



Administrative Prose



February 2010

Volume 1, Number 14

In This Issue

- President's Pen
- Certification Congratulations
- Help Wanted
- Membership Notes
- Birthday Wishes
- Division Annual Meeting
- Pictures from Holiday Party
- New Division Fundraiser
- April Chapter Program
- Vitamin CH
- Mark Your Calendars

Meetings are held the 2nd Tuesday of each month at Greenbelt Marriott
6400 Ivy Lane
Greenbelt MD 20770

6:00 pm - Networking and Light Refreshments

6:30 pm – 8 pm Meeting

www.iaap-princegeorgeschapter.org

Chapter No.: 436380

President's Pen

By Patricia R. Johnson

BOOM BOOM POW

What an exciting kick off to a great year of going above & beyond anything we could have ever imagined. Our KSA program, listed in the Washington Post brought several prospective members and lots of interest. It was great to have various consultants and lawyers drawn to our program meeting for information and networking. It shows that today's career-minded administrative professionals are very knowledgeable in a variety of areas and in touch with information needed to progress in a variety of interests.

Our leadership continues to work hard to make the current term a great success, even while juggling many responsibilities between work and home. We all appreciate the support of the Prince George's Chapter, IAAP members and friends.

I have begun to consider the upcoming months "IAAP crunch time," because of all of the excitement centered on a variety of upcoming events. Some of our great program meeting topics includes Dr. Cynthia Parker-Boden who will give a presentation on the Essentials for Effectively Marketing You, our 3rd Annual Executive Breakfast, and our Administrative Professionals Day/Week observation on our April 13 meeting night, Taking Off the Limits with author Joyce Dungee Proctor. The Prince George's Chapter, IAAP is buzzing with enthusiasm so stay tuned in with our quarterly newsletters and frequent visits to our website.



Certification Congratulations

Submitted by Sharon Dawes CPS/CAP, Certification Committee Chair

Please join me and the Board of Directors in congratulating new member Yolanda L. Christian CAP and Chapter Secretary Lynette M. Queen CPS/CAP for receiving their CAP designations. Both of them received their CAP ratings from the November 2009 testing.

The deadline to take the May 2010 CPS & CAP exams is quickly approaching. The application and fee must be submitted to HQ by February 15, 2010. Note that February 15, 2010 is President's Day and the United States Postal Service is closed in observance of the holiday.

Upcoming Events

Tuesday, February 2 – Board of Directors Meeting

Tuesday, February 9 – Membership Drive Meeting with Susi Benson CAP, Division Vice President, Greenbelt, MD

Monday, February 15 – Deadline for Applications for May CPS/CAP Exams

Saturday, February 27 – Division Fundraiser – IAAP Craft Showcase, Columbia, MD

Tuesday, March 2 – Board of Directors Meeting

Monday, March 8 thru Wednesday, March 10 – IAAP Spring Education Conference, Reno, NV

Tuesday, March 9 – Chapter & Program Meeting, Professional Presence and Communication, Greenbelt, MD

Annual Executive Breakfast, March 24, 2010 at 9 am with speaker Sandy Ratke CPS/CAP, Division President, Greenbelt, MD

Board of Directors

President

Patricia R. Johnson

Vice President

Cynthia M. Dillon CAP

Secretary

Lynnette Queen CPS/CAP

Treasurer

Judith Falk CPS/CAP

Help Wanted: New Leaders to Step Up and Take Charge

Submitted by Tami Maull, Nominations Chair

The 2009/2010 Nominating Committee would love to talk with you about the opportunities of becoming a chapter officer. We will be contacting every chapter member during January/February 2010. Please contact any one of us to discuss further.

Tamara Maull, Chair
Samantha Cannon
Eric Figueroa
Beth Pettit CPS

tmaull@wsscwater.com
scannon@wsscwater.com
Eric.Figueroa@ngc.com
bethpettit@yahoo.com

Graciously shared by the Evansville Chapter here's how you'll benefit personally by taking a leadership role in the chapter:

1. Meet new people – both inside IAAP and outside the association
2. Learn from the pros.
3. Gain self-confidence.
4. Get recognition from your peers for your accomplishments.
5. Learn to measure and take acceptable risks.
6. Stretch your limits.
7. Learn how to sell your ideas to others.
8. Take stock of your interests and do something just for fun.
9. Master the art of working as a part of the team.
10. Discover the secret of getting people to work with you.
11. Find out how to motivate others (including your spouse and children)
12. Improve your public speaking skills.
13. Travel to places you've never seen before.
14. Experience new things you've never done.
15. Unleash your creativity.
16. Gain respect
17. Show your children you're into learning.
18. Open doors to new opportunities.
19. Expand the circle of friends you can count on.
20. Interact with people who are in the same stage (life/career) as you.
21. Be a mentor (or a good role model) for others less experienced than you.
22. Give back what you got from your association with IAAP.
23. Feel good about doing something for others.
24. Learn fair play; take your turn.

There's much to gain by taking on a leadership role in IAAP. Volunteer to be a Prince George's Chapter officer!

The Prince George's Chapter needs you!

Here's how you'll benefit professionally...

1. Get specialized training that you can use at work
2. Gain skills you can apply immediately in your workplace.
3. Build skills that will get you noticed by management.
4. Let your employers know they are getting a return on their investment.
5. Lose your tunnel vision and learn how an organization is run from the top.
6. Create a skills portfolio to document your proven abilities.
7. Learn from leaders who work in other companies and see how they do it.
8. Develop a professional network outside your company.
9. Get access to the movers and shakers in your community.
10. Stay on the cutting edge of issues, trends, and techniques.
11. Experiment with new career directions by volunteering in IAAP.
12. Take advantage of inexpensive, quality training.
13. See professional role models in action; work beside them.
14. Get recognition outside your company.
15. Develop your full potential; don't let others decide how far you can go.
16. Have access to excellent resource materials.

IAAP Websites

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

Committee Chairs

APW/Education & Program
Patricia Johnson

Bylaws, Standing Rules & Procedures

Yolande Campbell

Certification

Sharon Dawes CPS/CAP

Membership

Cynthia M. Dillon CAP

Newsletter

Cathy Spencer CAP

Publicity/Community Service

Lynette Queen CPS/CAP

Retirement Trust Foundation

Joyce McPherson CPS

Social

Nanette Betts

Sunshine

Lisa Wheeler CPS/CAP

Ways & Means

Joyce McPherson CPS

17. Continue your education without having to return to college.
18. Meet fascinating colleagues, executives, educators, respected authors, corporate trainers, and a host of other professionals who will inspire you.

Membership Notes

Submitted by Cynthia M. Dillon CAP, Membership Chair

Please join me in welcoming newest professional members - Jessie A. Poullard, Patricia Palmer and Deborah Cole to the Prince George's Chapter.

Kudos on our last meeting held in January: KSA's – Your Federal Job Search. It was a huge success. The speaker was very knowledgeable and held the attention of the group. Having the meeting advertised in the Washington Post made it a huge hit. My head was spinning when attendants stated they read it in the Washington Post, even more impressive when one stated that her husband saw it in the Post that very morning and thought she should attend. Congratulations Patricia Johnson, Prince George's Chapter President for putting together an educational and well attended program.

Happy Birthday Wishes

Submitted by Lisa Wheeler CPS/CAP, Sunshine Committee Chair

January

Nanette Banks
Shadé Barnes
Marilyn Pounds
Reina Redwine
Michael Williams

February

Nanette Betts
Damion Foster
Sarah Swann

The Sunshine Committee would like to recognize your birthday. If you haven't done so already, please submit the month and date of your birthday to the Chapter Secretary Lynette Queen CPS/CAP who is responsible for updating the official roster. Lynette's email is LynetteMQ@aol.com.

The Sunshine Committee also includes members Judy Falk CPS/CAP and Tamaura Maull.



Tap into the Leader in You at Annual Division Meeting

Save the dates – May 14 – 16, 2010!

Greater Baltimore Chapter is hosting the DE-MD-DC Division Annual

Meeting in Hunt Valley, Maryland at the Baltimore Marriott Hunt Valley Inn. Registration packets are available on the Division [website](#). For hotel reservations call (800) 228-9290. Mention group "IAAP" to get the discounted room rates.

If you are unable to access the internet, call Patti Ernst at (410) 204-7240 to have one mailed to you. Hope to see you there!

Pictures from Chapter Holiday Party at Rips



Pictured from left to right are Nancy Mosely, Judy Falk CPS/CAP, Mary Lee Seaman CPS, Patricia Palmer, Cynthia Dillon CAP, Cathy Spencer CAP, Lynnette Queen CPS/CAP, Michelle Jefferson

The only thing bad about a holiday is it is followed by a non-holiday.

-Anonymous

Pictured from left to right are Joyce McPherson CPS, Cathy Spencer CAP, and Tami Mauli



Photos taken by Patricia Johnson

New Division Fundraiser
IAAP Crafting Showcase
Come out and support your
Division
See you there!

IAAP DE-MD-DC DIVISION CRAFTING EVENT

Saturday, February 27, 2010
10 AM to 4 PM
Admission:
\$30 per person-IAAP Member
\$35 per person-Non-Member

Sheraton Columbia Hotel
10207 Wincopin Circle
Columbia, MD 21044

For further information, please contact:
Linda Semmel
Wye Oak Chapter IAAP
Linda.Semmel@jhvap1.edu
240-228-9575

RSVP/POSTMARK BY FRIDAY, FEBRUARY 12, 2010
(no refunds after February 12, 2010)

THE PRINCE GEORGE'S CHAPTER, IAAP
ADMINISTRATIVE PROFESSIONALS DAY/WEEK SPECIAL PROGRAMS
PRESENTS...

TAKE THE LIMITS OFF:TM

Nine Ways to Stop Talking and Start Doing



JOYCE DUNGEE PROCTOR

OUR DYNAMIC PROFESSIONAL SPEAKER IS
A CONSULTANT AND PUBLISHED AUTHOR

Who would you become if
dared to live your dreams?

...paralyze us from taking
even a small step toward
our destiny...

WHO WOULD YOU BECOME IF YOU DARED TO LIVE YOUR DREAMS?

THINK ABOUT IT. WE CREATE BARRIERS
THAT PARALYZE US FROM TAKING EVEN
A SMALL STEP TOWARD OUR DESTINY.
THIS INTERACTIVE SEMINAR WILL
INSPIRE YOU TO PURSUE YOUR DREAM -
STARTING TODAY - NOT WHEN YOU
MAKE MORE MONEY, LEAVE YOUR JOB,
GET YOUR DEGREE, OR SEND THE KIDS
TO COLLEGE - RIGHT HERE, RIGHT
NOW!

HIGHLIGHTS

- TRANSFORM YOUR DREAMS INTO AN ACTION PLAN - KNOW WHERE TO START TODAY!
- IDENTIFY YOUR STRENGTHS AND WEAKNESS
- MANAGE THE FOUR TYPES OF SEEDS IN YOUR LIFE
- UNDERSTAND THE VALUE OF MENTORS - AND HOW TO CHOOSE ONE AND INITIATE THE RELATIONSHIP
- CREATE YOUR DREAM TEAM - YOU HAVE RESOURCES AND RELATIONSHIPS TO MAKE IT HAPPEN!

TUESDAY, APRIL 13, 2010

6:00 - 8:00 P.M.

GREENBELT MARRIOTT

6400 IVY LANE, GREENBELT, MARYLAND

\$25/PERSON, FEE INCLUDES PROGRAM AND LIGHT DINNER

TO RSVP SEND PAYMENT TO: JUDY FALK CPS/CAP, 7602 BARKWOOD COURT, BELTSVILLE, MARYLAND 20705
ALL PAYMENTS MUST BE POSTMARKED BY APRIL 7

PROGRAM MADE POSSIBLE BY:



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Vitamin CH is Good with Almost Anything

Friendship is like vitamins,
we supplement each
other's minimum daily
requirements.

Source unknown

Have you heard of this new vitamin? Most people enjoy the taste or if it is coated on raisins or nuts or even cakes are made with it. Cake? Yes, cake.

Actually the substance isn't new – it's just a new name for chocolate. And speaking of chocolate the Ways & Means committee has Terri Lynn nuts and candies remaining from the fall/holiday fundraiser. Walnuts, Trail Mix, Gummy Bears, Almonds, Mints, Chocolate Raisins & Malted Milk Balls. Please contact [Joyce McPherson CPS](#) to place your order. All outstanding monies are due to Joyce by February 26, 2010.



Mark Your Calendars

February

Tuesday, February 2 – Board of Directors Meeting

Tuesday, February 9 – Chapter Meeting & Membership Drive (formerly known as IMPACT).

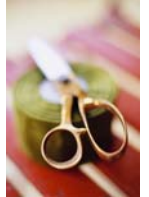
Sunday, February 14 – Valentine's Day

Monday, February 15 – Deadline for CPS/CAP Application & Fee to Headquarters; Presidents' Day Observed; No Mail Delivery

Wednesday, February 17 – Ash Wednesday

Friday, February 26 – Monies due for Terri Lynn Nuts & Candies

Saturday, February 27 – DE-MD-DC Division IAAP Fundraiser – Crafting Showcase



March

Tuesday, March 2 – Board of Directors Meeting

Monday, March 8 – Wednesday, March 10 – IAAP Spring Education Conference

Tuesday, March 9 – Program & Chapter Meeting

Sunday, March 14 – Daylight Saving Time Begins

Wednesday, March 17 – St. Patrick's Day

Sunday, March 28 – Palm Sunday

Tuesday, March 30 – First Day of Passover



April

Thursday, April 1 – April Fool's Day

Friday, April 2 – Good Friday

Sunday, April 4 – Easter

Tuesday, April 6 – Board of Directors Meeting

Tuesday, April 13 – Program & Chapter Meeting

Wednesday, April 21 – Administrative Professional's Day



CELEBRATE