



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

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: 605-939-9624/542-4797

Fax: 205.939.6867

E-mail:

Antoinette.johnson@chsys.org

October 2010

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



Message from the President *Melissa Cooper, CPS, PLS*

"With everything that has happened to you, you can either feel sorry for yourself or treat what has happened as a gift. Everything is either an opportunity to grow or an obstacle to keep you from growing. You get to choose." *Author Unknown*

The first week of September was a very trying week. Several unexpected, trying situations came up, but just in time, the above quote popped up in my inbox. What a timely reminder that I need to BEE positive and that I need to BEE proactive by taking the opportunity to learn and grow from each situation, whether it is at work or at home. We often face challenging situations in our personal and work lives but learn from them and use them as an opportunity to grow professionally. (And believe me, I'm still trying to find the "gift," or learning opportunity, in one of the situations.)

Fall is in the air! And it's time again for our annual Executive Night where we take time to recognize and honor our bosses and thank them for their support of our membership. Please be sure to invite your boss (or bosses) to our meeting on October 19, beginning at 5:45 at the Birmingham Botanical Gardens.

Next month, we will have our annual Ways and Means auction, along with a fashion show. Please consider donating an item or asking your company to donate an item for the auction. Renita Hill is chairing this event and will gladly take donations *and* volunteers.

Even though the holidays are coming fast approaching, it's not too early to start looking ahead at the second half of our chapter year. February will bring our Administrative Professional of the Year event, and we will host our Administrative Professionals Day Luncheon in April.

And don't forget to be working towards the prize - that \$50 gift certificate to a place of your choice. The chapter incentives program runs from July 1, 2010, through June 30, 2010. If you need a copy, please let me know and I will be glad to email it to you.

*October is
Breast
Cancer
Awareness
Month*

“ The Affordable Care Act, signed into law earlier this year, makes breast cancer screening and coverage for treatment available and accessible by requiring health plans to cover preventive services and eliminate cost-sharing. ”



– Secretary Kathleen Sebelius

Statement from Secretary Kathleen Sebelius Regarding Breast Cancer Awareness Month

Each year, National Breast Cancer Awareness Month focuses our attention on the burden of breast cancer in our society and reminds us that there are things women can do to help detect this disease earlier, when it may be most treatable, and, possibly, to reduce the risk that it will occur in the first place. Breast cancer is the most frequently diagnosed cancer – other than skin cancer – among women in the United States and the second-leading cause of cancer death. This year alone, it is estimated that 207,000 American women will be diagnosed with breast cancer and nearly 40,000 will die from the disease.

Research has shown that regular screening mammography can help lower the number of deaths from breast cancer for many women. Due to the introduction of widespread screening as well as advances in treatment, the breast cancer death rate in the United States declined by approximately 26 percent between 1975 and 2007.

Beginning at age 40, all women should consider having mammograms every one to two years. A family history of the disease, radiation therapy to the chest for a previous cancer, treatment with menopausal hormone therapy, and obesity may all increase a woman’s risk of breast cancer. Each woman should talk with her healthcare provider to determine her personal risk for breast cancer and what screening schedule is best for her. Women should also try to maintain a healthy weight and exercise regularly. Taking these measures may help reduce the risk of developing breast cancer.

The Affordable Care Act, signed into law earlier this year, makes breast cancer screening and coverage for treatment available and accessible by requiring health plans to cover preventive services and eliminate cost-sharing and by making health coverage more affordable and accessible for women.

If you or your family enrolled in a new health plan on or after September 23, 2010, that plan will be required to cover recommended preventive services without charging you a copayment or deductible. This includes annual screening mammograms for women starting at age 40. The Affordable Care Act will also help ensure that people who have been diagnosed with breast cancer get the quality, affordable health care they deserve. Unfortunately, women with breast cancer are often forced to make decisions based on their finances instead of what is best for their health. For example, those with cancer are more likely to reach lifetime insurance policy benefit limits than individuals without cancer, leaving them vulnerable when they need coverage the most.

Starting this year, the Affordable Care Act prohibits insurance companies from imposing lifetime dollar limits on essential benefits, which will help women with breast cancer continue to get the care they need. Beginning in 2014, insurance companies will no longer be able to deny women coverage because of a pre-existing condition like breast cancer. And, in the individual and small group markets, the law eliminates the ability of insurance companies to charge higher rates due to gender or health status. At the same time, an estimated 32 million Americans will obtain health insurance, and many women with breast cancer who have trouble affording health insurance coverage will qualify for tax credits that will reduce their health insurance premiums and out-of-pocket expenses.

Through all these important initiatives to promote health and prevent disease, and through ongoing research, we will be able to save more lives and improve the quality of life for all Americans with breast cancer.

For Immediate Release: Oct. 5, 2010

Source: <http://www.hhs.gov/news/press/2010pres/10/20101005a.html>

Did You Know?

There's a lot that we have learned, and even more that we have yet to learn, about breast cancer. Between diagnosis and the road to recovery lie facts and figures that can be confusing or enlightening. Here are some of the facts about breast cancer that might interest you and those you love.



- Men get breast cancer too. For every 100 women diagnosed, one man will also be diagnosed with breast cancer.
Source: *American Cancer Society*
 - Asian women have some of the lowest breast cancer rates of any group in the world, while the rates are highest in countries such as the U.S.
Source: *American Cancer Society*
 - Death rates from breast cancer have been declining since about 1990, with larger decreases in women younger than fifty. These decreases are believed to be the result of earlier detection through screening and increased awareness, as well as improved treatment.
Source: *American Cancer Society*
 - Diagnosing breast cancer in younger women (under 40) is more difficult because their breast tissue is generally denser than the breast tissue in older women.
Source: *Cleveland Clinic*
 - Breast cancer has a much better prognosis in developing countries — around 1.8 percent, while rates in non-developed countries may be as high as 5 percent.
Source: *American Cancer Society*
 - Seven percent of all breast cancer cases occur in women under forty years old.
Source: *American Cancer Society*
 - Epidemiologic studies have shown that men who have several female relatives with breast cancer also have an increased risk for the disease.
Source: *American Cancer Society*
-

Apply IAAP Bee-Attitudes to the fight against Breast Cancer!

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

The Birmingham Chapter IAAP salutes Queen Nunn and other Survivors of Breast Cancer. Keep up the good fight! You are our inspiration.

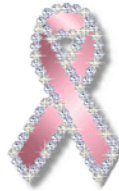
Member Spotlights

Getting To Know A Veteran Member

Queen M. Nunn, CPS

Retired— Professional Merited Member of IAAP

Queen joined IAAP in 1976 . We honor her this month not only because she is a “Veteran Member,” but she is also a Breast Cancer Survivor.



Did You Know?

Though she is retired now, Mrs. Nunn has definitely put her time in as a secretary with a second retirement from UAB in 1995 where she was a secretary for the Vice President of Student Affairs. She has also diligently served IAAP as Division and Alabama Chapter President in the past, even attending meetings up until 3 years ago.

While still working at UAB and during her position as Birmingham Chapter President in 1986, she found a lump in the left breast while taking a shower. She had a radical mastectomy and was doing well until another finding in 1996. During a regular self-exam, she found a lump in the right breast. Luckily, this was found early and only required a lumpectomy. She had done well since this last procedure and is still cancer free. She advises everyone to “Bee Proactive” and have regular self-checks and mammograms.



Message from Queen:

“It has been a pleasure being a member of the chapter and I love everyone of you. It is good to hear from you all at any time.”

Getting To Know A New Member



Employer: Children’s Hospital

Job Title: Division Secretary, Acute Care Division of Nursing

Antoinette “Nicole” Johnson joined IAAP in February of 2010 and quickly became active in chapter activities. She participated in the “New Member Induction Ceremony” at the June Business Meeting and signed up to chair the Newsletter Committee for 2010-2011. The board has received so many nice compliments on the newsletter so far this year. In addition to her full-time job as a Divisional Secretary of the Acute Care Division of Children’s Hospital, Nicole is the Admin Assistant to Pastor at Mt. Joy Baptist Church, Trussville and Secretary for the Suburban Area Community Center in Trussville. She is actively involved with Moody Miracle League and church youth activities and enjoys outings with family, word puzzles, and relaxing with a good book or Lifetime Movie Network. Nicole is the mother of 2 boys, ages 17 & 12, and caregiver to her 38-yr-old sister with Down Syndrome.

Did You Know?

Nicole has a part-time medical transcription business that has evolved into desktop publishing for family, friends and churches: business cards, flyers, bulletins, program books, invitations, etc.



Committee Updates

Membership Committee - Jami H. Wilson, CAP

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.

Chaplain's Committee/Sunshine Chair - Joellynn Heaton CPS/CAP

Doris Kenny, CPS/CAP, graciously consented to provide an invocation for the meeting on September 21, and was kind enough to supply and distribute for members to sign, a "Thinking of You" card, which she sent to a member who is ill.

A note has been mailed to Robin Prentice, at home recuperating from a fall/broken leg.

A schedule of members who have consented to provide a meeting invocation for the 2010 meetings has been prepared, and is attached. We will fill the slots for 2011, and send the updated list when complete.

I will appreciate being kept informed of anything I should be doing to fulfill my responsibilities as Chaplain and Sunshine representative for the chapter.

Telephone & Reservations Committee - Anita Wilson, Chairman

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.

Community Affairs & Administrative Professional's Day Luncheon Sarah Green

The community service activity for the month of October will be with Focus on Fairfield. Typical activities include painting, cleaning, and light construction. I will update everyone on the time and location as those details are still being worked out. This event will be on Saturday, October 30th.

I am seeking donations for door prizes for the APD Luncheon. If anyone knows of stores who have donated in the past, please let me know. Thank you.

Call for Nominations

October 1, 2010

TO All Members through Division and Chapter Officers
International Board of Directors
International Trustees, Retirement Trust Foundation
Chairmen, International Committees
Affiliate Association Presidents FROM Susan Shamali, CPS/CAP, Chairman
Committee on Nominations RE NOMINATIONS FOR INTERNATIONAL OFFICE OR
RETIREMENT TRUST FOUNDATION TRUSTEE This correspondence includes links to forms and procedures for nominations to International Office or Retirement Trust Foundation Trustee. Individuals are required to **submit** all forms **via e-mail**. The Committee on Nominations Chairman will confirm receipt of any nomination within three business days. The following documents may be downloaded from the [Call for Nominations](#), document ID 6225, in the IAAP web community document library:



- Official Notice for International Office
- International Office Candidate Application
- Official Notice for Retirement Trust Foundation Trustee
- Retirement Trust Foundation Trustee Candidate Application

Nomination forms are to be completed and **sent via e-mail to the chapter president** for acknowledgement of nomination and completion of the final section of the form. If a chapter president or division member-at-large is being nominated, the division president should submit the nomination. **Note:** for International Office candidates the IAAP International Bylaws and Standing Rules state that any chapter, division or affiliate association, by vote of its members, may nominate only one of its qualified members as a candidate for international office and must do so prior to January 15, 2011. The chapter or division president will forward the entire application by e-mail to the Committee on Nominations chairman, with copy to the executive director, **no later than 5:00 p.m. ET January 15, 2011**. Candidates may not conduct an educational workshop at the 2011 IAAP International Education Forum and Annual Meeting. Candidates may not serve as a 2011 annual meeting coordinator or co-coordinator. After election, members of the International Board of Directors are required to sign and adhere to the following document: International Board of Directors Code of Ethics. After election, all Retirement Trust Foundation Trustees are required to sign and adhere to the following document: Confidentiality Agreement and Conflict of Interest Statement. All nomination submissions will be reviewed by the committee after the deadline of January 15, 2011. **Applications found to be incomplete will be disqualified.** Candidates will be informed by February 1, 2011, of acceptance or non-acceptance of candidacy. Committee on Nominations Chairman e-mail: sshamali@iaap-hq.org; Executive Director e-mail: executivedirector@iaap-hq.org

WHY KEEP A FILE?

The single most important reason to keep a file is to record for the next officer or chairman what needs to be accomplished in their term of office, and to serve as a reminder of what you accomplished during your term.

The types of things to keep in your file are simply what you have done: copies of all your correspondence mailed, and correspondence received, copies of brochures, copies of meeting minutes, and copies of agendas. If a project you are working on requires numerous telephone calls, thus no correspondence to keep in your file, type a memo to record the purpose for those phone calls. This will serve to remind you of when and how you got a particular task performed, and will help next year's officer/chairman as well. The best way to remember what to keep in your file is to keep everything pertaining to IAAP (within reason) that touches your hands during the year.



Keep the contents of your file organized like you would like to receive a file from some other chairman or officer. Each of us has our own method of filing that works for us, so there is no right or wrong way to keep a file organized. Just remember – someone else is going to look through this file next year and the year after that, so keep it neat and organized.

The best thing you can do to help your successor is at the end of your term to write a memo to the file and summarize your year – what needs to be accomplished first, what dates to be aware of, who to call for help, what you wish you could have accomplished, etc.

The infamous “turning over the files” occurs at or shortly after the May meeting each year. This is very, very important! The next year's officer needs (and deserves) to have benefit of the file as soon as she takes office. Please make sure you pass along a well organized file to your successor so she will be able to pick up where you leave off and the chapter won't suffer any delays. -- Author Unknown

Executive Appreciation Night



**Tuesday,
October 19, 2010
5:45 p.m.
Birmingham Botanical
Gardens
Ireland Room
Catering: Carrabba's**

RSVP Required for Meal:
Anita Wilson
Telephone and Reservations
Committee Chair
awilson@uab.edu
205-934-5322

EDUCATIONAL PROGRAM "GOALS"

Nancy Hendrix, Dale Carnegie Training

Nancy Hendrix joined Covert & Associates, the local franchise of Dale Carnegie Training, in December of 2009. Hendrix's major duties at Dale Carnegie Training include meeting local business people to discuss soft skill solutions and make recommendations to accelerate their business success. Prior to joining Carnegie Nancy was a Director of Business Development for Maco Appraisals and Empac Properties where she conducted outside sales and focused on business development.

Hendrix graduated with a Bachelor of Arts degree in International Relations from the University of Alabama at Birmingham. Nancy lives in Calera, AL.

Dale Carnegie Training® is a global provider of locally delivered training in leadership, sales, interpersonal and communications skills essential to improving the performance of individuals and teams, and adding value to organizations.



IF I HAD MY LIFE TO LIVE OVER - by Erma Bombeck

(written after she found out she was dying from cancer).

I would have gone to bed when I was sick instead of pretending the earth would go into a holding pattern if I weren't there for the day.

I would have burned the pink candle sculpted like a rose before it melted in storage.

I would have talked less and listened more.

I would have invited friends over to dinner even if the carpet was stained, or the sofa faded.

I would have eaten the popcorn in the 'good' living room and worried much less about the dirt when someone wanted to light a fire in the fireplace.

I would have taken the time to listen to my grandfather ramble about his youth.

I would have shared more of the responsibility carried by my husband.

I would never have insisted the car windows be rolled up on a summer day because my hair had just been teased and sprayed.

I would have sat on the lawn with my grass stains.

I would have cried and laughed less while watching television and more while watching life.

I would never have bought anything just because it was practical, wouldn't show soil, or was guaranteed to last a lifetime.

Instead of wishing away nine months of pregnancy, I'd have cherished every moment and realized that the wonderment growing inside me was the only chance in life to assist God in a miracle..

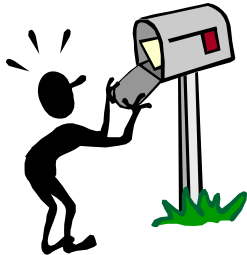
When my kids kissed me impetuously, I would never have said, 'Later... Now go get washed up for dinner.' There would have been more 'I love you's' More 'I'm sorry's.'

But mostly, given another shot at life, I would seize every minute look at it and really see it live it and never give it back. STOP SWEATING THE SMALL STUFF!

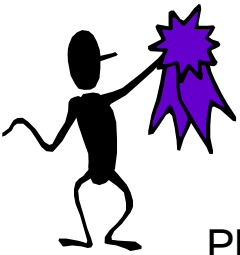
Chapter Buzzzzzzzz



| Happy Birthday To You!!!! | |
|---------------------------|----------------------|
| October | November |
| 2 Patricia Tate CPS/CAP | 11 Donna Nelson |
| 6 Renita Hill | 12 Dorothy Young |
| 17 Misty Gurley | 14 Alicia Andrews |
| 26 Joellyn Heaton CPS/CAP | 21 Mary Vann CPS/CAP |
| 31 Tameeka Ephraim | 29 Marlene Paumen |
| | 30 Sonya Reeves |



Congratulations to Rose Warner Ashford CPS who was inducted into Kappa Beta Delta Honor Society at Lawson State Community College in September 2010.



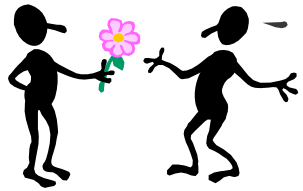
Please remember to keep Robin Prentice (broken leg) in your thoughts and prayers.

**Don't forget...
Benefit Auction on
Nov. 16th
&
APD Luncheon
April 24, 2011**

Special Thanks.....

The Birmingham Chapter is not just a professional organization but a group of women who care about each other and you have proven that fact to me in a special way. Thank you so much for your cards and well wishes while I've been recovering from my recent fall. It's tough not being as mobile as I'd like but the time will pass quickly and your kind thoughts encourage me to endure. I am honored to be a part of such a great group.

*Thanks again,
Robin Prentice*



Bee People-Oriented. Please support and pray for those suffering from cancer.