



## Getting Down to Business

Jami Wilson, CAP-OM

We have so much business to do before the end of the fiscal year on June 30! Year-end reports, bylaws changes, committee building, officer elections and the list goes on.

The April Membership Drive was a huge success resulting in the addition of **EIGHT new members!** We will be hosting a "Get to Know Your Chapter" webinar this Friday, May 10, at noon. It was created with new members in mind, but anyone who would like to learn more about chapter business and activities is welcome to join. A registration link has been posted on the "[Meetings & Events](#)" page of our website.

At the **Annual Business Meeting** on May 21, *division* and *international* bylaws changes are being proposed, a slate of officers is being presented and job descriptions are being updated. There will be no time for a program, but this is a very important meeting to attend so you can participate in shaping the path of our chapter.

**Alabama Division Professional Development Award** submissions are due to Administrative Secretary [Helen Allen](#) on **May 10**. The form is posted on our home page and lists all programs we have hosted from May 1, 2012 to April 30, 2013. It is easy to complete and every point helps your chapter! Who will "**Be the One**" to win the Professional Development Award this Year? Please send in your form **THIS WEEK!**

Please take a moment to check the "[Our Discussion Group](#)" for the Slate of Officers. Please review the resumes and be prepared to vote at the May meeting.

Best Regards,

Jami Wilson, CAP-OM

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## Board of Directors

### President

Jami Wilson, CAP-OM  
jami.wilson@volkert.com

### President-Elect

Anita Wilson  
avwilson1986@gmail.com

### Vice President

Wanda Jackson  
wanda.jackson897@gmail.com

### Administrative Secretary

Helen Allen  
helen.allen@childrensal.org

### Membership Secretary

Kimberly J. Weaver, CAP-OM  
kim.weaver@rhi.com

### Treasurer

Antoinette "Nicole" Johnson  
antoinette.johnson@childrensal.org

### Immediate Past President

Robin Prentice, CAP-OM  
prentice.robin@gmail.com



## Committee Reports

**Membership Committee**—*Kim Weaver, CAP-OM*  
[kim.weaver@rhi.com](mailto:kim.weaver@rhi.com)

The chapter partnered with the Alabama Division for a membership drive the entire month of April and it was a huge success! We welcome **eight new members** for a total of 17 this year! Please contact me if you are interested in participating in a mentoring program for these new members.

### **New Member Orientation**

**FREE Webinar**—“Get to Know Your Chapter”

*Friday, May 10 | Noon*

PowerPoint presentation introducing new member to chapter activities, board members, committees and additional benefits.

We will answer the following Frequently Asked Questions:

- What are the objectives of the Birmingham Chapter?
- How is the organization structured?
- Who is on the Board of Directors?
- What does the board do and why should I care?
- What additional benefits can I expect by being a member of the Birmingham Chapter?
- What is the Pathways to Excellence Recognition Program?
- Why should I join a committee?
- How soon should I get involved?

Participants will be able to ask questions and comment in this interactive webinar.

## New Members

Lisa C. Bell  
Paul Blackstone  
Melissa Hipp  
Angela Matthews  
Andrea B. Rose  
Kimberly Speights  
Antoinette Thomas  
Brenda Tiner  
Janis G Wyatt

### **NEW IN APRIL**

Rene Bradberry  
Betty Bridgmon  
Iris Hall  
Thresa Matthews  
Linda Mauldin  
Elvira Ramos  
April Springer  
Marta Wald



## Community Outreach Committee

Joellyn Heaton, CAP-OM and Marlene Paumen

We would like to thank everyone who participated in our Administrative Professionals Week Community Projects.

The donated business clothing was delivered to My Sister's Closet on Thursday, May 2. Ms. Gibson at the YWCA was very appreciative of the donation.

Thank you to the IAAP members who coordinated the UCP Casual Day 2013 campaign at their offices. Please send photos we can pass along if you have not done so already.



# Professional Development Awards



## It's Time to Submit Your Application for Member of Excellence!



1. Sign the [Commitment Form](#)
2. Attend 8 IAAP sponsored meetings.
3. Serve as an officer, committee chair or committee member at any level.
4. Conduct a 1-hour public presentation, program or training session.
5. Do you have a degree/certificate from an accredited college/ university or hold the MOS?
6. Plan to attend a 1-hr seminar or workshop.
7. Do you hold an IAAP Certification?
8. Pay your membership dues on or before your anniversary date. **(Mandatory)**
9. Recruit at least one new member.
10. Integrate IAAP involvement into annual performance plan or review.
11. Write a newsletter article or participate in a web community forum discussion.

Member of Excellence  
Online Submission Form

### Follow our progress...

✓	#1	October 1, 2012 Post Mtg Calendar
✓	#2	December 15, 2012 Submit 2010-2011 Financial Review
	#3	June 1, 2013 Membership Drive
	#4	June 25, 2013 Hold New Member Orientation
✓	#5	April 30, 2013 Develop & Update a Business Plan
✓	#6	Set by Division Send Delegate to 2012 ADAM
✓	#7	July 4, 2012 Send Delegate to 2012 EFAM
	#8	June 30, 2013 7% of Chapter are MoE

## Alabama Division Professional Development Award

### The form is due this week!

Submissions are due to Administrative Secretary [Helen Allen](#) on **May 10**. The Excel workbook is posted on our [home page](#) and lists all programs we have hosted from May 1, 2012 to April 30, 2013. Included in the workbook is a sample of a completed form for your reference. It only takes about 30 minutes, is easy to complete. Even if you do not believe you have enough points to win individually, every point helps your chapter toward Chapter of the Year!

Who will **"Be the One"** to win the Professional Development Award this Year?

Please send in your form **THIS WEEK!**

Questions about the form can be directed to Jami Wilson at [jami.wilson@volkert.com](mailto:jami.wilson@volkert.com).

## MouthWatering May Catering Specials



Hopefully, you have had the opportunity to experience [ConnectToCatering.com](http://ConnectToCatering.com)'s new and improved site with increased benefits and functionality for our members. New features include calculating shopping cart on all menus, new "Specials" page, interactive menu and more. Along with a new look comes new catering options and specials from our catering partners to give you a Mouthwatering May.

- aHHE Enjoy Mediterranean-inspired, flavorful new catering options from **Brava Rotisserie Grill**. Healthy and affordable options include Rotisserie Chicken, Pork or Pita complete meals, fresh salads, party trays and more.
- **Nothing But Noodles** is spicing things up with their May feature, Thai Peanut Noodles. Indulge in rice noodles in a spicy peanut sauce with carrots, red peppers and scallions. Garnished with bean sprouts and a lime wedge. Topped perfectly with beef, chicken, meatballs, shrimp or tofu.
- The best value of the month comes from **RX Catering** who is giving you **\$20 off all May orders** (discount taken off subtotal). Two new, all-inclusive catering specials include Chicken Enchiladas (with Mexican salad, black beans, Spanish rice, chips, salsa, cookies and tea for \$8.95/pp) and Blackened Tilapia (with garden salad, wild rice, green beans, cheese biscuits, cookies and tea for \$10.95/pp).
- **Lunch Box Express'** sandwich of the month is their Mexi Roll featuring homemade guacamole, thinly sliced honey smoked turkey, provolone cheese and gourmet spring mix. Boxed lunches starting at \$8/pp and free delivery with minimum order of 10 within delivery area.
- You can please everyone with **Moe's Southwest Grill** make-your-own buffet bars, served with sternos and chafing stands to ensure it stays warm. From hot fajita and taco bars to fresh taco salads and burritos, Moe's is ideal not only for a corporate lunch but also for Cinco De Mayo and Graduation events.
- **All Around Town Catering's** weekly specials were such a hit last month that they are continuing them in May. Enjoy these all-inclusive meals (including 2 sides and dessert) at the discounted price of \$7.95/pp: Chicken Tetrastini for the first 2 weeks of May or their Hamburger Steak for the last 2 weeks in May. Earn 4 complimentary meals with the purchase of every 100 meals.
- Packed with smoked turkey breast, Virginia honey ham and melted Monterrey Jack cheese, the ever-popular Hook & Ladder sub is **Firehouse Subs'** feature of the month. Served hot as a medium or large specialty sub.



View and order online from 20+ corporate Birmingham catering menus at [ConnectToCatering.com](http://ConnectToCatering.com).

## New Catering Options from Tortugas Café 280

With just one bite, you'll quickly understand why **Tortugas Café 280** was voted as one of the top 100 places in Alabama to eat during your lifetime. Using the freshest meats and vegetables, Tortuga's serves Birmingham's only authentic Chicago-style pizza and other great catered dishes.

Each day, Tortugas blends their own Mozzarella cheese and makes fresh sauce of the finest ingredients. Individual, half and full portioned entrees include Meat or Vegetarian Lasagna, Spaghetti with Meatballs, Baked Pasta, Chicken Parmesan or Chicken Alfredo, all served with garlic bread.

Boxed lunches (including chips, pickle and cookie) feature ham, turkey, roast beef, fried/baked chicken sandwiches or meatball subs. Fresh salads are also available from full or half portioned garden, fresh spinach or anti-pasta salads.

And of course, the pizza! Tortugas makes the pizza dough daily, nothing frozen. All pizzas are available in thin crust or their Chicago stuffed pie specialty. Think outside the pizza box with delicious new types of pizzas including Carne Special, Traditional, Vegetarian, Mexicana or Hawaiian.

As they say, "If you don't see it on the menu, just ask. Our ovens don't care what we put in them."

View **Tortugas Café 280** catering menu and order online 24/7 with just one click to [ConnectToCatering.com](http://ConnectToCatering.com).





**Increase your confidence.  
Get certified.  
Sign up today.**



Contact Melissa Cooper, CAP, PLS at [scrapbookskippy@yahoo.com](mailto:scrapbookskippy@yahoo.com) to find out more about chapter study materials and organized study sessions.

## Upcoming Events

### New Member Orientation

#### Webinar—Get to Know Your Chapter

*Friday, May 10 | Noon*

### May 21, 2013—Annual Business Meeting

*5:45 PM at Drury Inn*

### June 18, 2013—Chapter Meeting and Program

*5:45 PM at Drury Inn*

### June 21-23, 2013—ADAM

*Mobile Marriott in Mobile, Al.*

Now you can register to attend the 61st Alabama Division Annual Meeting in Mobile! Read the [registration brochure](#) for all the details, then click on the link [REGISTER NOW!](#) to register.



IAAP's [EFAM 2013](#) will equip you with the professional tools, techniques and network needed to make your office effective and efficient every day. Stop playing catch-up when new demands dawn at work. Get the right training in technology, communications, and professional development.

Connect with IAAP's unique, international web of career-minded office professionals. Build your own support team and make yourself indispensable at work. Make the sun rise on your career.



## May Birthdays

- 4 Edna Henry
- 8 Helen Allen
- 26 Anita Wilson
- 31 Maria Whitmire CAP-OM

Submit your birthday to [iaapbirmingham@gmail.com](mailto:iaapbirmingham@gmail.com)

Birmingham Meetings are held on the 3rd Tuesday of each month (exc. July, Aug & Dec) at 5:45 p.m. at the Drury Inn off Lakeshore Parkway at Wildwood unless otherwise noted.

## Newsletter Editor

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