



# Administrative Prose



March/April 2010

Volume 1, Number 15

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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*

*Harry Klemfuss established National Secretaries Week* in 1952. Those were what Warren Evans calls in his latest book, *The Future, "Hollywood Days."* Since that time our roles have changed and continue to evolve from this once male-only field to what Evans calls, *"Cyber Knights."*

Today, this is the very essence of what we pause to celebrate during the anniversary of Administrative Professionals Day/Week. The professionalism, dedication, creativity, education, and the pursuit to bring value to our organizations is what set each of us aside during this very celebrated season. Take this time to reflect on the direction of your career, share your journey, and encourage others to join not only our field, but our organization.

Join us on April 13, 2010 for our Administrative Professionals Day/Week program meeting, *Take the Limits Off: Nine Ways to Stop Talking and Start Doing* with author Joyce Dungee Proctor. Visit our [website](#) for more information.



## DE-MD-DC Division Helps Haiti

*From an email from Division Community Service Chairperson, Jennifer Adamson-Berford*

On Tuesday, January 12 a major earthquake struck Haiti. The initial reports indicated major devastation to that nation, including thousands of injuries and deaths. The members of the DE-MD-DC Division send our thoughts and prayers to all those affected by this terrible tragedy and to the Haitian communities within our Division.

In the wake of this disaster, the Division is setting up a special Relief Fund, beginning February 1 and running through April 30, 2010. You can make a donation one of two ways:

- via **PayPal** on the Division web site or
- send a check to Patricia May CPS/CAP, 2044 S. 6<sup>th</sup> Street, Arlington, VA 22204. Please make your check payable to **DE-MD-DC Division-IAAP**; in the memo section write **Haiti Relief Fund**.

## Upcoming Events

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

Saturday, March 20 – Division  
Spring Education & Open  
Board Meeting

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

## IAAP Websites

Headquarters

DE-MD-DC Division

Prince George's Chapter

This is totally up to the individual member, or chapter, if they choose to contribute. All contributions to this fund will be forwarded to the Red Cross Relief Services, designated for Haiti.

Thank you in advance for your generosity. Your donation will help disaster victims rebuild their lives and their communities.

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## Other Ways to Help Victims of Haiti Earthquake

*Submitted by Nancy Mosely*

There are a couple of other ways you can donate:

- Texting "Yele" to 501501 to donate \$5 to the Yele Haiti Foundation. 100% of the proceeds will go to the earthquake disaster relief fund in Haiti. Yele Haiti is a grassroots and charitable foundation founded by Haitian raised and Brooklyn-born Wyclef Jean. He is a former Grammy award artist with the group the Fugees.
- Or you can also text "Haiti" to 90999 to donate \$10 to the American Red Cross relief for Haiti.

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## Update on Nominations

*Excerpt from Nominations Committee Report to Open Board of Directors Meeting. Tamara Maull, Chair*

As of today, February 23, 2010, we have received the following nominations for the 2010-2011 year:

Yolande D. Campbell for Vice-President  
Judith A. Falk CPS/CAP for Treasurer  
Lynette M. Queen CPS/CAP for Secretary

We have no received no nominations for the office of President.

Committee members are Samantha Cannon, Eric Figueroa, and Beth Pettit CPS.

Editor's Note: At the March Chapter meeting, the Nominating Committee shall submit to the membership a slate of one or more candidates for each office giving the qualifications of each candidate.

Nominations may also be made from the floor at the April meeting and such nominees shall be entered on the slate by the Nominating Committee provided their qualifications are given at the time of the nomination and provided the nominees have consented to the nomination.

The Nominating Committee shall prepare a ballot containing the names of all the candidates. A list of all candidates for Chapter office with their qualifications shall accompany the notice of the May Chapter Meeting.

At the Annual Meeting in May (closed meeting), a majority vote of the members present shall be required for election which shall be by ballot, unless there is but one candidate for each office, the ballot may be

## 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

dispensed with and the officers elected viva voce (voice vote).

This information on Nomination and Election Procedures is found in Article IV, Section 3 of the current bylaws.

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## Membership Notes

*Submitted by Cynthia M. Dillon CAP, Membership Chair*

In such economical times as these, the Prince George's Chapter understands the hardship you may be going through especially the members who depend on their employer for help with payment of dues. The Board of Directors is offering a payment plan if your dues are up for renewal and you need this help. Contact [President Johnson](#) or [Vice President Dillon](#) for more information.

Are you a new member? Have you recently passed your CPS or CAP examination? If you answered yes to either of these questions now is the time to purchase your official IAAP name badge. The cost is \$6.00 per badge. An order for name badges will be placed on March 15, 2010. Please contact me with your information at [cynthia.dillon@verizon.net](mailto:cynthia.dillon@verizon.net).

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## Birthday Wishes

*By Lisa Wheeler CPS/CAP, Sunshine Committee Chair*



Birthday information is no longer provided to us by HQ and our chapter's Sunshine Committee would really like to continue this tradition.

So if you would like your birthday recognized by the chapter, please send me a quick email with your Month/Day, you can submit that information to my attention -- Lisa Wheeler at [lwheeler@umd.edu](mailto:lwheeler@umd.edu).

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## No Snow at Annual Division Meeting

*By Cathy Spencer CAP*

It is chilly, gray and damp outside as I write this. And yes, snow is in the forecast again. I like winter and I even like snow but enough is enough. I am looking forward to spring and the Division's Annual Meeting. Here are a couple of reasons why:

- It officially gets under way on May 14!
- Seeing old friends and networking
- Greater Baltimore Chapter has great members – can't wait to see how well they do with this event
- Watch our association in action on the division level
- Thank Division President Sandy Ratke CPS/CAP for her leadership
- Installation of 2010-2011 Division Officers
- Held at the Baltimore Marriott Hunt Valley Inn

- Opportunity to learn – “Communicate from the INSIDE OUT”
- 2.5 Recertification Points!
- Camden Yards and Inner Harbor are top nearby attractions
- Snow is not in the forecast

Registration packets are now 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!

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## Lessons Life Taught Me

|   |
|---|
| Written By Regina Brett, 90 years old, of The Plain Dealer, Cleveland, Ohio |
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*Submitted by Cynthia M. Dillon CAP*

“To celebrate growing older, I once wrote the 45 lessons life taught me. It is the most-requested column I’ve ever written. My odometer rolled over to 90 in August, so here is the column once more:”

21. Burn the candles, use the nice sheets, wear the fancy lingerie. Don't save it for a special occasion. Today is special.
22. Over prepare, then go with the flow.
23. Be eccentric now. Don't wait for old age to wear purple.
24. The most important sex organ is the brain.
25. No one is in charge of your happiness but you.
26. Frame every so-called disaster with these words "In five years, will this matter?"
27. Always choose life.
28. Forgive everyone everything.
29. What other people think of you is none of your business.
30. Time heals almost everything. Give time, time.

Editor's note: Numbers 1 – 20 of “Lessons Life Taught Me” were featured in previous editions. Look for more in the next edition.

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## Family Crisis Center says Thank You

Community Services Chair Lynette Queen CPS/CAP received a letter of appreciation from Malinda Miles, Executive Director, of the Family Crisis Center.

“On behalf of the Family Crisis Center, Inc. of Prince George’s County, the Board of Directors, and our participants, I am taking this opportunity to say thank you for your generous donation of toiletry items, gloves and hats and grocery store gift card to benefit our Safe Passage Emergency Shelter. Your continuous commitment to helping women and children experiencing domestic violence in our community is sincerely appreciated. We can’t thank you enough for thinking of our organization.

Each year the Family Crisis Center, Inc. of Prince George’s County continues to advance its mission of ending domestic violence, one woman at a time through our programs. The recently renovated shelter is one more example of how the Agency is moving its mission forward. Over the years, we have seen many lives changed for the better. In particular our Safe Passage Emergency Shelter Program has enjoyed great success in the past year. More than 600 women and children were served three hot meals per day, and received more than 18,250 bed nights. In addition, they also received case management and assistance in obtaining critically needed services.

...the most important sex organ is the brain...

...forgive everyone everything...

...make a difference in  
Prince George's County...

It is the goal of the Family Crisis Center to continue to make a difference in Prince George's County by providing quality services to women and children experiencing domestic violence. With the help of donations from supporters such as you, we will continue to see improvements in the lives of these women and children as well as others like them who come to use for services.

Thanks again for your generous support of our efforts to end domestic violence one family at a time!"

For more information about this organization visit their website at [familycrisiscenter-pgco.org](http://familycrisiscenter-pgco.org).

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## Honor your Executive

This annual event is a favorite among Chapter members and is a perfect way to show your appreciation to your boss for his/her support of your participation in IAAP. Click on the registration link within the invitation or go to the Chapter's [website](#) for more information.

# 3<sup>rd</sup> Annual Executive Breakfast

#### Invitation List:

- Your employer
- Co-worker
- Your mentor
- Human Resource Manager
- Lunch buddy

**Wednesday, March 24, 2010**

**9:00 a.m.**

**Greenbelt Marriott**

**6400 Ivy Lane, Greenbelt, MD**

*Treat your executives to an informative presentation on the importance and appreciation of their support by sharing the benefits of your membership with the premiere organization for the career-minded administrative professionals.*

*Keynote speaker:*

***Sandy Ratke CPS/CAP***

*President of the DE-MD-DC Division*

*International Association of Administrative Professionals*

*Join us today by completing and returning your [registration form](#).  
Open to the entire DE-MD-DC Division, including  
prospective members, executives, and friends of the  
Prince George's Chapter, IAAP.*

## APW Program Comes Early

Come to this dynamic program featuring Joyce Dungee Proctor. If Ms. Proctor's name is familiar to you, it may be because she was a guest speaker at a recent DE-MD-DC Annual Division Meeting. This energetic and lively speaker will engage you in ways you haven't imagined. Make plans to join us on our regular meeting night, Tuesday April 13.

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

# TAKE THE LIMITS OFF:<sup>TM</sup>

*Nine Ways to Stop Talking and Start Doing*



## JOYCE DUNGEE PROCTOR

OUR DYNAMIC PROFESSIONAL SPEAKER IS  
A CONSULTANT AND PUBLISHED AUTHOR

...we create barriers that  
paralyze us...

**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:



DESIGNED BY BRAND [U] INC 301.560.4130 WWW.BRANDUINC.COM

...who would you become if  
you dared to live your  
dreams...

## Donation to RTF Made - Thanks to You

The Chapter was able to meet its goal and submit a \$100 donation to the Retirement Trust Foundation. Thank you for your support.

# Mark Your Calendars

## March

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

Tuesday, March 9 – Program & Chapter Meeting

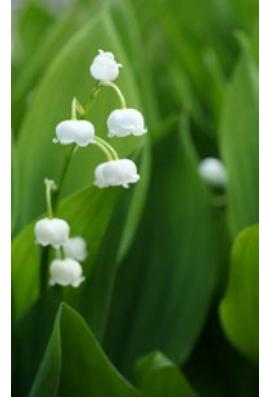
Sunday, March 14 – Daylight Saving Time Begins

Wednesday, March 17 – St. Patrick's Day

Saturday, March 20 – Division Spring Education Conference & Open Board Meeting

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**



## May

Saturday, May 1 - DE-MD-DC Division IAAP Fundraiser – Crafting Showcase

Tuesday, May 4 – Board of Directors Meeting

Wednesday, May 5 – Cinco de Mayo

Sunday, May 9 – Mother's Day

Tuesday, May 11 – Closed Chapter Meeting (Elections)

Monday, May 31 – Memorial Day, No Mail Delivery

