

IAAP[®]

Birmingham Chapter

June 2010



International Association of
Administrative Professionals[®]
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.

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"Commitment in Action" Message from the President Edna Henry



Greetings, Members of the Birmingham Chapter! We have come near the end of the "Commitment in Action" year.

Thank you for allowing me to represent the Birmingham Chapter at the Alabama Division Meeting earlier this month. It was a wonderful feeling to answer "Here" when the roll of delegates was called. This was truly a great opportunity. Following is a recap of the meeting:

- ◆ Bonnie Powell presented the Friday afternoon seminar, "FISH," which provides a remarkable way to boost morale and improve results.
- ◆ The Administrative Professional of the Year (APY) Event took place after the Friday seminar, and our own **Doris Kenny CPS/CAP** was the Chairman for this event. There were several participants, and Birmingham Chapter 2010 APY **Robin Prentice** did a marvelous job. Congratulations to Alabama Power Chapter member, Janice Conniff CPS/CAP, who was selected as the Alabama Division APY.
- ◆ At the business meeting, my duties included giving a report of what our Chapter has done over the past year, voting for the new officers for the 2010-2011 Alabama Division Board and Proposed Amendments to the Alabama Division Bylaws and Standing Rules, and making and voting on motions.
- ◆ Awards & Recognition The Birmingham Chapter received:
 - ⇒ the *Alabama Division Website Excellence Award*
 - ⇒ **Edna Henry** was recognized as a Chapter President
 - ⇒ **Brenda Fischer CPS/CAP** was recognized for her service on the Division Board
 - ⇒ **Maria Whitmire CPS/CAP, Doris Kenny CPS/CAP** and **Claudia Burgin CPS/CAP** were recognized for their service on Division Committees.

Congratulations to **Brenda Fischer CPS/CAP**, Birmingham Chapter Past President, who was installed as the 2010-2011 Alabama Division President. *Brenda, we will stand behind you 100%*. In addition, **Maria Whitmire CPS/CAP** will serve as the 2010-2011 Division Parliamentary Advisor, and **Claudia Burgin CPS/CAP** will serve as the 2010-2011 Division Audit Committee Chairman.

Thank you for this wonderful opportunity to serve as your President; this year has been very rewarding. Congratulations to new President **Melissa Cooper CPS/PLS** and the 2010-2011 Board. I pledge to stay committed to the Birmingham Chapter and hope that you will also.



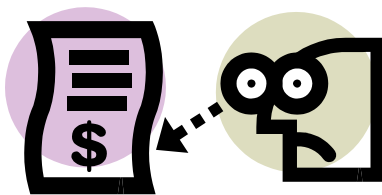
COMMITTEE REPORTS

Finance Committee/Treasurer's Report

Jami Wilson CAP, Treasure & Chairman

I am happy to report that we have raised \$327 for Research and Education (R&E) and will donate \$50 to the Retirement Trust Foundation (RTF). It was announced at the Alabama Division Annual Meeting that the Birmingham Chapter made the largest donation in the Alabama Division for R&E. Thank you all for your continued support of our monthly door prize drawings.

The Finance Committee will be handling the audit this summer, saving our Chapter money. The report will be available at our September Business Meeting.



Scrapbook Committee

Jami Wilson CAP, Chairman

As is our Chapter's tradition, the President will be presented with a Scrapbook of mementos of the year at our Annual Meeting in

June. If you have taken any photos at Birmingham Chapter events, please bring a disk to the June Business Meeting, or send to jwilson@volkert.com. I am on Kodak Gallery, Snapfish, and Picasa. Mail: 2 20th Street N, Suite 300, Birmingham, AL 35203.

COMMITTEE SIGN-UP

It's not too late to sign up for the 2010-2011 Committees. **Melissa Cooper CPS/PLS**, President-Elect, will have sign-up sheets with each committee's responsibilities available at the upcoming business meeting.



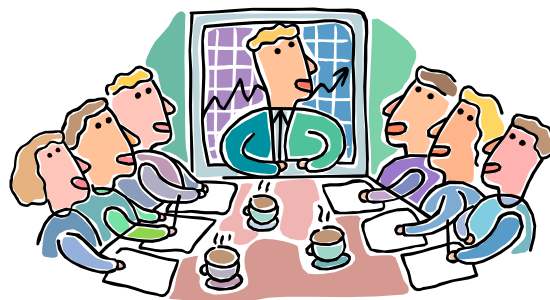
BIRTHDAYS



- 6/12 Anita Powe
- 6/28 Iverlynn Dudley
- 7/7 Melissa Cooper CPS, PLS
- 7/21 Doris Kenny CPS/CAP

UPCOMING EVENTS

June 15	Annual Business Meeting
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



JOINT BOARD/COMMITTEE CHAIRS MEETING SCHEDULED

All incoming and outgoing board members and committee chairmen need to make plans to attend our annual Joint Meeting. This year, it will be held Saturday, July 31, at Tannehill State Park in the Williams Cabin. President-Elect **Robin Prentice** will be sending more information with the time and what to bring to the meeting.