

CHARLOTTE CONNECTIONS

Charlotte Chapter - International Association of Administrative Professionals

September 2011, Issue 37



International Association of
Administrative Professionals[®]
Charlotte Chapter



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From the President...

I can't believe it's already September and that we are beginning the 4th month of our year. It seems only yesterday that the new Board of Directors was installed. Doesn't time fly when we're having fun?!?!

School has begun again, Labor Day has passed and fall is upon us. I have always said fall is my favorite time of year because it is then that we enjoy the best example of God's beauty in the exquisite colors with which He paints the foliage. Fall is also the prelude to the holiday season when we must be mindful to slow down enough to remember the reason for the season. It is all about love, family and enjoying the bounty we have been given - - - not about shopping, gifts and parties. Don't get me wrong...I enjoy gifts and parties as much as the next person but I always try to make that somewhere near the bottom on my list of priorities. Yes, I know I left out shopping. That's because I'm probably one of the very few females on this planet who hates to shop.

Our Chapter has grown in the last few months and I want to thank each of you for your help in causing that to happen. However, we can not afford to slow down. If we want to move to the

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September Celebrations

Birthdays

22

Rosalind Hunter

24

Kathleen Stewart,
CPS/CAP

IAAP Anniversaries

2003

Trena McClure

'head of the class' when awards are given out at Annual Meeting in June, we are going to have to keep the recruiting going in high gear. The JOL Chapter has also added a number of new members so far this year as well. We'll have to keep an eye on them. A little friendly competition is good for the spirit and helps us to stay encouraged. We have great programs in place for the remainder of this IAAP year. Please use them when you are inviting guests and potential new members to our meetings. These are wonderful recruitment tools.

Remember our Bosses event in October. President-elect Miller will be getting all the necessary information out within the next few days and I know this is going to be a great event for our Chapter, our bosses and our membership. I look forward to seeing each of you there with your boss so we show them all what IAAP has to offer. This, too, is a good recruiting tool, so share it with everyone you know who is not already in our Chapter.

It's never too early to begin thinking about our Leadership and Education Forum and Annual Meeting. These are the next two NCD events on the calendars and you need to get them on yours. As soon I have dates, I'll share them with you. You can pretty much assume LEF will be the last weekend in February or the first weekend in March and Annual Meeting is usually the first or second weekend in June. Begin planning and saving so you can attend. These are wonderful learning and networking opportunities that you won't want to miss. One other thing to keep in the backs of your minds is EFAM. That will be in July, 2012 in Grapevine, TX at the Gaylord Texan Resort. That should be fantastic. If there is any way you can manage to attend an International meeting, you will not regret it. It is one of the best experiences of my IAAP life.

Enjoy the cooler, shorter days and take time to enjoy the beauty around you. It makes us feel better as we continue

ADVANCING PROFESSIONALISM WHILE MAKING THE LEAP TO GREATNESS.

Message from President –Elect

As we all swelter in the summer heat, I am thankful that I work in a comfortable office. Like many of you, I did not grow up in an air-conditioned home and only experienced that luxury on rare occasions at a movie, restaurant or department store. As an avid fan of historical novels, I always wondered how women portrayed in stories of bygone eras dealt with hot weather while wearing long petticoats, corsets, and floor-length dresses. Thinking of our feminine forebears makes me truly appreciate living in modern times, and not having to don the fashions from previous centuries, even though they were quite elegant. In our jobs we know that professional appearance is essential for most of us, depending, of course, on corporate culture and the status of the individual(s) we support. Some women in my company who don't interact with the public or company owners are allowed to wear flip flops and very casual attire. However, my personal observation is that many of them also have a very casual attitude about their work. That old saying, "Clothes make the man," applies to both genders and to us as administrative professionals – we are respected and taken seriously when we dress and act professionally. Because we are representatives of our company, our appearance and demeanor to those inside and outside our organization are important, although our boss(es) rarely or never acknowledge it.

On October 14, the Charlotte Chapter is celebrating Bosses' Day; details have not yet been worked out, but watch for an announcement. We hope you and your boss will join us for a great event.

My experience with IAAP began as a member at large. I attended an NCD Leadership and Education Forum to see how it might benefit me at work and find out what IAAP was all about. While at LEF, I noticed that many people from different areas of the state knew one another, and that a professional and personal camaraderie existed in this organization. It convinced me that I would not get the full benefit of IAAP membership if I remained a member at large, so I decided to check out the local chapter. After attending a couple of

meetings, I knew this was the best opportunity in the area to network with people who were my peers, get continuing education, and begin new friendships.

Unfortunately I was unable to assume the first leadership role asked of me because of my husband's severe illness and passing shortly thereafter. Kindness and concern from the Charlotte Chapter came in a flood of condolence cards and emails that meant a great deal to me. A year later when I got a call from the Nominating Committee to ask if I would serve as Vice President, I was pleased to be nominated and felt ready to take on the challenge. Serving on the Board has opened my eyes on how IAAP works locally and helped me get to know and respect the officers and directors committed to a quality chapter that benefits all members. It has also given me a greater appreciation of our organization as a whole. Through interactive participation in chapter and NCD level events, I have benefitted both professionally and personally.

Charlotte has an outstanding chapter of diverse and quality individuals. I look forward to seeing you at our monthly meetings as we come together to fellowship, support one another and our profession, learn, and fulfill our common goals of excellence, leadership, and education. Let's all work to "Make the Leap to Remarkable" while growing the Charlotte Chapter.

Lucy Miller, President-Elect 2011-2012

“ A good boss makes his employees realize they have more ability than they think they have, so that they consistently do better than they thought they could”

Top 10 "Style" Tidbits I Learned from Clinton Kelly at IAAP EFAM 2011

By Julie Perrine, CPS/CAP, MBTI Certified

As you know, I was pretty excited to hear Clinton Kelly speak LIVE at the International Association of Administrative Professionals (IAAP) Educational Forum and Annual Meeting (EFAM) 2011 in Montreal a couple of weeks ago. I even managed to get my copy of his book, *Oh No She Didn't*, personally autographed! His book includes the top 100 style mistakes women make and how to avoid them. I highly recommend it! And this week I want to share the top 10 questions Mr. Kelly gets asked by women and what he shared with us at the conference. These are my notes (or sound bites) from his presentation to a room of close to 1,000+ (mostly female) audience members in Montreal. **READER WARNING:** In order to capture and authentically share the essence of Mr. Clinton Kelly's presentation, I'm using his terminology and phrasing (as accurately as I could capture it) throughout this post. This strays a bit (or a lot) from my typical writing style; however, for the purpose and intent of this post, I'm sure you'll see why I chose to relay it in his words as much as possible. I think you'll enjoy it!

Opening comments by Clinton Kelly...How you present yourself is telling the world how you want to be treated. Fashion = a buffet; Style = what you put on your plate. Not everyone can participate in fashion; everyone can participate in style. There's a big difference between fashion and style. Use style as a tool to help you in your life. On his hit show, "What Not To Wear", he said there are 3 basic categories: frumps, sluts, freaks. Frumps have typically forgotten about themselves. Sluts want male attention in any possible way. Freaks will wear anything to get attention from anyone. Mr. Kelly's advice: Don't get dressed for a man. **EVER.** Get dressed because you feel good in it. Do it for you. There is positive attention and negative attention. Not all attention is good. Be aware of what you're wearing and doing in order to attract attention to you.

The top 10 questions Clinton Kelly gets asked by women are:

10. Everyone I know is a slob. I don't want to look over dressed. How do I dress? Never EVER worry about what others are wearing. Avoid the "Mom Uniform": white cross trainer sneakers, white wash mom jean, one-size-fits-all t-shirt, and hoodie or one-size-fits-all sweatshirt. Instead...upgrade the sneakers with colored sneakers. Try some straight cut, dark wash jeans. Wear a blouse that has darts and is more conforming to your shape. Jackets! Jackets! Jackets! Get some great jackets to pair up with your ensemble to make it look amazing. Be careful of anything that looks like a square or a rectangle on a hangar (e.g. t-shirts or sweat-shirts). We have a shape with curves and our clothing should accommodate it.

9. My husband is a slob. What do I do about that? Men can be trained...just like pets. Men respond to treats <<wink>> <<wink>>. Don't berate him when he wears things that you don't like. REWARD him when he wears things that do look great. He'll catch on.

8. What do I do about my boobs? Every woman MUST get a professional bra fitting. That's the #1 thing they do for every person on "What Not To Wear" even if they don't always show it on TV. It's an absolute must. You want your boobs to be about half way between your shoulder and your elbow. A correctly fitted bra will help you achieve this. You don't have to fight with clothes so much if you do this because designers make clothes with this in mind. A professional bra fitting will change your life. Note: A professional bra fitter isn't the 17 year old at the mall who works there part time. A professional bra fitter will most likely be able to look at you and tell you what size you are before you ever get started. She'll likely have professional business cards as well.

7. What do I do about my butt? Long legs make you look taller and thinner. Get a good tailor if you have a flat butt. Don't wear a long shirt with a big butt. If you have a bit butt, only wear a shirt that goes half way down your butt. You want to cut your butt in half with the shirt, not cover it. (Author's note: He showed an example with an audience member on stage and it made an AMAZING difference!) Fix the gaps in the back of pants waistbands. You don't want all of that extra fabric or the gapping either one.

6. Jeans – How do I find a pair of jeans that fit? You must try on at least 20 different pairs of jeans before you will likely find a pair that will work.#1 priority for jeans is to make your butt look cute. Skinny jeans look best on skinny women. Narrow jeans at the ankle make you look wide everywhere else... and puts emphasis on the hip, thigh, and rear end. Straight leg jeans (from the knee to the ground) are the most typical. But what you REALLY want is a pair of jeans that is straight from the hip to the ankle. Boot cut jeans are wider from the knee to the floor. They should fit you like a straight leg jean. They work on a lot of people. Trouser jean is straight from the hip to the ground. These work well on all body types. They have nice straight lines. Nice straight lines help lengthen you and make you look taller, too.

5. Heels – I have bad feet, what do I do? Comfy shoes can also be fabulous. Stacked heels and wedges are great options. Heels make legs look longer. Longer legs make you look taller. Taller makes you look thinner. Give yourself a few more inches with heels and it takes pounds off of your look and appearance. Wear sandals NOT flip flops! Choose leather sandals. The only place for flip flops is the shower or the beach. That's it. Shoes set the tone of the outfit.

4. Pantyhose – Should you wear them or not? If you're going to wear pantyhose, here's the rule: It should look like you're wearing hose or it should look like you're not wearing hose. Do NOT wear suntan hose! If you want to look natural wearing hose, go with nude color. Otherwise, go with other hose colors so it's obvious you're wearing them.

3. I ain't got no money. What do I do? Style is not about money. Fashion is sometimes about money and designer logos, etc. KEY POINT: You can have great style at every single price point. If you need labels and logos, you have an insecurity issue. How clothes fit + how you put them together = what matters. Always ask this about clothing: Is this serving my highest purpose? Remember BASE.

B=Body

A=Age Appropriate

S=Situational Appropriateness

E=Expense

You have to shop within a budget. You'll end up with stuff instead of outfits if you don't shop with a budget. You must clean out your closet at least once a year...ideally twice a year. Try on EVERY SINGLE piece of clothing. It will change your life. If it's too tight, it goes out the door. This is mental sabotage. Don't do this to yourself! If it's too big, it goes out the door. It doesn't fit. No fit = no style. Fit is the essence of style. If you're holding onto clothes that are too big in case you gain weight, don't give yourself permission to go back up to that size. Once you've tried everything on, then ask yourself this: Do I have 2 other things that this goes with? You have to make outfits then. The combinations you need to think about might include: work + weekend; work + evening; evening + weekend.

2. Weight in my belly – what's the best way to hide a belly? JACKETS! They are life savers. A jacket does the work so your body doesn't have to. Jackets broaden the shoulder and takes emphasis away from your mid-section. Jackets are your #1 friend for taking emphasis away from the mid-section. Wear a good bra. Find blouses with a knot or twist or wear jewelry below the bust, but above the belly. It draws your eyes up. Seams under the bust line also take emphasis away from the belly area. It also makes your legs look longer. Wear shapewear with evening gowns. Shiny fabrics make bumps show up more because light reflects off of it. Dressing age appropriate; not like a 16 year old, not like my mother. When you start asking, "Am I too old to be wearing this?" Beware. The time to start paying attention to this typically comes somewhere between ages 35 and 45...but it's different for everyone. When it comes to trends, be careful. Ask yourself these questions about current trends: Does this trend show too much cleavage? Don't lead with sexuality first. It tells people that's all you think you've got. Does this trend show too much leg? Does this trend show my belly button at all? Would a hooker look at this and say "that's the look for me"? There are trappy trends. Of the 16 new trends that come out this year, there will be 4-5 that you should probably never wear. Don't do a trend from head to toe. Do a trend on one half and a classic on the other half of your body. Beige shows all of your imperfections. Be careful wearing beige.

These are the items that make outfits interesting and make people notice you: Color Texture Pattern Shine. Other Q&A/comments before Mr. Kelly wrapped up his presentation: Elastic waist pants are trouble. They have too much gathering at the waist. Regarding accessories and jewelry...during the day you can do a focus piece on your ears or neck plus a bracelet. In the evening, you can do more. But you want one focus piece, not focus pieces on ears, neck, and wrist all at the same time. Choose one element that is the star of the show. Earring and necklace sets aren't cool. You want coordinating earrings and necklaces, but not matching sets. Beware of a ring on every finger. That's the mall jewelry look. Regarding skirts and hemlines...mid-calf hem lines are dangerous. Around the knee is better (if you're shorter). Whenever you tuck a shirt into pants, your eyes go to the waistline.

Author's final thoughts: Clinton Kelly covers all of these points and 90 more in his fun, entertaining style, and very easy-to-read book, [Oh No She Didn't](#). If you want to look fabulous, I highly recommend picking up a copy for yourself today! Some simple tweaks may be all you need to look good and feel great EVERY day.

“ Sometimes comfort doesn't matter. When a shoe is freakin' fabulous, it may be worth a subsequent day of misery. Soak in Epsom salts and take comfort in the fact that you're better than everyone else.”

Clinton Kelly

Vice-President's Letter

Good grief, where did the summer go so quickly? I hope each of you had a marvelous summer!

As your vice president or aka "The Nut Lady," the chapter will be selling Terri Lynn Nuts again this year for our fundraiser. The nut campaign will roll out at the September/October chapter meetings, with delivery of product the second to third week in November. Please let all who you sold to previously know the delicious nuts will be available again for purchase. Recall how delicious the nuts are and what great holiday gifts they make? Start your list of customers and contact each with a heads up that you will be receiving order brochures in the very near future.

The Charlotte Chapter is going to be the happening place to be this year. There is a jammed packed year in the planning by your Board. Our chapter has the potential to flourish in growth and be a distinctive chapter by showing leadership, if each member pledges to support your chapter with your time and expertise. I am saying this from being an individual who does not like to be in the limelight, I would rather work in the background. IAAP has given me the opportunity to grow as a leader, not only in the chapter, but also in my job. As we work together as a chapter, we will succeed to be an excellent chapter where individual administrative assistants will want to be an active part of our organization.

This year I am serving on the NCD Board as the Bylaws and Standing Rules Director. I am the mentor for the Charlotte, Burke, and Hickory chapters. If you have any questions or concerns, please contact me and I will answer your question or direct you to the correct person for your answer.

Ronda Dwyer
Charlotte Chapter Vice President
North Carolina Division By Laws and Standing Rules Director



**International Association of
Administrative Professionals®
Charlotte Chapter**

*Life is an opportunity,
benefit from it.*

*Life is beauty,
admire it.*

*Life is a dream,
realize it.*

*Life is a challenge,
meet it.*

*Life is a duty,
complete it.*

*Life is a game,
play it.*

*Life is a promise,
fulfill it.*

*Life is sorrow,
overcome it.*

*Life is a song,
sing it.*

*Life is a struggle,
accept it.*

*Life is a tragedy,
confront it.*

*Life is an adventure,
dare it.*

*Life is luck,
make it.*

*Life is too precious,
do not destroy it.*

*Life is life,
fight for it.*

~ Mother Teresa

Community Service Report

Submitted by Vicki Nobili

Collections for A Child's Place was awesome! Thank you to all for making our school supply drive successful. To date we have the following:

1 Book Bag
Hand Sanitizer
2 Protractors
Glue Sticks
Pencils
2" Binder
Pencil Sharpener
5 Composition Notebooks
10 Spiral Bound Notebooks
Erasers
17 Presentation Folders
2 Packages of Binder Paper
Pens
Chalk
7 Rulers
3 Calculators
2 Pocket Size Dictionaries
2 Scissors
5 Boxes of Crayons
Cash donations of \$115

September & October are Career Fashion Month. We will be supporting Goodwill Dress for Success—career clothing for men & women.

10 Ways to Support Goodwill

There are many meaningful ways to help Goodwill change lives through the power of work!

1. Make a financial contribution. Ask if your company can match the gift
2. Remember Goodwill in your estate planning: Your life, Your legacy
3. Hire a Goodwill program graduate: Students have learned the skills needed to succeed in the workplace
4. Volunteer
5. Choose Goodwill when you donate reusable items: proceeds from those items help fund programs
6. Shop in Goodwill retail stores. Find a variety of high quality, value priced merchandise and support job training at the same time
7. Help protect the Environment: Donate your used electronic items
8. Attend a Special Event: Grand Openings, Graduations, and promotional events make helping fun
9. Host a speaker: our staff can come and speak to your civic, community or religious group
10. Fulfill a wish: Donate items from our in-kind wish list to help in our classrooms and office

During the months of September and October IAAP Community Outreach challenges you to clean out your closet and donate gently used career wear, shoes, and accessories. You can bring cleaned items to the September and October meeting for donation.

Area Office Professional Named President of International Group

By Melanie Hoffman

Submitted by Joyce Leatherwood

CHARLESTON, W.Va. - Tamra Goodall has always looked for an opportunity to excel. Now she is. The 48-year-old Teays Valley resident took over as president of the International Association of Administrative Professionals in July at its annual meeting in Montreal.

IAAP is a not-for-profit association for office professionals. There are about 28,000 members and affiliates, with almost 600 chapters worldwide.

"It's an extreme honor. I'm highly honored by my peers to be elected to this position and lead this organization," she said.

Goodall serves as the coordinator of educational services for the West Virginia Hospital Association.

As president of the IAAP, she will serve as fiduciary, chief executive officer and official spokesperson. Goodall has been involved with the organization since 1995. She has served in a variety of positions in the Charleston chapter, the West Virginia division and on the district

and international levels. She is the second woman from the area to serve as IAAP president.

"It's really about the journey I've been on as a leader," she said. She got involved with the group to earn certifications. She became a certified professional secretary in 1997 and certified administrative professional in 2001.

"I met ladies who were members of the organization, and they invited me to a local chapter meeting, and I was hooked," she said.

Promoting West Virginia has been one of her goals. She'll give presents, such as Blenko Glass, to people she works with internationally and nationally.

"I think it's important for people to see there are people in our state achieving things internationally and nationally," Goodall said. "It's important to promote that positive image in my own small way."

Goodall was born in Charleston but grew up in St. Albans. In 2002, she graduated from West Virginia State University with an associate degree

in business management.

She has been married for 25 years, and her husband introduced her when she was installed as president. "He is very proud of me," she said. "He's amazed at the level of expertise and leadership I've shown in the last five years."

Judy Pazerski, executive assistant at Clayman and Associates, has known Goodall since she joined the association in 1995.

"We formed our friendship in and around the association, which turned into a passion," she said. "It helped her form who she is today." Pazerski said she and Goodall held some of the same positions, traveled around the state and country together and shared successes and failures.

"She is a true friend. She reached her destination, in my opinion, with dignity and poise," she said. "To me, that's a shining attribute of a true leader."



“Accomplishing the impossible only means that the boss will add it to your regular duties”

Charlotte Chapter Meeting

IAAP NC Division Making the Leap to Remarkable



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Chapter Meetings

When:

2nd Monday of the month
5:30-8:00

Where:

Hilton Charlotte Executive
Park
5624 Westpark Drive
Charlotte, NC 28217

The meeting cost is \$22 which includes:

5:30-6:00 Networking Session
6:00-6:30 Dinner
6:30-7:00 Speaker
7:30-8:00 Business Meeting

You may make your reservation to visit our next meeting by contacting Hospitality Director
Shari Cannon

We welcome your
submissions for the
October
newsletter to
molly.rose.86@gmail.com

