

Through Teamwork We Gain Success



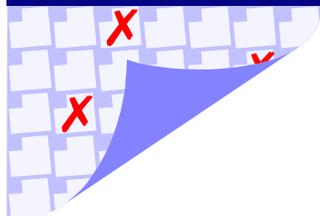
News 'n' Views

Newsletter of the Memphis Chapter IAAP

December 2002 Issue

Karen M. Baker CPS, Editor

Calendar of events



Special Dates of Interest:

ANNUAL HOLIDAY PARTY
December 9, 2002

JANUARY MEMBERSHIP
MEETING
January 13, 2003

Unique Website

<http://babel.altavista.com/tr>—

This is a unique website that can assist with translation of almost any kind, from and to English. Try your hand with Spanish, French, German, or even Russian.

Inside this issue:

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HOLIDAY CHEER REQUIRED!

Submitted by Lynn Zills



Don your gay apparel and we will fa-la-la-la-la beginning at **6:00 p.m., Monday evening, December 9, 2002, at the Holiday Inn East.** Although there will be no sleigh rides, our meeting room will be transformed into a winter wonderland. All will be merry and bright as we enjoy the warm spirit of the holiday with a wonderful meal and great entertainment!

Since Christmas is the season of giving, please consider bringing a gift for a woman, boy or girl. IAAP will be donating the gifts to Hope House, which assists women and children. A list of specific needs is shown later in this newsletter.



Price: \$18.00

Place: Holiday Inn East (Poplar at I-240) Time: 6:00 p.m.

Contact Kay Cullen (phone 473-6315, x 100 or e-mail her at kcullen@penninvestors.com) or Lynn Zills (phone 545-5057 or e-mail at linnzie39@aol.com) to make your reservation.

DON'T FORGET! If you are one of the many wonderfully talented IAAP members, please consider entertaining at our fun-filled holiday party! We already have one talented IAAP member scheduled to sing and are looking for more! Perhaps musical instruments are more your style—if so, a keyboard will available. If you would consider performing for us, please contact Lynn Zills at 901-545-5057 or by e-mail at linnzie39@aol.com.

MESSAGE FROM THE PRESIDENT

The November Membership Meeting was GREAT!

As you all know, November was Margarette Bibb month. Dianne Deming CPS/CAP and Linda Caldwell did a magnificent job with this special event! The ServiceMaster Learning Center was a wonderful location to hold this event. Special thanks go to Janice Milam for her help.

The Dress Barn, with the help of some chapter members, gave us a wonderful fashion show. Don't forget about the fun times we had with Bingo, the silent auction, and especially *the cake walk!* I know many members went home with purchases from the auction, cakes, and prizes. We hope the final numbers, when they are available, tell us some exciting news!

I look forward to seeing each of you at our Holiday Party next week. The telephone committee will be contacting you for your dinner reservations. At the party, we will be donating gifts to the Hope House, which assists women and children. Our Community Affairs committee will also be collecting holiday cards and postage stamps for the homeless shelter.

Be sure to make your reservations today for the party, and don't be late! The festivities begin promptly at 6:00 p.m. on Monday, December 9th at the Holiday Inn East.

I hope all of you had a wonderful Thanksgiving! Remember that *Through Teamwork We Gain Success.*



Margaret Haney CPS/CAP
President, Memphis Chapter 2002-2003

Margaret

Happiness is not having what you want, but wanting what you have.
Rabbi H. Schachtel

December

- 5 Norma Armstrong
- 8 Sheila Pino CPS
- 9 Billie Thweat
- 10 Jane Bratton CPS
- Jeanette Jones CPS
- Beverly Morris
- 11 Janice Ernest CPS
- Jackye Haas
- Barbara Hardison CPS
- 12 Sheria Fisher
- 13 Charlotta Arendale
- 14 Cheryl Wilkinson CPS
- 18 Ellen Sanders CPS
- 19 Nelda Jacobson
- 21 Dr. Lillian Chaney
- 24 Joann Meadows CPS
- Karla Walker
- 26 Jo Propst CPS
- 30 Dorothy L. Johnson
- June Morgan CPS

January

- 5 Mary Hines CPS
- 9 Brenda Varnedoe CPS/
- 11 Doris C. Goode CPS/CAP
- 12 Donna Dahlberg CPS
- 13 Joyce Ann Moore
- 16 Sharon Gardner
- Grace Genzer CPS
- 17 Pamela Tyler CPS
- 20 Sandra Sue Stephens
- 23 Linda Caldwell
- 31 Sally Archibald

BIRTHDAYS



MEMBER TIDBITS

EMPLOYMENT CORNER—

Ludora Cooper CPS

Talent Force Staffing Agency has Administrative Assistant positions available, including temp to hire. Please contact Jim Duncan at 901.843.1139, or e-mail resumes to jduncan@talentforce.com.

Last month, we advertised an open position at ILS. This was for a part-time assistant to the President. In short, the qualifications were:

3 years experience at President/CEO level, Excellent interpersonal/writing skills, Upbeat & organized, AS/BS preferred, Member of administrative support organization a “+”

If you need more information or know someone that could fit this position, please contact Nancy Murray at 901-794-5000.

COMMITTEE HEAVEN—

Doris Goode CPS/CAP

I still have spots open! Which committees will you chair next year? Contact me at doris.goode@persnet.navy.mil.

POTENTIAL TO BE BOARD?

Submitted by Maxine Shepard

Leadership opportunities abound! It's not too soon to be thinking about serving on the Memphis Chapter Board for 2003-2004. Here is your chance to demonstrate those



leadership skills. If you are interested in a Board position and would like to know more about the responsibilities, contact me at mshepard@cotton.org. I will make arrangements for you to sit in on a Board Meeting soon.

CALLING ALL SHUTTERBUGS!

Submitted by Stephanie Moreno CPS



I am unable to attend all of the conferences and seminars, so I am missing many photo opportunities that could not only make Margaret Haney's scrapbook complete, but also one that's a real winner!

If you have any photos of IAAP events and would like to share them, please send them to me. I would love to also be able to include mementos. Please think of me before you file something away! You can e-mail me at Stephanie.Moreno@pfizer.com or send them to me at 4336 Maiden Grass Drive, Bartlett, Tennessee 38135. Thank you so much!



GOT SOMETHING YOU NEED TO TELL?

Karen M. Baker CPS

Let me hear from you!

Send me a fax or e-mail letting me know what your committee is up to.

Please contact me by fax or e-mail address listed in the “Newsletter Deadline” section below.

NEWSLETTER DEADLINE

December's newsletter deadline will be **Wednesday, December 18th**. I am on vacation the week of 12/23-27 so this deadline will give me plenty of time to get the newsletter out by January 1. This deadline will have to be a firm one this next month—please remember to have items submitted to me by the end of that business day. Fax them to 901-344-0835 or e-mail to at kbaker@sofamordanek.com.

Thank you so much for your kind and prompt consideration!

Karen M. Baker CPS



EXCITING NEWS FOR 2003

You can't imagine what great things Charlotte Doyle CPS has cooked up for the beginning of the 2003 calendar year! January's program is already on the way, but we're not going to let the cat out of the bag just yet. Be sure to see the next issue of News 'N' Views to find out what is in store. Just for information's sake the January membership meeting is scheduled for January 13th.

Keep your eyes and ears open!

**EXECUTIVE ADVISORY BOARD
MEMPHIS CHAPTER
2002-2003**



| | |
|---|-------------------------------------|
| Bill Nelms, President | 762-7613 (W) |
| BancorpSouth | 762-7629 (F) |
| 6363 Poplar Avenue, Suite 125 | email: bill.nelms@bxs.com |
| Memphis, TN 38119 | |
| Alma Kidwell, Assistant | 762-7614 |
| | |
| Sharon Perry | 213-1998 (W) |
| West Tennessee Regional Director | 372-3643 (F) |
| Division of Mental Retardation Services | email: sharon.perry@state.tn.us |
| 8383 Wolf Lake Drive | |
| Bartlett, TN 38133 | |
| | |
| Linda Peppers | 528-7629 (W) |
| Vice President, Information Services | 528-4086 (F) |
| Memphis, Light, Gas & Water Division | |
| P. O. Box 430 | email: lpeppers@mlgw.org |
| Memphis, TN 38101-0430 | |
| Carolyn Branch, Assistant | |
| | |
| Jack Quinlan, Area Manager | 761-3232 (W) |
| Manpower | 767-5993 (F) |
| 4938 Poplar Avenue | 383-6867 (H) |
| Memphis, TN 38117 | email: jack.quinlan@na.manpower.com |

OFFICERS—MEMPHIS CHAPTER IAAP, 2002—2003

President - Margaret Haney CPS/CAP

President Elect - Doris Goode CPS/CAP

Vice President – Sharon Gardner

Corresponding Secretary – Cheryl Martin CPS

Recording Secretary – Robin White

Treasurer – Judy Carmichael CPS

Directors – Jane Bratton CPS, Charlotte Doyle CPS, Linda Patton



New Members and Information Changes

Sandra M. Khan—Sandra is a Sr. Manager Assistant with Federal Express here in Memphis. She was recruited by Pam Gardner. Sandra enjoys outdoor activities, her children and traveling. Please welcome her with a message to smkhan@fedex.com

Grace Watson—Grace is a Business Sales Manager at the Ridgeway Inn at Poplar Avenue and I-240. Trudy Noyes helped bring her to us. Grace enjoys gardening and working in her yard, as well as reading and candle-making. You can welcome her at gwatson@phg.net.

Mary Carroll CPS/CAP—A big welcome to Mary from the Memphis Chapter. She has relocated from the Anacacho Chapter in San Antonio, Texas. We are glad you came to Memphis!

Please join me in welcoming these new additions to our Memphis Chapter IAAP!



Submitted by Dianne Deming CPS & Linda Caldwell

We want to say a big “Thank you” to everyone who participated in the Margarett Bibb event. Thanks to the members, guests, and Board of Directors for your enthusiastic participation. We appreciate everyone who brought in cakes, donated door prizes and silent auction items, modeled in the fashion show, helped serve dinner, called bingo, and bought 50/50 tickets. A huge amount of thanks to Janice Milam from ServiceMaster, and to all the Terminix Team—you are the greatest!

We feel that this year’s event was a huge success and it looked like everyone had a great time!

We do not have all the figures in yet, but the preliminary numbers look fabulous. We hope to have a final report to deliver at next week’s Holiday Party.

Christmas Project— Update on Hope House

Submitted by Lynn Zills

Happy Holidays to you! Thanks to all of you who volunteered to make Christmas brighter for the folks at Hope House.

If you have forgotten to select someone or were undecided on doing so, the list found in this newsletter still has a few folks available for “adoption.” If you see any errors on the list, please let me know.

I hope all of you had a blessed Thanksgiving!



Christmas—A Season of Family and Good News

Fellow member Jan Courtney wanted to share some great news with the membership.

After being on a four-year Emerging Leaders Scholarship, her son Philip will be graduating from the University of Memphis on December 15th with a BA in Communications. When he graduates, he will be working as an Assignment Editor for WMC-TV “Actions News” Channel 5. His little sister, Erin, is also a freshman on the same named scholarship—also at the University of Memphis. She works with the American Diabetes Association and St. Jude Children’s Research Hospital through her membership in Alpha Gamma Delta and the U of M Student Activities Committee.

The pride that we hold in our children’s achievements is the type of Christmas gift no parent could purchase anywhere in the world! *Congratulations to all!*



CORPORATE HEADQUARTERS NEWS: CONFERENCES AND CERTIFICATION

Retrieved December 2, 2002 from the World Wide Web

Register for the IAAP Professional Education Conference in February! The more administrative assistants can understand and use management tactics in the workplace, the more valuable they become. Join everyone February 24-26 at the Hyatt Regency on the Riverwalk in San Antonio, Texas for a 2 1/2-day intensive workshop designed especially for office professionals. This conference is worth 1.35 CEU or 13 CPS/CAP recertification points. Visit http://www.iaap-hq.org/PEC_03/PEC2003.htm for more information and complete agenda for this wonderful opportunity.

CPS & CAP Exams! Registration deadline for the May 2-3 exams is March 1, 2003. Complete registration information can be found in the "Professional certification" section on the headquarters website at <http://www.iaap-hq.org/>.

If you have specific questions about the exams, please direct them to the Certification Department at IAAP Headquarters, e-mail cps@iaap-hq.org.



CELEBRATE ON A BUDGET?

Retrieved November 25, 2002 from the World Wide Web

Can you plan a festive holiday party on a tight budget? Is an inexpensive celebration better than none at all? OfficeTeam says "yes." Employees understand that the economy is tight and that gatherings cannot be as lavish as in years past. It is important, however, to have a gathering to boost staff morale, recognize hard work, and maintain cohesiveness of the team. Here are a few tips to help:

- Keep it small. Company-wide events can be costly and difficult to plan. You may decide to keep the celebration within your department or division.
- Watch what you eat—not every holiday party needs a huge dinner to revolve around. Less expensive options include buffets or snacks.
- Offer words, not gifts. Instead of holding a gift exchange among employees, do a word exchange instead. Still exchange names, and at "exchange" time the employee must describe one thing they appreciate about the person whose name they have.
- Volunteer. Replace a formal gathering with a group volunteer outing. Organize to serve meals at a homeless shelter, or sort gifts at a toy drive.
- Keep it social. The point of your gathering is to thank people for their hard work and reinforce recognition of the team throughout the year. Focus on a fun activity for the evening that will build camaraderie, and try to keep business talk to a minimum.

KAREN'S KORNER

Well, the last month of 2002 is here. The Christmas trees are going up, the presents are being bought, and carols are in the air.

It's a time of year when we reflect on what we have done, where we have come from, and where we would like to go in the next twelve months; both personally and professionally. Review your goals and check your milestones—did you accomplish what you had planned?

If so, *congratulations!* Don't stop where you are; set the bar just a tad higher than last year. Don't ever let your-

self reach "the top step."

If not, don't feel down in the dumps about it. Go back and examine your goals. Ask yourself if they were attainable from the beginning. Did you have partial success in them? What prevented you from achieving full success? Don't let a setback make you refrain from setting these goals; in fact, less-than-100% satisfaction is all the more reason to try climbing even higher.....

Happy Holidays to All!

Karen





Memphis Chapter IAAP
PO Box 771415
Memphis, TN 38117-1415

"Through Teamwork We Gain Success"

We're on the web!
www.headgap.com/~iaap

International Association of Administrative Professionals
P.O. Box 20404
Kansas City, MO 64195-0404
Phone: 816.891.6600
Fax: 816.891.9118
Web: www.iaap-hq.org