman of Achievement award. She is a Bessemer Chamber Board member along with being a member of the Heart Guild. She drove the creation of an 8th grade mentoring program between professional women and Davis Middle School. It is called P.I.N.K. (Powerful Individuals Nurturing Knowledge).

She is married and has four daughters and ten grandchildren. She enjoys golfing in her spare time. She enjoys being involved with the community along with spending time with friends and family.

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: Please Ask for Donations!

- Request a donation on behalf of your employer or other community businesses.
- Complete the Donation Form.
- Bring item(s) to our October Meeting 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.



UPDATE: 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 Hoover High School. 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 Jami Wilson, CAP at jwilson@volkert.com or 205.441.8448*

Committee Reports

Ways & Means Committee

Chair Needed

Please contact President Robin Prentice, CAP if you would like to help with this committee!

We need items for the Benefit Auction in November.

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.**

If you are passionate about IAAP and interested in promoting the Chapter to the community, please contact President Robin Prentice, CAP about how you can help.

Membership Committee

Wanda Jackson

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

Please support the caterer who provided our September meal. We appreciate their participation!!

Jerry Jones
McAlister's at Tannehill Promenade
204-426-0387
bessemer@mcalistersistdeli.com



[Online Ordering](#)

Vice President

Dorothy Young

It is with a very heavy heart that I have to...step down from Vice-President. This is a very important role in our organization and I do not want take it lightly. It is important to me to see the Chapter be successful and I do not want to be the down fall of the chapter. I am still going to be a member but I don't believe I should be in a leadership role right now. I really pray that you will understand. I cannot do all of the things going on and do them well. That includes my family. I have to put them first.

Southern Women's Show

The Birmingham Chapter will join the Alabama Power Chapter in hosting a booth at the Southern Women's Show from We need volunteers to work the booth during these hours:

- ◆ Thursday
10/6-10 a.m. to 6 p.m.
- ◆ Friday
10/7-10 a.m. to 8 p.m.
- ◆ Saturday
10/8-10 a.m. to 7 p.m.
- ◆ Sunday
10/9-11 a.m. to 5 p.m.

Please let Jami Wilson, CAP, know when you will be available.

jwilson@volkert.com

This will be a great opportunity to talk one-on-one with thousands of women in a festive and fun environment to let them know about IAAP and the benefits of membership.



Deadlines

follow our progress...

✓	#1	October 1, 2011
	#2	December 31, 2011
	#3	June 1, 2012
	#4	June 25, 2012
	#5	April 30, 2012
	#6	Set by Division
✓	#7	July 4, 2011
	#8	June 30, 2012

The IAAP Pathways to Excellence Program is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence.

The program principles are:

- Certification
- Commitment
- Communication
- Education & Training
- Fiscal Responsibility
- Leadership Development
- Marketing
- Programs & Participation
- Recruitment & Retention
- Strategic Planning

IAAP Scholarships

The Research and Educational Foundation wants to help you grow your career!

The R&E's new [2012 EFAM Scholarship Program](#) helps cover the cost of attendance for temporarily unemployed admins or those who have never been to EFAM before. It's part of the foundation's commitment to helping admins reach and maintain their professional edge. Scholarship applications will be accepted starting **Oct. 1, 2011 through Jan. 31, 2012.**

Visit the [updated R&E Web page](#) to learn more about the EFAM scholarships, the foundation and how to help the R&E reach its goals. It's the go-to source for the R&E.

Birmingham Chapter Scholarships

November will be the month for our annual auction. This event is very important in raising funds for our educational programs and scholarships. In the past five years we have provided over **\$9,000 in scholarships** to deserving students in high school and college.

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. Please help get items for the auction.

Contact Jami Wilson, CAP, to let her know what you can do for the auction.



International Association of
Administrative Professionals®
Birmingham Chapter

We have a special offer this month for all members of the IAAP-Birmingham Chapter. With each order, you will receive **FREE** Assorted Cookies when you mention this coupon when ordering.

Blair Stroup
General Manager
RX Catering-
Birmingham
(205) 822-2837
www.RxCatering.net



Offer Expires: 10/31/11

Fundraising Projects

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

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!



The Board is having a Rummage Sale to help raise funds for chapter activities. Please bring items the Friday evening before or Saturday morning or contact committee members to arrange to have them picked up.

All unsold items will be donated to the
Lovelady Center Thrift Store.

Details:
Saturday, ***
3528 Teton Circle
Birmingham, AL 35216

Committee Members:
Robin Prentice, CAP 205.492.5342
Jami Wilson, CAP 205.441.8448

Bring your unwanted items to the October meetings to help raise money for chapter programs.

HONEYBAKED.

The Birmingham Chapter is once again partnering with HoneyBaked for a Holiday Fundraiser to benefit programs and scholarships...BUT THERE IS NO SELLING!!

Please help us meet our fundraising goal by ordering 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!

[Click IAAP Promo 992002](#)



Perfect every time.
We guarantee it!

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

10/6-9/2011—Southern Women's Show

Area Chapters have teamed up to promote the Alabama Division at the Southern Women's Show. Please visit our booth!!

10/18/2011—Boss of the Year Event

Program: Manager vs. Leader

Speaker: Julie Bell, State Farm Insurance

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

TBD—Benefit Rummage Sale

Bring your unwanted items to the September and/or October meetings to help raise money for chapter programs.



Casual Corner

- ◆ Edna Henry recently had hip surgery. Please keep her in your thoughts and prayers. You can send her well-wishes at ednah5@aol.com
- ◆ Watch for more information on our charitable **Holiday Social** to be held at the Lovelady Center in **December**.

October Birthdays

17—Misty Gurley DeRamus

26—Joellynn Heaton CPS/CAP

Newsletter Editor

Anita Wilson

2353 Garland Dr.

Birmingham, AL 35216

205.934.9713 ph

awilson@uab.edu

IAAP Mission Statement:

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