



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
Board of Directors

President
Melissa Cooper CPS, PLS

President-Elect
Robin Prentice, CAP

Vice President
Joe Ann Steele

Administrative Secretary
Dorothy Young

Membership Secretary
Jami Wilson, CAP

Treasurer
Helen Allen

Immediate Past President
Edna Henry

**A. Nicole Johnson
Newsletter Editor**

P.O. Box 1266
Trussville, AL 35173
Phone: 205-939-9624/542-4797
Fax: 205.655.3091
E-mail:
Antoinette.johnson@childrensal.org

May / June 2011

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

Message from the President

Melissa Cooper, CPS, PLS



Did you know that according to the laws of aerodynamics, it should be impossible for a bumblebee to fly? Apparently the bees didn't get that memo!

Thank you to our members who know what it means to **BEE POSITIVE**. Your positive attitude inspires others and fosters a spirit of working together makes it easier to get the job done we have set out to accomplish.

Thank you to our members who know how to **BEE PEOPLE ORIENTED**. We all joined IAAP for different reasons, but people are still the heart of our association.

Thank you to those of you who know how to **BEE PROACTIVE**. You have seen a need and stepped up to get the job done, often before even being asked.

Thank you to the many people who have served as mentors, advisors, encouragers and friends not only to our members, new and old, but also to me. Without you, I know my job would have been difficult. These members are the heart of so many things, but for me, one of those things is helping to **BEE A PROBLEM SOLVER**.

And most especially, to our members who have served on the board as committee chairmen and members, you are the heart of the association and know what it takes to **BEE A PARTICIPANT**. Your efforts as busy bees have made my job as queen bee easier.

I am grateful for the opportunity to have served as president of the Birmingham Chapter of IAAP for the past year, and I thank you all for your support.

IAAP Bee-Attitudes

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

NEW Member Spotlights



WELCOME—WE ARE HAPPY TO HAVE YOU!!!!

Charlena Johnson

Employer: Vestavia Hills Library in the Forest

Job Title: Executive Administrative Assistant

I am a 28 year old go-getter. Currently, I am single with no children but have a four-legged daughter named Flossy Mae. In my leisure time, I enjoy event planning, making leather handbags and fashion accessories. I am a book enthusiast! I enjoy reading non-fiction books on business and entrepreneurship.



Marlene Paumen

Employer: BancorpSouth

Job Title: Administrative Assistant, AL/FL Region

Three things that “define” me at this season of my life are:

- 1) My husband & I are parents to 3 grown children – 31, 29, and 24;
- 2) I love to laugh – many times at myself; and
- 3) I am currently working toward Microsoft Certification in Outlook.

Kim Weaver

Employer: Robert Half International

Job Title: Lead Administrator

I earned my bachelors at the University of Alabama in psychology. I am membership chair of the Birmingham Payroll Association. My favorite things to do when I am not working are play with my two dogs, dance, and learn new things (currently it is how to play tennis and golf).

I joined IAAP for the networking and professional development.



VETERAN Member Spotlights

Did You Know???

Brenda Fischer, CPS/CAP

I am currently employed with Kamber Narrow Fabric Machinery, LLC as the Executive Assistant to the owner and CEO.

I joined IAAP, then PSI - Professional Secretaries International) in 1998 in search of a local, professional organization to be a part of. I obtained my CPS in 1999, my CAP in 2002 and recertified in 2007.

I have had many wonderful executives during my professional career, but am looking forward to retiring within the next few years. My husband, Bill, and I like to travel and spending as much time as possible with our 4 grandchildren, Hannah, 11; Maddy, 8; Haley, 8; and Brooks 4.



Alabama Division President, 2010-2011



Joellyn Heaton, CPS/CAP

Employer: Alabama Quality Assurance Foundation (AQAF) (17 1/2 years)

Job Title: Executive Administrative Asst.

I have been an member since 1994.

I have been married 47 years to Charles -- who hasn't missed an Auburn game in years. He is a realtor, a professional Santa, and even has an Auburn Santa Suit which he proudly wore to the SEC Championship game in Phoenix in Jan 2011. I have 2 children (both graduates of Auburn University) & 5 grandchildren.

I joined IAAP in 1994 to enhance personal and professional growth & development.

I have served in many offices including President in 2004-2005; Administrative Professional of the Year in 2005 for the Birmingham Chapter and Alabama Division.

VETERAN Member Spotlights

I was recently recognized for 15 year of service at the BJCC. I like planting flowers in the spring and watching them as they grow. I am interested in a closer relationship with God. My favorite thing to do is cook for my family on holidays.

In my IAAP career, I have served as Third Vice President for two years. As vice President I published the Birmingham Chapter Newspaper, President-Elect, President and Immediate Pass President. As President I represented the Chapter at the 2010 Alabama Division Meeting and the 2010 EFAM. Chaired the 2011 Seminar, and the 2012 Nomination Committee. For Division I was on the teller Committee and served two terms as Timekeeper.

I joined IAAP because my boss wanted me to. In no time, I realized that IAAP offered educational information and knowledge that I needed to grow on my new job. I believe that I could not have joined a better organization.



Edna Henry

Employer: BJCC

Job Title: Administrative Assistant



Doris Kenny

Employer: City of Mountain Brook for the past 10 years.

Job Title: Administrative Assistant to the City Manager.

I became a member of IAAP in 1995 after passing the CPS exam. Since that time, here are a few of the IAAP positions I have held:

Officer: Past President, President, President-Elect, Treasurer, First Vice President, *Committee Chair:* Chapter Directory, Administrative Professional of the Year, Strategic Planning Committee, Recertification Committee, Joint Board/Committee Chair Meeting, Spring Seminar Treasurer, Secretaries' Day Luncheon Treasurer, Secretaries' Day Luncheon Hostess Committee, Secretaries' Day Luncheon *Co-Chair*, Building Fund Committee, Spring Seminar Welcome Bag Committee, Finance Committee, CPS Committee

I was 2004 Chapter and Division Administrative Professional of the Year. I obtained my Administrative Assistant Associate degree online from Madison Area Technical College in 2004 in 2 years with a 4.0 GPA while serving as Chapter President.

On a personal level, I am an avid ballroom dancer--regularly dancing 3 times a week. Additionally, I have had a lifetime passion for sewing of all kinds, having begun sewing before first grade. Currently, my interest is in machine quilting and embroidery. As time allows, I have developed a hummingbird flower garden and handle many of my home repair projects. Currently, I am in the process of a kitchen remodel project.



The Frog Story

A group of frogs were hopping contentedly through the woods, going about their froggy business, when two of them fell into a deep pit. All of the other frogs gathered around the pit to see what could be done to help their companions. When they saw how deep the pit was, they agreed that it was hopeless and told the two frogs in the pit that they should prepare themselves for their fate, because they were as good as dead.

Unwilling to accept this terrible fate, the two frogs began to jump with all of their might. Some of the frogs shouted into the pit that it was hopeless, and that the two frogs wouldn't be in that situation if they had been more careful, more obedient to the froggy rules, and more responsible. The other frogs continued sorrowfully shouting that they should save their energy and give up, since they were already as good as dead.

The two frogs continued jumping with all their might, and after several hours of this, were quite weary. Finally, one of the frogs took heed to the calls of his fellow frogs. Exhausted, he quietly resolved himself to his fate, lay down at the bottom of the pit, and died.

The other frog continued to jump as hard as he could, although his body was wracked with pain and he was quite exhausted. Once again, his companions began yelling for him to accept his fate, stop the pain and just die. The weary frog jumped harder and harder and, wonder of wonders, finally leaped so high that he sprang from the pit.

Amazed, the other frogs celebrated his freedom and then gathering around him asked, "Why did you continue jumping when we told you it was impossible?"

The astonished frog explained to them that he was deaf, and as he saw their gestures and shouting, he thought they were cheering him on. What he had perceived as encouragement inspired him to try harder and to succeed against all odds.

This simple story contains a powerful lesson. The book of Proverbs says, "There is death and life in the power of the tongue". Your encouraging words can lift someone up and help them make it through the day. Your destructive words can cause deep wounds; they may be the weapons that destroy someone's desire to continue trying - or even their life. Your destructive, careless word can diminish someone in the eyes of others, destroy their influence and have a lasting impact on the way others respond to them. Be careful what you say.

Speak life to (and about) those who cross your path. There is enormous power in words. If you have words of kindness, praise or encouragement - speak them now to, and about, others. Listen to your heart and respond. Someone, somewhere, is waiting for your words...



Committee Updates

Immediate Past President—Edna Henry 2010-2011 Year-End Reports

Parliamentary Advisors Committee

As past chapter president, I served as parliamentary advisor at each monthly business meeting.

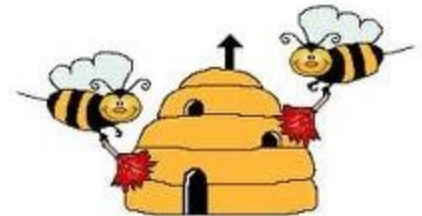
Annual Seminar

The Seminar was held Friday, February 4, 2011, at Carrabba’s Italian Grill. The keynote speaker was Victoria Ashford of Fearless Leading. The guest speaker for the afternoon workshop was Marilyn Eddings. Her topic was “Women and Money”. There were approximately twenty-two in attendance. There were 5 exhibitors for the Office Expo. Alabama Division Board President, Brenda Fischer CPS/CAP along with three other Alabama Board Members were able to attend.

Nominating Committee

The Nominating Committee—Maria Whitmire CPS/CAP, Helen Allen, Sandy Short CPS/CAP, Alicia Andrews, and myself—were able to find a candidate for each board position for 2011-2012. The slate of officers to be submitted is as follows:

Robin Prentice, CAP	automatically succeeds to President
Jami Wilson, CAP	President-Elect
Dorothy Young	Vice-President
Nicole Johnson	Administrative Secretary
Wanda Jackson	Membership Secretary
Helen Allen	Treasurer



2010-2011 Website Committee Year-End Report www.iaapbirmingham.org Maria Whitmire CPS/CAP, Chairman

The Birmingham Chapter website has been updated regularly as information has been provided by the Board and Committee Chairs and will continue to be updated as additional information is submitted for posting.

Thanks to our members for helping to make our website the best it can™
"Bee" in the division!



Joellynn K. Heaton, CPS/CAP Year-End Reports



Sunshine Committee

An invocation has been provided at the beginning of each monthly meeting. The following members have graciously presented an invocation this year:

Doris Kenny, CPS/CAP	Jami Wilson, CAP
Joellynn Heaton, CPS/CAP	Dorothy Young
Cynthia Baldwin	Robin Prentice, CAP
Claudia Burgin, CPS/CAP	Sarah Green

Only a few cards were sent to members experiencing health problems.

It is a pleasure to help with the administration of the chapter business/meetings each year, -- an opportunity to interact with fellow members one on one. Thank you for the opportunity to be of some small assistance. Thank you, members who participated.

Bylaws & Standing Rules

Proposed amendments for chapter standing rules have been presented and will be presented for action at the May 2011 meeting. At that time, proposed amendments to the Division and International bylaws will be presented, and voting instructions will be given to the delegates so they can represent the choice of the Chapter at these respective meetings.

In the absence of the committee chair, Brenda Fischer CPS/CAP will conduct the review at the May meeting.

May I express my appreciation to Ms. Fischer for her assistance, and to all members who have reviewed the bylaws and standing rules to prepare for the vote. Special appreciation to all members who were present to discuss and vote on the changes.

Community Affairs Committee—Year-End Report Sarah Green, CAP

July 2010 - Jimmy Hale Mission

The goal of this project was to reach out to the community and serve hot meals to the hungry. While signing in, prior to serving, I had the opportunity to share information about the Birmingham Chapter. I spent about 30 minutes serving food.



October 2010 – Focus on Fairfield

During this activity, people who assisted with painting the interior of a house for a needy woman in the Fairfield area. Several people outside of the Chapter learned about the IAAP. The duration of the activity was about three hours.

December 2010—Three Hots and A Cot

This service activity was located in downtown Birmingham and attendees donated common household items such as cleaning supplies to veterans in need. The activity lasted less than an hour.

Administrative Professional of the Year Committee Year-End Report Robin Prentice, CAP

The 2011 Administrative Professional of the Year event was held on February 15, 2011.



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.

The panelists for the event were Anne Senft from the Birmingham Business Journal, Carol Weber, professor at Mercer County Community College in New Jersey, and Paul Weber, Executive Director of the Alliance for CME.

The Birmingham Chapter 2011 Administrative Professional of the Year is **Melissa Cooper, CPS, PLS**, who was formally introduced to the business community on April 27, during our Administrative Professionals Day Luncheon at The Club. She will represent our chapter with dignity and honor. Congratulations Melissa!

Scholarship Committee 2011 Year-End Report Sandy Short, CPS/CAP



The Scholarship Committee had a very exciting year. We received approximately 25 scholarship applications by the February deadline. The Committee interviewed five applicants in March.

The Committee selected three scholarship recipients for 2011-2012. They were Lindsey Howard, Chelsea Chatman, and Aysia Layton. Lindsey attends Beville State Community College in Sumiton and was awarded \$1,000; Chelsea attends the University of Alabama and was awarded \$650; and Aysia will attend the University of Alabama in the fall and was awarded \$650.

All three recipients were recognized at the 60th Annual Administrative Professionals Day Luncheon on April 27, 2011, at The Club in Birmingham. All of the recipients expressed their appreciation both for the scholarships and for the wonderful lunch.

Thank you for allowing me to serve as the scholarship chairperson, and I look forward to serving again next year.

Sandy Short CPS/CAP

sshort@bscc.edu



Several of the Birmingham Chapter members attended the **59th Alabama Division Annual Meeting** held June 24-26, 2011 in Madison, Alabama. The Birmingham Chapter and its members received several awards.

Nicole Johnson received the **Professional Development Honor Roll** for the Birmingham Chapter AND for the Alabama Division. Congratulations, Nicole! We're proud of you!

The Birmingham Chapter received the **Chapter Website Award** and the **Chapter Attendance Award**. Thanks to all our members who helped us achieve these awards!

Chapter Buzzzzzz



Congrats to **Rose Warner Ashford CPS/CTM**, Past International Committee on Nominations and Past Alabama Division President. She graduated in May from Lawson State Community College Summa Cum Laude with a 4.0 GPA. She earned an Associate Degree in Office Administration!

Congrats also to **Nicole Johnson** who received her Associate Degree in Office Administration from Virginia College in May with a 3.5 GPA!

*Don't forget...
No Chapter Meetings
in July & August.
Have a fun summer
& Bee Safe!*



Happy Birthday!

May

- 4th – Edna Henry
- 8th – Helen Allen
- 13th – Rosemary Range
- 24th – Sue Kelley
- 26th – Anita Wilson
- 31st – Maria Whitmire, CPS/CAP

June

- 12th – Anita Powe
- 25th – Sandra Narramore
- 28th – Iverlynn Dudley

July

- 7th – Melissa Cooper, CPS/PLS
- 16th – Nicole Johnson
- 21st – Doris Kenny, CPS/CAP

August

- 5th – Priscilla Lowry, CAP
- 25th – Pamela Simmons



Only two more days to finish up the Member of Excellence forms. The form can also be submitted online (http://asp.iaap-hq.org/awardssofexcellence/excellence_Member.asp). You will need to log in to the web community to submit online. Deadline to submit the form is **11:59 p.m. on June 30, 2011**. Don't forget to keep your back up documentation just in case of an audit, which are done randomly. Please send Melissa Cooper a copy of your confirmation that you submitted the Member of Excellence form for bees for our incentive program.