

PENINSULA CONNECTIONS

Newsletter of Peninsula Chapter

January 2012

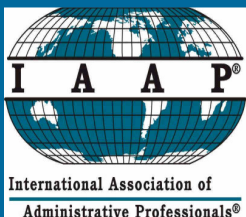


WELCOME!



We welcome Martha Miller as our speaker for January's meeting. Martha will be speaking about mediation as a form of dispute resolution.

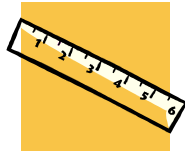
This session will highlight how mediation can offer a win-win approach to resolving conflict and coming to agreement on important issues.



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THE EVERYTHING ROBERT'S RULES BOOK



By Barbara Campbell

Submitted by Bev Ware, CAP-OM

Amendments:

The ability to amend a motion doesn't just belong to other members. The maker of a motion can also amend his own motion. The maker is entitled to amend a motion before the chair states it, but after that, the membership has to agree to any changes.

WORDS IN ACTION

New Words and Slang

Submitted by Bev Ware, CAP-OM

de-litter (verb) : to remove litter from an area in an attempt to keep it clean

But many people anonymously cover the smaller realms of their lives, a few blocks from home every day, every other day or every Saturday, and for this they are called "the litter lady" or "that litter guy." A little unflattering considering what they're doing is *de-littering*. —Diana Nelson Jones, Pittsburgh (PA) Post-Gazette, December 27, 2011

PENINSULA CHAPTER BOARD

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We're on the
Web!

Find us at:

[www.iaap-](http://www.iaap-peninsula.org/IAA)
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PENINSULA CONNECTIONS NEWSLETTER STAFF:

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February submission
deadline: January 3

THOUGHT OF THE MONTH

“If you don’t know where you are going, you will probably end up somewhere else.”
—Lawrence J. Peter



TAKE 5 FOR FUN!

q. How could you rearrange the letters in the words "new door" to make one word? Note: There is only one correct answer.

Answer on next page.

MARK YOUR CALENDAR!



February Meeting

Tuesday February 21, 2011

5:30pm Networking

6:00pm Program

7:00pm Business Meeting

Sentara Careplex Hospital
3000 Coliseum Drive, Hampton
1st Floor Conference Room C

Deadline for Committee Service Applications

February 1, 2012

Applicants applying for committees must e-mail the entire application no later than 4:00 p.m. CST February 1, 2012.

Applications for International Committees are to be e-mailed to International President-Elect Karlenna Rannals, CPS/CAP, krannals@iaap-hq.org with a copy to Governance Coordinator, Carrie Frentz-Hartzler, governancecoordinator@iaaphq.org.

Retirement Trust Foundation Committee applications are to be e-mailed to Retirement Trust Foundation Chairman Kelly Reggio, CAP, reggio@chartermi.net also with a copy to Governance Coordinator, Carrie Frentz-Hartzler, governancecoordinator@iaap-hq.org

YARDSALE REMINDER

Submitted by Angie Sumner

We will be participating in a yard sale this upcoming Spring. In order to prepare, please bring any items you would like to donate to our Chapter meetings leading up to the yard sale. Donations are much appreciated—thank you!

OUR CORE VALUES: COMMITMENT

“We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.”

Submitted by Angie Sumner

As our organization is committed to providing us with opportunities, we should commit to taking advantage of those opportunities, and other opportunities, to strengthen ourselves. With anything in life, in order to accomplish the goals we set, we must foremost be committed to success. Throughout our lives, determination and constant effort will be what pushes us forward. And as an organization, we should be committed to motivate each other toward our goals and provide continuous support for each other's successes.

THE ADMIN ADVISOR

adminadvisor.com

HOW TO ELIMINATE ERRORS IN YOUR DOCUMENTS

Here's a way to improve the well-established technique of checking your documents by reading them aloud: Change your tone and pace for each reading. First, read the document slowly and seriously. Does it make sense throughout? Are any of your words or phrases so informal that they sound out of place when read in a serious tone? You'll soon see whether the document makes basic business sense. Then read it quickly, the way a busy person is likely to. Does it still hold together? Or are some sentences vague? Too long? Not really necessary? Listen closely.



Take 5 For Fun Answer

a. “one word”

HOW TO STICK TO YOUR NEW YEAR'S RESOLUTION

http://www.ehow.com/how_135341_stick-new-years.html

Submitted by Angie Sumner

New Year's resolutions can be both troublesome and rewarding. Many people make them, but few make a real commitment to them. Before you put the champagne on ice, spend some time pondering exactly what you hope to achieve in the year ahead and how you plan to do it.

1. Be very specific about your resolution. Don't say: "I want to lose weight." Do say: "I want to lose 5 lbs a month..." Make realistic, measurable goals and write them down.
2. Limit the number of resolutions you make. It's better to do one thing well than several things poorly (or not at all).
3. Post your list in a visible place to serve as a reminder and encouragement to yourself. It will also allow other people to see your resolutions and provide support. If you want to keep your resolutions private, record them in a journal.
4. Enlist the support of your friends and family. If you're lucky, they'll have similar goals and you can work on your resolutions together. Encourage people to be helpful and supportive.
5. Take action immediately. Make important appointments with a doctor, dietitian or counselor. Sign up for a gym membership or buy any equipment you need.
6. Practice new behaviors that encourage success. If you want to stop smoking, don't hang out in smoke-filled bars. Limit exposure to people who are likely to encourage resolution-breaking.
7. Set incremental goals and reward yourself for partial successes. If you're working on saving more of your income, reward yourself with a small splurge at each significant step. Each time you squirrel away another \$1,000, take yourself to a favorite restaurant or get a massage.
8. Substitute a good habit for the bad one you want to break. If your goal is to eat less junk food, find a healthy food you love. If you want to spend more time with your family, establish a special time during the week when everyone is together.

TIMESAVER: WORD

Submitted by Angie Prezioso

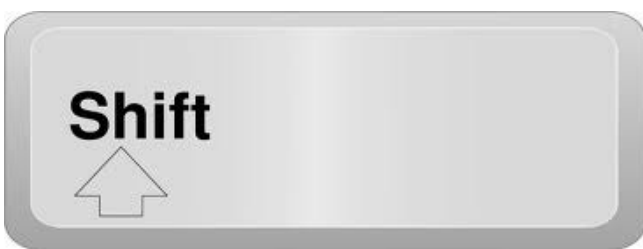
Spell/Grammar Check

Instead of navigating to the toolbar and selecting Tools → Spelling and Grammar each time you need to spell check your document, instead use:



Thesaurus

Instead of navigating to the toolbar and selecting Tools → Language → Thesaurus, instead use:



A WINTER RECIPE

<http://allrecipes.com/recipe/cream-cheese-penguins/detail.aspx>

Submitted by Angie Prezioso

CREAM CHEESE PENGUINS



Prep Time: 30 Min **Ready In:** 35 Min

Ingredients

- 18 jumbo black olives, pitted
- 1 (8 ounce) package cream cheese, softened
- 18 small black olives
- 1 carrot

Directions

1. Cut a slit from top to bottom, lengthwise, into the side of each jumbo olive. Carefully insert about 1 teaspoon of cream cheese into each olive. Slice the carrot into eighteen 1/4 inch thick rounds; cut a small notch out of each carrot slice to form feet. Save the cut out piece and press into center of small olive to form the beak. If necessary cut a small slit into each olive before inserting the beak.
2. Set a big olive, large hole side down, onto a carrot slice. Then, set a small olive onto the large olive, adjusting so that the beak, cream cheese chest and notch in the carrot slice line up. Secure with a toothpick.

COMMUNITY SERVICE UPDATE

Submitted by Bev Ware, CAP-OM

Written by Janet Wielinga

The Community Service Committee has proposed to support these efforts for the remaining of the 2011-2012 year. If you are looking for an opportunity to serve your community, please consider jumping onboard with us!

At the January meeting we will vote to support a school on the Peninsula through the Avery **“Box Tops for Education”** program. When a school is connected with the Box Top Program, the coupons received carry a school value of \$.10 per coupon. This will be a great opportunity to help fund the needs of the children within the school. So when you are doing your shopping look for the Box Top labels on your items. Save them, cut them and bring them to the monthly meetings!



LINK in Hampton Roads, Inc. sponsors PORT, People Offering Resources Together, which runs an Emergency Homeless Winter Shelter Program. When the homeless people come into the shelter they are in need of basic personal health care items. This year our chapter would like to put together as many gift packages as we can to give to the homeless when they arrive to the shelter. The packages would include: body lotion, toothpaste, a toothbrush, comb/brush, soap, washcloth and a pair of clean white socks. We will be collecting these items over the next 5 months. The members will have an opportunity to donate a complete health care package or money towards this effort. The Peninsula Chapter has supported PORT in the past with blanket donations and is excited to have another opportunity to team with PORT.