



# Administrative Prose

July/August 2009

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Meetings are held the 2<sup>nd</sup> 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](http://www.iaap-princegeorgeschapter.org)

Chapter No.: 436380

## President's Pen

By Patricia R. Johnson



*What a great time to be a member* of the International Association of Administrative Professionals by way of the *Prince George's Chapter!*

Get ready for a wonderful year. Exciting things are going to happen and you don't want to miss a beat! We're shaping up so that we can leap far above and beyond anything we can ever imagine.

We've already been hard at work on some of our goals of transparency and communication. We held a successful planning meeting on June 23 at the Silver Moon Café where the Board of Directors and members was invited to share in the planning stages of our current year. We voted and adopted to move our chapter program meetings to the Greenbelt Marriott on Ivy Lane. The cost of the dinner meetings will be \$12 which will go directly toward the cost of the dinner provided. We are looking forward to our first program meeting on September 8<sup>th</sup>.

Prince George's Chapter will hold its next open board meeting on Tuesday September 1<sup>st</sup> at WSSC in Laurel, Maryland. Committee chairs will report out on their activities, plans, and we will focus on the business of running a successful chapter. If you have space at your office, and are willing to host a future board meeting, please let a member of the board know.

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I believe in each of us and I know that we are all resilient in the face of change and challenge. I want each of us to press forward in attending meetings and chapter activities. I challenge you to serve on a committee or lead initiatives. I challenge you to give your best, take part, and make a contribution that will inspire a domino effect. I want you to rise above and beyond anything you have ever done in every aspect of your life, and I want it to start with your partnership with the Prince George's Chapter, IAAP.

We know the economic situation of our employers and businesses around the globe. There are cut backs, layoffs, and not much relief for some. This is especially true for administrative professionals. We are once again being asked to pick up the slack. We have to make do with what we have and press forward. Yes, everywhere we turn administrative professionals are being asked to go above and beyond the call of duty. Today is no different.

## Upcoming Events

*Sunday, July 26 – Wednesday, July 29 – Education Forum and Annual Meeting (EFAM), Minneapolis, MN*

*Tuesday, August 4 – Board Meeting, Location TBD*

*Saturday, August 8 – Annual Division Leadership Training, Lanham, MD*

*Tuesday, August 11 – Chapter Social Event, Lucky Strike Bowling, Washington, DC*

*Tuesday, September 1 – Board Meeting, WSSC, Laurel, MD*

*Tuesday, September 8 – Chapter Meeting, Myers-Briggs, Greenbelt, MD*

*Saturday, September 26 – Division Fall Education Conference & Open Board Meeting*

President

Patricia R. Johnson

Vice President

Cynthia M. Dillon CAP

Secretary

Samantha Cannon

Treasurer

Judith Falk CPS/CAP

Members are the foundation of our chapter. The Prince George's Chapter is working hard to incorporate dissemination efforts to grow membership, along with retention, reinstatement, and new members. Please join us with your power of commitment to make your membership pay off for you and for our chapter. Together there is nothing we cannot accomplish. The chapter calendar is up on the website. Please remember to check in for updates and to contact your board of directors with questions, suggestions, feedback, and let them know in what ways you are able to help their efforts.

Have a wonderful and safe summer, and I hope to see you at the DE-MD-DC Leadership Training Camp on August 8 and our first chapter social event on August 11 at Lucky Strike Bowling – Gallery Place.

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## Hosting DE-MD-DC Annual Division Leadership Training Camp

*by Patricia Johnson*

Members of the Prince George's Chapter have been called upon to host the DE-MD-DC Division Leadership Training Camp on Saturday, August 8, 2009.

As the host of this event, Prince George's Chapter have been asked to assist with set up and clean up of this event as well as assist in locating a cater to provide a continental breakfast and lunch. If you plan to attend and can assist with hosting this event, please send an email to [PatriciaJohnson6@aol.com](mailto:PatriciaJohnson6@aol.com) to join this special committee.

The DE-MD-DC Division Leadership Training Camp will be held at the IBEW Local Union No. 26 building, located at 4371 Parliament Place in Lanham, MD 20706. Registration information will be sent out soon. This training opportunity is open to all members interested in succession planning and training in the various leadership positions within the chapters and the division.

Members of the Prince George's Chapter are encouraged to attend this great opportunity to learn more on the various roles of the chapter and division level.

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## Membership Update

*By Cynthia M. Dillon CAP*

Welcome to the new 2009-2010 year. As membership chair, my goal is to keep in touch with each and every member for the new year. I want to hear from you as to what is or is not working for you. How can the Chapter better serve you? I welcome your feedback and hope you will keep in touch. I can be reached on 301-908-8489 or [cynthia.dillon@verizon.net](mailto:cynthia.dillon@verizon.net).



## IAAP Websites

Headquarters

DE-MD-DC Division

Prince George's Chapter

### Committee Chairs

APW/Education & Program

Patricia Johnson

Bylaws, Standing Rules &  
Procedure

Yolande Campbell

Certification

Sharon Dawes CPS/CAP

Membership

Cynthia M. Dillon CAP

Newsletter

Cathy Spencer CAP

Publicity/Community  
Service

Lynette Queen CPS

Retirement Trust  
Foundation

Joyce McPherson CPS

Social

Nanette Betts

Sunshine

Lisa Wheeler CPS/CAP

Ways & Means

Joyce McPherson CPS

## Happy Birthday Wishes

By Lisa Wheeler, Sunshine Committee

July

Anita Cunningham

Sharon Dawes CPS/CAP

Samantha Cannon

Mary D. Gibson

Cynthia Dillon CAP

Cathy Spencer CAP

August

Crystal Briscoe

Becky Foster

Carol-Lynn (Mo) Turner

Jewel Belle CPS

## What's the Big Idea?

By Cathy Spencer CAP

This is a new column for our Chapter newsletter. In each edition look for helpful hints submitted by you the reader. This month I thought I would begin by sharing some websites that have the potential to help with motivation and keeping abreast of what is happening in the business world.

Find out if you are a Smover at <http://www.smileandmove.com>. This website is published by GiveMore Media located in Richmond, Virginia.

Comedy clips and corporate culture. Articles and podcasts. Insight and innovation. Office bully and opportunities to be seized. These wide-ranging subjects can be found at <http://www.BNet.com>. This website touts itself as the Go to Place for Management. Management of your work, your industry and your money.

## Submission of Articles

For the 2009-2010 year six editions of *Administrative Prose* are scheduled to be published. If you are a committee chairperson or have been designated by your committee to submit an article, please make note of the following schedule:

Edition	Deadline for Article Submission
September – October	Saturday, August 15
November - December	Thursday, October 15
January – February	Tuesday, December 15
March – April	Monday, February 15
May – June	Thursday, April 15

Please submit articles using Microsoft Word 2003 or 2007. Submissions can be sent to Cathy Spencer CAP at [cath\\_iaap@yahoo.com](mailto:cath_iaap@yahoo.com).

# Mark Your Calendars

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## August

Tuesday, August 4 – Board Meeting, Time and Location TBA

Saturday, August 8 – Annual Division Leadership Training, Lanham, MD

Tuesday, August 11 – Chapter Social Event, Lucky Strike Bowling Alley, Washington, DC

Saturday, August 15 – Deadline for CPS/CAP Exam Application for November Exams

Saturday, August 22 – Ramadan begins

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## September

Tuesday, September 1 – Board Meeting

Monday, September 7 – Labor Day

Tuesday, September 8 – Chapter/Program Meeting, Greenbelt, MD

Friday, September 11 – Patriot Day

Saturday, September 19 – Rosh Hashanah

Tuesday, September 22 – First Day of Autumn

Saturday, September 26 – Division Fall Education Conference & Open Board Meeting

Monday, September 28 – Yom Kippur

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## And Last but Not Least

*By Cathy Spencer CAP*

The word committee is an interesting word. One definition of committee is a group chosen to do a task. *Committee* has three pairs of double letters and nine letters in all. Words can be formed from these letters. Two that come to mind right away are commit and time.

Committees offer an easy way to contribute and achieve success that goes above and beyond. Are you available to commit a small amount of time to chat via email or a conference call? Make it easy on yourself, contact the chairperson of a committee that does the things you like to do. Or would you rather challenge yourself, may be learn something new. If this is the case, find a committee that does work that you do not have experience in.

I believe I can speak for all of the committee chairpersons when I say that we would like to have as many people on our respective committees as there are letters in the word or the words that can be formed using these letters. Think about it – we'd love to have you.