



International Association of  
Administrative Professionals®

# Administrative Prose



September/October 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*

### *Membership with the International Association of Administrative Professionals*

comes with ample professional development opportunities as well as the opportunity to grow in leadership. Everything you do, learn, and master with IAAP can be transferred to your career as an administrative professional. Adding skills learned through activities in the Prince George's Chapter to your resume can make the difference in promotions, added projects, recognition, and more! Take time to see how you can benefit in getting involved with the Prince George's Chapter. We offer many opportunities through our committees and special projects. Everyone has something to contribute and opportunities to learn.

Professional development activities can be found on chapter, division, and international levels. Our DE-MD-DC Division Leadership Conference was held in August which provided in-depth education of leadership responsibilities through break-out sessions, a first for this conference. The 2009 Certification Conference, "Sharp Skills in Tough Times," will be held in Portland, Oregon on October 18-21, 2009. The certification conference can help you be the one people go to for answers, giving you tips on cost-saving measures you can implement with your company, while teaching you to stay resilient, motivated, and of key importance to your boss.

There are virtual Microsoft Outlook webinars starting at just \$39 that extend through November 11 where you can earn up to 10 recertification points and the Professional Education Conference March 8-10, 2010 at the Grand Sierra Resort in Reno, Nevada.

If you have a special skill or knowledge that you can share with your fellow chapter members, you are encouraged to contact a member of the APW/Education and Program Committee to set up a time to present and/or share these skills in-house. Your chapter is a great place to start gaining all the skills you need to excel in your career. That is the administrative edge of the Prince George's Chapter.



## OfficeTeam Offers Free Service

*Submitted by Patricia Johnson*

OfficeTeam, the administrative division of Robert Half International and IAAP® sponsor conducts Microsoft Office software testing for all candidates that register with their agency. This service is also extended to IAAP members who are interested in learning or practicing on new

## Upcoming Events

*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*

*Tuesday, October 6 – Board of Directors Meeting*

*Tuesday, October 13 – Chapter Meeting, New Member Ceremony & Orientation Program, Greenbelt, MD*

*Sunday, October 18 – Wednesday, October 21 – Certification Conference, Portland, OR*

President

Patricia R. Johnson

Vice President

Cynthia M. Dillon CAP

Secretary

Samantha Cannon

Treasurer

Judith Falk CPS/CAP

## IAAP Websites

Headquarters

DE-MD-DC Division

Prince George's Chapter

software programs and are interested in coming in to our office to test in our testing center. All that is required for this service is that you be an active IAAP member and that you call in to set up an appointment with one of the OfficeTeam staffing managers. For more information, contact Marc Garner at 202-626-0130.

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## Membership Notes

*By Cynthia M. Dillon CAP*

Please join me in welcoming the newest member to our Chapter - Ms. Yolanda Christian.

My goal remains the same - to keep in touch with each and every member. You don't have to wait for me to contact you. If you have a concern or if something is not working for you, call me at (301) 908-8489 or send an email to [cynthia.dillon@verizon.net](mailto:cynthia.dillon@verizon.net). I am here for you.

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## Happy Birthday Wishes

*Submitted by the Sunshine Committee*

September

Yolande Campbell

Elizabeth (Beth) Pettit CPS

October

Judith Falk CPS/CAP

Lisa Wheeler CPS/CAP

The Sunshine Committee would like to recognize your birthday. If you haven't done so already, please submit the month and date of your birthday to the Chapter Secretary Samantha Cannon who is responsible for updating the official roster. Samantha's email is [destiny357@msn.com](mailto:destiny357@msn.com).

The Sunshine Committee includes members Judy Falk CPS/CAP and Tamaura Maull. Lisa Wheeler CPS/CAP chairs this committee.

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## 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.

IAAP® has designated November as Retirement Trust Foundation month. Chapters hold different activities to inform their members of the Foundation's purpose and to raise funds. A report of our activities is submitted to the Division prior to the Annual Meeting in May to be included in the program booklet.



An invitation has been extended to the Division's RTF chair to come to our November Chapter meeting and give a presentation and an update on the RTF and Vista Grande. This would greatly assist our new members as to the history of RTF and Vista Grande. I have also requested information

## 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

on the 2009 Trust Pin that is being sold as a fund raiser.

We would like to set our Chapter's goal at \$100.00. This amount would mean that each member should be able to raise at least \$2.00 for us to reach our goal. We could raise the money by hosting a "fun" fundraising activity during the month of November. Watch your emails and future editions of this newsletter for more information.

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## Ways & Means Update

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

Committee members have discussed having 50/50 raffles or raffles for small door prizes at our regular Chapter meetings. Raffles for small door prizes could be donated by our places of employment.

I have received information from the following companies in regards to fund raising activities for our chapter to consider.

- Terri-Lyn Fruits and Nuts,
- See's Candies, and
- Gianni's (they have products from Auntie Anne's, David's Cookies, The Cheesecake Factory and pizza kits).

The committee is also considering a fundraising event to be held in September at the Texas Roadhouse Restaurant in Bowie, MD as well as selling 2010 calendars imprinted with our logo.

The Party-Lite Candles fundraiser was a success so we plan on doing that again this year before the holiday season.

The committee will meet to discuss possible dates to hold each of the fundraisers listed above. We welcome ideas and suggestions from the chapter membership regarding fundraising activities. Contact any committee members or myself about your ideas. Committee members are Nanette Betts, Gilda Miler, Tamaura Shephard, and Samantha Cannon.

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## Why Certify: Pursing Professional Certification

*By Sharon Y. Dawes CPS/CAP, Certification Chair*

There has always been some debate among Administrative Professionals regarding certification. One side of the debate believes that some level of basic testing and ultimate certification helps to establish an individual's professional expertise. The other side believes that while certification may add value to one's professional credibility it is not absolutely necessary for delivering quality work performance or increased productivity. So how does one decide? While the debate continues here are ten (10) reasons why certification can be a good thing, especially with today's volatile economy and increasingly competitive job market.

- Certification tells an employer/supervisor that you possess a solid foundation of experience and education in your chosen field.
- Certification improves opportunities for career advancement.

Certification improves opportunities for career advancement.

Excellence is the unlimited ability to improve the quality of what you have to offer.

-Rick Pitino

The difference between 'involvement' and 'commitment' is like an eggs-and-ham breakfast: the chicken was 'involved' - the pig was 'committed'.

-Anonymous

- Demonstrates your commitment to professionalism and your profession.
- For some professional certification enhances their level of influence, credibility and effectiveness within an organization.
- Demonstrates your dedication to continuous self-development.
- Fosters respect and recognition among one's peers.
- Some professional certifications (e.g. CPS/CAP) offer educational credits at some colleges/universities.
- Provides opportunities for increased or greater earning potential.
- Certification can build and/or enhance self-esteem.
- Last but not least you have nothing to lose and everything to gain by pursuing professional certification.



One of today's most successful college basketball coaches, Rick Pitino<sup>1</sup> once said "Excellence is the unlimited ability to improve the quality of what you have to offer". Professional certification is a mark of excellence.

*(Note: If you are considering CPS/CAP Certification and would like help preparing for the examination please contact Sharon Dawes CPS/CAP at [sdawes@umd.edu](mailto:sdawes@umd.edu))*

<sup>1</sup> Rick Pitino is the Head Coach for the men's basketball team at the University of Louisville in Kentucky.

## IAAP Themes

Power of Commitment is the International's theme for the 2009-2010 year. Our Division's theme is Reach for the Stars and our Chapter's is Above and Beyond.

**POWER**  
**of**  
**Commitment**

**DE-MD-DC Division**

*Reach for the Stars!*

*2009-2010*

IAAP uses Robert's Rules of Order Newly Revised 10<sup>th</sup> Edition as their parliamentary authority.

IAAP Members Save with UPS

Your IAAP Membership entitles you to discounts on UPS air and international shipping. Sign up now with at [savewithups.com/iaap](http://savewithups.com/iaap)

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## Puzzled by Parlipro? Tongue-tied by Motions?

*By Yolande D. Campbell, Bylaws and Standing Rules Chair*

This column is intended to provide general advice and answer any of your questions on parliamentary procedures. It is not a formal parliamentary opinion. Answers will be based on Robert's Rules of Order Newly Revised 10<sup>th</sup> Edition (unless otherwise noted). Questions should be e-mailed to me at [ydc@georgetown.edu](mailto:ydc@georgetown.edu) or faxed to me at (202) 687-4722. To have your questions answered in the 2009-2010 upcoming Chapter newsletters please send to me by the 1<sup>st</sup> of the following months: November, January, March and June.

Yolande D. Campbell is a Member of the National Association of Parliamentarians – McCaskill Unit in Washington, DC.
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## What's the Big Idea?

*By Cathy Spencer CAP*

Watch your emails for a short survey about your favorite work-related website for tips and shortcuts to websites for bargain hunters.

Do you want to help alleviate world hunger and improve your vocabulary at the same time? Go to <http://www.FreeRice.com>. For every correct answer 20 grains of rice is donated to the U.N. World Food Program. This worthy project began when Mr. John Breen, a computer programmer, devised a PC based, multiple-choice vocabulary quiz for his son to help him study for the SATs. As of March 2008 his effort, funded by corporate advertising, has generated 20 billion grains of rice.



-Melody S. Wells, People Magazine

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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:

1. Life isn't fair, but it's still good.
2. When in doubt, just take the next small step.
3. Life is too short to waste time hating anyone.
4. Your job won't take care of you when you are sick. Your friends and parents will. Stay in touch.
5. Pay off your credit cards every month.
6. You don't have to win every argument. Agree to disagree.
7. Cry with someone. It's more healing than crying alone.
8. It's OK to get angry with God. He can take it.
9. Save for retirement starting with your first paycheck.
10. When it comes to chocolate, resistance is futile."

Editor's note: Watch upcoming editions for more "Lessons Life Taught Me".

# 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  
(IMPACT)

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

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

