



iaap

Leading
Administrative Professionals

PENINSULA CONNECTIONS

Quarterly Newsletter of the Peninsula Chapter

June
2014

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Did you wake up 6
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We want to hear from YOU:

Please send all comments,
announcements and
questions to:
peninsulaiaap@hotmail.com

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Revitalization: Moving Forward

Revitalize! A blog about the restructure and revitalization of IAAP



Submitted by iaap on Thu, 05/15/2014 - 10:57am

In order to grow, remain relevant and support members with tools to succeed, we must reimagine and revitalize IAAP.
—**Judith Yannarelli, CAP-OM, IAAP President**

(Courtesy of <http://community.iaap-hq.org/blogs/judith-yannarelli/2014/04/12/a-message-from-the-iaap-board-of-directors>)

Revitalize: to bring back
into use

More than ever, all members need to be vigilant and participatory in the future of our organization. Towards these efforts, IAAP has created “**Revitalize!**—the new blog about IAAP’s revitalization and restructure.” Here, leadership will communicate “developments on the new structure of IAAP” and hold conversations with “members, stakeholders and sponsors. Watch for periodic questions you can weigh in on.” For more information, please visit:

—<http://www.iaap-hq.org/blog/iaap/revitalize-blog-about-restructure-and-revitalization-iaap>

Revitalize! will offer specific discussions on IAAP’s branch structure, virtual offerings, special interest groups, regional conferences, education and leadership.

The following are just a few comments shared from **Revitalize!:**

“It’s a GREAT Day IAAP!! I was so pleased to learn of the revitalization plans for IAAP. What an exciting time to be a member of IAAP and to be part of developing its future. MANY THANKS to the board and headquarters staff for their due diligence in making positive changes. I know these changes are just the beginning to enable IAAP to be a highly regarded organization into the future. I believe change is critical for success.”

- *“So excited about these changes. I can see myself re-engaging with IAAP.”*
- *“I’m actually excited about the restructuring of IAAP. I welcome the change! I agree that the chapters, districts, etc., have become disjointed and disconnected.”*
- *“Love the new focus and the one-vote organization. We were hanging on to a tradition that needs to be refreshed and updated. Tradition is always good and has a place in the foundation of the organization, but to keep current, keep members, increase membership and provide what IAAP members need and want, I think you and the board are headed in the right direction! Kudos!!”*
- *“I’ve been a member for 46 years. I’m very, very excited about these changes!”*

—<http://www.iaap-hq.org/blog/iaap/revitalize-blog-about-restructure-and-revitalization-iaap>

Visit the Peninsula Chapter at:

www.iaap-peninsula.org

IAAP Peninsula Chapter: Where do we go from here?



“Moving Forward 2013-2014”

—We made it and we made it great!

Despite all the challenges presented to the Peninsula Chapter this past year, we were victorious!

Thanks to the unselfish support of all our members, our chapter is recognized for having a special kind of resilience. The Peninsula Chapter knows how to *roll up the sleeves* to accomplish a goal.

As a Chapter, we have learned to take advantage of every professional development opportunity and many other membership benefits to become a Chapter of Excellence. I want to give a special thanks to those who stepped up to serve as officers and chair committees. Then there were others who saw a need, and not only suggested what to do, but took action to meet the need. These things reflect EXCELLENCE!

As you know, our International Board has approved the restructuring of IAAP—effective for chapters December 2014 and divi-

sions June 2015. Indeed this is another challenge. In excellence, we will comply with all mandates presented by the International Board. The current Peninsula Board of Directors will be reinstalled at the June 2014 membership meeting and will serve through the end of December, 2014.

On behalf of the Peninsula Chapter Board of Directors, thank you for your support and cooperation this past fiscal year. You are the best!

Where do we go from here? Forward! ☺

--Chris Wyatt, CAP-OM, IAAP Peninsula Chapter President



—Image courtesy of: <http://3006group.com/wp-content/uploads/2012/05/fish-tank.jpg>

Our Precious Four: IAAP Peninsula Chapter Board



As we move forward, we are blessed to have the same four, dynamic women recommit their service for the 2014-2015 membership year. At this time, we would like to provide insight to the various backgrounds, vast experience and gifts they bring to our chapter:

Chris Wyatt, CAP-OM, IAAP Peninsula Chapter President
(pictured top left)

Chris Wyatt, CAP-OM, has been a member of IAAP since 1986. She has served at the local, division and international division levels including the offices of Corresponding Secretary to President. During this time she has served as a member of all committees as well as chairperson for various committees including Annual Professionals Weeks (APW), Ways and Means, Nominating Committee and Executive's Night.

She is currently employed as an Accounts Payable Clerk for E&E Enterprises Global, Inc.

Loretta Ayers, IAAP Peninsula Chapter Vice President



Vice President Loretta Ayers has been a member of IAAP since 1993. She has served as the Peninsula Chapter's Corresponding Secretary, Vice President, President-Elect and President. During this time she has chaired various committees including Ways and Means, Executive's Night, Membership and Audit. She has also served as a member of the Community Service, Professional Development Seminar (PDS) and Annual Pro-

fessionals Week (APW) committees.

She currently works as a Benefits Specialist for the City of Hampton.

Our Precious Four: Peninsula IAAP Chapter Board

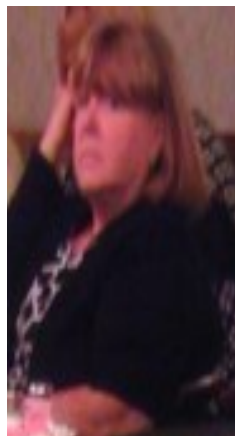
Rita Bond, IAAP Peninsula Chapter Secretary



Rita Bond has been a member of IAAP since 2009 and served as the Peninsula IAAP Chapter Secretary since 2013. Since 2009 she has chaired the Nominating and Administrative Professionals Week (APW) committees as well as member of the Nominating, Executive and APW committees.

She is currently employed as a Workforce Development Coordinator for the Peninsula Council for Workforce Development.

Catherine Bernstein, IAAP Peninsula Chapter Treasurer



Catherine Bernstein has been a member of IAAP since 2013 and has served as the Peninsula IAAP Chapter Treasurer since that time. She has also served as chairperson of the Ways and Means, Community Service and Christmas Anniversary committees as well as held the offices of Secretary, Treasurer, Assistant Treasurer and Parliamentarian.

Prior to her retirement, Ms. Bernstein served as a Retirement Specialist for the City of Hampton's Department of Finance. Her experience is a perfect fit for the position of Treasurer.

Virginia-West Virginia (VA-WV) Annual Meeting: June 20-22, 2014



Reduced Registration Fees!!

Due to IAAP's restructuring, the registration fee has been lowered to **\$100** for all member types!
Those who have already paid will receive refund for the difference.

Virginia-West Virginia Division
6th and **FINAL** Annual Meeting

June 20, 2014 – June 22, 2014
Crowne Plaza – Hampton Marina Hotel
700 Settler's Landing Road
Hampton, VA 23669



The Peninsula Chapter invites you to Hampton, Virginia!



REGISTER NOW!

- If you have not registered, this is your **final chance** to be part of the **LAST VA-WV Annual Meeting (AM)**! Registration prices have been reduced due to IAAP's restructuring (please **RSVP by June 15th**).
- The IAAP Peninsula chapter is elated to host the 2014 VA-WV Annual Meeting (AM14). AM14 will be held on June 20th-22nd at the Crowne Plaza Hampton Marina Hotel, 700 Settlers Landing in Hampton, VA 23663.
- This will be an annual meeting like no other as we celebrate our last AM and offer a weekend full of information, education, fun and entertainment. The kickoff starts Friday afternoon with a seminar followed by a first-timers' reception, dinner, auction and dance. Saturday's festivities start with breakfast followed by a seminar, business sessions and awards luncheon. We will end the weekend with our annual banquet and installation of your 2014-2015 board.

—For more information please visit www.iaap-peninsula.org/VAWVDivision/home/.

Professional Development Seminar Review

Our March 15, 2014 Professional Development Seminar at **Point Plaza Suites & Conference Hotel** was not only a success but very informative. Topics discussed were Using Social Media to Advance Your Career; Business Etiquette: The New Rules in a Digital Age; and 10 Secrets Your Supervisor Isn't Telling You.

The following are a few tips shared at this event:

- When using social media, do not identify yourself with your employer (LinkedIn is the exception)
- Do something every day to advance yourself and your brand
- Make sure that what you are posting on your social media sites is relevant to your job, profession, brand, interests, etc.
- Always identify yourself when sending a text message
- If you are texting more than 140 characters, use email instead
- Email etiquette: there is a 24 hour response time. Even when you do not have an answer you need to provide a status update every 24 hours.
- Do not place your cell phone on the table if you have it on vibrate; this is just as disruptive as the phone ringing
- When you host a webinar and you hear someone enter in, introduce that person to the rest of the attendees (request an introduction)

We would also like to thank the numerous vendors that helped to make this event a success.



Administrative Professionals Week (APW) Luncheon

Our April 24, 2014 APW luncheon, hosted at Hampton's Embassy Suites, was second to none. This year's theme was, *Honoring the office professionals who make offices work.*

We would like to thank all participants and sponsors for their support, including the following:

- **Governor Terence R. McAuliffe**
- **City of Hampton:** Mayor George E. Wallace/City Council/City Manager's Office/Finance/Community Development/Consolidated Procurement
- **City of Newport News:** Mayor McKinley L. Price, DDS/City Council/City Manager's Office/Development/Finance/Juvenile Services/Parks, Recreation & Tourism/Planning/Police/Public Works/Real Estate Assessor's Office/Redevelopment & Housing Authority/Waterworks
- **Newport News Councilwoman:** Sharon P. Scott
- **VA-WV Division IAAP President:** Beth Hoss, CAP-OM
- **The Tile Shop, Inc.**

- **Unusual Designs**
- **Monsoon Eclectic Modern Indian**
- **Bayport Credit Union**
- **Whole Body Therapeutics Massage, Skin & Wellness**
- **Jewelry by Deidra (Richardson)**
- **Sparetimes**
- **CDM Smith**
- **Newport News Shipbuilding**
- **Peninsula Council for Workforce Development**

A special thanks is extended to our APW Co-Chairs: Audrey Tweed-McCord, CAP and Yvette Williams, CAP. These ladies did a magnanimous job coordinating such an enjoyable celebration.

—To see pictures of the entire event, please visit:

[www.facebook.com/media/set/?](http://www.facebook.com/media/set/?set=a.806880282675442.1073741833.776824372347700&type=3)

[set=a.806880282675442.1073741833.776824372347700&type=3](http://www.facebook.com/media/set/?set=a.806880282675442.1073741833.776824372347700&type=3)

From L to R: Co-Chair, Yvette Williams, CAP with City of Hampton's Mayor, George E. Wallace; City of Newport News' Mayor, McKinley L. Price, DDS and City of Newport News' City Manager, James M. Bourey; IAAP Peninsula Chapter members Alesha Brown and Rita Bond, City of Newport News Councilwoman Sharon P. Scott and VA-WV Division IAAP President, Beth Hoss, CAP-OM



Did You Wake Up This Morning?

The most wonderful thing happened to me today. I mean it was really special. Something that made me smile, that made me grateful; something that made the rest of my day possible. I woke up. That's right—I woke up this morning and I celebrated.

A few years ago, my very good friend Tracey was suffering with cancer. Actually she was dying and she knew it. Because she knew it, she was terrified to go to sleep at night; terrified because she didn't know if she would wake up in the morning.

Every day Tracey woke up, she was grateful. She was grateful for another day, another chance to be with her family, to see her children, to love her husband; everyday was a miracle.

How different would you feel if you were facing a terminal disease, not sure if you closed your

eyes tonight that you would be around tomorrow? I bet that would change your perspective. I bet it would make you grateful for the things you have, the people in your life, and for waking up each morning.

Don't wait for a terminal disease to learn the lesson of gratitude.

I miss my friend Tracey but I will always remember the lesson I learned from her: every day is a miracle. And every morning I wake up is reason for celebration.

Did you wake up this morning?

—STARPoint #56

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2014 Upcoming Events



June 10: **IAAP Peninsula Chapter Meeting:**
ECPI University
1001 Omni Blvd
Newport News, VA 23606
*** Chapter Officers' 2014-2015 Election/
Installation ***

June 20-22: **VA-WV Division 6th (and last) Annual Meeting:**
Crowne Plaza Hampton Marina
700 Settlers Landing Road
Hampton, VA 23669
*** Registration/RSVP deadline: June 15th ***
For more information please visit:
www.eventbrite.com/e/virginia-west-virginia-division-6th-annual-meeting-june-20-22-2014-tickets-10969924339?aff=eorg OR
<http://www.iaap-peninsula.org/Peninsula/Home/>

Peninsula Chapter Board Members

Chris Wyatt, CAP-OM President
Loretta Ayers Vice President
Rita Bond Secretary
Catherine Bernstein Treasurer

Happy Birthday!!!



The IAAP Peninsula chapter would like to recognize the following members whose birthdays are during the third quarter of 2014:

- Catherine Bernstein, August 13th
- Rita Bond, August 30th
- Beth Hoss, CAP-OM September 27th
- Yolanda Powell, CAP, September 23rd
- Vanessa Wise, September 24th
- Elise Kostyal, August 4th

Where to find us:

Visit Us Online

- www.eventbrite.com/o/peninsula-iaap-chapter-6236619869
- www.facebook.com/PeninsulaIAAP1
- www.iaap-peninsula.org/Peninsula/Home
- www.linkedin.com/groups?gid=7485384