



## Best Kept Secret - Not Anymore



*By Mattie McDowell  
Membership Committee Chair*

After April 30 IAAP<sup>®</sup> will no longer be the best kept secret in Prince George's county. Any person who joins IAAP<sup>®</sup> in April will pay only \$98 in dues (a savings of \$35). The administrative professional who takes advantage of this special offer will also belong to the Delaware-Maryland-District of Columbia Division and Prince George's Chapter. Both the Division and the Chapter are waiving their dues in an effort to boost membership numbers.

Prince George's Chapter Members are strongly urged to invite as many guests as possible to our April meeting. Possible guests you could invite are the person who sits next to you at work or who you eat lunch with. Are there any receptionists, executive assistants, office managers, or customer service representatives in your social circle? Maybe you work out with administrative professionals at the gym, are in the PTA or are your friends on Facebook. Invite them to attend!

"**Prince George's Chapter, IAAP<sup>®</sup> - I belong**" - that's what we want people to hear. We don't want to be a secret any more.

## Two Contests for Existing Members

At the last Board meeting the officers in attendance approved two contests for the existing members of Prince George's Chapter.

A cash award of \$25 will go to the member who invites and brings the most paid guests to the April meeting.

The second contest has a cash award of \$50! This award will go to the member who has recruited (guest has completed [application](#) and paid either in person or online) the most guests by the end of the meeting.

I would like to thank the committee members who came together to work on increasing our numbers. The committee met on Wednesday, February 23 to brainstorm. Our experiences and different point of views allowed us to give solid recommendations to the Board.

There is no other committee that allows you to learn more about IAAP<sup>®</sup> than the Membership Committee. If you have any questions about the work of this vital committee, recruiting members or the incentive contests, please contact either the committee members or me. We are:

Cynthia M. Dillon, CAP  
Tami Maull  
Mattie McDowell, Chair

Patricia Johnson  
Cathy Spencer, CAP

## President's Pen



*By Cynthia M. Dillon, CAP*

"How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and the strong. Because someday in life you will have been all of those." George Washington Carver.

## Program Meetings

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In June 2010 I met with the incoming officers and one of the goals discussed was to “provide informative professional speakers at chapter program meetings”. To date, I am pleased to state that our Program chair, Patricia Johnson, has stepped up to the plate and delivered nicely. [Click here](#) to view upcoming events for March and April. April’s program is a very special one as we celebrate all Administrative Professionals across the globe and I encourage all to come and celebrate YOU on April 12, 2011.



## Recruitment and Retention

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Another goal was “recruitment and retention” – increase membership by 20% or (11 members) and retains 95% or (52 members). As of March 3, we have a net loss of 3 (this report is as of January 31, 2011, at the time of this writing HQ was in the process of updating the report). This is a reminder to all members to be active in recruiting members i.e., professional, student, and associate. We are aiming high to attain all our goals and to remain Chapter of Excellence. Which also reminds me, are you striving for Member of Excellence? Yes you should, please be sure to submit your Member of Excellence application to Headquarters before the deadline of June 30, 2011 as long as you achieve 8 of the 11 criteria. Please contact [Cathy Spencer, CAP](#) if you have any questions regarding Member of Excellence.

The Point Schedules also play a key role in our chapter and division. The numbers submitted helps with member of the year within the chapter and on the division level, helps the chapter to win awards in participation, professional development and certification. If you have not signed the point schedule as yet, please [click here](#) to download a copy. Please keep track of all your professional development accomplishments; the chapter is keeping track of participation.

Be safe and continue to keep the sick and less fortunate in mind!

## Administrative Professional Week/Education Program Committee

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*By Patricia Johnson  
Committee Chairperson*

Programs for the year have been finalized, and members are excited! Ayanna Castro, one of our professional members, will lead a workshop titled "Social Networking" on March 8, 2011.

Our keynote speaker for our Administrative Professionals Day/Week observation program on April 12, 2011 will be Curtis Walter, president of Stature LLC in Rockville, Maryland. Mr. Walter will give a presentation on "Interview with Style!" Stay tuned to your inbox and chapter website for meeting notices or you can contact the social chair for additional information.

To date, all programs have been awarded recertification points making our program year 100% recertified! Congratulations to committee members for their hard work.

## You've Spread Your Wings - Now What?

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*By Cathy Spencer, CAP  
Vice President*

You've taken advantage of the opportunities Prince George's Chapter, IAAP® has offered you. You've spread your wings and found capabilities that you didn't know you possess. What do you do now?

You attend a Delaware-Maryland-District of Columbia Division event. There are two upcoming opportunities; both of which you can use to obtain your Member of Excellence recognition.

## Spring Education Conference & Open Board Meeting

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In March, the DE-MD-DC Division will meet in historic St. Michaels, Maryland for the Spring Education Conference and Open Board Meeting. The Tidewater

Chapter is hosting this event on Saturday, March 19, 2011 at Harbortowne Golf Resort & Conference Center. A block of rooms has been reserved. Check out the [Division website](#) for room information.

The day starts at 8:30 am and is scheduled to end at 4:30 pm. If you are collecting recertification points you want to attend this education program. Mr. Enrique Ruiz, a leader in diversity training, leadership and personal development is presenting and four (4) recertification points are pending.

Registration is required. If you register prior to March 8, an IAAP member will enjoy this program for only \$45 while a non-member pays \$50. On March 9 and until March 14 the price increases to \$50 for IAAP members and \$60 for non-IAAP members. No registrations will be accepted at the door.

The Spring Education Conference/Open Board Meeting can be counted on your Point Schedule. Please contact [Crystal Briscoe](#) or [President Dillon](#) if you attend this event. It, too, can be included in the Member of Excellence criteria.

### Division Annual Meeting

In May, the Hager Chapter is hosting the 57th Annual DE-MD-DC Division Meeting. The theme is "Explore Your Potential".



Educational sessions and in accordance with the Division's bylaws the business of the Division will occur during this time. The business meeting and the educational sessions are at the Ramada Plaza Hotel in Hagerstown, Maryland. Registration packets are available at [www.demddc-iaap.org](http://www.demddc-iaap.org). If you are unable to access the internet, you can request one be mailed to you. Contact Denise Dickerson at (301) 271-2030 for assistance.



International President Mary Ramsay-Drow, CPS/CAP is the keynote speaker at the Member Recognition Luncheon. What a wonderful opportunity to hear the president of our association speak about Passion &

Purpose.

### Helping Out and About



*By Shirley Martin-Thomas,  
Community Service Chairperson*

### Shoebox for the Troops

I would like to thank the members of the Prince George's Chapter for your support and donations to our holiday campaign. More items were received and a third box was shipped.

At the February meeting donations were collected to give to St. Ann's Infant and Maternity Home. Below is a picture of President Dillon and Community Service committee member Dorothy Drayton in the midst of the donated items. I am sure the items are greatly appreciated.



Donations for St. Ann's Infant & Maternity Home

### Box Tops for Education

We have collected over 100 box tops for education. Thank you for your contributions.

If you have any ideas on how we can double our efforts please include them when you mail your box tops to me at:

Shirley Martin-Thomas  
Management Solutions, Inc.  
4601 Presidents Dr., Suite 200  
Lanham, MD 20706-4865

The committee is also collecting box tops at our Chapter meetings.



Editor's Note: Have you considered placing a box on your desk or in your office break room to collect from co-workers? If you are allowed, send an email blast to coworkers explaining the program. If that isn't an option, how about adding a note to a box or can that has a slit in the top. Just make sure you remember to collect the box tops daily or weekly.

### Helping Local Senior Citizens

At our March meeting a representative from Top Banana Home Delivered Groceries will discuss the services they provide to senior citizens in Prince George's county and other parts of the Washington, DC metro area. Donations of any amount make a difference:

- \* \$10 covers delivery to one customer for one week
- \* \$150 covers gasoline for 1 day of deliveries
- \* \$500 covers delivery to 50 customers for one week or one customer for an entire year

On behalf of the Community Service Committee we would like to ask that you bring a small monetary donation for Top Banana.

### 2010-2011 Pathways to Excellence Update



*By Cathy Spencer, CAP  
Pathways to Excellence Chairperson*

#### Member of Excellence

Congratulations to President Cynthia Dillon for submitting and receiving the Member of Excellence designation.

Several members have obtained the Member of Excellence recognition in the past. If you are thinking that it's too late to start, you're wrong. Yes, you will have to attend some meetings if not with our Chapter then go to another chapter. Find a program that interests you and attend it. Division and International sponsored events also count. If you have any questions,

please contact me by [email](#) or [click here](#) to download the criteria.

Who else has submitted and received this designation? We want to include your name in this newsletter.

### Chapter of Excellence

The Chapter continues its march towards the Chapter of Excellence recognition. In January, President Dillon submitted the Avery Great Results Award Application prior to the February 1 deadline. This is one of the criterions for the eighth Point of Excellence

Remember, we only need to meet 14 of 19 criteria.

### News from RTF

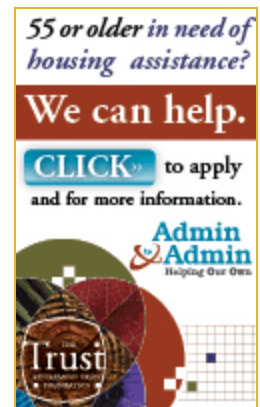


*By Alice Shultz, CPS  
Submitted by Tami Maull  
Committee Chairperson*

The RTF exists to help administrative professionals age 55 and older with housing, whether it's through their retirement home, Vista Grande or through grants. Their mission is to provide assistance for housing to administrative professionals, age 55 and older, who are in need. The RTF, founded in 1947, operates exclusively for charitable purposes and can help administrative professionals in need because of the generous gifts from individuals around the world.

In other news a second time period for application submission for housing assistance has been added. Applicants can now apply by November 15 deadline (January 1 activation) and May 15 (July 1 activation).

If you wish to donate on-line using a credit card, visit the RTF website, [www.iaap-rtf.org](http://www.iaap-rtf.org). Click on the "Donate" tab and select "Contribute online." If you are uncomfortable donating online, you can download a donation form by select "Printable Donation Form." It's as easy as that!



## Bylaws, Standing Rules & Procedures



*By Crystal Briscoe  
Committee Chairperson*

Have you ever wondered how the Bylaws by which the business of the Chapter is carried out has come to be. It all started over 35 years ago when the Chapter was chartered. As a part of that process Bylaws, Standing Rules and Procedures were drafted, proposed, discussed, motions were made and the approved articles and sections were created. Over the years there have been amendments that added needed clarification, removed misleading language or brought the bylaws in line with International's Bylaws.

The deadline for receipt of Bylaws, Standing Rules and Procedures proposed changes in March 17, 2011.

This is a good time to **Review current Chapter Bylaws & Standing Rules.**

**If you want to amend the bylaws, follow these instructions and submit in writing on this [form](#).** Please include the following:

- Your name and member number
- Indicate the specific **Article** and **Section** being amended
- Quote current/present bylaw and your proposed changes
- Provide a rationale for each amendment
- Use **[ ] brackets** to denote words to be deleted
- Use **\_\_\_** underlining to denote words to be added

**PROPOSED Amendments will be considered ONLY if they are sent and received electronically on the attached form by March 17, 2011 to [cbriscoe@aicpa.org](mailto:cbriscoe@aicpa.org).** Please be sure to CONFIRM receipt.

On March 31st the committee will edit/correlate a draft of all proposed amendments submitted and make recommendations and state reasons for recommendations.

April 1st - Prepare draft of amendments for personal review and submit to Chapter Board of Directors.

April 8th - Formally submit draft of proposed amendments/revisions to Chapter Board of Directors and Members for final review and discussion.

May 10th - shall submit revised Chapter Bylaws and Standing Rules to the Division Bylaws and Standing Rules Committee for approval and acceptance.

If you have any questions, contact any member of the Bylaws Committee listed below:

Crystal D. Briscoe, [cbriscoe@aicpa.org](mailto:cbriscoe@aicpa.org)  
Cynthia M. Dillon CAP, [cdillon@aicpa.org](mailto:cdillon@aicpa.org)  
Joyce H. McPherson, CPS, [mcpherjh@pgcc.edu](mailto:mcpherjh@pgcc.edu)  
Nancy Mosely, [nmoseley@hotmail.com](mailto:nmoseley@hotmail.com)  
Mary Lee Seaman CPS, [marylee6@msn.com](mailto:marylee6@msn.com)  
Cathy Spencer CAP, [cath\\_iaap@yahoo.com](mailto:cath_iaap@yahoo.com)

## News from the Sunshine Committee



*By Lisa Wheeler, CPS/CAP  
Committee Chair*

The Sunshine Committee would very much like to recognize your birthday during 2011! You can assist us by emailing the committee your month and day of birth, no year needed.

Tamara Aw	Elizabeth Bolin
Ayanna Castro	Deborah Cole
Gwendolyn Cooks	Shanea Copeland
Sharon Dawes, CPS/CAP	Dorothy Drayton
Eric Figueroa	Annette Hawkins
Alecia Herron	Valerie Higgs
Dahlia Holmes	Otrina Hughes
JoAnne Jackson	Alexis Kosh
Barbara Lee	Sherri Maslanik
Tamara Maul	Malthaus McDowell
Joyce McPherson, CPS	
Stephanie Mincey-Owens	Patricia Palmer
Simone Peebles	Marylin Pounds
Lynette Queen, CPS/CAP	Michelle Rice
Raven Simpson	



## Mark Your Calendars

### March

Tuesday, March 8 – Chapter Meeting, Greenbelt Marriott, Greenbelt, MD

Wednesday, March 9 – Ash Wednesday

Thursday, March 10 - **RSVPs due** Fun Night Out

Sunday, March 13 – Daylight Saving Time Begins

Monday, March 14 – Networking Event with Montgomery County Chapter, Dave & Busters, White Flint Mall

Thursday, March 17 – St. Patrick’s Day



### April

Friday, April 1 - April Fool's Day

Monday, April 4 – Succession Plan Training, Gallaudet University

Tuesday, April 12 – Chapter Meeting, Greenbelt, MD

Sunday, April 24 - Saturday, April 29 - Administrative Professionals Week

Wednesday, April 27 - Administrative Professionals Day



### May

Friday, May 6 & Saturday, May 7 – Certification Exams

Sunday, May 8 - Mother's Day

Tuesday, May 10 - Chapter Meeting (Elections)

Friday, May 20 - Sunday, May 22 - Division Annual Meeting, Hagerstown, MD

Monday, May 31 - Memorial Day

## Photo Opportunities



Chapter President Dillon at Certification Conference, Nottingham, Maryland



Roberta Miller, CAP & Denise Dickerson, CPS sharing a laugh. Roberta is a Past Division President and is the current Division Certification Chair. Denise is the Division APW Chair and is on the host committee for the Division’s Annual Meeting.

Laurie Cozens, CPS/CAP, Past Division President and currently serving as Division Membership Chair listening intently during an impromptu Division Membership meeting

