



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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## Message from the President

**Melissa Cooper, CPS, PLS**

*This year's theme is Passion and Purpose: Living the Bee-Attitudes, and I want to thank the board and committee chairmen for their awesome*

*Bee-Attitudes. They know how to "Bee" Positive, "Bee" People-Oriented and "Bee" Proactive. They are full of great ideas, and we've already had some exciting things happen. One of those awesome things was the Open House Membership event ("Taste of the Town"). The food was excellent, and members and guests left with a wonderful resource of catering ideas.*

*Don't forget the incentive program for this year. I will have a notebook at the September meeting with a page for each member. Members will collect stickers over the course of the year (through June 30, 2010), and the member with the most number of points (stickers) will win a \$50 gift card.*

*I am very excited about working with you all this year. Please let any of the Board members know if you have any ideas, suggestions or comments. We want to make the Birmingham Chapter the best in the Alabama Division, but that will take each of us working together with **Passion and Purpose!***

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

## Living the Bee-Attitudes



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



**IAAP Birmingham Chapter  
2010-2011 Incentives Program  
"Bee" All You Can "Bee"**

1.	Attend IAAP Birmingham Chapter Meeting (per meeting)	1 point
2.	Attend any IAAP Alabama Division Meeting (per meeting)	5 points
3.	Attend IAAP EFAM or other international meeting	10 points
4.	Serve as a chapter officer	10 points
5.	Serve as a committee chairman	7 points
6.	Serve as a committee member	4 points
7.	Bring a guest to a meeting (per guest, per meeting)	2 points
8.	Sponsor a new member (per new member)	5 points
9.	Attend the chapter's study group for CPS/CAP	4 points
10.	Sit for CPS	5 points
11.	Sit for CAP	5 points
12.	Earn CPS rating	10 points
13.	Earn CAP rating	10 points
14.	Recertify CPS and/or CAP (per recertification in current year)	5 points
15.	Complete Member of Excellence form (and give copy of form to chapter president)	5 points
16.	Complete Professional Development Form (and give copy of form to chapter president)	5 points
17.	Attend the Administrative Professionals Day Luncheon	3 points
18.	Attend the Birmingham Chapter Seminar	3 points
19.	Attend another chapter's seminar (and provide proof of attendance)	2 points
20.	Complete surveys sent by the Birmingham Chapter Board (per survey)	2 points
21.	Wear nametag to meeting (per meeting)	3 points

This program runs July 1, 2010 through June 30, 2011. Each member will be given a tally sheet, and the person with the highest number of points will win the grand prize gift certificate valued at \$50. You will receive the appropriate number of "bees" for your tally sheet at each meeting. Each member is responsible for requesting the bees and for his/her tally sheet.

# Member Spotlights

## Getting To Know Our Chapter President

### **Melissa Cooper, CPS, PLS**

Legal Secretary - Lloyd, Gray, Whitehead & Monroe

#### **Did You Know?**

Melissa joined IAAP in 2002 and was a member of the Mobile Chapter until moving to Birmingham in 2006 and transferring her membership to the Birmingham Chapter. She obtained her CPS rating in May 2005. Melissa and her husband Randy are the proud parents of four cats, and she enjoys scrapbooking, reading, and spending time with her niece and nephew.

Melissa worked in the legal field for 7 years before obtaining her degree in elementary education. However, after only one year teaching, Melissa decided she liked lawyers better and returned to the legal field where she has worked the past eight years.



## New Member & Newly Certified!

### **Sarah Green, CPS**

Sarah joined the Birmingham Chapter in February of 2010 and dove in head first. She received her CPS® in May, just four months after joining IAAP. Sarah has signed up to chair the Community Affairs and Administrative Professional's Day® Luncheon committees and is currently helping members review for the November certification exam.

**Employer:** Health Port

**Job Title:** Release Of Information Specialist

#### **Did You Know?**

She is a native of Hanover, Pennsylvania, and has lived in five states. She has lived in Birmingham for the last two years. Sarah is a graduate of Virginia Intermont College with a B.A. in Photography and Digital Imaging. Her hobbies include: reading, movies, camping, travel, painting, photography and digital imaging.



## Monthly Updates

### Robin Prentice, President-Elect

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Congratulations to Sarah Green, CPS, and Courtney Salter, CAP, for earning their certification at the May sitting of the CSP/CAP test. We are all very proud of their accomplishment.

Sarah Green, CPS is offering review sessions for Part 1: Office Systems and Technology for those who would like to study for the certification exams offered in November and May of each year. For more information about these review sessions, please contact Sarah at [sarah-green04@gmail.com](mailto:sarah-green04@gmail.com).

Information about study sessions for Parts 2, 3 and 4 will be coming soon.

The Birmingham Chapter board and

committee chairs met at Tannehill State Park on July 31 to prepare for the 2010-2011 year. Our speaker was Stacey Brewer, CAP, Huntsville Chapter president, who shared ideas to help make our chapter stronger and members more motivated. Your chapter has a dedicated group who wants to make the Birmingham Chapter a great chapter and we need each member's input and ideas in order to do that. Each member is critical and important to the chapter's success. If you are not already involved, please speak to a board member and we will help you find the best place for you to use your skills and energy.

## Community Affairs

### Sarah Green

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This month I am organizing the Habitat for Humanity project. Contact information has been gathered.



## Scholarship Committee

### Sandy Short, CPS/CAP

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The E-mail addresses of the counselors and sponsors responsible for the scholarships at the college and high school levels are being updated.

The scholarship applications are also being updated and an electronic copy will be sent to the Board by next month.

I have sent E-mails to last year's counselors and sponsors asking them to please update the E-mail addresses of the person who is responsible for the scholarship applications.



## Telephone & Reservations Committee

### Anita Wilson, Chairman

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I look forward to getting to know all Birmingham Chapter members better as I contact you each month. 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 934-5322, or on email at [avwilson@uab.edu](mailto:avwilson@uab.edu).

**APD**

**Luncheon**

**April 24,  
2011**

## Administrative Professional's Day Luncheon

### Sarah Green

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So far The Club has been reserved by Helen Allen and thanks to Joe Ann Steele our speaker, Mr. John Floyd, former Editor of Southern Living Magazine has been confirmed.

The auction items will include ten donated necklaces from jewelry maker Jeannie Webster and I am making/donating ten necklaces.



# Tastes of the Town

I would like to thank everyone who came out to support the chapter at our first annual open house catering expo. It was a huge success and we couldn't have done it without the support of our members.

The meeting began with a sampling of wonderful food from the vendors listed at the left. Everything was absolutely delicious and the vendors were appreciative of the opportunity to showcase their foods. Following the tasting, they each gave away the very generous door prizes listed at the left.

The program included IAAP testimonies from Birmingham chapter members Sarah Green, CPS, Robin Prentice, Joe Ann Steele, and Brenda Fischer, CPS/CAP. Each gave a different perspective on how she has benefitted from her membership in the Birmingham Chapter.

## Door Prizes

Carrabba's	5 \$25 Gift Cards
Occasions	\$50 off Catering Order Free Appetizer at Shula's
Panera	Free Bread for a YEAR
Somethin' Sweet	2 Sample Boxes
Taziki's	Free Dinner for 4

## Welcome New Members!

Sandra Naramore—Bancorp South

Marleen Pauman—Bancorp South

## Please Support Our Vendors

Carrabba's Italian Grill 980-1016  
Chappy's Deli 871-0087  
Occasions by Wynfrey 444-5732  
Panera Bread 718-3383  
Somethin' Sweet 202-9330  
Taziki's Greek Fare 380-4344  
Ted's Restaurant 324-2911



**Jami Wilson, CAP**  
*Membership Secretary*

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## Upcoming Events



<b>September 18, 2010</b>	Alabama Division: <b>Leadership Advance Workshop</b> Alabama Power HQ Building - Birmingham, AL Registration will begin at 9:30
<b>September 21, 2010 @ 5:45 p.m.</b>	Business Meeting - " <i>Communication Skills</i> " Dana Langham of Office Team
<b>October 17-20, 2010</b>	<b>IAAP Certification Conference</b> <b>Hilton Seelbach Hotel, Louisville, KY</b>
<b>October 19, 2010 @ 5:45 p.m.</b>	Business Meeting - " <i>Goals</i> " Nancy Hendrix of Dale Carnegie Training

### Happy Birthday To You.....



<b>9/8</b>	Rose W. Ashford CPS/CTM	<b>10/6</b>	Renita Hill
<b>9/10</b>	Denice Gaskin	<b>10/17</b>	Misty Gurley
<b>9/14</b>	Cynthia F. Baldwin	<b>10/25</b>	Mary Lou Speake
<b>9/25</b>	Patti Kyker	<b>10/26</b>	Joellynn Heaton CPS/CAP
<b>9/26</b>	Sandra Bush	<b>10/31</b>	Tameeka Ephriam
<b>10/2</b>	Patricia Tate CPS/CAP		

## Guest Speaker September 21, 2010 Meeting

### Dana Langham

**OFFICETEAM**<sup>®</sup>

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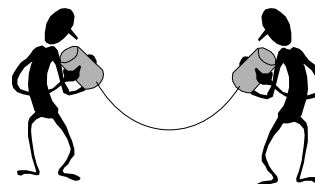
#### **Communication Skills**

Dana Langham is the Division Director of Robert Half International division, OfficeTeam, in Birmingham.

Founded in 1948, Robert Half International Inc. the world's first and largest specialized staffing firm, is a member of the S&P 500 index and a FORTUNE<sup>®</sup> 500 company. For 2009, Robert Half

International reported revenues of \$4.6 billion and now has staffing and consulting operations in more than 400 locations worldwide.

Dana is a graduate of the University of Alabama and has 4 years experience in specialized recruiting for Administrative professionals. Dana has recently been seen on "Talk of Alabama"/ ABC 33/40, NBC 13, and in the Birmingham Business Journal as the local jobs expert.

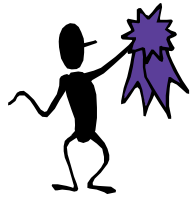


# Our Goals



## THE IAAP PATHWAYS TO EXCELLENCE RECOGNITION PROGRAM

is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence. The program has a set of guiding principles;



- Certification
- Commitment
- Communication
- Education and Training
- Fiscal Responsibility
- Leadership Development and Roles
- Marketing / Research / Community Outreach
- Programs and Participation
- Recruitment and Retention
- Strategic

See our website, [www.iaapbirmingham.org](http://www.iaapbirmingham.org) for details on the guiding principles and the requirements for each member to contribute and strive to “bee” a Member of Excellence in a Chapter and Division of Excellence!

**Get Certified!**

### Certifications through IAAP®

**CPS® (Certified Professional Secretary®)**

**CAP® (Certified Administrative Professional®)**

Don't forget to renew your IAAP Membership Dues on time. It is a mandatory Pathways of Excellence requirement.

Deadline Dates	Exam Dates
August 15, 2010	November 5-6, 2010
February 15, 2011	May 6-7, 2011
August 15, 2011	November 4-5, 2011



The CPS and CAP exams are administered on the first consecutive Friday and Saturday every May and November.

Part 4 of the CAP exam is administered on Friday afternoon. Parts 1-3 of the CPS and CAP exams are administered on Saturday.