



THE RECORD

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



Volume 2, Issue 1 January 2012

Shoals Chapter

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AL Division

<http://www.iaapalabama.org>

Message from Our President



A new year, wow! I'm still wondering where last year went. We had a very busy 2011 and things aren't going to slow down in 2012. I'd like to take just a moment to thank every one of you for the love and support you've shown during this 2011-2012 IAAP year.

Our plates are full and we all have a lot going on in our lives, but you still manage to stay involved and support our chapter meetings and events, because you believe. You believe and trust in the changes the Shoals Chapter is making to move forward to become an organization that area business professionals will feel honored to be associated.

I am reminded of a quote by Helen Keller:

When one door of happiness closes, another opens; but often we look so long at the closed door that we do not see the one which has been opened for us.

A person blind and deaf, but still she moved forward to become great. Take time to reflect on the past; it was good, but now look toward the future--it will be great!

We are well on our way to becoming a Chapter of Excellence with five of eight criteria now complete. We should all be very excited and proud of our accomplishments. We wouldn't be where we are without each of you doing your part in "Making the Leap to Remarkable"!

I also hope you are all tracking your completions for Member of Excellence. I would love to hear how you're doing. I will never forget a statement made by Sloan West during her testimonial at the Huntsville Chapter membership drive last year: "If you want to achieve something, you have to put forth the effort." It's true of everything we do, and in order to achieve you have to believe. I believe we are all members of excellence in a profession that is vital to the success of every organization.

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Scholarships Available

The Marsha Whitley Hargett Endowed Scholarship (UNA junior or senior) and the Odelle Sockwell Chapter Scholarship (Northwest Shoals student with at least 12 credit hours) will be awarded this spring for the fall 2013 semester. Criteria and applications will be available February 20, 2012. To request an application at that time, please contact Kelly Ford at kmford@una.edu or Kay Wammack at lwammack@una.edu.

Tastefully Simple Success

We offer many thanks to Cindy Wright for donating her sales profits to benefit the chapter's fundraising efforts. The chapter will receive \$155 from the December Tastefully Simple® open house sales. We appreciate everyone's support of the fundraiser!

Thanks to Deborah Hensley for opening her home and donating the host rewards as door prizes for the upcoming chapter seminar and membership drive.

Box Tops for Education

The Shoals Chapter is participating with Kilby Laboratory School in the IAAP/Avery "Box Tops Challenge," a community-based initiative providing chapters with a community service program that supports local schools. The incentive program also provides education grants (up to \$2,000) for the IAAP chapters collecting the largest and second largest number of Box Top coupons in support of the program. The program runs from July 1 to April 30 each year. All we have to do is select a participating K-8 school (Kilby) and begin clipping. We collect the coupons and submit them to the school's Box Tops coordinator, then report our year-end collection results to IAAP between May 1 and May 15.

There are currently ten major manufacturers providing coupons: General Mills, Avery, Kimberly-Clark, S.C. Johnson, Nestlé, Pactiv-Hefty, Land O'Lakes, Brita, Boise, and Hanes. Each Box Tops coupon carries a value of 10 cents. Schools may earn up to \$20,000 annually from this program.

Kelly Ford will be collecting your coupons at each meeting, so start clipping!

Thank you, Pam Osborn, for bringing this terrific program to our attention!!!!





Message from Our President, continued from page 1

I want to conclude with “**Ten Good Reasons to Attend a Chapter Function**” (taken from IAAP International Web site).

1. You are important to the chapter; your absence will be felt.
2. It's vital to support your teammates. You might need them to support your ventures in the future.
3. You never know when and where opportunity will be knocking.
4. Your presence is essential for relationship building.
5. Valuing IAAP activities is imperative for future growth.
6. We owe it to fellow members to participate.
7. Joining IAAP at the chapter level is a commitment to the group.
8. Get a full return on the investment.
9. There's always something new to learn and experience.
10. Voice your concerns and give suggestions before the chapter is committed to a course of action. Create, don't just critique.

Susie Bradford, President

Status for Shoals Chapter toward Chapter of Excellence

	Criteria	Date Completed
X	1 Annual meeting calendar with education or training topics to members/division by October 1	9/19/2011
X	2 Chapter submits budget and audit to members/division by December 31	9/9/2011
	3 Chapter holds one membership drive and submits completed evaluation form to division by June 1	
X	4 New Member Orientation and evaluation form submitted to division by June 25	9/19/2011
X	5 Business plan developed and submitted to members and division by April 30	8/18/2011
	6 Delegate or proxy to ADAM in the current IAAP year	
X	7 Delegate or proxy to EFAM in the current IAAP year	7/4/2011
	8 At least 7% of chapter members qualify for Member of Excellence by June 30	

Member of Excellence

Write an article (minimum 200 words) and have it published in your chapter's newsletter. This satisfies criterion #3. Submit your article to Veronica Allen, editor, at viallen@una.edu before March 22, 2012.

“Change is inevitable. Growth is optional.”--John C. Maxwell

Chapter Meetings

Shoals Chapter IAAP meetings are held on the second Thursday at the Florence-Lauderdale Public Library. Networking/light refreshments begin at 5:30 p.m. and educational speaker at 5:45 p.m. Recertification points are offered. Please invite other administrative professionals and enhance your know-how to be **REMARKABLE!**





Member Highlights -- 2011-2012 Committee Chairpersons

Joan Smith, CAP, Professional Development Committee -- Joan served as Shoals Chapter President from 2007-2008 and prior to that held previous positions on the board. She was instrumental in starting the CPS/CAP individual work study group on campus with University of North Alabama (UNA) President Cale donating study books for the group. Next, Joan worked with Catherine White, UNA Human Resources and Affirmative Action Director, and Lavonne Gatlin, Continuing Studies and Outreach Director, to be certified in testing and offering the CPS/CAP exams. Joan is currently serving as the Certification Program Director for the Alabama Division IAAP. Joan is administrative assistant in Department of Human Environmental Sciences at UNA. Joan is married to Ron and enjoys being a grandmother! Contact: jnsmith@una.edu

Joan arranges for educational speakers and recertification points for each monthly meeting.

Helen Barnett, Sunshine Committee - "Retired and loving it! I enjoy staying in contact with all my IAAP friends. As always, I share all job openings with those looking for work. IAAP has been very beneficial for staying up-to-date in the office administration profession. Articles in *OfficePro* magazine can benefit anyone who works in any line of work."

"Thanks for allowing me to be a partner in this wonderful organization." Contact: hcb@hiwaay.net

Helen sends thoughtful cards for birthdays, sympathy, and get-well wishes on behalf of the chapter.

Monica Marthaler, CAP-OM, Membership Committee -- Monica has served in chapter and division positions, which include division treasurer (2005-2006), chapter president (1995), Shoals Chapter PSI Secretary of the Year in 1992, and Shoals Chapter PSI Professional Development Award (1991). Monica initiated chartering of the chapters first student chapter at Northwest Shoals Community College in 2005. Monica has been a Shoals member since 1985 (3-year break while in sales position). Membership committee activities include recruitment and retention, corporate marketing, and membership data. She is administrative assistant for UNA Honors Program director. Monica is married to Bill and enjoys knitting. Contact: mmarthaler@una.edu

Veronica Allen, Communications Committee - Veronica became a member in 2002 and has served as president (2006-2007), treasurer (2003-2005), and actively on chapter and division committees. Communications duties include publicity of monthly chapter meetings via newspapers, e-mail, and AL Division Web site. She has also assumed the role of editor of the chapter newsletter. This committee also works with photography (Juliette Butler, CAP-OM), the sunshine (Helen Barnett), and Web site (under construction by Kelly Ford, CAP-OM, and Patricia Wood, CAP-OM). She works as administrative assistant for UNA housing and enjoys knitting, music, and bookstore ministry. Contact: viallen@una.edu

You're Invited to Board Meetings

Every Shoals Chapter IAAP member is invited and encouraged to attend the chapter board meetings. Chapter business is discussed at the board meetings. Your input is needed in discussions that determine the activities of your IAAP chapter. The board meets each month on the fourth Tuesday at 5:30 p.m. in Room 201, Guillot University Center, University of North Alabama. Meeting minutes and treasurer reports are available upon request; please contact the secretary, Deborah Hensley, CAP-OM, if you would like a copy.

Tuesday, January 24

Tuesday, February 21

Tuesday, March 20





Community Civic Project Continues

A special “thank you” goes to everyone who contributed to the Shoals Chapter’s Christmas project to support our local area’s families through Loaves and Fishes. Your generous contribution of 150 canned and boxed goods brightened the holidays for hungry families who struggle to put food on their tables. Mrs. Judith Keyser and her staff at Loaves and Fishes were simply ecstatic to receive your donations. This food ministry has a growing challenge since so many more families are now seeking assistance.

The needs continue after the Christmas season is over. In the months ahead, the Shoals Chapter IAAP will continue to donate canned goods and non-perishable boxed goods to Loaves and Fishes.

Whatever you can do will be greatly appreciated. Your contributions will be collected by Veronica Allen at each monthly meeting, and she will then deliver to Loaves and Fishes.

Thank you for caring and sharing!

Shoals Chapter Cookbooks & IAAP bags are available

“Savor The Flavor of The Shoals” – a collection of recipes by Shoals Chapter IAAP members
\$10.00 per book IAAP bag \$8.00

To order: please send your name, mailing address, check or money order to:

IAAP Shoals Chapter
P. O. Box 305
Florence, AL 35631



Top far left:
Networking at October meeting. Helen Barnett, Beth Dickerson, Odelle Sockwell & visitor.



Enjoying Christmas Social: (top center to lower right) Amy Swinford & Susan Freeman; Susie Bradford, Helen Barnett & Odelle Sockwell. Kay Wammack & Cindy Wright. Veronica Allen. Patricia Wood & Kelly Ford.



Stephanie Montgomery (l) presented October’s “Communicating Like A Pro.” Susie Bradford, president, gives chapter’s appreciation.

"If you want to alter your brain chemistry, you don't have to take expensive drugs; you can just smile." —Dr. Dale Anderson





HAPPY BIRTHDAY!!!

January

- 17 Gayla Gist
- 24 Tywana McClinton

February

- 14 Patricia Wood, CAP-OM
- 15 Deborah Hensley, CAP-OM

April

- 1 Kelly Ford, CAP-OM
- Charlotte Justice, CAP

10 Buzzwords to drop off your LinkedIn profile now

Here are the year 2011's most overused professional buzzwords, culled from the profiles of LinkedIn's 135 million members. As one might expect, they're terms that sound awfully nice but say almost nothing specific about a person. They're the type of terms that are roughly the equivalent of listing "showing up to work" in your skills section.

10. Dynamic
9. Communication skills
8. Problem solving
7. Innovative
6. Motivated
5. Track record
4. Extensive experience
3. Effective
2. Organizational
1. Creative

As LinkedIn's connection director put it in a release, "Use language that illustrates your unique professional accomplishments and experiences. Give concrete examples of results you've achieved whenever possible and reference attributes that are specific to you." And please, never use the word *synergy* without your tongue firmly pressed into your cheek.

Read more:

<http://newsfeed.time.com/2011/12/13/ten-buzzwords-to-take-off-your-linkedin-profile-now/#ixzziiGX9oWo4>

Mark Your Calendar!

Shoals Chapter IAAP Annual Educational Forum Friday, April 27, 2012

"Put a Little Disney Magic in your Organization"
Featured Keynote Speaker, Pete Blank

A 13-year Disney veteran and dynamic leadership trainer!
More details to come!

Administrative Professionals Week Event



2012 IAAP Important Dates

- | | |
|-------------|--|
| January 31 | R&E EFAM Scholarship application deadline |
| February 15 | May 2012 certification exam application deadline |
| March 4-7 | Spring Conference, Las Vegas NV |
| March 24 | AL Division Spring Conference
Tuskegee University Campus |
| April 22-28 | Administrative Professional Week |
| April 27 | Shoals Chapter Annual Educational Forum |
| May 5 | CAP and OM exams |
| June 22-24 | 60 th AL Division Annual Meeting (ADAM)
Birmingham, AL |
| July 22-26 | EFAM
Gaylord Texan Resort; Grapevine, Texas |

