



# Administrative Prose



Special Edition - October 2009

Volume 1, Number 13

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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



*Encarta defines orientation as a meeting or series of events at which introductory*

information or training is provided to somebody embarking on something new such as a course of study. Tonight we welcome you to Prince George's Chapter of IAAP. This special edition of *Administrative Prose* is to help our members particularly our newer members get acquainted with IAAP on the chapter, division and international level.

Prince George's Chapter earned the Chapter of Excellence award for the 2008-2009 IAAP Year. This past year was the first year this values based program was implemented. The Board including Committee Chairpersons is working hard to ensure that we continue to be a Chapter of Excellence.

You have made a wise decision by joining the Prince George's Chapter of IAAP. We are a Chapter of Excellence not just because of what we offer to our members but what our members bring to the chapter. Below are some highlights of recent communications.

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Please donate your gently used suits and professional business attire to The Woman's Alliance of Washington, DC. Donations will be delivered during the month of October. For more information please contact Community Service chair, Lynette Queen CPS at 301-437-4211.

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Please note that all expenses incurred during the last fiscal year for our chapter was to be reimbursed by May 15. The chapter is not in a financial position to make reimbursements for expenses submitted after May 15 in our current fiscal year. For more information, please see Article VII, Section 4 of our Bylaws or contact our Treasurer.

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If you are interested in serving on the DE-MD-DC Division Nominations Committee, please contact chair Debbie Turner CPS/CAP at 302.378.2736 (office) or 302.378.3629 (fax) or email her at [dewildlands@atlanticbb.net](mailto:dewildlands@atlanticbb.net).

\* \* \* \* \*

Changes to the IAAP database now give you control to opt in/out of

## Upcoming Events

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

Thursday, October 22 –  
Chapter Fundraiser, 4-10 pm  
Texas Roadhouse,  
Bowie, MD

Tuesday, November 3 –  
Board Meeting, Location TBD

Tuesday, November 10 –  
Chapter Meeting,  
Greenbelt, MD

President

Patricia R. Johnson

Vice President

Cynthia M. Dillon CAP

Secretary

Lynette Queen CPS

Treasurer

Judith Falk CPS/CAP

## IAAP Websites

Headquarters

DE-MD-DC Division

Prince George's Chapter

## Committee Chairs

APW/Education & Program

Patricia Johnson

specific mailings and e-blasts. Visit <http://community.iaap-hq.org> and go to Network (top menu bar). That takes you to your profile page. There you can click "edit contact information" and update your address, e-mail information and newsletter preferences.

Questions concerning logins and passwords can be directed to Ben McClanahan at [bmccclanahan@iaap-hq.org](mailto:bmccclanahan@iaap-hq.org).

Questions concerning address changes/updates can be directed to [membership@iaap-hq.org](mailto:membership@iaap-hq.org).

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## Damion Fosters a Good Deal

Associate Member Damion Foster of Boston Market developed a new benefit for members of Prince George's Chapter through his affiliation with a client. This company is called VMW Express and they are a logistics company specializing in courier services, moving jobs, freight forwarding, etc. in the DC, MD, and VA Metropolitan area. Damion has secured a **25% first trial discount** for all chapter members that use this service at their place of employment and a **10 -15% savings** from their current cost per month for any of the services above.

The first 10 members from our chapter to use any of the services from this company will receive complimentary lunch for 5 at their home or office from Boston Market. Damion worked really hard getting this discount that Boston Market enjoys so please consider taking advantage of this opportunity. Damion says "this company is very professional and most importantly always on time with our deliveries."

Thank you Damion for your hard work on our behalf.

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## Affinity Benefits with IAAP

*By Cathy Spencer CAP*

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



Do you want to send flowers to a friend or co-worker for a birthday? IAAP members living in the U.S. and Canada can order via the special website [www.iaap.flowerclub.com](http://www.iaap.flowerclub.com) or by telephone (1-800-457-2996). International members can receive the discount via the telephone only.

How about car insurance? As an IAAP member, you may also qualify for a Member Discount, in addition to GEICO's already low rates. The discount is available in most states. 

Editor's Note: Do not use the acronym IAAP when asking for the discount amount. You must say International Association of Administrative Professionals.

The Affinity Benefits also include car rental, travel, financial, health

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

insurance, educational seminars, and office supplies. Questions about the IAAP Affinity Programs should be directed to Joy Johnston at Headquarters. Her email address is [jjohnson@iaap-hq.org](mailto:jjohnson@iaap-hq.org).

## 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.



## IAAP Core Values\*

<i>Integrity</i>	<i>We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards. We will conduct our professional activities in a manner that will reflect well upon the profession.</i>
<i>Respect</i>	<i>We create respect within our profession and association through listening, understanding and acknowledging member feedback. We will encourage the diversity of views, with compassion and respect for the rights of others to hold values, attitudes, and opinions that may differ from our own.</i>
<i>Adaptability</i>	<i>We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking. We will encourage others to operate outside of their comfort zones, facing ambiguity with a spirit of innovation and forward thinking.</i>
<i>Communication</i>	<i>We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships. It is readily accepted that information given and assessed must be based on truth, fairness and accountability. We will obey the law, perform in good faith, and seek fair outcomes.</i>
<i>Commitment</i>	<i>We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness. IAAP has a responsibility to the people it serves and shall not practice, condone, facilitate or collaborate in any form of discrimination on the basis of race, color, sex, sexual orientation, age, religion, language, disability or socioeconomic status.</i>

\* The IAAP Core Values noted in italicized type are those approved by the International Board of Directors on November 1, 2008.

# 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 at Rips in Bowie, MD 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

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

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

