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

Chapter No.: 436380

## Honor Your Executive

*2<sup>nd</sup> Annual Executive Breakfast – March 24*

Prince George's Chapter is holding its second annual Executive Breakfast. This year's event is held at the Greenbelt Marriott on Ivy Lane. Past Division President Regina Graham is the speaker. Her topic is "Administrative Professionals Who Believe in Themselves".

Patricia Johnson has worked hard to ensure that this event is a success. But one person cannot an event make. You must do your part. Buy at least a pair of tickets to show your appreciation for your executive. Now more than ever is a good time to show him or her that you appreciate the professional relationship you share. The cost of a ticket is \$25 per person.

Registration forms can be downloaded from this link: [http://www.iaap-princegeorgeschapter.org/images/Exec\\_Breakfast\\_Reg\\_Form.pdf](http://www.iaap-princegeorgeschapter.org/images/Exec_Breakfast_Reg_Form.pdf). The registration fee includes the cost of breakfast and presentation.

The time for action is now. Registration forms and payments must be postmarked by March 18, 2009.



**International Association of  
Administrative Professionals®**

## Spring Fundraiser at Franklins

*Visit Historic Hyattsville's Restaurant, Brewery & General Store*

Do you enjoy going out for lunch or do you prefer to wait until after work when you can kick back and relax for a couple of hours? If you answered yes to either of those questions, you may want to consider getting a group of friends together and head over to Franklins at 5121 Baltimore Avenue in Hyattsville, MD.

On Tuesday, April 7 **Franklins** will donate 20% to Prince George's Chapter of all itemized receipts that has *IAAP* written on the check. This is an easy way to help the chapter raise funds for upcoming events. All you have to do is invite your spouse out for dinner or if you want, take the whole family. Franklins is a family friendly restaurant that opens at 11 am and closes at 10 pm. The bar is open from 11 am to midnight on Tuesdays. A source tells me that the Apple Martinis are out of this world.

If you want to leave the family at home and meet up with some friends that will work too. Whatever you choose to do, remember to add IAAP to your check so Prince George's Chapter will get credit.

## Upcoming Events

*Tuesday, March 10 –  
Program/Chapter Meeting,  
Basic Parliamentary  
Procedures*

*Tuesday, March 24 – Executive  
Breakfast, Greenbelt, MD*

*Tuesday, April 7 – Spring  
Fundraiser at Franklins in  
Hyattsville, MD*

*Thursday, April 9 – Board  
Conference Call – Time to be  
Determined*

*Tuesday, April 14 –  
Program/Chapter Meeting,  
Creating a Professional  
Portfolio*

*May 7 – Board Conference Call  
= Time to be Determined*

*May 12 – Closed Chapter  
Meeting, Lanham, MD*

*May 15 & 16 – Annual Division  
Meeting, Dover, DE*

President

Catherine M. Spencer CAP

Vice President

Cynthia M. Dillon CAP

Secretary

Patricia Johnson

Treasurer

Rebecca Foster

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## Call for Nominations

By Cathleen Steele

It's not too late! The call for nominations for the offices of President, Vice President, Secretary, and Treasurer is still open. We will be accepting names from the floor during our April meeting. Since each Chapter must have a minimum of a presiding officer and a treasurer, I encourage you to consider running for office. This experience can be a great opportunity for growth through leadership development.

The job descriptions for each office are written in the Chapter Bylaws, Standing Rules and Procedures and can be found on the Chapter website at <http://www.iaap-princegeorgeschapter.org/home.html> .

The qualifications are:

- A. A candidate for office shall have been a professional member of this Chapter for at least one (1) year prior to the time of nomination. A candidate for the office of President shall have preferably served as an officer of this Chapter at least one full year prior to nomination.
- B. No member shall hold more than one Chapter office at a time.

Please join us at the April meeting and remember to bring a copy of your qualifications.

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## Publicity Committee Formed

At the February State of the Chapter meeting three "rookie" members volunteered to work on this new committee. Lynette Queen CPS agreed to chair it with Shirley Martin-Thomas as the co-chair. Cathleen Steele is a member of this committee as well.

Thank you and congratulations on taking this step to help you in your leadership endeavors and making Prince George's Chapter visible to the public. This is definitely Excellence in Action.

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## RTF Chairperson Named

Please join me in congratulating Tami Maull on taking over as leader of the Retirement Trust Foundation (RTF) Committee. Tami joined Prince George's Chapter in September 2008.

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## Happy Birthday to You

March

Stacy Davis CPS



APD/APW Program

Nancy Mosley

Bylaws & Standing Rules

Yolande Campbell

Community Service Chair

Samantha Cannon

Hospitality Chair

Nanette Betts

Membership Chair

Crystal D. Briscoe

Newsletter Chair

Cathy Spencer CAP

Nominations Chair

Cathleen Steele

Publicity Chair

Lynette Queen CPS

Retirement Trust  
Foundation Chair

Tami Maull

Ways & Means Chair

Patricia Johnson

Web Manager

Cynthia Dillon CAP

### IAAP Websites

Headquarters

DE-MD-DC Division

Prince George's Chapter

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## IAAP Anniversaries

March

Nanette Betts

Doreen B. Dixon CPS

Juanita B. Haizlip

Marilyn A. Pounds

Mary Lee Seaman CPS

Karen White

April

Tamaura Shephard

Cathy Spencer CAP

Jennifer Taylor

Brenda Windley

Thanks to all who renewed their membership.

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## Certification Designation

By Cynthia Dillon CAP

Recently a discussion arose regarding the comma after one's name with a certification designation. We have confirmed with headquarters that mailings received with the comma after your name is a glitch with their system as there should be no comma.

CPS/CAP Study Group

We currently meet once per month. We will be focusing on Part IV in-depth in preparation for the May, 2009 exam for the most part. For more details, please contact [Cynthia M. Dillon CAP](#), Certification Chair or [Jewel Belle CPS](#), Co-Chair.

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## IAAP Acronyms

APD	Administrative Professionals Day	NED	Northeast District
APW	Administrative Professionals Week	NWD	Northwest District
CAP	Certified Administrative Professional	PIP	Past International President
CEU	Continuing Education Unit	R&E	Research & Educational Foundation
CND	Canada District	RTF	Retirement Trust Foundation
CPS	Certified Professional Secretary	RTFC	Retirement Trust Foundation Committee
GLD	Great Lakes District	SED	Southeast District
IAAP	International Association of Administrative Professionals	SWD	Southwest District
IC	Institute for Certification		

# Mark Your Calendars

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## March

Thursday, March 5 - Board and Extended Board Call

Saturday, March 7 – Division Spring Education Conference

Sunday, March 8 – Daylight Savings Time begins

Tuesday, March 10 – Chapter Meeting\*

Monday, March 16 - Chapter Meeting Rescheduled Date\*

Tuesday, March 17 – St. Patrick's Day

Friday, March 20 – Spring begins

Tuesday, March 24 – 2<sup>nd</sup> Annual Executive Breakfast

\*If Prince George's County Schools close on Tuesday, March 10 due to inclement weather, the meeting is postponed to Monday, March 16, 2009.

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## April

Wednesday, April 1 – April Fool's Day

Tuesday, April 7 – Chapter's Spring Fundraiser at Franklins

Thursday, April 9 – Chapter Board Call

Tuesday, April 14 – Chapter's APW Event – "Tapping into the Administrative Professional in You"

Saturday, April 18 – Division's APW Kickoff Event at Toby's in Columbia, MD

Wednesday, April 22 – Administrative Professional's Day

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## May

Friday, May 1 & Saturday, May 2 – CPS/CAP Exams

Thursday, May 7 – Chapter Board Call

Sunday, May 10 – Mother's Day

Tuesday, May 12 – Closed Chapter Meeting

Friday, May 15 & Saturday, May 16 – Annual Division Meeting, Dover, DE

Monday, May 25 – Memorial Day Observed

