



Administrative Prose



November/December 2009

Volume 1, Number 13

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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

Going above and beyond is making your

Power of Commitment year count! Don't let the year get away from you without taking part in great programs on chapter and division levels.

Your membership with the **Prince George's Chapter of the International Association of Administrative Professionals®** is one that

should be paving the way for growth and new opportunities in your career, your job, employment searches, and in leadership development!

If you've missed some of our past opportunities such as the Division Leadership Training Camp, Chapter Board Meetings, program meetings on the **KTS-II personality assessment** tool or the **New Member Installation** and **Orientation program**, you won't want to miss **upcoming events** for the rest of 2009.

The **Retirement Trust Foundation** Education Program and Fundraiser will take place on November 10th at the Greenbelt Marriott beginning at 6 p.m. The Prince George's Chapter **Holiday Celebration** is scheduled to take place on Saturday, December 12th at RIPs in Bowie, Maryland.

Be sure to stay up-to-date with chapter events and information by updating your contact information through the **web community**. Using the tools under your profile, you can update your email address to a preferred account as well as read the latest blogs and information on a variety of topics.

In the meantime, I challenge each of you to reach out to a fellow member in our chapter to encourage them to become or stay involved with our active and thriving chapter. There is no greater pleasure I have had this far in serving as your president than my personal communication through email and phone.

As always your entire **Board of Directors** is here to serve you! Please do not be a stranger. Contact us and let us know what the **Prince George's Chapter, IAAP** can do for you!



The Gift of Membership

Submitted by Patricia Johnson

Do you have a special co-worker or friend who is also an administrative

Upcoming Events

Tuesday, November 3 – Board of Directors Meeting

Friday, November 6 & Saturday, November 7 – CPS/CAP Examinations

Tuesday, November 10 – Chapter Meeting, Greenbelt, MD

Tuesday, December 1 – Board of Directors Meeting, Location TBA

Tuesday, December 8 – Chapter Meeting, Greenbelt, MD

Saturday, December 12 – Chapter Holiday Event, Rip's, Bowie, MD

Board of Directors

President

Patricia R. Johnson

Vice President

Cynthia M. Dillon CAP

Secretary

Lynnette Queen CPS

Treasurer

Judith Falk CPS/CAP

IAAP Websites

Headquarters

DE-MD-DC Division

Prince George's Chapter

professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

You can access the sign-up forms here: <http://www.iaap-hq.org/join/gift.html>

Don't let another day go by. Give the perfect gift, the Gift of Membership.

If you have questions, please contact the Membership Department at 816-891-6600 X2226, 2238 or 2256.

Membership Notes

Submitted by Cynthia M. Dillon CAP, Membership Chair

Pictured from left to right are New Members Joy Pinkney, Nicole Carter and Eric Figueroa installed at the New Member ceremony on October 13, 2009.



Photo taken by Nanette Betts

Joy is a brand new member who joined in September 2009 and is excited to get into the swing of things. We also commend Eric in sharing IAAP with his staff and his willingness to bring the chapter to his place of employment for a presentation. Nicole is excited about getting involved regardless of the challenges she will face. Kudos to our new stars. A big thank you to Past Chapter President Sharon Y. Dawes CPS/CAP for her assistance with the installation.

Thank you to each committee for providing a brief synopsis of their responsibilities and encouraging members to be actively involved.

Spotlight on Member Raven C. Simpson

Some of you may remember Raven. She belonged to Prince George's Chapter not so long ago. Welcome back, Raven.

Member Name: Raven C. Simpson

Month & Day of Birth: September 17th

Name your favorite job and employer: Department Administrator Henry M. Jackson Foundation

Favorite color? Purple

Favorite day of the week? Saturday

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

Retirement Trust Foundation

Joyce McPherson CPS

Social

Nanette Betts

Sunshine

Lisa Wheeler CPS/CAP

Ways & Means

Joyce McPherson CPS

Favorite Holiday? Christmas

Favorite season? Summer

Favorite TV show? Supernatural

Favorite movie? Harold and Kumar Go To White Castle

Favorite chip flavor? Flaming Hot

Favorite cookie? Golden Oreo

Favorite pizza? Cheese

Pepsi or Coke? No Sodas

Favorite drink: Margarita

Favorite ice cream? Strawberry cheesecake

McDonald's or B K? BK

Fast food restaurant? Chipotle

Favorite restaurant? Mango's

Beach or Mountains? Beach

What "favorite" would you do if you won a million dollar lottery? Travel cross country in a RV.

Happy Birthday Wishes

Submitted by Tami Maull, Sunshine Committee Member

November

Michelle Jefferson

Karen White

December

Doreen Dixon CPS

Matthaus McDowell

Nancy Mosely

Mary Lee Seaman CPS

RTF News Flash

Submitted by Joyce H. McPherson CPS, RTF Chair

Retirement Trust Foundation (RTF) Committee Members are Doreen Dixon CPS, Elizabeth Pettit CPS, Judy Falk CPS/CAP, and Tamaura Maull.

Join us at the November 10th Chapter meeting to find out more about RTF and Vista Grande, a retirement home exclusively for retired secretaries and administrative assistants.



Ways & Means Update

Submitted by Joyce H. McPherson CPS, Ways and Means Chair



We will be taking orders and selling Terri Lynn Nuts and Candies products from now until the end of the year. Each member will receive a brochure, order form and collection envelope. Please share with your family, friends and co-workers.

You'll be able to offer a wide variety of delectable foods:

Health nuts are going to feel stupid some day, lying in hospitals dying of nothing.

-Redd Foxx
(1922-1991)



- Hand-selected Mammoth Pecan Halves, the largest ones you've ever seen.
- Giant Whole Cashews, the biggest and tastiest you'll find anywhere in the world.
- Walnuts, Almonds, Pistachios, Peanuts and other nuts of comparable size and quality, all guaranteed to be absolutely fresh.
- Incredible Fat Free Dried Fruits.
- Chocolate covered nuts, Praline Pecans, and gourmet confections designed to keep customers coming back again and again.

You can count on Terri Lynn nuts for the highest quality products at prices that simply can't be beat. Plus, you can count on attractive packaging. You will be proud to give Terri Lynn foods as gifts as well as use them for your own families.

Two order dates –

First due date for orders and money – **Friday, October 30, 2009**

Delivery date is scheduled during the week of November 16, 2009.

Second due date for orders and money – **Friday, November 20, 2009**

Delivery date is scheduled during the week of December 7, 2009. Nuts and candies will also be available for sale during our holiday party on December 12, 2009.

All checks should be made payable to – Prince George's Chapter, IAAP. Orders can be called in or faxed to me.

Please feel free to contact me regarding any questions on this fundraising project.

Committee members – Gilda Miler, Nanette Betts, Samantha Cannon

"Répondez s'il vous plait"

Submitted by Nanette Betts, Social Committee Chair

The Social Committee would like to explain the meaning and the importance of RSVP. The term RSVP is French and it originated from the phrase "Répondez s'il vous plait" meaning "please respond". If you receive a communication that contains RSVP, it means that you have the obligation to tell the host **whether or not you plan to attend the gathering.**

It's VERY important because we need to know how many people are attending so there are enough chairs and food. We don't want to be crammed together like clowns in a little car. If there is a specified date on the invitation then respond by that date so the host (the Chapter's Board of Directors) knows how much food/drinks to order. This allows for the Chapter to have a well organized function and for you to enjoy your time with us.

It has been considered bad manners not to reply, it does not matter whether you are coming or not. Others believe that the meaning of RSVP has been lost over time. Regardless, we look forward to hearing from you.

"...crammed together like clowns in a little car..."

What's the Big Idea?

No More Junk Mail

Do you know if you want to get off junk mail lists effectively, you have to contact several companies? Below is a checklist:

Who	To Get Rid Of	Opt Out at
National Do Not Call Registry	Telemarketers (this is the government's permanent list of off-limits numbers)	donotcall.gov
Opt-Out Services	Credit card and insurance offers	OptOutPreScreen.com or call 888-567-8688
Direct Marketing Assn. Mail Preference Service Program	All catalogs, magazine offers and circulars that come from members of this group	dmachoice.org or call 212-768-7277 ext. 1500
Valassis	All coupon inserts that come through this direct mail company.	valassis.com (click on "Contact Us") or call 888-241-6760
Acxion U.S.	All phone, mail or email contacts that come through this company.	acxion.com/opt-out-request-form or call 877-774-2094, ext. 5
Catalog Choice	Unwanted catalogs. Register; check off catalogs and this non-profit contacts them individually.	catalogchoice.org

-From Women's Day Magazine
September 15, 2009

Lessons Life Taught Me

Written By Regina Brett, 90 years old, of The Plain Dealer, Cleveland, Ohio

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:"

11. Make peace with your past so it won't screw up the present.
12. Its OK to let your children see you cry.
13. Don't compare your life to others. You have no idea what their journey is all about.
14. If a relationship has to be a secret, you shouldn't be in it.
15. Everything can change in the blink of an eye. But don't worry; God never blinks.
16. Take a deep breath. It calms the mind.
17. Get rid of anything that isn't useful, beautiful or joyful.
18. Whatever doesn't kill you really does make you stronger.
19. It's never too late to have a happy childhood. But the second one is up to you and no one else.
20. When it comes to going after what you love in life, don't take no for an answer.

Editor's note: Numbers 1 – 10 of "Lessons Life Taught Me" was featured in the September/October edition. Watch upcoming editions for more lessons.

I think I shall never see
a billboard as lovely as a tree.
Perhaps, unless the billboards
fall,
I'll never see a tree at all.

-Ogden Nash
(1902 – 1971)

...if a relationship has to be
secret, you shouldn't be in
it...

Mark Your Calendars

November

Sunday, November 1 – Daylight Savings Time Ends

Tuesday, November 3 – Board of Directors Meeting

Friday, November 6 – Saturday, November 7 –
CPS/CAP Exams

Tuesday, November 10 – Chapter Meeting,
Greenbelt, MD

Wednesday, November 11 – Veteran's Day

Thursday, November 26 – Thanksgiving Day



December

Tuesday, December 1 – Board of Directors Meeting

Saturday, December 12 – Chapter Holiday Party, TBD and Hanukkah
begins



Friday, December 18 – Islamic New Year

Monday, December 21 – First Day of Winter

Friday, December 25 – Christmas Day

Saturday, December 26 – Kwanzaa begins

Thursday, December 31 – New Year's Eve

January

Friday, January 1 – New Year's Day

Tuesday, January 5 – Open Board Meeting (Quarterly)

Tuesday, January 12 – Chapter Meeting (Membership
Drive)

Monday, January 18 – Martin Luther King's Birthday
celebrated

Friday, January 22 – Saturday, January 23 – Division
Certification Seminar (Snow date January
29 & 30)

