

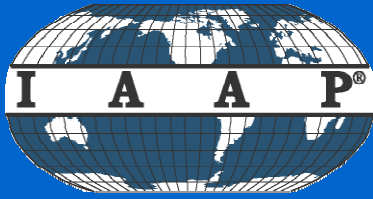


Prince George's Chapter

Administrative Prose

Special Edition - February

Volume 1, Number 5



International Association of
Administrative Professionals®

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Meetings are held the 2nd Tuesday of each month at Local 26 Conference Center
4601 Presidents Dr., Ste 255
Lanham MD 20706
6:00 pm - Networking and Light Refreshments
6:30 pm – 8 pm Meeting

www.princegeorgeschapter-iaap.org

Upcoming Events

Mission Statement Needs Approval by Chapter

First Meeting of Strategic Planning Committee Successful

On Saturday, January 26, 2008 nine members of our Chapter met to discuss the future of our organization. After some discussion the committee agreed to the following Mission Statement:

"The IAAP Prince George's Chapter's mission is to be the acknowledged leader of administrative professionals and to enhance their individual and collective value, image, competence and influence in Prince George's county and its environs."

Your Approval is needed

You, as a Chapter member, have the right to vote on this proposal. It will be presented formally at the February Chapter Meeting on Wednesday, February 13, 2008. This change in meeting day was announced in August 2007.

S.W.O.T. Analysis

Another item on the meeting agenda was to look at our Strengths, Weaknesses, Opportunities and Threats. Strengths and Weaknesses are generally internal attributes or characteristics of an organization. Opportunities and Threats are deemed external.

During this honest and time consuming process we found that we have more strengths than weaknesses and that opportunities and threats were about even. Page two of this newsletter lists the items under each heading.

Committee members agreed to table the discussion on long term objectives for the next meeting in favor of presenting the work accomplished in the first meeting to our fellow Chapter members. The committee hopes that any members who may have had a conflict with the January date are available for the next meeting. All Chapter members are welcome.

Next Meeting Date Set

The next meeting is scheduled for Saturday, February 23 at 10:30 am at the same location as the Chapter meeting. An agenda will be emailed prior to the meeting. Please email [Cathy Spencer](mailto:Cathy.Spencer) if you are interested in attending. Lunch will be served.

January's Committee Members

Crystal D. Murphy, Cynthia M. Dillon CAP, Becky Foster, Mary Lee Seaman CPS, Sharon Dawes CPS/CAP, Gwen Cooks CPS, James Clay, Yolanda

*Thursday, February 7 –
Certification Study Group
Begins*

*Wednesday, February 13 –
Chapter/Program Meeting*

*February 15 – Deadline for
CPS/CAP Application for May
Exams*

*March 1 – Spring Education
Conference & Open Division
Board Meeting*

*March 8 – IAAP Members work
at MPT 3 – 11 pm*

*March 23 – Executive
Breakfast*

*March 29 – Spring Fling
sponsored by DE-MD-DC
Division's Community Service
Committee*

President

Crystal D. Murphy

Vice President

Catherine M. Spencer CAP

Secretary

Cynthia M. Dillon CAP

Treasurer

Rebecca Foster

APW and Educational
Programs Chair

Yolande Campbell

Certification Chair

Sharon Dawes CPS/CAP

Community Service Chair

Samantha Cannon

Campbell and Cathy Spencer CAP attended.

SWOT

Strengths

Strong Membership ♦ Enthusiasm ♦ Diversity ♦ Longevity (Chapter) ♦ Interest in Certification ♦ Study Group ♦ Retention (Individual) ♦ Honesty ♦ Camaraderie ♦ Consistent Leadership ♦ Strong Programs ♦ Community Service ♦ Strong Representation at Division and International Events ♦ Support of Sister Chapters ♦ Chapter Awards ♦ Division Participation ♦ Hospitality

Weaknesses

Level of Participation ♦ Level of Enthusiasm ♦ Level of Retention ♦ Marketing Chapter and Chapter Events ♦ Recertification Points ♦ Finance ♦ Location ♦ Conflict in Scheduling ♦ Availability ♦ Dedicated Few ♦ Leadership Development (Mentoring) ♦ Email Etiquette ♦ International Involvement

Opportunities

Division and other Chapter Events ♦ Location, Location, Location ♦ Broad Base for Membership ♦ New Interest in Certification ♦ Division Member-at-Large (DMAL) and Associate Member-at-Large (AMAL) ♦ Networking ♦ Area Colleges and Universities ♦ Associate Members in the Area ♦ Mentorship

Threats

Conflict of Events ♦ Economy ♦ Lack of Employer Support ♦ Upheaval at International Board ♦ Competition

Tentative Agenda for Next Meeting

Meeting Date is Saturday, February 23, 2008

1. Welcome
2. Review of SWOT Analysis
3. Current Benchmarks
 - a. Percentage attending Chapter Meetings
 - b. Percentage involved in Committees
 - c. Percentage certified CPS and CAP
 - d. Percentage involved in Chapter Study Group
 - e. Percentage attending 2007-2008 Division Events
 - f. Percentage attending 2007-2008 International Events
 - g. Percentage supporting other Chapters
4. Determine Long Term Objectives for
 - a. Weaknesses
 - b. Opportunities (if time allows)

Hospitality Chair
Patricia Johnson

Membership Chair
Gwen Cooks CPS

Newsletter Chair
Cathy Spencer CAP

Nominations Chair
Mary D. Gibson

Retirement Trust Fund
Chair
Mary Lee Seaman CPS

Ways & Means Chair
Becky Foster

IAAP Websites

Headquarters
DE-MD-DC Division
Prince George's Chapter

Tentative Agenda for Next Meeting (con't.)

- c. Threats (if time allows)
5. Lunch
6. What's next?
7. Next Meeting Date

Let's Thank our Employers for Their Support

Does your executive support your involvement in Prince George's Chapter and IAAP?

Do you wish your boss would do this for you?

Do you want to acknowledge the support your employer has given you in the past?

If you answered yes to any of these questions, then bring your executive to the 2008 Executive Breakfast to be held on Wednesday, March 26 at Marriott Greenbelt on Ivy Lane in Greenbelt, MD. This special event will begin at 8:30 am.

Our guest speaker is Barbara J. (BJ) Parrish, Ambassador & Membership Committee Chair of Capital Chapter. Ms. Parrish will give a short presentation about IAAP and what it means to administrative professionals and their employers in today's society and economy.

This is part one of a two part plan. If you were at the planning meeting last summer you may remember that it was intentional to have the Executive Breakfast prior to the April IMPACT (recruitment) meeting. We want our employers to see us excited about our chapter so that they in turn will see the value of having you and other administrative professionals who are not yet members join IAAP in general and Prince George's Chapter in particular.

Part two of the plan is to go back to our employers a couple of days after the breakfast and ask them if they want anyone in particular to be your guest at the IMPACT meeting. The IMPACT meeting is on April 8, 2008.

Our employers will have a strong and lasting impression if we present ourselves as the professionals that we are; a diverse chapter that enjoys each other's company while promoting the values and vision of IAAP.

Watch your emails for more information and a registration form.

Editor's Note

The January/February edition of *Administrative Prose* did not include Lisa Wheeler's CPS designation after her name in the section about IAAP Anniversaries.

The correct date for the DE-MD-DC Division's Community Service Committee's Spring Fling is March 29, 2008. This was erroneously reported to be held on March 1, 2008.

Both errors are deeply regretted.