

# The Complement

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**JANUARY 2011**

## The New Year Brings A New Venue



I sincerely hope every one of you had an enjoyable New Year! It is hard to believe the IAAP 2011-2012 year is already halfway over!

Over the past six months I have been updating you on the many changes your board and I have been making in efforts to make our meetings more enjoyable and productive. I

hope you have taken time to visit our new web site and have been enjoying the re-designed newsletter.

As many of you have already noticed, the board has chosen to move the meeting location from the Birmingham Botanical Gardens to Hoover Hall at Hoover High School. Member, Judi Kehr, has been able to secure this location for a minimal donation to the Hoover High School Business Program. As a result, we are able to save the chapter \$400 this year. Directions are provided in the back of this newsletter providing for alternatives to I-65 S for members traveling from North of Birmingham and Downtown. We are so excited about this change and hope you will embrace it.

## What's New?

- ⇒ **NO BUSINESS**
- ⇒ **Exciting and Engaging Programs**
- ⇒ **\$5.00 Meals**
- ⇒ **4 Technical Seminars**
- ⇒ **More Recertification Points**
- ⇒ **Fewer E-mails**
- ⇒ **Redesigned Newsletter**

Our January program is on organizational budgeting which should be informative and pertinent to your new year financial planning.

Melissa Cooper, CAP/PLS has an exciting technical seminar planned for us in March and I hope you will be able to attend it. All proceeds benefit our scholarship program.

Please nominate a member for the February APY event. See pg. 6

Join us in Hoover and see what's new!

*Robin*



International Association of  
Administrative Professionals®

*Birmingham Chapter*

## Board of Directors

### President

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

### President-Elect

*Jami Wilson, CAP-OM*  
jwilson@volkert.com

### Administrative Secretary

*Antoinette "Nicole" Johnson*  
antoinettenicole.johnson@childrensal.org

### Membership Secretary

*Wanda Jackson*  
wanda.jackson897@gmail.com

### Treasurer

*Helen Allen*  
helen.allen@childrensal.org

### Immediate Past President

*Melissa Cooper, CAP/PLS*  
scrapbookskippy@yahoo.com



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

# Upgrade Your Career

IAAP has a new specialty for its Certified Administrative Professional program: Technology Applications.

IAAP's new specialty recognizes that technology is integral for every admin. First, complete three Options Technology modules. Following that, pass the test to earn Microsoft certification in at least one of those modules. Then you're qualified to submit an application and fees for the Technology Applications specialty.



Specialty  
Certified  
Administrative  
Professional

More information about the Technology Applications specialty is available at  
[www.iaap-hq.org/certification](http://www.iaap-hq.org/certification)

To learn more about the Options Technology program, visit  
[www.iaap-hq.org/events/options](http://www.iaap-hq.org/events/options).

# Message from International President



I'm starting off this calendar year with an exciting announcement. I am pleased to introduce IAAP's new executive director, Gerald J. "Jay" Donohue, Jr., CAE, CMP. Jay comes to IAAP with an impressive résumé. He's had over 18 years of association experience, having served as executive director/chief administrative officer and chief operations officer for three major national and international membership organizations. His background also includes serving as an executive job coach with the nation's first, oldest and premier outplacement firm, Challenger, Gray and Christmas.

Over the years, Jay has been responsible for the operation and services for the International Association of Defense Council, the Academy of General Dentistry and the Professional Convention Management Association. He has implemented new organizational strategic plans and also assisted with the restructuring of administrative and governance systems. He's skillful at finding and implementing creative solutions. Jay is also excellent in developing employee talent and in training.

The board and I are excited that Jay is taking the helm at IAAP. We're confident that 2012 holds many good things for the staff and the association.

To all of you who took the certification exam in November, I want to extend my congratulations and admiration for taking the step to advance in your profession. I've taken the exam to become certified and I know it's difficult. For those who passed, congratulations. For those who didn't, don't give up! Getting that certification is something to continue to work towards.

Happy New Year everyone!

Tamra Goodall, CAP-OM  
IAAP International President



Rx Catering would like to extend \$20 savings to all IAAP members. Please mention this ad when ordering.

May not be used in connection with any other offer

**Offer Expires 1/31/2012**

[Catering Menu](#)

[Holiday/Party Menu](#)

[Order Online](#)

Sincerely,  
**Blair Stroup, RX Catering**

(205) 822-2837

Follow us on **twitter**

Like us on **Facebook**



## Our New Look on the Web

We have joined the IAAP web community and are excited about the new possibilities. Not only are we 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 are also 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.

Watch for e-group posts soon which will include monthly financials and our annual audit.

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

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

## Seminar Agenda

### 8:00 a.m.

On-site Registration  
Office Expo

### 8:30 a.m.

Welcome & Recognition  
Seminar: *Cloud Computing*

### 10:15 a.m.

Break / Office Expo

### 10:45 a.m.

Seminar resumes

### 12:00 p.m.

Networking Lunch  
*Carrabba's Italian Grill*  
Door Prizes

### 1:00 p.m.

Workshop: *Evernote*

### 3:00 p.m.

Door Prizes

### Hoover Hall

(Formerly Crossroads Sch)  
Hoover High School Campus  
1085 Buccaneer Drive  
Hoover, AL 35244



## Spring Seminar, March 10, 2012 Put Your Head in the Cloud

*Donna Gilliland, President of MOSTraining*

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.

**Google:** Donna expands on her November program by taking us **step-by-step** through each of **Google's free apps** for email, calendar sharing and document sharing to help boost our productivity. You will be on cloud 9 after this morning session.

**Evernote:** Create and save text notes, webpage clips, snapshots, to-dos, PDFs, and more. Capture all of your thoughts, ideas, and inspirations, into a single place. Access everything whenever you need it from your PC, even when offline. This interactive afternoon workshop will be packed full of fun and productive applications and hands-on training. Donna will introduce us to a number of useful Evernote functions and concepts that will help you start remembering everything.

**Donna Gilliland** 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.

**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 and cloud computing tools.



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



## 2012 Administrative Professional of the Year Now Accepting Nominations!

The forms are posted on the web site and included at the back of this newsletter. Please have nominations turned in by January 27 to give the nominees plenty of time to prepare. For more information, visit our web page to view the guidelines or contact me at [scrapbookskippy@yahoo.com](mailto:scrapbookskippy@yahoo.com).

## OfficeTeam Reveals Mistakes That Could Derail Your Job Search

*Abby Welch, OfficeTeam*

MENLO PARK, CA -- As 2012 approaches, many people are taking to heart the expression, "Out with the old, in with the new." According to specialized staffing firm OfficeTeam, the idea is especially relevant when searching for employment. Job-hunting tactics that worked even a few years ago may appear passé, while using fresh strategies can help professionals stand out among a large applicant pool.

"It's easy to get stuck in a rut during the job hunt," said Robert Hosking, executive director of OfficeTeam. "If certain tactics aren't working, job seekers need to switch gears and try new ideas."

OfficeTeam offers the following job search don'ts along with advice for what to try instead:

Don't	Try This Instead
<a href="#">Network</a> solely when you're looking for a job	Use tools such as LinkedIn, Facebook and Twitter regularly to keep in touch with professional contacts. Maintain an up-to-date profile on these sites, and be active with industry associations and events.
Wait until a position is advertised to apply	Scour local print and online publications and follow company social media feeds to find out which businesses are growing and may be hiring. When you see organizations that interest you, contact them proactively to learn of potential job openings.
Limit yourself to full-time employment opportunities	Consider temporary work. Interim assignments provide a source of income as well as a chance to network and build new skills. They also can lead to full-time job offers.
Use a standard resume template	Create personally "branded" application materials that speak to your particular strengths. A simple but eye-catching format can attract an employer's attention.
Rule out all "old-school" application methods	Sending your <a href="#">resume</a> and cover letter on high-quality paper via the post office may seem outdated, but people receive so little mail today that your hard-copy materials could pay off.
Assume they're not interested	Follow up via email or by phone within two weeks of submitting your resume. Reassert your interest in the position and explain how your skills can benefit the company.
Speak only in general terms or give "canned" responses during the interview	Be prepared to share anecdotes that showcase your skills, personality and how your contributions have impacted the bottom line.
Write a hum-drum thank-you message	Recap the qualities that make you a fit for the role and express your enthusiasm for the opportunity. Email is acceptable, but a handwritten note can be more impressive.

OfficeTeam is the nation's leading staffing service specializing in the temporary placement of highly skilled office and administrative support professionals. The company has 315 locations worldwide and offers online job search services at [www.officeteam.com](http://www.officeteam.com).

**OFFICETEAM**<sup>®</sup>

# Committee Reports

Administrative Professional of the Year 2012

*Melissa Cooper, CAP/PLS*



**APY 2012**

**OOPS! My e-mail address was incorrect in the last newsletter and I have not received your nominations. Please resubmit to the address below.**

I am now accepting nominations for 2012 Administrative Professional of the Year. **The forms are posted on the web site and included at the back of this newsletter.** Please have nominations turned in by January 27 to give the nominees plenty of time to prepare.

For more information, visit our web page to view the guidelines or contact me at [scrapbookskippy@yahoo.com](mailto:scrapbookskippy@yahoo.com).

## Seminar Committee

*Melissa Cooper, CAP/PLS*

The annual seminar is our chance to gain work skills while supporting a good cause. All proceeds from the seminar are dedicated to our scholarship program giving money to deserving students in the business field. Sometimes it is truly the difference in being able to continue on with their education and the encouragement they need to succeed. We have awarded over \$9,000 in the last 5 years.

We have confirmed Donna Gilliland as speaker and she will be expanding on her November program as well as adding additional "cloud computing" applications to increase productivity. **YOU DO NOT WANT TO MISS THIS SEMINAR!!** See page 4 for more details or download the brochure from our Annual Seminar page at [www.iaapbirmingham.org](http://www.iaapbirmingham.org).

## Scholarship Committee

*Sandy Short, CAP-OM*

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.



*More tips from EFAM 2011...*

## MS Word 2010

Recover draft versions of files that you closed without saving. That's right! The version recovery feature is just one of the many new features available from the new Microsoft Office Backstage™ view. Backstage view replaces the traditional File menu in all Office 2010 applications to provide a centralized, organized space for all document management tasks.

## *A Kick in the Attitude* *Sam Glenn*

"Sometimes we get so stuck on a certain outcome that we fail to notice a better method right in front of us. Be committed and loyal to your goals, but realize that adjustments along the way are a necessary and healthy part of change and progress!"

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

"Solids are good, but too much of them make you a big ole bore. Four ingredients make an outfit interesting:  
Color! Texture!  
Shine! Pattern!"

# Are you a Member of Excellence?

## Answer the following questions to find out:

- ◇ Will you attend 8 IAAP sponsored meetings?
- ◇ Are you serving as an officer, committee chair or committee member at any level?
- ◇ Have/will you conduct a 1-hour public presentation, program or training session?
- ◇ Do you have a degree/certificate from an accredited college/university or hold the MOS?
- ◇ Have you attended or plan to attend a 1-hr seminar or workshop?
- ◇ Can you sign your name?
- ◇ Do you hold an IAAP Certification?
- ◇ Did you pay your membership dues on or before your anniversary date? (Mandatory)
- ◇ Will you recruit at least one new member?
- ◇ Will you Integrate IAAP involvement into annual performance plan or review.
- ◇ Have you written a newsletter article or participated in a web community forum discussion?

A member of excellence will attain at least 8 of the above 11 criteria!

*Meetings, seminars or training sessions may only be counted once across all criteria.*

*You must pay your membership renewal dues on or before your anniversary date to qualify.*



## CoE Deadlines

✓	#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

## 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.iaap.org/Promo/992002)

**PROGRAM EXTENDED THROUGH EASTER 2012!**

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



## January Technical Seminar

January, 2012 • 9:00-11:00 a.m.

### ***Navigating Microsoft Word 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

## Professional Certification

**Exam Date:** May 5, 2012

IAAP's Certification Program has changed effective November 2011.

**Deadline Date:** Feb. 15, 2012

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

### January 17, 2012—Monthly Program

**Program:** Organizational Budgeting

**Speaker:** Bob Straka, President of GrandView Financial Group

**Location:** Hoover High School, Hoover Hall

Having a formal and structured budgeting process is the foundation for good business management, growth and development. Very similar to our personal finances, discipline and planning should be the cornerstone of a business budgeting process. So where do we start? Bob gives us the basic steps for developing and following a budget.

### January 17, 2012— New Member Orientation

Immediately following the monthly program, President-Elect, Jami Wilson, CAP-OM, will provide orientation for all who seek more information about IAAP. Learn about board and committee duties, the scholarship program, pathways to excellence, community projects and chapter interactions with division and international.

### TBD—Quarterly Tech Tips 9:00-11:00 a.m.

**Program:** Navigating Microsoft Word 2010

**Speaker:** TBD

**Location:** TBD

### February 21, 2012—APY

**Program:** Administrative Professional of the Year Event

**Location:** Hoover High School, Hoover Hall

### March 10, 2012—Seminar

**Program:** Put Your Head in the Cloud

**Speaker:** Donna Gilliland, MOSTraining

**Location:** Hoover High School, Hoover Hall

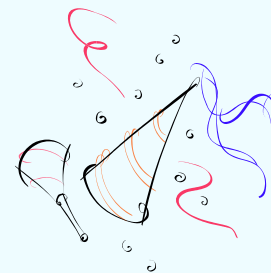


## Casual Corner

### December Birthdays

10 Queen Nunn, CAP

11 Judy Kehr, CAP-OM



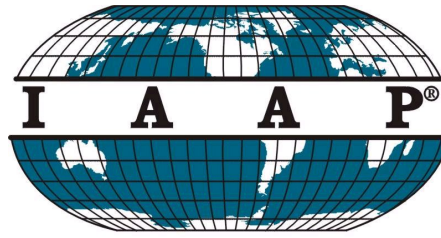
Birmingham Meetings are held on the 3rd Tuesday of each month (exc. July, Aug, & Dec) at 5:45 p.m. at:

Hoover Hall  
(formerly Crossroads School)  
1035 Buccaneer Drive  
Hoover, AL 35244

## Newsletter Editor

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

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



**International Association of  
Administrative Professionals®**

## **2012 Birmingham Chapter Administrative Professional of the Year® Nomination Form**

**I would like to nominate the following Birmingham Chapter member for 2012  
Administrative Professional of the Year:**

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Please state the reason(s) you feel this member should be nominated as a candidate:

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Birmingham Chapter IAAP® Member                      Date

**Nominations must be submitted no later than January 27, 2012 to:**

**Melissa Cooper, CAP/PLS, Chairman  
scrapbookskipy@yahoo.com  
471 Fieldstone Drive  
Helena, AL 35080  
(205) 218-8410**

# Directions to Hoover Hall, formerly Crossroads School

1035 Buccaneer Drive

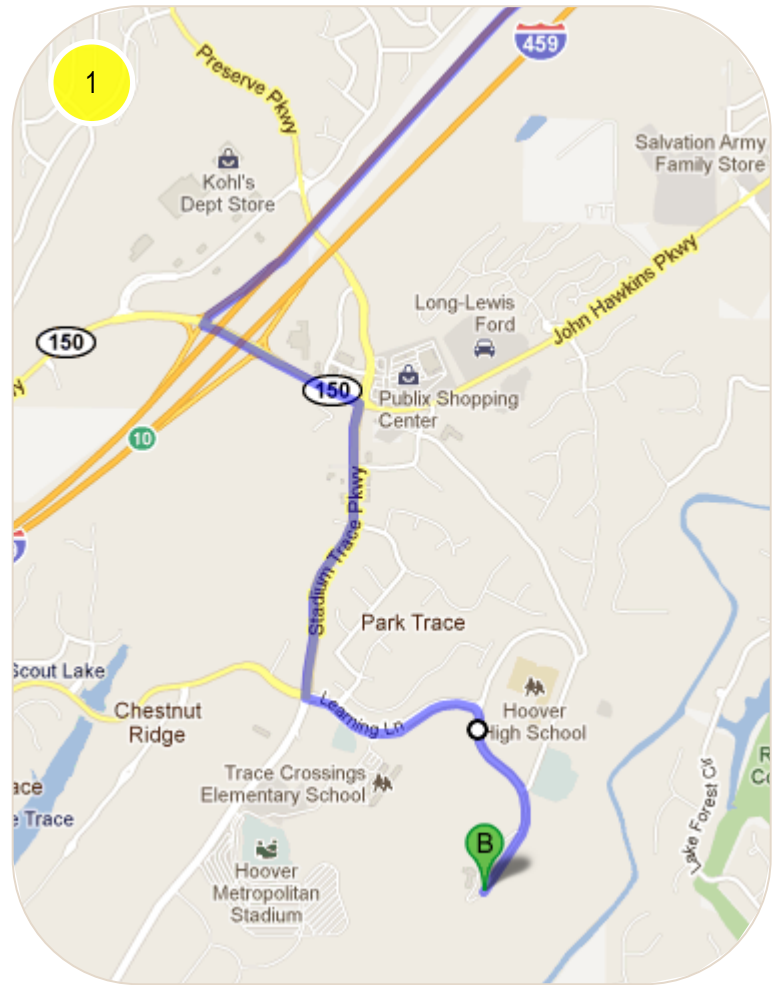
On the campus of Hoover High School  
(1000 Buccaneer Drive)

Call Judy Kehr if you need assistance.  
205-602-2386

## 1 From I-459 take Exit 10.

1. Turn **RIGHT** onto Highway 150 (John Hawkins Parkway) if coming off (I-459N); turn **LEFT** if coming off I-459S.
2. Go about 0.4 mi and turn **RIGHT** on Stadium Trace Parkway (across from Walgreen's).
3. Go about 0.8 mi and turn **LEFT** onto Learning Lane staying in the right-most left turn lane.
4. Go about 0.5 mi bearing **RIGHT** at the Stop sign turning onto Buccaneer Drive.
5. Stay straight—**DO NOT TURN LEFT** into Hoover High—on Buccaneer Drive and take the **NEXT RIGHT**.

You will see Hoover Hall signs directing you to your destination.

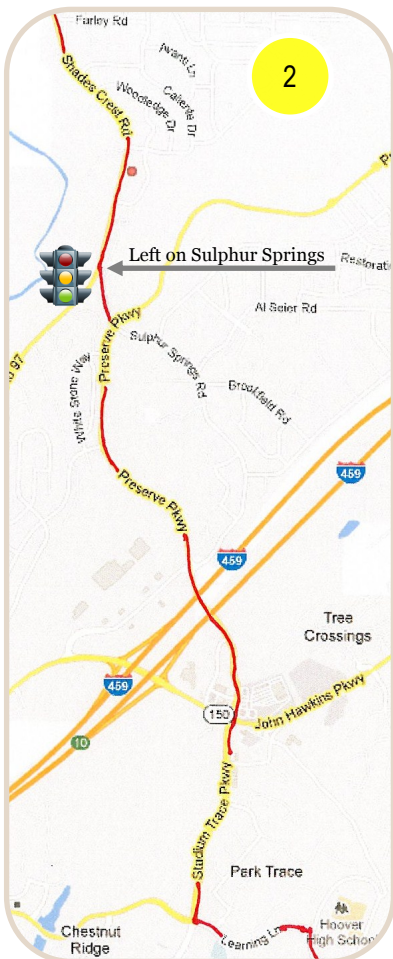


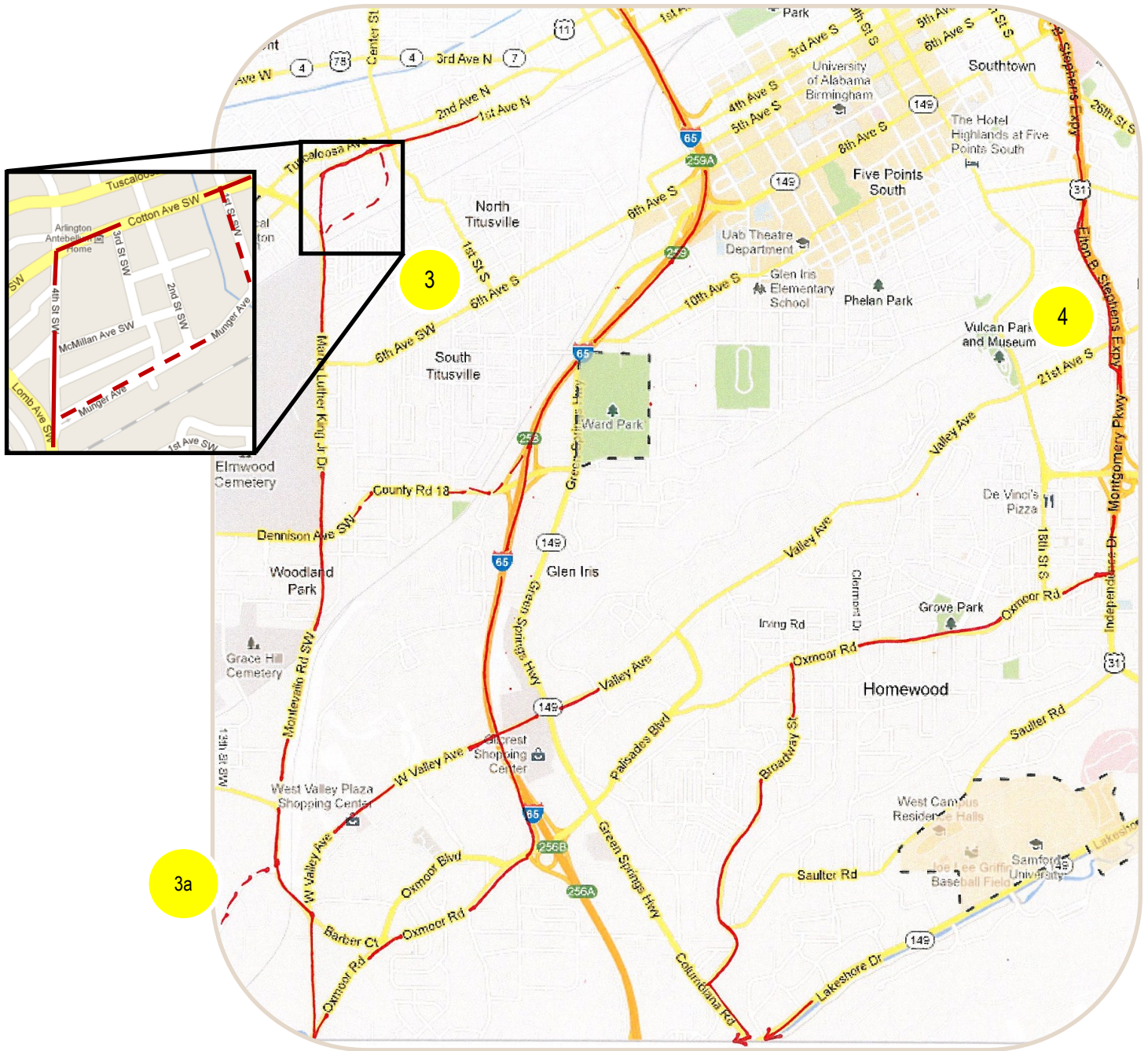
## Alternatives to I-65 South:

There is always the option of taking I-20W/59S to I-459 which is more miles, but still quicker than I-65S at rush-hour with the on-going road construction from Hwy 31 to I-459 (down to one lane now).

## 2 Shades Crest Road:

1. Take Shades Crest Road to the Intersection at Sulphur Springs Road and turn **LEFT**.
2. Follow Sulphur Springs Road approximately **0.2 mi.** and turn **RIGHT** on Preserve Parkway.
3. Continue to the intersection of Hwy 150 and continue straight onto Stadium Trace Parkway.
4. Follow directions 3-5 above.





**3 Shades Crest Rd by way of MLK Jr. Dr/Montevallo Rd SW:**

1. Travel West 1st Ave. North, 6th Ave. South or Green Springs AVE. (CR-18/Dennison Ave. SW) to Martin Luther King, Jr. Drive and turn LEFT.
2. Continue on Montevallo Rd. SW to W Valley Ave., turn RIGHT ( - - see Industrial Dr. alt. 3a next pg).
3. Turn slight RIGHT on West Oxmoor Road and continue across Lakeshore Parkway and turn slight LEFT at the traffic light (Y) onto Shades Crest Road. Follow previous directions for Shades Crest Rd.

**4 Shades Crest Rd by way of the Expressway:**

1. Take the Elton B. Stephens Expressway South and continue on Hwy 31.
2. Turn RIGHT on Oxmoor Road in Homewood.
3. Turn LEFT on Broadway and continue to Green Springs Hwy 1.2 miles.
4. Turn LEFT on Green Springs Hwy. then RIGHT on Lakeshore Parkway. Follow directions from Lakeshore parkway on next page.

3a

### Industrial Drive Alt.

You may prefer this “shortcut” to bypass several traffic lights and the busy intersection at Oxmoor and Lakeshore.

1. From Montevallo Dr. SW, turn RIGHT on Industrial Dr. and follow to Lakeshore Pkwy.
2. Continue across Lakeshore to Tom Martin Dr.
3. Continue to Wenonah Oxmoor Rd and turn LEFT.
4. Turn RIGHT on Shades Crest Rd. and follow instruction #2 for Shades Crest Rd.

5

### Shades Crest Rd by way of Lakeshore Pkwy:

1. Take Lakeshore Pkwy to West Oxmoor Rd and turn LEFT.
2. Turn left on Shades Crest Rd. at the traffic light and follow instruction #2 .

