

IAAP[®]

Birmingham Chapter

April 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.

2009-10 Board of Directors

President

Edna Henry

President-Elect

Melissa Cooper CPS, PLS

Vice President

Robin Prentice

Secretary

Joe Ann Steele

Treasurer

Jami Wilson CAP

Immediate Past President

Renita Hill

Anita Wilson
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"Commitment in Action" Message from the President *Edna Henry*

Hello members:

April proved to be a fantastic month for the Birmingham Chapter! To those of you who did not attend the April business meeting and/or the Administrative Professional's Day Luncheon, they were both awesome. April Williams spoke at our monthly business meeting on Tuesday night, April 20. Her topic was "Ethics for Public Professionals." Thanks to Joe Ann Steele for introducing us to Ms. Williams.

Thanks to Helen Allen and her committee, whose hard work made our annual Luncheon a success. Our speaker, John Croyle, is truly a man to admire. He has made a marvelous home for children who otherwise would not have a warm and loving home. Also at the Luncheon, we presented \$2000 in scholarships to 3 students who are pursuing careers in the administrative and business fields. The Honorable Pam Palmer, Mayor of the City of Adamsville, read the proclamation declaring the week of April 19 through April 23 as Administrative Professionals Week with April 21 as Administrative Professionals Day. Vice President Robin Prentice was presented to the Birmingham Business Community as the Birmingham Chapter's 2010 Administrative Professional of the Year. A special thanks to Don, Robin's husband, for taking pictures at the luncheon.

We have a busy meeting for our May meeting. Amendments to the Chapter and Division Bylaws and Standing Rules, as well as the slate of officers and their respective credentials have been posted on the Chapter website and emailed to you. Please review the Proposed Bylaws and be prepared to discuss and vote on them at the meeting. In addition, the slate of officers will also be voted on, and the new Board of Directors to be installed at the June Annual Business Meeting.

Remember that the Alabama Division Meeting will be here in Birmingham on June 4-6, at the Hilton Birmingham on Highway 280. Registration is \$110, which includes the seminar sessions, AYP event (Robin Prentice will be participating), light breakfast, recognition luncheon, business sessions, receptions and banquet. Please make every effort to attend.



COMMITTEE REPORTS

Bylaws Committee

Brenda Fischer CPS/CAP, Chairman

Proposed changes to the Chapter Bylaws were 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. 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 was presented at our April meeting. Qualifications for each candidate were available at the meeting. Elections will be held at our May business meeting, and installation will be in June. The proposed slate is as follows:

President	Melissa Cooper CPS/PLS
President-Elect	Robin Prentice
Vice President	Joe Ann Steele
Secretary	Dorothy Young
Treasurer	Helen Allen

Scrapbook Committee

Jami Wilson CAP, Chairman

If you have taken any photos at Birmingham Chapter events, please bring a disk to the May 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 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.



MEMBER NEWS

Patricia Tate, who belongs to an area garden club, won three awards at the North Council Garden Club's "Flower Show" in April.

BIRTHDAYS



- 5/4 Edna Henry
- 5/8 Helen Allen
- 5/13 Rosemary Range
- 5/14 Portia Stallworth
- 5/24 Sue Kelley
- 5/25 Yvette Reynolds
- 5/26 Anita Wilson
- 5/31 Maria Whitmire CPS/CAP

UPCOMING EVENTS

May 18	Chapter Business Meeting— Election of Officers Program: The GO System Speaker: 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

ADMINISTRATIVE PROFESSIONALS DAY LUNCHEON 2010



2009 APY Jami Wilson CAP presents plaque to 2010 APY Robin Prentice



President Edna Henry presides over Luncheon



Luncheon Chairman Helen Allen



Speaker John Croyle, President Edna Henry, APY Robin Prentices



President Edna Henry, Scholarship Committee Chairman Sandy Short CPS/CAP and scholarship recipients

DIVISION REPORTS

Finance Committee

Claudia Burgin CPS/CAP, Chairman

As you all know, our Alabama Division Annual Meeting is on the agenda for June 4-6, 2010. As Finance Committee Chairman, I have the responsibility of coordinating the Awesome Auction at this year's meeting. The Awesome Auction is the Division's annual fund raiser, and we need the support of every chapter to make this project a success.

Each chapter is required to donate an item to be auctioned off at the Annual Meeting. This can be anything, as long as it is something everyone would want to win. Some suggestions are baskets of various items relating to a theme, such as beach, bath, or jewelry. Also hotel weekends, spa days and airline tickets are all excellent ticket sellers.

The chapter raising the most money for its item will receive 10% of the profit. That is something every chapter should be willing to strive for.

If you can secure an item or items for the Birmingham Chapter's donation, please contact **President Henry**.