



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.



**Chapter  
of Excellence**

2009-2010

2010-2011  
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P.O. Box 1266

Trussville, AL 35173

Phone: 605-939-9624/542-4797

Fax: 205.655.3091

E-mail:

Antoinette.johnson@chsys.org

**March / April 2011**

**PASSION &  
PURPOSE**  
*Living the Bee-Attitudes*

**Message from the President**

*Melissa Cooper, CPS, PLS*

This year my theme has been the Bee-Attitudes, and I have a new Bee-Attitude for you. I would challenge each of you to BEE a Possibilitarian. Dr. Norman Vincent Peale said *“Become a 'possibilitarian'. No matter how dark things seem to be or actually are, raise your sights and see the possibilities - Always see them, for they are always there.”*

Don't forget to be working on your Member of Excellence form for this year. I am almost done with mine – I just need one more to be finished with it, and I should have it done soon. Forms can be submitted early if you have completed all the required criteria. Please see any of the board members if you have any questions.

As always, the Board and I welcome your input, ideas and suggestions. We appreciate our members, and with your input and hard work, we can make the Birmingham Chapter the

**IAAP Bee-Attitudes**



- **Bee Proactive**
- **Bee A Participant**
- **Bee A Problem Solver**
- **Bee People-Oriented**
- **Bee Positive**
- **Bee a Possibilitarian**

**Happy Administrative Professionals Week!!**

**April 24th - 30th**

## Celebrate Administration Professionals Week



The 2011 Theme for Administrative Professionals Day® is: *This year, celebrate all office professionals.*

For Administrative Professionals Day 2011, we're veering away from the traditional celebration of the day which is centered on administrative professionals. The recession has hit everyone in the office. Downsizing has forced all of us to pull together and work harder, not just the administrative professionals in the workplace. IAAP recognizes the hard work and sacrifice from everyone. **This year, celebrate all office professionals.**

### **Celebrate all office professionals on Administrative Professionals Day, April 27**



#### **Emily Allen**

IAAP Publications & Communications Manager

*Survey: Workers perceive hard times still ahead*

**Kansas City, Mo.** Even though the unemployment rate is dropping and leading economic indicators are improving, many American workers are still financially and emotionally struggling with the toll of the recession, which is why this year the International Association of Administrative Professionals and admins worldwide will celebrate all office professionals on Administrative Professionals Day.

While experts report the economy is recovering, only 9 percent of administrative professionals believe they'll see an improvement in their salaries and benefits this year. In a recent IAAP survey admins were asked about cuts their company implemented on its workforce and if the coming year would be better. Of the 3,376 office workers that responded, 44 percent said employees' salaries were frozen with 10 percent noting that salaries were cut. Health benefits also hit the chopping block. Thirty-six percent of employees saw health benefits affected with 14 percent who saw their health benefits eliminated and another 12 percent who had to pitch in more of their paycheck to pay for benefits. Other benefits cut were: retirement plan, 12 percent; bonus pay, 14 percent. Even holiday parties were eliminated with 36 percent missing their December dose of cheer.

What the survey also revealed is that the majority of admins (76 percent) aren't too hopeful that the financial climate in their offices will improve. Respondents believe their benefits and salaries will either remain the same (45 percent) or be cut further (22 percent). Only 9 percent believe pre-recession salaries and benefits will be reinstated. Even though the recovery is picking up speed, workers doubt they'll see a benefit anytime soon.

"We know everyone in the office has pulled together during the recession, not just administrative professionals. With that in mind, we want to applaud the efforts of all office professionals," said IAAP President Mary Ramsay-Drow, CPS/CAP. "That's why in 2011 IAAP and admins around the globe want to include all office professionals for recognition on Administrative Professionals Day."



# Committee Updates

## Administrative Professional's Day Luncheon

Sarah Green, CPS

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**Don't forget to turn in your registration form for the Administrative Professionals Day Luncheon at The Club.** The deadline is April 18. Please invite other administrative professionals and executives you know. Invitations have been created and are in distribution. The cost is \$25 per person. Current needs are nine more door prizes. For those who have donated a door prize and those working on obtaining one, thank you so much!

Pictured are three out of seven necklaces made by jewelry guru Jeannie Webster of Oklahoma. She has a truly unique talent for melting diachronic glass to shape stunning pendants. Jeannie owns her jewelry business, "Jeannie's Jewels", and sells her designs online at "<http://jeanniesjewels.blogspot.com>" Prior to her current full time passion, Jeannie taught piano lessons in her home. In addition to creating one of a kind pendants she also enjoys making stained glass. The Birmingham Chapter is very lucky to have seven necklaces donated for the Administrative Professional's Day Luncheon on April, 27th 2011 at noon.



**APD Luncheon Menu:** Fruit Salad w/ Poppy Seed Dressing Luncheon Dessert Plate Miniature cannoli: fried pastry shell filled w ricotta, marscapone cream and chocolate chips. Miniature cream puff: pate a choux ball filled with pastry cream and strawberries. Ballroom Herb Roasted French Chicken Breast with choice of sauce: Lemon Caper Rice Pilaf Baby Carrots Tea, Coffee, Water Orange Rolls, and Yeast Rolls.

## Telephone & Reservations Committee - Anita Wilson

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Please be sure to let the Board or me know if any of your contact information changes so that you aren't "lost in the cracks!" The **Telephone & Reservations Committee** needs an RSVP from each member each time you are contacted about an event – even if the RSVP is "no." If you will be bringing a guest to a meeting, please give us the correct spelling of the person's name so we can have a name tag for him/her and be sure that our Membership Secretary, Jami Wilson CAP, introduces him/her properly at the meeting. I can be contacted at work on new phone number – 975-4308 , or on email at [avwilson@uab.edu](mailto:avwilson@uab.edu).



## Sunshine Committee—Joellyn Heaton

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May I request of our caring Birmingham Chapter a mention in their intercessory prayers some of our members who are battling illness either themselves or with their loved ones, and some of our senior members who would come to meetings if they had transportation in the evenings. Names are not even necessary if we remember all those less fortunate than we. Please make the Board aware when cards are needed for those you contact each month who have problems. *The Sunshine Chair*

## Program Committee— JoeAnn Steele

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### Guest Speaker for April Meeting

#### **Overview - Yes You Can! Bee a Leadership R.O.L.E.<sup>sm</sup> Model**

Are leadership skills and being a role model mutually exclusive? Can you be a great leader without being a role model, and vice versa? While opinions may vary, the bottom line is that work environments today are in desperate need of role models. The title of "leader" does not come without costs. Being a leader may mean giving up some routines or even some friends. But in the end, the rewards of leadership are plentiful.



Being a leadership role model is easy – just use the **R.O.L.E.** model. Begin with **R**elationships, then use **O**versight, move on to **L**everage, and don't forget the **E**volvement.

Join former Disney employee Pete Blank as he shares the R.O.L.E. model of leadership and how you can use it to become a successful leader.

#### **Learning Outcomes - Yes You Can! Bee a Leadership R.O.L.E. Model**

In this session you will...



- Learn the four components of the Leadership R.O.L.E. Model
- Discover how to apply the model to your work environment
- Compare the Disney style of leadership with your own
- Create an action plan for your personal growth and development

## Membership Committee - Jami H. Wilson, CAP

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Welcome to new members, Jeanne Dunham and Carolyn Wilson! Please continue to invite guests to the meetings and let me know if you need any membership applications or brochures for potential members. We have very nice brochures for employers who have Admins who might want to join.



### ***“Each One Reach One” Promotion***

In conjunction with Administrative Professional’s Day, the Birmingham Chapter is rewarding members for recruiting efforts in the month of APRIL! Five prizes\* are as follows:

**\$20** toward Pottery Painting and Studio Time  
at **Painted By U** in Hoover

Mini Office Refrigerator (Holds 6 Cans)

Thirty One Gifts Zipper Pouch

IAAP Lunch Bag Cooler

IAAP Passion & Purpose Pin

Your recruit will receive Victoria Ashford’s Audio CD, “You a F.E.W? How to Become a Fearless Empowered Woman!”

*\*Awarded on a “first-come, first-served” basis*

## CPS/CAP Review Sessions - Jami H. Wilson, CAP

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**April 9—May 1, 2010**

The **CPS and CAP exams** are based on the premise that an administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. This review course will cover each topic of the exam in separate sessions comprised of exam review, sample tests and allowing ample time for questions and discussion.

Sarah Green, CPS will begin Office Systems and Tech classes in the Nursing Administration Conference Room at Children’s Hospital from 9am-noon on April 16th, 23rd, and 30th.



Additional times and locations will be announced at a later date. Watch your inbox for more information!

Contact Jami Wilson, CAP for more information: [jjwilson@volkert.com](mailto:jjwilson@volkert.com), 205-214-5500

## 2011 Administrative Professional of the Year Committee

Robin Prentice

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The Birmingham Chapter IAAP conducted the 2011 Administrative Professional of the Year Event on February 15. The annual event is

based on professional merit, not popularity. We had three highly qualified professionals who were nominated and participated. Those nominated were Dorothy Young; Sarah Green, CPS; and Melissa Cooper, CPS, PLS. They all did a great job, and our chapter can be proud they are a part of our group. Our panelists were Anne Senft, Circulation Account Executive at the Birmingham Business Journal; Carol Weber, Professor at Mercer County Community College in New Jersey; and, Paul Weber, Executive

Director of the Alliance for Continuing Medical Education.

Congratulations to our new Birmingham Chapter 2011 Administrative Professional of the year,

Melissa Cooper, CPS, PLS. She will represent our chapter

with dignity and honor and will be formally introduced to the business community on April 27, during our Administrative Professionals Day Luncheon at The Club. Please make plans now to attend and show her your support.



*Congratulations Melissa!*



## Scholarship Committee—Sandy Short

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The Scholarship Committee met on February 28, 2011, to review the applications received by the deadline February 14, 2011. In attendance were Sandy Short, Scholarship Committee Chair; Jami Wilson; Robin Prentice; and Helen Allen. The Committee selected six applicants to interview on March 7, 2011.

Only five of the six applicants showed for the interviews. Those present for the interviews were Sandy Short, Scholarship Committee Chair; Anna Slaughter; Jami Wilson; Sarah Green; Edna Henry; and Helen Allen. We then selected three of the applicants to be awarded the scholarship.



Recipients:

Chelsea Chatman, Univ. of AL	\$1,000
Lindsey Howard, Beville State	\$650
Aysia Layton, Shades Valley	\$650

The Scholarship Committee recommends these be awarded for the 2011-2012 year.



## Upcoming Events

April 19, 2011	Business Meeting - "Yes You Can BEE a Leadership R.O.L.E. Model" by Pete Blank of Jefferson County Personnel Board
April 27, 2011	Administrative Professional's Day Luncheon - The Club, Birmingham, Alabama

### March

- 12 – Carole Epstein CPS/CAP
- 30 – Claudia Burgin CPS

### April

- 7– Jo Anne Garrett CPS
- 7– Brenda Walley CPS
- 10 – Anna Slaughter
- 18 – Irene McCombs CPS
- 20 – Marcia Heath CPS/CAP
- 21 – Jami Wilson CAP
- 30 – JoeAnn Steele



## OfficeTeam Announces 2011 Administrative Excellence Award Call for Nominations: Entry Deadline April 30, 2011

OFFICETEAM  
Abby Goodman  
(650) 234-6289  
[abby.goodman@officeteam.com](mailto:abby.goodman@officeteam.com)



MENLO PARK, CA -- OfficeTeam and the International Association of Administrative Professionals (IAAP) are accepting nominations for the seventh annual *Administrative Excellence Award*. The award is given to an administrative professional who demonstrates a commitment to leadership and education, and provides meaningful contributions to his or her employer. Nomination information and an online submission form are available at [www.officeteamaward.com](http://www.officeteamaward.com). The deadline for entries is April 30, 2011.

The *Administrative Excellence Award* winner will be announced during the IAAP [International Education Forum and Annual Meeting](#) in Montreal in July 2011. The winner will receive registration and travel to attend the event, a \$500 gift card, laptop, one-year national membership to IAAP, and other prizes. Supporters of the award include CareerBuilder.com, Dress for Success, MeasureUp, OfficeArrow.com and SkillSoft.

### About OfficeTeam

OfficeTeam is the nation's leading staffing service specializing in the temporary placement of highly skilled office and administrative support professionals. The company has more than 320 locations worldwide and offers online job search services at [www.officeteam.com](http://www.officeteam.com).