



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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November / December 2010

PASSION &
PURPOSE
Living the Bee-Attitudes

Message from the President Melissa Cooper, CPS, PLS



I thoroughly enjoy Jon Gordon's books and newsletters and thought I'd share a recent e-mail I received.

A QUEST FOR EXCELLENCE – Jon Gordon

This past month I had the opportunity to speak to the University of Texas football team and The Atlanta Falcons. In my talks I shared that the best of the best make their life and work a quest for excellence and that there is a difference between success and excellence.

Success is often measured by comparison to others. Excellence, on the other hand, is all about being the best we can be and maximizing our gifts, talents and abilities to perform at our highest potential.

We live in a world that loves to focus on success and loves to compare. We are all guilty of doing this. However, I believe that to be our best we must focus more on excellence and less on success. We must focus on being the best we can be and realize that our greatest competition is not someone else but ourselves.

For example, coaching legend John Wooden often wouldn't tell his players who they were playing each game. He felt that knowing the competition was irrelevant. He believed that if his team played to the best of their ability they would be happy with the outcome. In fact, John Wooden never focused on winning. He had his team focus on teamwork, mastering the fundamentals, daily improvement and the process that excellence requires. As a result he and his teams won A LOT.

A focus on excellence was also the key for golfing legend Jack Nicklaus. His secret was to play the course not the competition. He simply focused on playing the best he could play against the course he was playing. While others were competing against Jack, he was competing against the course and himself.

The same can be said for Apple's approach with the iPod, iPhone and iPad. When they created these products they didn't focus on the competition. Instead they focused on creating the best product they could create. As a result, rather than measuring themselves against others they have become the measuring stick.

We have a choice as individuals, organizations and teams. We can focus on success and spend our life looking around to see how our competition is doing, or we can look straight ahead towards the vision of greatness we have for ourselves and our teams. We can look at competition as the standard or as an indicator of our progress towards our own standards. We can chase success or we can embark on a quest for excellence and focus 100% of our energy to become our best... and let success find us.

Ironically, when our goal is excellence the outcome and byproduct is often success.

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Congratulations to Edna Henry for her successful leadership of the Birmingham Chapter as its 2009-2010 President. The Birmingham Chapter was a *Chapter of Excellence for 2009-2010*.



2009-2010
International Board of Directors

July 7, 2010

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Dear Birmingham Chapter:

Congratulations on becoming a 2009-2010 Chapter of Excellence! Obtaining this distinction is not an easy task and your dedication to the principles of the Pathways to Excellence program is to be commended.

Working towards achieving Chapter of Excellence has a domino effect. Your Chapter's *Power of Commitment* extends from current members, to future members and leaders. It paves the way to a viable and strong association and provides professional growth and leadership skills for IAAP's administrative professionals.

As a returning Chapter of Excellence, enclosed is the 2009-2010 appliqué with instructions for applying to your banner.

Congratulations again on being a 2009-2010 Chapter of Excellence!

Sincerely,

Susan K. Shamali, CPS/CAP
International President

Enclosures

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

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**Remember your
IAAP Bee-Attitudes
this holiday season!**

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



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.

Telephone & Reservations Committee - Anita Wilson

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

I am working on arranging a collection for Toys for Tots and also possibly Three Hots and A Cot. As I have learned, Three Hots and A Cot needs personal hygiene items for adults. I have obtained contact information from online for both charities and will learn how they need items packaged. Last month's service opportunity with Focus on Fairfield Day was a fun success!

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

Administrative Professional of the Year Committee - Robin Prentice

The Birmingham Chapter 2011 Administrative Professional of the Year event will be held on February 15, 2011. Please consider your fellow chapter members and send your nominations to Robin Prentice by January 18, 2011. If you did not pick up a form at the November chapter meeting, there is one included in this newsletter. You may email your nominations to rprentice@acme-assn.org. Include their name and state the reason(s) you feel this member should be nominated as a candidate to compete for the 2011 APY. It is truly a privilege to be nominated so don't fail to include your peers who deserve this honor.





**2011 Birmingham Chapter
Administrative Professional of the Year[®]
Nomination Form**

I would like to nominate the following Birmingham Chapter member for
2011 Administrative Professional of the Year:

Please state the reason(s) you feel this member should be nominated as a candidate:

Birmingham Chapter IAAP[®] Member Date

Nominations must be submitted **no later than January 18, 2011 to:**

**Robin Prentice, APY Committee Chairman
1025 Montgomery Hwy, Suite 105
Birmingham, AL 35216**

rprentice@acme-assn.org

Chapter Buzzzzzzzz



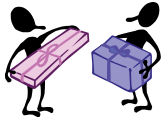
Happy Birthday To You!!!	
November	December
11 Donna Nelson	1 Yolande Gardner CPS/CAP
12 Dorothy Young	10 Sandy Short CPS/CAP
14 Alicia Andrews	18 Monica Drake
21 Mary Vann CPS/CAP	25 Sherrie Jones
29 Marlene Paumen	28 Robin Prentice
30 Sonya Reeves	



Helpful Holiday Diet Tips

1. If no one sees you eat it, it has no calories
2. If you drink a diet soda with a candy bar, they cancel each other out
3. If you eat standing up, it doesn't count!
4. STRESSED is just DESSERTS spelled backwards
5. If you eat the food off someone else's plate, it doesn't count
6. Cookie pieces contain no calories because the process of breakage cause calorie leakage
7. Food used for medicinal purposes have no calories. This includes: any chocolate used for energy, brandy, cheesecake, and Haagen-Daz Ice Cream
8. When eating with someone else, calories don't count if you both eat the same amount
9. Movie-related foods are much lower in calories simply because they are a part of the entertainment experience and not part of one's personal fuel. This includes: Milk Duds, popcorn with butter, Junior Mints, Snickers, and Gummi Bears.

GIFT OF MEMBERSHIP



Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: The **Gift of Membership**. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

Don't let another day go by, give the perfect gift, the **Gift of Membership**. For more information about membership, please contact Jami Wilson, CAP at 205.214.5500 or membership@iaapbirmingham.org.

Shhhh.....

Just a reminder about the Birmingham Chapter Directory that was prepared by Doris Kenny, CPS, CAP. The directory is for members ONLY and should not be shared with anyone who is not a member of the Birmingham Chapter.



Give the gift of IAAP for the holidays!

Looking for a unique gift for a fellow IAAP member? Several IAAP-themed holiday ornaments were recently added to the IAAP Logo Shop and are now available for purchase, along with Passion & Purpose merchandise.



for

<http://www.iaap-hq.org/>



SERVICE OPPORTUNITY FOR NOVEMBER



Sheltering homeless veterans,
Three Hots And A Cot is in
need of donated household
items including:

- ❖ Canned food
- ❖ Facial tissues
- ❖ Paper towels
- ❖ Napkins
- ❖ Toilet tissue
- ❖ Cleaning supplies
- ❖ Dish soap
- ❖ Laundry detergent
- ❖ Dryer sheets
- ❖ Bleach



If you are able to donate please contact Sarah
Green via email sarahgreen04@gmail.com.

The Service Opportunity was postponed and delivery will be made in
December. Please contact Sarah Green if you have any questions. The
website for Three Hots and a Cot is <http://cotsforvets.org>.

What Not to Say at the Office Holiday Party

Posted By: Cindy Perman | CNBC.com Staff Writer
| 30 Nov 2010 | 04:11 PM ET



Office holiday parties offer a great opportunity to mingle, socialize and network with your co-workers but if you're not careful they can be a recipe for career disaster.

"No matter how fun or festive the work party is — it's still a work function," said Stacey Carroll, a professor at Western Washington University and a blogger for **PayScale**. "While family and friends tend to forgive your slip-ups — it's different at work." So, make sure you're on your best behavior this year to ensure that come review time, you're on the boss's nice list — not the naughty list.

Here are 10 things to avoid saying at this year's office holiday party.

1. I love a free bar!

The biggest mistake most people make at work functions is drinking too much. Your best bet is to not drink at work functions but if you do — limit it to two drinks.

2. The food stinks. This company is so cheap!

You know how you like to make fun of the office whiner? Well, guess what? You just became him! Avoid being negative at the office party — save that talk for your spouse or roommate when you get home. You don't need to be known as the office whiner and, more importantly, you don't need the boss overhearing your negativity right before review time!

3. You're not as big of a jerk as I thought, boss!

This may seem hilarious at the time — but it almost definitely won't be funny tomorrow.

4. Hey, how about those third-quarter numbers?

Remember that everyone here spends 40-plus hours at work so even though it's the one thing you all have in common — try to keep the work talk to a minimum. You can also bring up current events, though listen to your mother and stay away from politics and religion!

5. Wasn't this year's holiday bonus a pleasant surprise?!

"No matter who you're chatting with — a co-worker, your subordinates or even non-employees such as family, friends and guests — talking about bonuses, year-end raises and other compensation-related matters is at the top of the 'What Not to Say at the Office Holiday Party' list," Karnani said.

6. You remember Jim, who left to go work for our biggest competitor? Guess what he's making now?

In one fell swoop, you've just managed to make the people you're talking to feel bad about themselves and possibly think about leaving and, depending on how loud you're talking, tick off the boss.

7. Did you hear about the whole Jenn-Mike thing?

Oh how we love office gossip! Especially when it involves an office romance. But just don't do it.

8. Who's hotter: Ashley or Jessica?

This next one may seem harmless because, unlike Jenn and Mike, Ashley and Jessica didn't actually do anything. You're just making conversation and, let's face it, Ashley and Jessica are hot, right?

Just stop right there. If you have reached the point in the evening where you have turned the topic of conversation to co-workers' hotness, it's probably time to go home before you put your job in jeopardy and get slapped with a sexual-harassment lawsuit.

9. I never knew you were so cute!

If you've moved past talking about the hotness of people on the other side of the room and onto the hotness of the person in front of you, this is a dead giveaway that a) you have had too much to drink and b) you need to leave immediately.

10. I quit!

Ah, the holidays. It's a time for giving, sharing — and telling it like it is. Something in the egg nog, maybe, that just makes us all a little more honest — makes us just want to lay all of our cards down on the table and yell, "Ha!" If you want to quit, do it tomorrow or, better yet — after the new year when you've had a chance to send out a few resumes and figure out what you're going to do next.

"The bottom line is that you should think of the office party as a big, informal staff meeting where you dress in fancy clothes. If you wouldn't do it at a staff meeting, then don't do it at the holiday gala," McIntyre said.

So, quick recap:

Two drinks. Mingle. Be positive. Especially to the boss. And when your co-workers start to look attractive, it's time to go. Happy Holidays!

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Have A Safe & Happy Holiday Season!!!!