

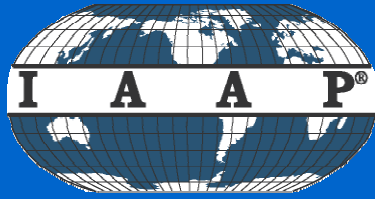


Prince George's Chapter

Administrative Prose

July/August

Volume 1, Number 1



International Association of
Administrative Professionals®

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IAAP Websites

Headquarters

DE-MD-DC Division

Prince George's Chapter

Upcoming Events

Leadership Development
Division President Graham invites leaders to training

International Convention
Are you going to Tampa in July?

Was it the Luau?

Was it the door prizes? Was it the training? Whatever it was that captivated the attendees of the Annual Meeting of the DE-MD-DC Division hosted by the Capital Chapter it was a huge success. Division members were invited to Capitalize in our Potential and Invest in our Future. By attending we invested in our future as individuals, chapters and as a division. By the time of the banquet Saturday evening a total of 180 members and guests participated in the events of this exciting weekend.

Our Chapter was well represented with 20 members in attendance plus two guests. Over the course of our time together we got to know each other better, enjoyed good food, acknowledged the hard work of individuals and chapters who excelled in several categories and said goodbye to outgoing President Susan Mongan.

At the banquet Saturday evening we met our Division Board for the 2007-2008 Year:

- President – Regina Graham (Capital Chapter)
- President-Elect – Wendy Reid (Montgomery Chapter)
- Vice-President – Diana Worley (District of Columbia Chapter)
- Secretary – Sandy Ratke (Prince George's Chapter)
- Treasurer - Shirley Lucas (Harford Chapter)

Leading the Way to Excellence

On Sunday morning after the poignant Omega Ceremony, drawing the names of winners for the Chapter fundraisers, general announcements and saying goodbye, President Graham led the Division Leadership Transition Meeting.

Several documents were distributed that included everything from the 2007-2008 Budget, Calendar of Events, On-Line Registration Tools to Awards, Associate Membership, and International Events.

President Graham introduced her team of Committees to the Chapter leaders. Although all of the chapters have at least one representative on the team our chapter has four:

- Yolande Campbell – Bylaws and Standing Rules/Parliamentary Advisor
- Sharon Dawes, CPS/CAP – Certification
- Cynthia Dillon, CAP – Web Mistress

Upcoming Events (con't)

Division Membership
Strategic Planning
*August 11 at Harford
Community College*

Death by Chocolate
*Our Chapter's Annual Murder
Mystery Fundraiser is October
13, 2007*

Contact Us

www.princegeorgeschapter-iaap.org

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

Hospitality Chair

Patricia Johnson

Membership Chair

Gwen Cooks CPS

- Raven Simpson – Historian

Congratulations Ladies. We know you will do a great job.

DE-MD-DC Division Goals

- Improve membership retention rate;
- Have at least 10% net increase in membership growth;
- Establish and implement a successful "Membership Retention & Growth" program;
- Utilizing the Division's newsletter and website as communication tools;
- Improve communications between the Division Board and Chapters;
- Organize an Associate Member Advisory Council that will work to improve our relationships with Associate Members;
- Establish and implement a sponsorship program that will allow more visibility with Associate Members;
- Strengthen Student Chapter Programs;
- Charter at least one Professional and one Student Chapter in both states as well as the District; and
- Hold a Certification Conference and Student Conference in addition to the semi-annual Education Conferences.

It is obvious that President Graham has given a lot of thought to strengthening the Chapters within the Division. As a chapter and division member how can you not be energized and excited when you know the thought and preparation that went into these goals. And now it is up to us to help our division achieve these goals.

Chapter Officers Installed



President – Crystal D. Murphy (pictured left)

Vice President – Catherine (Cathy) Spencer CAP

Secretary – Cynthia Dillon CAP

Treasurer – Rebecca (Becky) Foster

On Tuesday, June 12, 2007 elected members for the 2007-2008 year were installed as Chapter Officers. Division President Regina Graham presided over the installation ceremony. President Murphy presented plaques and certificates to her 2006-2007 Board for their hard work. Chair persons received Certificates of Appreciation.

Contact Us (con't)

Newsletter Chair

Cathy Spencer

Nominations Chair

Mary D. Gibson

Retirement Trust Fund
Chair

Mary Lee Seaman CPS

Ways & Means Chair

Becky Foster

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

The Quest for Imperfection

by Dr. John C. Maxwell

We are imperfect people leading imperfect lives in an imperfect world.

We see evidence of this imperfection everyday in the mirror: whether it's a receding hairline, wrinkles on our face, or the five pounds we've wanted to lose.



We are reminded of this imperfection periodically on the roadways: we get a flat tire, our car breaks down, or we are rear-ended.

We are taught this imperfection occasionally by nature: a tsunami wrecks a village, a tornado tears apart a town, or a hurricane decimates a city.

Even though we experience imperfection and accept it all around us, we still fall victim to our own perfectionist streaks from time to time.

In her column for Yahoo! Finance, Penelope Trunk spots the dangers of perfectionism and advises readers to break the perfection habit.

The Debilitating Drawbacks of Perfectionism

A Hypercritical Attitude

Perfectionists suffer from an almost neurotic adherence to absurdly high standards. They agonize over the simplest of details, and they are intolerant with the slightest of errors.

Even worse, perfectionists may impose their exacting standards on others. For persons reporting to a perfectionist, the inability to match their manager's lofty expectations can be intensely frustrating. Sensing their work will be judged as too slow or too sloppy (no matter much effort they put in), workers may be tempted to quit trying.

Paralysis by Analysis

Perfectionists may freeze up in the face of a project because they refuse to start until they see a chance of attaining perfection. Endlessly deliberating, they neglect action. By over-thinking, they rob themselves of initiative, and they may begin procrastinating.

Fear of Failure

Perfectionists have an irrational fear of failing. Instead of taking healthy risks, perfectionists focus all of their energy on maintaining a veneer of flawless performance. They are apt to squander time minimizing or hiding imperfections rather than capitalizing on their strengths.

Insights on Attaining Imperfection

Discern between Essentials and Non-essentials

A typo on the front page headline of the New York Times—essential. A typo on the agenda of an internal team meeting—non-essential. For those with the perfectionist bent, a healthy balance comes by recognizing which tasks require top-notch excellence and which tasks simply need to be completed adequately.

Cut Yourself (and Others) Some Slack

Mistakes are a natural part of life. Try as hard as we'd like, we still fail from time to time. Practice doesn't make perfect. Practice gives us an outlet for mistakes, and mistakes teach us how to be better.

Embrace Uncertainty

Perfectionists are prone to delay decisions until every last piece of information has been gathered and scrutinized. For those paralyzed by perfectionism, progress comes by making room for uncertainty. Decisions will always be accompanied by a degree of the unknown, and, as such, it is vitally important for a leader to be comfortable taking action.

Perfection is a destination no one will ever reach. Excellence is a journey open to all. Strive to do your best, and realize the reality of imperfection.

To peruse the full text of Penelope Trunk's article "Breaking the Perfection Habit," visit Yahoo Finance! online:

<http://finance.yahoo.com/expert/article/careerist/30301>

This article is used by permission from Dr. John C. Maxwell's free monthly e-newsletter 'Leadership Wired' available at www.injoy.com.

Division Board Contact

Ms. Shirley Lucas, Division Treasurer, is our Division contact. Include her on any email concerning Chapter business. Her contact information will be given to Committee Chairs at the next Chapter Meeting on Tuesday, July 10, 2007.

Mark Your Calendars

July 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Enjoy a Safe Holiday 	5	6	7
8	9	10 6 pm Chapter Mtg 7:30 pm W&M Comm Mtg	11	12	13	14 Division Training
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29 Int'l Convention, Tampa FL	30 East Meets West Wine & Cheese	31	Aug 1 →			

August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11 Strategic Planning Session
12	13	14 Chapter Meeting	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Quotes

We choose our joys and sorrows long before we experience them.
~ Kahlil Gibran

Everything can be taken from a man but one thing: the last of the human freedoms -- to choose one's attitude in any given set of circumstances, to choose one's own way.
~ Viktor Frankl

Happy Birthday to You

July

Sharon Dawes CPS/CAP
Samantha Cannon
Nancy Compton CPS
Anita Cunningham
Mary D. Gibson
Cynthia Dillon CAP
Cathy Spencer CAP

August

Becky Foster
Brenda L. Justin
Shirley Martin-Thomas
Roxanne Muller
Crystal Murphy
Sharon Richards
Mo Turner

IAAP Anniversaries

July

Gwen Cooks CPS
Becky Foster

August

Lucille Richardson

"Country Roads Take Me Home"



Do you remember this song that John Denver sang? If you take a look at our Chapter's website this song may come to mind. Of course, the road on the website will take Prince George's Chapter Members to Excellence. Web Mistress Cynthia Dillon CAP has done an outstanding

job of incorporating this year's theme with eye-catching graphics. Check out the ease of navigation at <http://www.princegeorgeschapter-iaap.org>.

Safety on the Highways this Summer

Remember these tips if you are traveling by car for extended vacations or day trips:

- Make sure your radiator is working properly and is filled with fluid.
- Tires that are properly inflated help save on gasoline.
- If you are driving for a long period of time, remember get plenty of rest prior to getting behind the wheel.
- Driving during the morning and evening hours will help your car stay cooler than driving during the middle of the day.
- Remember to wear your seatbelt – it's the law in most states – is it worth the cost of a ticket or worse, serious injuries or even death.
- Drive the speed limit.