

# IAAP<sup>®</sup>

## Birmingham Chapter

April 2010



International Association of  
Administrative Professionals<sup>®</sup>  
*Birmingham Chapter*

The objectives of IAAP shall be to elevate the standards of all administrative professions and to promote their working relationship with management through continuing education, authorized programs, and publications.

### 2009-10 Board of Directors

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## "Commitment in Action" Message from the President *Edna Henry*



Greetings members,

Welcome to another Administrative Professionals Week<sup>®</sup>. What a week this will be! The Birmingham Chapter will kick off Administrative Professionals Week with its monthly meeting, Tuesday, April 20, at the Botanical Gardens at 5:45 p.m., with a fantastic speaker, April Williams, who manages Business Service Network for the United States Postal Service. Ms. Williams is a member of the Birmingham Board of Education, and is also affiliated with several other professional organizations in the Birmingham area. Her topic is, "Ethics for the Professional." Ms. Williams' experience with various professional organizations throughout her career has given her opportunities to interact with all types of professional, business and diverse groups. As the professional she has become, I believe that she is well qualified to instruct us on professionalism.

Then, on April 21, at 12 Noon, we celebrate Administrative Professionals Day<sup>®</sup> with our Annual Luncheon held at The Club. Mr. John Croyle, Founder and Executive Director of Big Oak Ranch, located in Northeast Alabama, will be the speaker. Mr. Croyle is the founder of two living facilities for children. Those homes were established for boys and girls who need a second chance in life. In addition to the two homes, he established a school for the children that provide a quality education with a Christian environment. He has done a great job in providing care for the children. You may have heard him speak on television; now is the time to hear him speak in person. During the Luncheon, the Birmingham Chapter will present scholarships to three students who have a desire to further their education in the administrative field. Please register for the Luncheon today--it not too late. You may contact Helen Allen at [helen.allen@chys.org](mailto:helen.allen@chys.org), or by phone on 205-939-6321.

Some reminders as we are winding up another busy IAAP year --

- ◆ Please fill out your Professional Development Form. These are important to the Chapter.
- ◆ The Board asks all new members to remain after the meeting on Tuesday for a short IMPACT meeting conducted by President Elect Melissa Cooper CPS/PLS.
- ◆ A few days ago you received information on proposed Bylaws changes. Please review these and be prepared to vote on them at the May meeting.



## Committee Reports

### Administrative Professionals Day Luncheon

Helen Allen, Chairman

We still have seats available at our Annual APD Luncheon at The Club on Wednesday, April 21! Please contact me ASAP to ensure you get included. You don't want to miss our speaker, Mr. John Croyle, of the Big Oak Ranch. All attendees are entered into the drawing for door prizes, which include a woven blanket valued at \$30 and a music box from Barton Clay Jewelers valued at \$250. The view is always spectacular—both inside and out—and the food is yummy. Come join other Bham area admins on our special day!

### Bylaws Committee

Brenda Fischer CPS/CAP, Chairman

Proposed changes to the Chapter Bylaws will be presented at the April meeting and posted on the Chapter website. These will be voted on at the May meeting. Please review them and come to the May meeting prepared to discuss and vote.

If you don't understand something in the Bylaws, please contact me at [brfische@uab.edu](mailto:brfische@uab.edu). It is important that all members are familiar with the Bylaws and Standing Procedures as this is the legal document governing our organization.

### Nominating Committee

Renita Hill, Chairman

The slate for the 2010-2011 Board of Directors will be presented at our April meeting. Qualifications for each candidate will be available at the meeting. Elections will be held at our May business meeting, and installation will be in June.

### Scholarship Committee

Sandy Short CPS/CAP, Chairman

The Membership voted to award 3 scholarships for the 2010-2011 school year. The recipients will be introduced at the Annual APD Luncheon. Please be sure to stop by their table and introduce yourself and congratulate them. The awardees are: Tonya Wade, Bevill State Community College (\$1,000), Corinna McCray, University of Alabama (\$500), and Dorothea Staursky, Millsaps College (\$500).

## MEMO FROM HEADQUARTERS

Dear Division and Chapter Officers and Committee Chairmen,

A style sheet has been developed to help you with the proper way to write words associated with IAAP. To download the information just log in to <http://community.iaap-hq.org> and search for document ID 3947 in the international library. The document name is IAAP Grammar Rules.

Some of the changes you'll find that:

- we are asking you not to capitalize the words chapter or division unless it's a proper title
- words such as president, newsletter editor, and president-elect are also common nouns and will not be capitalized
- we are now putting a comma between a name and a designation such as: Susan Shamali, CPS/CAP

If you have any questions after reviewing the information, please contact Emily Allen, communications and publications manager at [eallen@iaap-hq.org](mailto:eallen@iaap-hq.org).

Best Regards,

Joy Johnston  
Senior Manager, Membership and Distribution

## Committee Sign-Up

It's that time of year again—time to be thinking about what committee(s) you'd like to be on for 2010-2011. **Melissa Cooper CPS/PLS**, President-Elect, will have sign-up sheets with each committee's responsibilities available at the upcoming business meetings.



Serving on an IAAP committee helps you make new friends as well as business contacts, helps you gain new skills for your current and future jobs (think, resume!) and helps you understand how organizations and companies work, not just how IAAP works.

## PROGRAM FOR MAY

We are excited to have **Ms. Karen Sladick** of Organize 4 Results as our speaker for our May Business Meeting.



Ms. Sladick is the founder of Organize 4 Results and specializes in conducting seminars for businesses to help their employees increase their organizational skills, becoming more focused and productive in the workplace. Her extensive research and study in both the mental and physical aspects of organization provides seminar participants simple, specific and effective solutions to their workplace stress. Those solutions help participants ensure: quality, productive work time; a decrease in productivity-killing stress and anxiety; improvement with the ability to follow-through on projects; and improvement to quickly recover from interruptions.

Ms. Sladick used “The **GO System**,” a simple, step-by-step process to teach people how to get more organized, focused and productive. “GO” stands for Getting Organized. The course is usually 3.5 hours long, and provides systems and techniques that are probably simpler than anything you have ever learned before.

The 3.5 hour course covers the seven major issues that help significantly improve workplace results:

1. Establishing strong foundational habits
2. Processing incoming items
3. Prioritizing
4. Using time rationally
5. Effectively Managing projects
6. Understanding personality issues
7. Understanding psychological issues

The main thing about this course that is different from other training courses on the topic of getting organized is that it includes personality issues as well as the psychological and physiological issues.

The **GO System** places much more emphasis on all the major issues that cause chaos in your work and life rather than focusing on one specific area... such as time management.

## UPCOMING EVENTS

April 20	Chapter Business Meeting— Slate of Officers for 2010-11 and Proposed Amendments to Bylaws presented <u>Program</u> : <i>Ethics for Professionals</i> <u>Speaker</u> : April Williams, Manager, USPS Business Service Network
April 21 Noon	Administrative Professionals Day Luncheon The Club Grand Ballroom
May 7-8	CPS and CAP Exams
May 18	Chapter Business Meeting— Election of Officers <u>Program</u> : see article at left <u>Speaker</u> : Ms. Karen Sladick, Organize 4 Results
June 4-6	Alabama Division Annual Meeting, Birmingham, AL
June 15	Annual Business Meeting & Installation of Officers
September 21	Chapter Business Meeting
October 19	Chapter Business Meeting Executive’s Night
October 17-20	International Certification Conference Louisville, KY
November 16	Chapter Business Meeting

## BIRTHDAYS



- 4/21 Jami Wilson CAP
- 4/30 Joe Ann Steele
- 5/4 Edna Henry
- 5/8 Helen Allen
- 5/13 Rosemary Range

## PROFESSIONAL DEVELOPMENT FORM

Now is the time to start preparing your Professional Development Form for 2009-2010! It is very important that we have a form for each member, no matter how few points or insignificant yours may seem. Every point counts in making the Birmingham Chapter #1!

Our Chapter Secretary, **Joe Ann Steele**, will compile the forms to submit a Chapter form to Alabama Division. At the Alabama Division Annual Meeting, individual and chapter awards will be given to those with the most points. We're all winners because the points represent our commitment to continuing development in our personal and professional lives!

**Follow this link: <http://www.iaapalabama.org/iaapalformguidelines.htm> and choose "2009-10 Professional Development Form (Excel spreadsheet)." This form covers May 1, 2009, through April 30, 2010.**

To get you started, here are things you should have, or will have attended by April 30:

**Chapter Educational Programs**—February 2010

**Chapter Educational Programs with Recertification Points**—May 2009, September 2009, October 2009, November 2009, January 2010

**Alabama Division Seminar at Annual Meeting**—June 5, 2009, 0.3 CEUs & 3 recertification points

**Alabama Division PESC**—February 19-20, 2010, 8 hours

**Birmingham Chapter Annual Seminar**—March 5, 2010, 5 hours

*And, don't forget any training programs you have through your company.*

If you have any questions, contact Joe Ann on 414.3905. Please submit the Member Form and the Documentation Worksheet forms (no backup documentation is required). The deadline to submit the form is **May 3, 2010**. You can email them to [joe.steele@birminghamal.gov](mailto:joe.steele@birminghamal.gov), fax them to 414.3906 (please use cover page), or mail them to Ms. Joe Ann Steele, Birmingham Botanical Gardens, 2612 Park Lane Road, Birmingham, AL 35223.

## ITEMS THAT MAY BE OF INTEREST TO YOU...

### Summer camps

If you have children that are looking for computer related camp activities, you may want to take a look at the following website for available UAB camps this summer: <http://www.cis.uab.edu/programs/camps/>. The UAB Computer and Information Sciences Department will continue to offer a rich sequence of computer camps in Summer 2010. The Department will offer a camp this year for middle school students that is focused on game programming with Alice, along with Graphics, Java Programming, and Computer Forensics camps for high school students. An overview of the camps is provided, along with information regarding registration, tuition, and scholarships.

### IAAP Communication Policy

IAAP wants its members to know their privacy is respected; that's why we have a communications policy in the [IAAP Policy Manual](#). IAAP does not rent its membership postal mailing list to approved vendors of products and services targeted to Administrative Professionals. Due to IAAP's commitment to privacy, members have the right to omit their name from inclusion on such lists and should contact Headquarters to do so. IAAP shall only use its member e-mail address list for purposes solely related to International business, including information distribution, event notification, research, including surveys, and publications.