



Administrative Prose



September/October 2010

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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

Board Installation Meeting, 30 Year Celebration for the Prince George's Chapter and Successful Chapter Meeting



Summer is ending and we are now getting ready for Fall. It seems as though it came earlier than expected. We held our 30 Year Celebration and our New Board Installation Meeting in June at the Greenbelt Marriott. Past President Johnson and Division Vice-President Patricia Mays, CPS/CAP installed the incoming board for the 2010 – 2011 year. Incoming President Cynthia M. Dillon, CAP spoke about the goals for Prince George's Chapter and asked that all work diligently with her to achieve them. Treasurer Falk distributed the Statement of Condition for the Chapter and the Committee chairs in attendance gave a brief summary of their activities.

Since June we have also held a successful chapter meeting in September and our guest speaker was none other than Division President-Elect Susi Benson, CAP who led a presentation on "So You Think You Can Lead(ership)." We thoroughly enjoyed the presentation and all who attended were encouraged to step up and not be afraid to participate to play a part in your chapter or division by serving on a committee or being a committee chair.

We are looking forward to the other scheduled chapter meetings and programs, as well as, increasing our membership which is one of the goals of President Cynthia M. Dillion, CAP.



Congratulations Prince George's Chapter

Upcoming Events

Tuesday, October 12th
New Member Ceremony &
Orientation
Greenbelt Marriott
Greenbelt, MD

Saturday, October 16th
Fall Education Conference and
Division Open Board Meeting
Delmarva Conference Center
Newark, DE

Sunday, October 17th –
Wednesday, October 20th –
2010 Fall Conference
Seelbach Hilton Louisville
Louisville, KY

Board of Directors

President

Cynthia M. Dillon, CAP

Vice President

Cathy Spencer, CAP

Secretary

*Lynnette M. Queen,
CPS/CAP*

Treasurer

Judith Falk, CPS/CAP

IAAP Websites

Headquarters

DE-MD-DC Division

Prince George's Chapter

President's Pen

By Cynthia M. Dillon, CAP



Welcome to the 2010-2011 Aim High Only the Best is Good Enough" IAAP Year. It is truly a great time to be a member of the Prince George's Chapter and the International Association of Administrative Professionals! We are anticipating a spectacular year and we encourage you to be a part of this journey.

The chapter will continue to meet at the Greenbelt Marriott on Ivy Lane for its program meetings. The cost to attend the monthly program meeting that includes a light supper is \$13, If you wish to attend the program meeting only the cost is \$5.

Please remember to send your RSVP's to our Social Chair, [Nancy Mosely](#), if you will be attending. **It is very important that you respond** and if you will be having light dinner or not so that we can adequately accommodate everyone.

We encourage members to get involved on all levels - Chapter, Division and International. Below is information about upcoming events:

- The Delaware-Maryland-District of Columbia Division will hold the [Fall Education Conference and Division Open Board Meeting](#) on Saturday, October 16, 2010 from 8:30 a.m. until 4:30 p.m. The Delaware Chapter is hosting this event at the Delmarva Conference Center, 4100 S. Wakefield Drive, Newark, DE 19702. Chapters have the opportunity to do fundraising so bring a few extra dollars.
- The [2010 IAAP Fall Conference](#) - October 17-20, is being held at the Seelbach Hilton Louisville. This conference includes top-notch educational sessions and valuable networking opportunities. Event Contact: meetings@iaap-hq.org.

The [chapter's 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.

Check out the [chapter brochure](#) and meet your board of directors. If you see a committee you would like to serve on, don't hesitate to contact the chair.

Welcome back Mo Turner and to our new members - Dorothy Drayton, Annette Hawkins, Barbara Lee, and Stephanie D. Mincey-Owens we are looking forward to getting to know you better.

To our long time member Michelle Jefferson, welcome home from the hospital and here's to wishing you a speedy recovery.

Committee Chairs

APW/Education & Program

Patricia Johnson

Bylaws, Standing Rules & Procedures

Crystal Briscoe

Certification

*Lynette M. Queen,
CPS/CAP*

Community Service/Historian

Cathy Spencer, CAP

Membership

Mattie McDowell

Newsletter

Jessie Poullard

Nomination

Mary D. Gibson

Publicity & Marketing

Patricia Johnson

Retirement Trust Foundation

Tamara Maull

Social

Nancy Mosely

Strategic Planning

Cathy Spencer, CAP

Sunshine

Lisa Wheeler, CPS/CAP

Ways & Means

Joyce McPherson, CPS

T-Notes

By Judy Falk, CPS/CAP, Chapter Treasurer

As Treasurer of Prince George's Chapter, IAAP I am delighted to report that the chapter received a successful audit for fiscal year July 1, 2009 – June 30, 2010. Our records were well documented, orderly and organized.



Judy Falk, CPS/CAP

Retirement Trust Foundation

Submitted By Tamara Maull, Retirement Trust Foundation Chair

Mark your calendar for November 9, 2010 as one of those chapter meetings that you won't want to miss!

November is one of the months designated by IAAP as "Retirement Trust Foundation" month. Come and learn about the RTF and how it assists those in our profession who have retired and are in need of comfortable, affordable housing.

"Not thinking about retirement" you say. "That's a long way off for me" you say. Well, our guest speaker for the November meeting will share how important "thinking about your retirement is" for everyone, right now.

Joining us will be Thomas C. Traber, Chief Financial Officer and Treasurer of the Washington Suburban Sanitary Commission (WSSC). If you've already started saving

toward your retirement or if you need to begin some financial planning toward a comfortable retirement, we are certain that you will be enlightened and encouraged by this presentation.

This is the time in the IAAP calendar year to focus on the RTF and solicit your support.....but can also be a time to think about your plans for the future!!!!

Mark your calendar for November 9, 2010 as one of those chapter meetings that you won't want to miss!



Membership Notes

Submitted by Mattie McDowell, Membership Chair

Please join me in welcoming the following new members to the Prince George's Chapter and the International Association of Administrative Professionals:

- Dorothy Drayton
- Barbara Lee
- Annette Hawkins

We know that you will be extremely satisfied with the variety of programs

that will benefit you as a member as well as the networking with other professionals.

We are looking forward to seeing you at our meetings.

To our seasoned members who have not updated their preferred names, addresses, phone numbers, email addresses, etc., please take some time to do so. This will enable you to keep abreast of the latest breaking news from Headquarters, Division and of course, your Chapter. Please visit the website at <http://community.iaap-hq.org>.

"Learn from yesterday, live for today, hope for tomorrow. The important thing is not to stop questioning."

-Albert Einstein-

Useful Websites for Administrative Assistants

Gaebler.com – Resources for Entrepreneurs

Looking for good online resources for administrative assistants? We've scoured the web to create this list of good web sites for administrative assistants. Enjoy!

Resources for administrative professionals used to be few and far between. But with the advent of the internet, the number of administrative resources skyrocketed. Today, you can find the answers to virtually any administrative question you can imagine – if you know where to look.

[Administrative assistant](#) websites cover the full range of issues that are important to [office](#)-based professionals. Although some of these sites remain static, most are regularly updated to reflect emerging trends and topics. To stay current, save important links in the "Favorites" tab of your web browser and get into the habit of surfing helpful sites once a week. If you're not sure where to begin, start by adding these sites to your weekly routine.

"Tell me and I'll forget; show me and I may remember; involve me and I'll understand."

-Chinese Proverb-

Desk Demon (www.DeskDemon.com)

DeskDemon touts itself as the "world's largest [website](#) for administrative professionals". Whether that is true or not remains to be seen. However, the amount of content on the DeskDemon is impressive to say the least. Unlike many websites, DeskDemon is easy to navigate and includes a broad range of administrative articles, career advice, message boards, and office. And the best part is that all of its content is free. When you log onto the site, just be careful to make sure you are on the U.S. version since a parallel version of the site exists for the U.K.

International Association of Administrative Professionals (www.iaap-hq.org)

The International Association of Administrative Professionals is an organization committed to helping administrative professionals succeed in their [careers](#). Although the website is filled with information about the organization and how you can become involved, its most useful section might be the "Research and Trends" section. As the name suggests, this section is chocked full of information about administrative trends and data such as current salary figures for administrative professionals in the U.S.

The Effective Admin (www.theEffectiveAdmin.com)

Like DeskDemon, the Effective Admin website is dedicated to providing a broad range of resources for administrative [professionals](#). Yet the content of the Effective Admin site is unique and earns it a slot in your "Favorites" tab. Make a special effort to check out the sections on administrative job descriptions and "Expert Q&A for Admins" where administrative professionals answer questions sent in by surfer just like you.

The Executive Assistant's Toolbox (www.eatoolbox.com)

While other websites cover traditional administrative topic, The Executive Assistant's toolbox favors the road less traveled in professional administration. On this site, you may find an article about meeting organization next to an article about learning how to say "no" or learning how to keep your emotions in check. Despite the diversity of topics on this site, most of them are surprisingly practical and worth a read.

Online Organizing (www.onlineorganizing.com)

Even though it isn't geared specifically toward administrative professionals, Online Organizing is full of helpful tips for getting organized in the workplace. Not only will you find advice about organizing desks and workspaces, but also useful information and checklists for office supply purchasing, business travel, delegation, productivity, and much more.

Themes

International

PASSION &
PURPOSE

Delaware-Maryland-District of Columbia Division

*Working Together
Makes Everyone Shine*

Prince George's Chapter



Aim High
Only the Best is Good Enough!
Passion & Purpose
Prince George's Chapter - IAAP
2010 – 2011

Mark Your Calendars

October

Monday, October 11th – Columbus Day



Tuesday, October 12th – IAAP Prince George's Program and Chapter Meeting, Greenbelt Marriott, Greenbelt, MD

Saturday, October 16th – Fall Education Conference & Open Division Board Meeting – Delmarva Conference Center in Newark, Delaware

Sunday, October 17th – Wednesday, October 20th – The IAAP 2010 Fall Conference "The Core Characteristics of a Champion" – The Seelbach Hotel in Louisville, Kentucky

Sunday, October 24th – United Nations Day



Sunday, October 31st – Halloween

November

Monday, November 1st – All Saints Day

Friday, November 5th – Saturday, November 6th – CPS and CAP Exams

Sunday, November 7th – Daylight Savings Time Ends

Tuesday, November 9th – Chapter Meeting

Thursday, November 11th – Veterans Day

Thursday, November 25th – Thanksgiving Day

NOVEMBER
Chrysanthemum



*Happy
Thanksgiving*