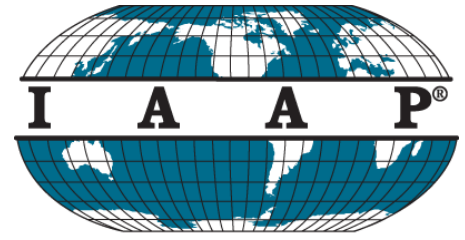


Plaza 205 Mobile Chapter *Connection*



International Association of
Administrative Professionals®
Plaza 205 Mobile Chapter

Inside this issue:

Program Highlights Steps 2

Kenny's Komputer Korner 3

Committee Reports 3

Edith Nassar
Newsletter Editor
P.O. Box 1443
Mobile, AL 36633
Phone: (251) 574-5980
Fax: (251) 574-5080

E-mail:
enassar@mobile-county.net

From the President

There are many assistants out in the work force, and there are many excellent ones, but it takes an effort on both sides to make the perfect assistant. By this I mean an effort on the assistant's part to work on improving his or her knowledge and skills, and an effort on the boss's part by encouragement, providing training tools, etc.

In the present economic situation and with budgets as tight as they are, it seems that the best thing we could do is make the most of the chapter meetings, division meetings, conferences provided by IAAP that helps each of us perform our job better so that we become more valuable to our employers and when the budget call for cuts, we are less likely to be on the list of cuts.

I think all of us would like to feel we are more secure in our position and that happens only when we make ourselves indispensable.

As Winston Churchill once said, "I am easily satisfied with the very best." I look forward to leading with you in 2012.



Events Calendar

Plaza 205 Chapter Events

July 26, 2011—Membership meeting, guest speaker Mobile County Commissioner Connie Hudson, presenting "Leading Yourself & Others Through Change"

Aug. 30, 2011—Membership meeting, guest speaker Terry Jones, CPA, presenting "Financials for Non-Financial People"

IAAP Headquarters

July 24-27—Education Forum & Annual Meeting, Montreal Convention Center in Montreal, Quebec, Canada.

Oct. 9-12—IAAP Fall Conference, San Diego, CA

**Making the Leap to
REMARKABLE**

International Association of Administrative Professionals is a non-profit organization for office professionals with nearly 600 chapters worldwide, enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.

Program Highlights

Linda attended the IAAP Alabama Chapter Division Meeting in Huntsville this past weekend. Jackie Powell of the Birmingham Chapter was elected the new division president for 2011-12. Her theme is “Making the Leap to Remarkable.”

Linda presented Edith a certificate for “unfailing service above and beyond the call of duty” for the past year, and Linda received a certificate for perfect attendance.

Linda introduced Kenny Stewart, network/technical services manager for the County, who spoke on “Video Conferencing on a Budget.” Kenny demonstrated how to conduct a video conference using a laptop, speakers, and a web camera. Video conferencing can involve as few as two people to multiple persons. It allows department heads to keep up with employees while out-of-town, family members in different states to connect, and judges to conduct bail hearings from defendants without them leaving the jail.

All a person needs to conduct a video conference is an internet connection. The only



Officers for 2011-12: Linda Baker, president; Connie Williams, vice president; Edith Nassar, secretary, and Faith Koppersmith, treasurer.

limitation is the network speed. Programs for video conferencing include Skype, Windows Live Messenger and People Messenger.

Can You Find Me Now?

If you have recently moved or changed your e-mail address, send your new contact information to membership@iaap-hq.org.

Make sure you stay connected.

Monthly meetings are held the last Tuesday of each month in the Blue Room, Ground Floor, of Mobile Government Plaza from noon to 1 p.m.

Happy 4th of July!



Plaza 205 Mobile Chapter Officers

President	Linda Baker	574-3333	lbaker@mobile-county.net
Vice President	Connie Williams	470-0321	connie.williams@bp.com
Secretary	Edith Nassar	574-5980	enassar@mobile-county.net
Treasurer	Faith Koppersmith	208-7012	koppersmithf@cityofmobile.org

Kenny's Komputer Korner

☐ Make sending a file through e-mail even easier You can send a file on your computer through e-mail by right-clicking the file, pointing to **Send To**, and then clicking **Mail Recipient**. Text is automatically added to the body of the message; however, you can delete the text and add your own text by clicking in the message body and pressing CTRL+A.

☐ Quickly add an attachment to a new message Locate the file, for example a .doc file in your My Documents folder, and then drag it to your Inbox. Outlook opens a new e-mail message with the file attached. You can also drag multiple files.

☐ Change the time interval of a reminder to give you more time to prepare On the **Tools** menu, click **Options**. Click **Preferences**, and then, under **Calendar**, you can choose a reminder to alert you from minutes to weeks ahead of time.

☐ Avoid meeting request responses If you're sending a meeting request to a large group and don't need or want responses, in the open new meeting request, on the **Actions** menu, click **Request Responses**. Specify your meeting information, and then send the meeting request.

Kenny Stewart is the network/technical services manager for the County

What's In It For Me Webinar Available

If you know someone who may be interested in IAAP but would like to know more before joining, they can now view a recorded version of the What's In It For Me? Why IAAP is Perfect for You webinar on the [IAAP website](#). Prospective members will discover what's in it for them and how IAAP can help them become career-minded administrative professionals.

Committee reports

Ways and Means

The Plaza 205 Mobile Chapter raised \$540 from a pizza sale on May 18 to benefit the Disaster Response Team, which helps the tornado victims in northern Alabama.

The committee chair person is searching for corporate sponsorships for the upcoming fiscal year.

Membership

The committee is working on recruitment of new members.

Birthdays

Happy Birthday!

Bridget Daniel July 22



CPS/CAP Certification Deadlines & Test Dates

Exam Dates

November 4-5, 2011

Application Deadline Dates

August 15, 2011

- The CPS and CAP exams are administered on the first consecutive Friday and Saturday every May and November.
- Part 4 of the CAP exam is administered on Friday afternoon.
- Parts 1-3 of the CPS and CAP exams are administered on Saturday.

Fall Forward

HOT TOPICS FOR TOMORROW'S WORKPLACE

**FALL CONFERENCE
SAN DIEGO 2011
OCTOBER 9-12**

Don't miss the final Fall Conference in beautiful San Diego. With the workplace changing at such a rapid pace, continuing education is essential.

You'll get that Oct. 9-12 at **Fall Forward: Hot Topics for Tomorrow's Workplace.**

Learn how to:

- Create attention grabbing design
- Use social media to advance your career
- Persuade/communicate to get what you want
- Understand and mitigate violence and harassment in the workplace
- Gain respect in the workplace

You can also sign up for an optional Sunday workshop from Annette Marquis of TRIAD Consulting. Learn the latest in Microsoft Office, Google apps and how to combine the two for expert proficiency.

Learn it all at **Hot Topics for Tomorrow's Workplace.** Early bird registration is now open. Visit the website for more information or to register.



iaap-hq.org/events/conferences/fall