

THE DOMINION DISPATCH

Celebrating 60 Years



International Association of
Administrative Professionals®
Old Dominion Chapter

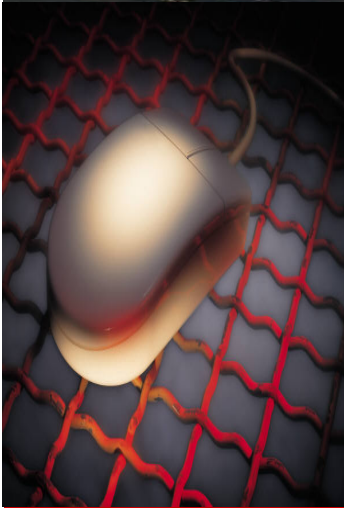


OUR MISSION

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.



Old Dominion Chapter, IAAP • P.O. Box 71412 • Henrico, VA • 23255 • <http://www.iaap-olddominion.org>



THE PROGRAM COMMITTEE PRESENTS...
**MICROSOFT OFFICE 2010:
WORD AND EXCEL TIPS AND TRICKS**
DALE B. MOORE
DOCUMENTALIST/TRAINER, RPS
Tuesday, February 21, 2012
6 p.m.—7:45 p.m.

County of Henrico Training Center
7701 E. Parham Road
Henrico, Virginia

Come and join us! The Old Dominion Chapter, IAAP Program Committee presents...our February program, **Microsoft Office 2010: Word and Excel Tips and Tricks**. Dale Moore, Documentalist/Trainer, RPS will be the keynote speaker. Bring your colleagues or anyone you feel may be interested and let them see for themselves the value of IAAP!

REGISTER TODAY! The cost of the meal is \$10 per person catered by Jason's Deli. Please complete the registration form on page 4 or click on <http://www.iaap-olddominion.org/forms.htm>. In addition, fax Gale Barney, Corresponding Secretary via 804.501.7470 or scan via bar27@co.henrico.va.us.

Inside This Issue:

February Monthly Meeting Invite	P. 1
President's Message	P. 2
Board of Directors	P. 2
Dale Moore Bio	P. 3
February Monthly Meeting Info	P. 3
February Registration Form	P. 4
Genevieve Roberts Bio	P. 5
March Monthly Meeting Info	P. 5
March Registration Form	P. 6
Admins the Pulse of the Office	P. 7
2012 APW Flyer	P. 8
2012 APW Seminar Info	P. 9
2012 APW Registration	P. 10
2012 APW Vendors' Spotlight	P. 11
Upcoming Events	P. 12
Certification Committee Info.	P. 13
New Member Orientation	P. 15
Committee on Nominations Info	P. 16
Community Service Flyer	P. 18
Membership Info	P. 19
Welcome New Members	P. 19
February Birthdays and Anniversaries	P. 19
Condolences / Sick	P. 19
Pathways to Excellence	P. 20
Mentoring	P. 21
Krispy Kreme Certificates Fundraiser	P. 22
About R&E Scholarship	P. 23
Calling All Members	P. 24
Tech Tips	P. 25
PMOY Criteria	P. 26



President Message



EFFECTIVE LEADING!

The chapter has started the 2012 year in a very upbeat, enthusiastic mode. What a wonderful way to start the new year!

We are your source to learn information about current and future office trends, learn ways to increase your office proficiency, learn ways to develop your leadership skills, and we are your prime networking resource with other office professionals.

The January 17th chapter meeting was informative, enlightening and educational. Dr. Maria Poindexter effectively presented practical ideas, strategies, and tips on how to maximize ones time by setting achievable goals.

We live and work in demanding times. Sure there are challenges and with each challenge there is an opportunity to learn, to influence, to improve, and to change. Thinking about all the challenges we face on a regular bases, I began to consider how we handle change and how change can affect our ability to move forward in the work environment. Successful changes empower us! And for change to be successful, we need to change the way we think about things, not just the way we do things. We are empowered when we accept responsibility, authority, and accountability. Acceptance requires a willingness to be a part of the change process. A successful change process includes informal leader's open communication, respect and trust, use of consensus decision-making, access to information, and the decision making process by everyone who will be affected by the change.

Think about the changes that take place in your work environment and ask yourself whether or not you take advantage of the opportunity to include yourself in the change process. Ask yourself if you think change is an opportunity for growth, to get involved, to unmask your potential or an opportunity to be the best that you can be.

Through IAAP, you can develop confidence, leadership, and professionalism that helps you perform better in the office. At IAAP events, you can learn innovative techniques on a variety of topics. If you aren't on top of your game, your boss can't be on top of his or hers!

Speaking of leadership opportunities, it's time for nominations for the slate of officers for the 2012-2013 year (see pages 16-17). We will be hearing additional information regarding nominations. In addition, it's time to think about committee chairs for the upcoming year as well. If you're not sure you want to be a chapter officer, please consider a small step in leadership development by taking on a committee chair position. You are an essential piece of the puzzle. For additional information regarding nominations, contact Betty Blodgett, CAP-OM, Chair via betty.blodgett@capitalone.com and/or click on <http://www.iaap-olddominion.org/forms.htm>.

The Community Service Committee is now accepting donations to benefit the **Hospital Hospitality House** (see flyer on page 18). If you have questions, please contact Gail Arthur, CAP-OM, Chair via garthurcps@aol.com and/or click on <http://www.iaap-olddominion.org/forms.htm>. Don't forget to bring your donations and remember for each charity you donate to you will receive a ticket for a prize at the June 2012 monthly meeting.

Registration is now open for the **2012 Administrative Professional Week Seminar (APW)**! The APW Committee has been working hard to make this an exciting and productive seminar. I hope all of you have made plans to attend this spectacular event. The seminar will convene on Thursday, April 26, 2012, located at the *fabulous* Westwood Club, 6200 West Club Lane, Richmond, Virginia from 8 a.m. to 4: p.m. The topic is "Using Your Voice To Influence Your Boss!" J. Kyle Howard will be the keynote speaker! To register, click on <http://www.iaap-olddominion.org/forms.htm> - Our desire to all employers is to support continued training and development for administrative staff, recognizing that a well-trained workforce is essential for success in today's business world.

How is everyone coming along with their **Member of Excellence** criteria? Have you printed and signed your commitment form? This is one of the 11 criteria points that you need to complete the award. For additional information contact Barbara Williams, CAP-OM, Chair via Barbara.a.williams@altria.com.

The Ways & Means Committee **Krispy Kreme Certificates Fundraiser** is underway. For additional information, see page 23. To place your order, contact Alma Gordon, Chair via Alma.Gordon@richmondgov.com and/or click on <http://www.iaap-olddominion.org/forms.htm>.

Are you interested in becoming the **Professional Member of the Year (PMOY)**? For additional information contact Mary Clark, 1st Vice President via mclark@richmond.k12.va.us and/or click on <http://www.iaap-olddominion.org/forms.htm>.

Why does it seems that the more technology we incorporate into our jobs to become more productive, the more stressful our lives become, the longer we work and the less we get done? Please plan to attend our February 21st chapter meeting! The topic is "**Microsoft Office 2010: Word and Excel Tips and Tricks!**" Dale Moore, Documentalist/Trainer (Richmond Public Schools) will be the presenter. To be more effective in the workplace, come out and discover new tips and tricks!

We are "**Effective Leading**" and "**Making the Leap to Remarkable!**" Have a Happy Valentine's Day! I look forward to seeing each of you on Tuesday, February 21st!

Take care,
Cynthia Robinson, CAP-OM
President
Old Dominion Chapter, IAAP

Board of Directors

Cynthia Robinson, CAP-OM
President
(w) 804.501.4394
(c) 804.921.2293
rob12@co.henrico.va.us

Lana Agostini
President-Elect
(w) 804.646.1791
(c) 804.3196644
lane.iaap.odc@gmail.com

Mary Clark
First Vice-President
(w) 804.780.7843
(c) 804.677.2629
mclark@richmond.k12.va.us

Gale Barney
Corresponding Secretary
(w) 804.501.4398
(c) 804.873.4062
bar27@co.henrico.va.us

June Pegram, CAP-OM
Treasurer
(w) 804.365.6029
(c) 804.338.1759
jpegram@co.hanover.va.us

Michelle Jackson
Parliamentary Advisor
(w) 804.343.5930
michelle.jackson@vhda.com





The Program Committee Presents...

MICROSOFT OFFICE 2010: WORD AND EXCEL TIPS AND TRICKS DALE B. MOORE

DOCUMENTALIST/TRAINER, RPS

BIOGRAPHY

Dale was born a "team player" – She is a twin and the baby of a family of six children. (Mama and Dad got efficient after having two single births and started having babies two at time). After growing up in the very small college town of Ferrum, VA, Dale earned her Bachelor's Degree in Elementary Ed at Radford University and later receive her Master's Degree at Central Michigan University in Business Administration.

She taught 4th and 7th graders for 10 years and then went back to school to learn computer programming.

She was a computer programmer with the federal government at Fort Lee for 5 years. Then she taught programming and oversaw the programming, office technology, and medical technology departments in a proprietary school for 5 years.

Dale left the school and became a computer programmer contractor for one year as I decided what she wanted to do with the rest of her working career – programming or teaching?

Later she found the place that met all of her interests and needs - the satisfaction of working with people and seeing the "lights come on" when something made sense or was made easier to do, plus the personal gratification of constantly learning new things and every day presenting new challenges and opportunities. Dale have now been with Richmond Public Schools as a Documentalist/Trainer for 20 years.

She have been married to current husband (some of us have to do things twice to get it right) for 29 years. Between the two, they have 2 daughters and 1 son, 1 granddaughter and 4 grandsons. God is good!!

OVERVIEW

1 Recertification Point

Find out what is new in Microsoft 2010 and where they put the old stuff

- **Word Options**
 - Personalize the ribbon
 - Customize the Quick Access Toolbar
 - Proofing – AutoCorrect Options
- **Context Tools**
 - Tables
 - Design
 - Layout
 - Pictures
 - Smart Art
- **Mail Merge**
- **Forms**
- **Styles**
- **Using Tabs to create vertical line sand leaders**
- **Excel**
 - Filter vs. Sort
 - Conditional Formatting
 - Data
 - Text to Columns
 - Subtotals
 - Data Validation
- **Multiple Worksheets**
 - Organize Data within one file
 - Link data from one worksheet to another worksheet or another Excel file
- **Advanced Options – Custom Lists (Excel)**
 - Pivot Tables



The Program Committee Presents ...
OLD DOMINION CHAPTER, IAAP

DALE B. MOORE

DOCUMENTALIST/TRAINER, RPS

**WORD 10 AND EXCEL 10
TIPS AND TRICKS**

Tuesday, February 21, 2012

6 p.m. to 7:45 p.m.– Registration begins at 5:30 p.m.

County of Henrico Training Center

7701 E. Parham Road
Henrico, VA 23294

BIOGRAPHY: Dale was born a “team player” – She is a twin and the baby of a family of six children. (Mama and Dad got efficient after having two single births and started having babies two at time). After growing up in the very small college town of Ferrum, VA, Dale earned her Bachelor’s Degree in Elementary Ed at Radford University and later receive her Master’s Degree at Central Michigan University in Business Administration.

REGISTRATION FORM

Please print:

Member’s First Name: _____ Last Name: _____ CAP: __ CAP-OM: __

Company : _____

Business Phone: _____ Cell Phone: _____ E-mail Address: _____

IAAP Chapter: _____

Guest’s First Name: _____ Last Name: _____

Guest’s First Name: _____ Last Name: _____

Total Attending: _____ Total Amount Enclosed: _____ Meeting Only: _____

Registration Deadline—Friday, February 17, 2012

(Make checks payable to Old Dominion Chapter, IAAP) - (Tax ID #: 54-6053135)

Please mail registration form and fee to:

GALE BARNEY, CORRESPONDING SECRETARY

c/o County of Henrico, Virginia Public Works

4301 E. Parham Road, Administration Annex Bldg. 3rd Floor

Henrico, VA 23228

804.501.4398 - 804.501.7470 (fax)

bar27@co.henrico.va.us

No refunds after February 6, 2012

The menu includes the “Plane Jane” Potato Bar, Assorted Cookies, and beverage catered by Jason’s Deli. ~ The meal is only \$10. **REGISTER TODAY!** If you plan to attend, please complete the form and scan or fax. In addition, if you plan to pay at the door and would like to be included in the meal option, don’t forget to RSVP! Visitors are welcomed!

****It is chapter policy that if a member or guest registers and cancels, they will be billed for their meal to suit this special event.**

The Membership Committee Presents...

ORGANIZATIONAL PLANNING :HOW TO THINK STRATEGICALLY ABOUT HOW TO GET WORK DONE!

**GENEVIEVE ROBERTS, MBA, PHR, PARTNER
TITAN GROUP, LLC**



TITAN GROUP
Your Strategic HR Partner



BIOGRAPHY

Genevieve has over 20 years of diversified experience in Human Resources. She has performed as a business partner with varied industries including technology, manufacturing, retail, financial services, non-profit and professional services.

She has specialized experience in Executive Coaching, Performance Management, Selection and Recruiting, Competency Development, Change Management, and Assessments.

Genevieve graduated cum laude with a B.A. in Psychobiology and a concentration in French from Wellesley College. She completed her M.B.A. from Georgetown University earning academic distinction into the Beta Gamma Sigma honor society. She has also completed the Executive Human Resource Leadership course at the University of Michigan and the Change Management program at the University of Virginia. Genevieve is active in the Society for Human Resources Management where she earned her Professional Human Resources (PHR) certification. She served as the Chair of the foundation board of the National Association of Women Business Owners (NAWBO), and also serves as the Chair of the Board of the Shady Grove YMCA. She is the recipient of the 2009 NAWBO Richmond Entrepreneur of the Year Award and was named a 2009 Top 100 MBE Award Winner. She also is a regular columnist for Business.com. She is married with two wonderful kids and loves to play golf and travel.

OVERVIEW

1 Recertification Point

Strategic thinking is a high-level decision-making skill that involves recognizing trends and challenging assumptions while maintaining a global view of situations and an affinity toward embracing change.

This skill gives employees the ability to make decisions and understand how their decisions move the organization forward.

We will talk about how to develop strategic thinking skills:

- By changing the way one thinks
- Asking the right questions
- Observing strategic thinkers
- Learning from the past
- Keeping up with current trends
- Becoming more involved in planning activities and by looking forward to the future

Through this interactive workshop, we will take a look at how becoming more aware of how outcome, the time remaining and the value and priority of the task are particularly important to achieving the results you want in a rapidly changing world.



OLD DOMINION CHAPTER, IAAP

The Membership Committee Presents ...

GENEVIEVE ROBERTS, MBA, PHR, PARTNER

TITAN GROUP, LLC



ORGANIZATIONAL PLANNING: HOW TO THINK STRATEGICALLY ABOUT HOW TO GET WORK DONE!

Tuesday, March 20, 2012

6 p.m. to 7:45 p.m.— Registration begins at 5:30 p.m.



Altria

**6601 West Broad Street
Richmond, VA 23230**

If needed, contact Barbara Williams, CAP-OM for directions via Barbara.A.Williams@altria.com

REGISTRATION FORM

Please print:

Member's First Name: _____ Last Name: _____ CAP: __ CAP-OM: __

Company : _____

Business Phone: _____ Cell Phone: _____ E-mail Address: _____

IAAP Chapter: _____

Guest's First Name: _____ Last Name: _____

Guest's First Name: _____ Last Name: _____

Total Attending: _____ Total Amount Enclosed: _____ Meeting Only: _____

Registration Deadline—Friday, March 16, 2012

(Make checks payable to Old Dominion Chapter, IAAP) - (Tax ID #: 54-6053135)

Please mail registration form and fee to:

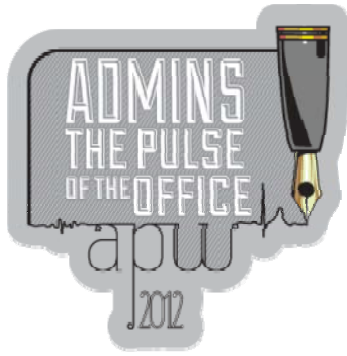
GALE BARNEY, CORRESPONDING SECRETARY

c/o County of Henrico, Virginia Public Works
4301 E. Parham Road, Administration Annex Bldg. 3rd Floor
Henrico, VA 23228
804.501.4398 - 804.501.7470 (fax)
bar27@co.henrico.va.us

No refunds after March 12, 2012

The meal catered by Aramark is only \$10. The menu includes: pizza, traditional Caesar w/grilled chicken, beverage and cookies and brownies. **REGISTER TODAY!** If you plan to attend, please complete the form and scan or fax. In addition, if you plan to pay at the door and would like to be included in the meal option, don't forget to RSVP! Visitors are welcomed!

****It is chapter policy that if a member or guest registers and cancels, they will be billed for their meal to suit this special event.**



ADMINISTRATIVE PROFESSIONALS DAY 2012

The theme for the 2012 Administrative Professionals Day® is:
“Admins. The Pulse Of The Office”

Administrative Professionals Day will mark its 60th anniversary on April 25, 2012. Over those decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. But admins. have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time and under budget. Admins. are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins. are masters of data. And they do this while maintaining their more traditional role as the gatekeepers for many customers, clients and employees. Quite simply, admins. are the pulse of the office.

ABOUT ADMINISTRATIVE PROFESSIONALS WEEK

Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today’s administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

APW is always the last full week in April. In 2012, Administrative Professionals Week is April 22-28, and Administrative Professionals Day is Wednesday, April 25.

WHO QUALIFIES AS AN ADMINISTRATIVE PROFESSIONAL?

Many people who contribute to the workplace in a variety of settings. IAAP defines administrative professionals as “individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.”

Research shows that many workers around the world still hold the “secretary” job title; however, many alternative titles have become more popular, such as administrative assistant, office coordinator, administrative specialist, executive assistant, and office manager.

OLD DOMINION CHAPTER, IAAP



The Administrative Professionals Seminar

April 26, 2012

8 a.m.—4 p.m.

5 Recertification Points Pending



Using Your Voice To Influence Your Boss!

J. Kyle Howard

Reasons to Attend

- Gain essential skills to increase your productivity and bottom-line results
- Gain practical tools to manage your career with renewed commitment and professionalism
- Learn techniques to improve the quality of your office environment
- Ensure your role as a valuable asset to your boss and to the organization

Professional Development...Knowledge Building...Networking...Door Prizes...Vendor Exhibits...and Much More!!!

Westwood Club
6200 West Club Lane
Richmond, VA 23226

“Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.”

P.O. Box 71412 · Henrico, VA 23255 · <http://www.iaap-olddominion.org>

USING YOUR VOICE TO INFLUENCE YOUR BOSS!



J. Kyle Howard

BIOGRAPHY

J. Kyle Howard is the world's foremost authority on discovering your life's purpose and the founder of Peak Performance Metagystics™ (2pm LLC) and The Purpose Academy, a consultant services company focused on helping clients achieve peak mental and physical performance by utilizing the power of purpose with imagery and thought. As an inspiring thought-leader and in-demand speaker, trainer and coach, J. Kyle has helped hundreds of leaders, inmates, students, and organizations around the world more effectively and efficiently execute their life's dreams, goals, missions, and aspirations.

J. Kyle Howard is the published author of "*The Tao of You* and *Unleash Your Inner Penguin*." As a premier authority on the psychology of success, J. Kyle Howard has been a featured expert in numerous publications to include Executive Excellence Magazine, Total Body Makeover, numerous national newspapers and magazines, as well as on allexperts.com.

Visit J. Kyle Howard at www.define-your-purpose-in-life.com and <http://jkylehowardinsightsjournal.com>.



OVERVIEW

Introduction

1. Who I am
2. How I can help
3. What we will accomplish

Notice It

1. Who are you
2. Discover that small voice within
3. Tips on how to understand that voice

Grow It

1. How to develop that voice
2. Finding your fire
3. Giving life to your voice

VALUE IT

1. Evaluating Old Patterns
2. Out with the old – In with the new
3. Appreciating your new sound

Apply It

1. Time to stretch your vocal chords
2. Face the fear of confrontation
3. Succeed by failing

Donate It

1. Follow your compass
2. Serve to be served – How to influence
3. Giving your voice away

USING YOUR VOICE TO INFLUENCE YOUR BOSS!

J. KYLE HOWARD, KEYNOTE SPEAKER

WESTWOOD CLUB, 6200 WEST CLUB LANE, RICHMOND, VA 23226

5 RECERTIFICATION POINTS PENDING

REGISTRATION FORM

Seminar includes free parking, continental breakfast, lunch, and afternoon snack

Please print:

IAAP Member Name: _____ CPS: ____ CPS/CAP: ____ CAP: _____

Company Name: _____

Address: _____

Business Phone: _____ Cell Phone: _____

E-mail Address: _____ Personal E-mail Address: _____

Non-Member/Guest Name: _____ CPS: ____ CPS/CAP: ____ C AP: _____

Company : _____

Address: _____

Business Phone: _____ Cell Phone: _____

E-mail Address: _____ Personal E-mail Address: _____

Total Attending: _____ Total Amount Enclosed: _____

IAAP Chapter: _____ Guest of IAAP Member? [] Yes - [] No Member's Name: _____

(Make checks payable to Old Dominion Chapter, IAAP)

REGISTRATION FEE	PRICE	NO.	AMOUNT	TOTAL
IAAP Member	\$60			
Non-Member	\$65			

(Tax ID #: 54-6053135)

Please complete this form and fax to Gale Barney via 804.501.7470 or scan and send via bar27@co.henrico.va.us no later than Monday, April 23, 2012 (4 p.m.).

Don't Delay, Register Today!

Please send registration form to:

Gale Barney

County of Henrico

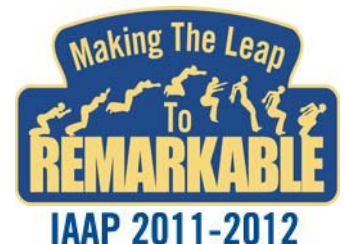
Department of Public Works

P. O. Box 90775

Henrico, VA 23273-0775

804.501.4398 (office)/804.501.7470 (fax)

bar27@co.henrico.va.us



No refunds after April 2, 2012

**It is chapter policy that if a member or guest registers and cancels, they will be billed for their meal to suit this special event. For additional inquiries, contact Cynthia Robinson CAP, via rob12@co.henrico.va.us or 804.921.2293.

VENDORS' SPOTLIGHT



B'Jeweled by Helena – Helena Holder—Helen has a 14 year old daughter with autism. After suffering with low self-esteem growing up, she finds it necessary to accentuate the positive. She believes that when a woman looks good she feels good. Thus the beginning of B'Jeweled by Helena. I look forward to seeing you there!



The Pretty Package Gift Baskets —Loretta James—Gift Baskets for Personal and Corporate Events; Personalized Candy Bars for your Special Occasion; Custom Candy Melts Chocolates for any Occasion; Custom and Imprinted Ribbon; and Unique Party Favors. The Pretty Package Gift Basket can create custom Baskets for All Events. We are more than just a gift basket company. We can Custom and Personalize Candy Bars, Invitations, Water Bottles and Match Books themed for any event. Mold Candy Melts Chocolates for any Occasion. Imprint your special saying or company logo on Ribbon for that special someone or company branding. Design Unique Party Favors for any Event. Call us today and let us create your special gift. We can create a design to fit your budget in mind. Loretta James, Gift Basket Professional. Office: [\(804\) 730-4887](tel:8047304887); sales@theprettypackage.com; www.theprettypackage.com.



Affordable Spa Services—Brandi Connor—Affordable Spa Services provides affordable massage therapy, natural health, epilating, nail- and skin-care services. We will be providing low-cost demonstrations at the APW event.



The Crowne Plaza Richmond Downtown - Lisa Burrell Hamilton—The Crowne Plaza Richmond Downtown is located in the heart of Richmond's financial district, along the historic banks of the James River and provides convenient access to Interstates 95 and 64. Beautifully appointed rooms with complimentary high-speed Internet access, 37" flat screen, HD TVs, and spacious work areas. Our exclusive Crowne Plaza Sleep Advantage® program features Serta Perfect Sleepers with triple sheeting, guaranteed wake-up calls, relaxation tips, sleep amenities and a designated Quiet Zone floor. The Pavilion Café features extraordinary American cuisine for breakfast, lunch and dinner, served in a casual dining atmosphere. Soft seating, large flat screen TV's, wired and wireless high-speed Internet connections truly make it "The Place to Meet," with over 13,000 square feet of flexible meeting and banquet space, with space to host events up to 600 people. Lisa Burrell Hamilton is a Group Sales Manager for the Crowne Plaza Richmond Downtown. She is in charge of handling the SMERFE markets, which includes Social, Sports, Military, Entertainment, Religious, Fraternal & Universities. She has been in the hospitality/



Jason's Deli – Christy Snyder—Jason's Deli caters and delivers for all your meeting needs. We offer online ordering, same day service, and a variety of menu options from breakfast, hot pasta entrees and more. Contact Christy Snyder at [804-385-9413](tel:8043859413) or christina.snyder@jasonsdeli.com for more information.



Longaberger - Brenda Brewster - Longaberger: Hand crafted wood baskets, Vitrified Pottery, Food, Fabric Handbags and Home accents. Brenda joined The Longaberger Company as an Independent Home Consultant in 2000. Having "retired" from a professional position 5 years earlier to devote more time to her family, she was now looking for time away with adults, and hoped to acquire quality Longaberger products at a discount. As Brenda shared her passion for helping others improve their lives and her love of the Longaberger product line, her business grew. Brenda is currently a Branch leader with Longaberger providing guidance to 26 other consultants in 5 states.



MorningMaze—Margaret-Anne Hilliard—MorningMaze strives to provide fun eco-friendly products. This is not because I am an environmental enthusiast...although I do like the environment...it is because eco-friendly products often provide fun options for value added savings.

Upcoming Events At A Glance

<http://www.iaap-olddominion.org>

Registration begins at 5:30 p.m. for all monthly meetings



February 4, 2012

LAN Workshop—8:30 a.m.—2:30 p.m.—Free to attend!

Presented by the Virginia-West-Virginia Division

Hosted by Tidewater & Peninsula Chapters

Location: **Chesapeake Police Academy**

**1080 Sentry Drive
Chesapeake, VA 23323**

2 Recertification Points

February 21, 2012

Monthly Meeting—6 p.m.—7:45 p.m.

Speaker: Dale Moore, City of Richmond Public Schools

Topic: Microsoft Office 2010: Word & Excel Tips & Tricks

Location: **County of Henrico Training Center (revised)**

**7701 E. Parham Road
Henrico, VA 23294**

1 Recertification Point

March 20, 2012

Membership Drive—6 p.m.—7:45 p.m.

Topic Organizational Planning :How to Think
Strategically About How to Get Work Done!

Speaker: Genevieve Roberts, MBA, PHR, Partner,
Titan Group, LLC

Location: **Altria**

**6601 West Broad Street
Richmond, VA 23230**

1 Recertification Point

April 26, 2012

2012 APW—8 a.m.-4 p.m.

Speaker: J. Kyle Howard

Topic: **Using Your Voice To Influence Your Boss!**

Location: **Westwood Club**

**6200 West Club Lane
Richmond, VA 23226**

Vendors: Longaberger (Brenda Brewster)

Lisa's Creations (Lisa Chenault)

B'Jeweled by Helena (Helena Holder)

Morning Maize (Margaret-Anne Hilliard)

D L Designs (Debra Lumpkin)

A Pretty Package, LLC. (Loretta James)

Tastefully Simple (Cathy Dudley)

Bella Butterfly (Ann Provenzano)

Mary Kay (Linda Taylor)

Christy Snyder (Jason's Deli)

J. Kyle Howard

Affordable Spa (Brandi Connor)

Crown-Plaza (Lisa Burrell Hamilton)

5 Recertification Points Pending

May 15, 2012

Monthly Meeting—6 p.m.—7:45 p.m.

Speaker: TBA

Topic: TBA

Location: **County of Henrico Training Center (revised)**

**7701 E. Parham Road
Henrico, VA 23294**

Recertification Point Pending

June 19, 2012

Monthly Meeting—6 p.m.—7:45 p.m.

Installation of 2012-2013 Officers

Speaker: TBA

Topic: TBA

Location: **County of Henrico Training Center (revised)**

**7701 E. Parham Road
Henrico, VA 23294**

Recertification Point Pending

June 29-30, 2012

Annual Meeting-Virginia-West Virginia Division

Topic: Making the Leap to Remarkable!

Location: **Holiday Inn Downtown**

**601 Main Street
Lynchburg, VA 24504**

Cost: \$175

Recertification Points Pending



Please be sure to check out IAAP's Virginia-West Virginia Division bi-monthly newsletter "The Admin Express" at <http://www.iaap-va-yvw.org/VAWVDivision/AboutUs/DivisionNewsletters/>. In it, you can find information about events being hosted by other area IAAP chapters, updates to standing rules & by-laws, Division parliamentary picks, certification, inspirational stories, and a wealth of other information.

Why wait?

Do something for yourself and your career today.



NEWS FROM THE CERTIFICATION COMMITTEE

Submitted by Teresa Rosbaugh, CAP-OM

New Technology Applications Specialty Now Available!

Did you hear the latest news? Take the next step in your career by attaining the Technology Applications specialty from IAAP. Earning the Technology Applications (TA) specialty demonstrates your commitment to continuing technology education. Here's how: First, complete three of the Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint, and Project. Following that, pass the test to receive a Microsoft certification in at least one of the Options Technology modules you competed. Then, submit the application and the fees for your TA specialty. Check out the fact sheet on the next page to get answers to commonly asked questions. For a Technology Applications Specialty application go to http://www.iaap-hq.org/sites/default/files/pdf/certification/TA_Application.pdf.

If you are interested in obtaining the TA specialty, let a Certification Committee member know. We are here to support you! Certification Committee members are Barbara Williams, Betty Blodgett, Kathy Ely, and Teresa Rosbaugh.

Recertification

All CAP holders are required to recertify. This is based on the date of your initial rating, or when you last recertified. Passing the Organizational Management exam does not change your recertification date, as this is a specialty exam and not a certification. These changes do not impact your recertification deadline. Those who previously held a CPS rating will need to recertify five years after they either attained their rating or last recertified. Those who had both the CPS and CAP rating will be expected to recertify five years after they attained or recertified their CAP.

If you have additional questions about recertification, please refer to the Recertification Application found on the IAAP website at the following link: <http://www.iaap-hq.org/certification/recertification>.



Congratulations to Betty Blodgett who received notification from IAAP on December 20, 2011, that she had met all the recertification requirements to maintain her professional certification credentials. The effective date of her recertification is November 2011 – November 2016. Way to go Betty!

A Certification Committee Tip

Looking to obtain a certificate in the administrative field? Check out the Professional Administrative Certificate of Excellence (PACE) at

www.asaporg.com. Some courses and conferences may qualify under the other certifications section of your IAAP recertification spreadsheet. Ask Barbara Williams who recently received her PACE certificate. She is the third member of the American Society of Administrative Professionals to receive this certificate. Great job, Barbara! For final verification or recertification points, always check with the IAAP certification department at certification@iaap-hq.org.

Please make sure you refer to the "what counts and does not count" guidelines found at http://www.iaap-hq.org/sites/default/files/pdf/certification/topics_that_count.pdf to track your credits. You do not want to be surprised to find out your credits do not count. This is a good time to revisit your spreadsheet and check with headquarters to find out if your credits count, or start tracking them now.

Proper Usage

Examples of the only proper usage of the CAP rating and Organizational Management specialty are:

Pat Masters, CAP
Susan Jones, CAP-OM

Replacement certificates are available, if you choose to purchase one. The cost is \$15 per certificate. CAP plaques are also available. The cost is \$40 if mailed to a US address. To order a replacement certificate or plaque, please complete and submit the form found on the IAAP website with payment. Allow 4-6 weeks for processing for replacement certificates, and 6-8 weeks for plaques. If you already have a CAP certificate or plaque, you do not need to order a new one.

Did you know you have the option of purchasing a certificate for the Organizational Management specialty? You can use the same form found on the IAAP website.

Looking for a Study Partner or Group?

Several members have inquired about study groups or review courses for the May 2012 CAP exam. There is an online study group that began in September 2011. The CAP-OM study group will be offered starting in January on Saturdays. A CAP study group will be offered on Wednesdays. Both are for the exams in May 2012. If anyone is interested, please contact Donna Rankin at randon1980@gmail.com.

The Certification Committee is calling on the membership to inform them of any recipients who sat for the November 2011 exam. Additionally, please let the Certification Committee members know if you have recertified during the timeframe of July 1, 2011 – June 30, 2012.

If anyone needs to purchase a new name badge with the new credentials, please contact June Pegram, CAP-OM, Treasurer at jrpegam@co.hanover.va.us. Advanced payment for the new badges is required.

Technology Applications specialty

FAQ



How do I attain the Technology Applications specialty?

First, you need to have an active CAP rating to be eligible for this specialty. Then the Technology Applications specialty is earned through a combination of taking three of the Options Technology programs, and then attaining Microsoft certification in one of those three areas. Once that is complete, you submit the application, fees and backup documents for the Technology Applications specialty.

How far back can I go on the Options Technology training and Microsoft certification?

Two years

Can I take the Microsoft certification exams through IAAP?

No, IAAP does not administer the Microsoft exams. When purchasing the Options Technology modules you can also purchase a Microsoft exam voucher for a 10 percent discount.

I have some Microsoft certifications now, but did not take the Options Technology training. How does that affect me earning the Technology Applications specialty?

Your current Microsoft certifications would not apply to this specialty; however, you could do three of the Options modules in another area and get Microsoft certification in one of those areas.

Is the Technology Applications specialty required to maintain my CAP rating?

No; however, you will earn points for your CAP recertification by attaining the specialty.

Do I have to recertify the Technology Applications specialty?

No; as long as you maintain your CAP rating you will keep the specialty.

Can I use previous Options Technology training for the Technology Applications specialty?

If the Options Technology training was in the past two years it can be used for part of the specialty requirements.

Can I use previous Microsoft certifications for the Technology Applications specialty?

If you earned the Microsoft certification within the past two years, and if you first completed the Options Technology training in that area (also within the last two years), you can use previous Microsoft certifications.

To learn more about the Options Technology program, visit www.iaap-hq.org/events/options.

Why wait? **GET CERTIFIED!**
Do something for yourself and your career today.



About **IAAP**

GET CERTIFIED!



Deadline to apply for the May Exam is February 15th!

Take the [Certified Administrative Professional](#) exam this May 2012.

The CAP designation is the premier professional recognition for admins. Consider adding the [Organizational Management specialty](#); another recognition of your top-flight office skills. Experience the confidence and pride that comes with certification.

Find study materials for the exam here with [Metcalf Educational Services](#).

**OLD DOMINION CHAPTER
NEW MEMBER ORIENTATION**

Tuesday, March 13, 2012

6:00 — 7:00 pm

Altria, Inc.
6601 W. Broad Street
Auditorium
Richmond, VA 23230

Light refreshments will be available

Purpose: to educate new and existing members on the history of Old Dominion Chapter and to better understand IAAP and how our association can assist you in your administrative career.

- Do you know where to go for help for certification, membership or how to sign up for a committee?
- Do you have questions about monthly meetings or events?
- Do you know the history of the Old Dominion Chapter?

For additional information, contact Barbara A. Williams, CAP-OM, Membership Chair via Barbara.a.williams@altria.com.

COMMITTEE ON NOMINATIONS

Betty Blodgett, CAP-OM, Chair



The Committee on Nominations is seeking candidates for the Old Dominion Chapter Board of Directors. Officers will be installed during the chapter's June monthly meeting and take office for the period of July 1, 2012 – June 30, 2013.

Qualifications:

- A candidate for office shall have been a Professional or Professional-Merited Member of an IAAP Chapter for at least one year prior to the time of nomination.
- A candidate for the office of President-Elect shall have served as an officer of this Chapter for at least one full year anytime prior to the time of election.
- No member shall hold more than one Chapter office at a time. No member shall hold a Division office or serve on an International Department or Committee while serving as Chapter President or Chapter President-Elect, except to allow for normal overlap in difference of installation time.

Summary of the responsibilities for each office:

The President-Elect shall:

- In the absence of the President, serve as presiding officer of meetings of the Chapter or of the Board of Directors.
- In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
- Be Chairman of the Newsletter Committee, ensuring that the committee prepares the newsletter by the established deadlines and is reviewed and approved by the Board prior to distribution to the members.
- Perform such other duties as may be assigned by the Board of Directors.

The First Vice President shall:

- Be Chairman of the Program Committee.
- In the absence of the President and President-Elect, serve as presiding officer at meetings of the Chapter or of the Board of Directors.
- In the event of a vacancy in the offices of President and President-Elect, succeed to the office of President for the unexpired term.
- Perform such other duties as may be assigned by the Board of Directors.

The Second Vice President shall:

- Be Chairman of the Membership Committee.
- Assume the duties of the First Vice President in the absence of that officer.
- Perform such other duties as may be assigned by the Board of Directors.
- Keep a complete and accurate record of Chapter membership.

The Recording Secretary shall:

- Be responsible for the minutes of all Chapter and Board of Directors' meetings.
- Have custody of the Chapter Charter and other official documents.
- Perform such other duties as may be assigned by the Board of Directors.

Continued on page 17



COMMITTEE ON NOMINATIONS

(continued from page 16)

The Corresponding Secretary shall:

- Give written notice of Special Meetings.
- Be responsible for dinner reservations and arrangements for regular meetings. Negotiate dinner contract.
- Prepare a membership roster for distribution to the membership no later than the September meeting.
- Assume the duties of the Recording Secretary in the absence or disability of that officer.
- Have custody of the Chapter Official IAAP Banner.
- Check post office box for correspondence prior to each Board and Chapter meeting.
- Convey information to the membership between Chapter meetings via telephone, email, fax, or written notes, on approval of the President of the Chapter. Electronically send newsletters and meeting notices to members.
- If an electronic vote is required on any issue, notify members of the issue as instructed by the President and request return vote by a specified deadline. At the next meeting, inform the Board and chapter of the results of the vote so that the vote can be officially recorded.
- Perform such other duties as may be assigned by the Board of Directors.

The Treasurer shall:

- Be responsible for all funds of the Chapter and for the records of its financial affairs, making disbursements only as authorized by the Chapter, either by specific action or by adoption of a budget to be administered by the Board of Directors.
- Promptly deposit chapter funds and pay all approved bills by check.
- Be responsible for regular chapter meeting receipts.
- Keep the books on a current basis and make a monthly report to the Chapter.
- Prepare a detailed financial report for the period of the term of office, which report shall be ready for financial review at the close of the term of office.
- Upon receipt from International, provide the Board of Directors with a copy of the monthly Rebate Report and Billing Detail Report and the active membership listing.
- Perform such other duties as may be assigned by the Board of Directors.

It shall be the duty of the Board of Directors to carry out the policies and objectives of IAAP and to conduct the business of the Chapter between regular meetings in accordance with the provisions of the Old Dominion Chapter's Bylaws and Standing Rules and the wishes of the membership. The Board of Directors has fiduciary responsibility to ensure the financial health of the Chapter.

Please give thoughtful consideration to fill one of the officer roles for the Old Dominion Chapter. If you are interested please complete the qualifications form (found on the chapter website) no later than Wednesday, February 29th and return to me via email at betty.blodgett@capitalone.com.

Thank you,
Betty Blodgett, CAP-OM



Community Service Committee

A big **Thank You** to all who donated items for **Safe Harbor** at our December and January meetings! The items will be delivered in the next few days.

In February, we will be accepting donations to benefit the **Hospital Hospitality House**. If you have questions, please contact Gail Arthur, garthurcps@aol.com, (H) 804-561-2416 or (W) 804-743-1860 x231.



The Hospitality House, founded in 1985, is a private non-profit corporation existing through the generosity of its volunteers and donations from individuals, religious groups, civic groups and corporations. Families from MCV Hospitals, Veteran's Affairs Medical Center, Kindred Hospital, Richmond Eye and Ear Surgical Center, Sheltering Arms Rehabilitation Hospital, Children's Hospital, Retreat Hospital, HealthSouth Rehabilitation Center and Virginia Treatment Center for Children may stay at HHH.

Pantry Items

- * Soups
- * Ready to go Meals
- * Milk
- * Tuna
- * Snack Food
- * Canned Meats
- * Fruits
- * Coffee & Creamer
- * Crackers
- * Cereal
- * Sugar, Salt & Pepper
- * Vegetable Oil
- * Loaf Bread

Trial Size Items

- * Shampoo
- * Conditioner
- * Soap
- * Disposable Razors



Daily House Items

- * Silverware & Cutlery
- * Pots & Pans
- * Hand Sanitizer
- * 10, 45, 50 gallon trash bags
- * Dishwasher Liquid/ Hand Soap
- * Copy Paper
- * Furniture Polish
- * Pens
- * Bingo Prizes
- * DVDs
- * Alarm Clocks
- * Irons
- * Blankets
- * Double Bed Sheets (WHITE)
- * Pillow Cases (WHITE)
- * Wash Cloths (WHITE)
- * Bath Towels (WHITE)

Did You Know?

Our guests include recent transplant patients, chemotherapy and radiation patients, relatives of trauma victims, and relatives of specialized surgery patients.

BENEFITS OF MEMBERSHIP

If you are curious about membership in IAAP but haven't decided if IAAP is right for you, please check out our free informational webinar, "What's In It For Me? Why IAAP is Perfect for You." Please click on this link [What's In It For Me?](#) You will discover what's in it for you and how IAAP can help you become a career-minded administrative professional.

Get Connected

IAAP offers exceptional networking and professional development activities through its 600+ chapters and affiliate associations worldwide. You'll connect with your peers from virtually every type of business and service.

Keep Up With the Latest Trends

IAAP's award-winning *OfficePRO* magazine, published nine times a year, contains cutting-edge information on trends, new technology, and career development. *Bits & Bytes* newsletter offers information on current events in the association.

Obtain Professional Certification

IAAP's certification program is the most widely recognized for office professionals like you. Members receive special discounts on certification study materials and resources.

Enhance Your Skills

IAAP offers member discounts on more than 250 self-study materials. There are also many conferences you can attend throughout the year. Use these resources to further your personal and professional development and qualify for the CEU (Continuing Education Unit) and recertification points.

For more information regarding membership, contact the following:

Barbara A. Williams, CAP, Chair
804.591.6200 / Barbara.A.Williams@altria.com

Welcome New Members!

The Old Dominion Chapter extend a hearty welcome to our new members. Welcome aboard!

Kandy M. Howard
Brenda Jordan-West
Maxine Lee
Stella Lewis
Valerie Paige-Clark




February Birthdays

Peggy Gentry, CAP-OM Feb 15
Stephany Schrimsher, CAP-OM Feb 19

February Anniversaries

Lynette Allen	2 yrs
Gale Barney	5 yrs
Wanda Brown	2 yrs
Alma Gordon	1 yr
Shawn-Hall Pair	2 yrs
Mary Moss	1 yr
Sandra Patton	4 yrs



Condolences

Old Dominion Chapter, IAAP extends our condolences to Thelma Smith, CAP in the passing of her husband.

Sick

IAAP President Tamra Goodall, CAP-OM mom has been in the hospital for the last 3 to 4 weeks, in ICU. Her mom is doing better, no longer in critical care, and transferred to another facility where she will start rehab. She is on the mend.

Former IAAP SE Director Virginia Boyd, CAP-OM continues to recuperate from major surgery (removal of esophagus) in December and should be back to work by mid-February.



MEMBER OF EXCELLENCE

The Old Dominion Chapter membership received e-passports for member of excellence to track their progress during the September meeting. Over ten (10) passports were handed out during this meeting, The Old Dominion Chapter is well on its way to meeting criteria (8) - 7% of members to receive their member of excellence. The chapter is working toward achieving the Chapter of Excellence next year, Barbara Williams, CAP-OM is tracking the chapter's progress. Barbara Williams, CAP-OM, is the chapter's Passport Agent in helping members achieve their Member of Excellence. To view the member of excellence click this link [Member of Excellence](#).

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)

Download the Member of Excellence Commitment form; sign and date the form
Actively participate in the IAAP web community forum discussions or write an article (**minimum 200 words**), and have it published in an IAAP publication (chapter, division, or international level.)

4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP

or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.

5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. **This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.**
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) **IAAP** chapter, division or international sponsored meetings, programs or events (any combination.) **These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.**
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

CHAPTER OF EXCELLENCE

Barbara Williams, CAP-OM is the Chapters' Contact person for Chapter and Division of Excellence. She is responsible for keeping the chapter on track and sending out reminders to the Board of upcoming due dates and any criterias that have been met.

Chapter of Excellence criteria that have been met:

- Criteria 1 – Submitted annual meeting calendar
- Criteria 2 – Sent budget and Financial Review/ audit report
- Criteria 3 – Altria, Inc. Membership drive completed on 11/10/11 at Altria, Inc.
- Criteria 4 - Membership new member orientation was held on 10/20/11 at Altria, Inc.
- Criteria 5 – Submit business plan completed
- Criteria 7 - Send delegate to EFAM – completed (Cynthia Robinson, CAP-OM)

Following are criteria that need to be completed:

Criteria 6 – Send delegate to DAM

- Criteria 8 - 7% of members earn Member of Excellence award - we will not know who earns Member of Excellence until after 7/12



DO YOU HAVE WHAT IT TAKES TO BE A MENTOR?

Do you remember when you first joined Old Dominion Chapter? Did you wish someone was there to show you the ropes and be a big sister or brother? Are you interested in becoming a mentor to a new member? Check out IAAP, ODC mentoring program on the ODC website and sign up today!

Please contact:

Barbara Williams, CAP-OM
barbara.a.williams@altria.com

Benefits:

Mentoring can provide exceptional learning experiences, highlighting key ideas and information that will make organization activities and functions memorable and meaningful.

Mentoring fosters teamwork and participation of all members.

Mentor and Protégé Gain:	Old Dominion Chapter Gains:
Mutual respect	1. Better informed members
Empowerment	2. High morale and enthusiasm
Friendship	3. More involved members
Career enrichment	4. Better recruitment and retention
Productivity	5. Stronger chapter

Attributes of a Mentor:

- Is a role model
- Has organizational knowledge
- Has matching interpersonal attributes
- Possesses the ability to provide encouragement
- Is willing to allot the dedicated time

The Mentor:

- Listens
- Tries to understand
- Supports the protégé efforts
- Respects the protégé individuality

The Mentor develops trust by:

- Demonstrating an honest interest in the protégé
- Fostering open and candid two-way communication
- Supporting and encouraging the protégé

MENTORSHIP SESSION COME OUT AND LEARN ABOUT OUR MENTORING PROGRAM

Date: Tuesday, March 13, 2012
Time: 6:00 — 7:00 pm
Location: Altria, Inc.
6601 W. Broad Street
Richmond, VA 23230 in the Auditorium
Refreshments will be available

Purpose: to educate new and existing members on ODC mentoring program and to help acclimate new members into the mentoring program.

Mentor/Protégé Objectives

- Mentor will attend chapter's meetings with protégé.
- Protégé will serve on a committee and be actively involved in that committee activity.
- Mentor and protégé attend meetings and any chapter events regularly.
- Mentor will listen and answer any questions or concerns protégé has.



Submitted by Barbara A. Williams, CAP-OM

WAYS AND MEANS COMMITTEE FUNDRAISER

**Old Dominion Chapter of the IAAP
Will be hosting Krispy Kreme Certificates Fundraiser
February 1, 2012 thru March 16, 2012**

Krispy Kreme Certificates

Each certificate is redeemable for one dozen Original
Glazed doughnuts.
(Limit 3 certificate redemptions per day)



**Please contact Alma Gordon or Gale Barney to place your order.
(Make checks payable to Old Dominion Chapter, IAAP) (Tax ID # 54-6053135)**

**Alma 804.646.1287 work 804.798.4887 home
email: Alma.Gordon@richmondgov.com
Gale 804.501.4398 work
email: bar27@co.henrico.va.us**

Research & Educational Foundation

EFAM Scholarship Calendar:

Oct. 1, 2011 — Begin taking applications

Jan. 31, 2012 — Application deadline

March 31, 2012 — Scholarship award recipients chosen

July 22-25, 2012 — 2012 EFAM, Grapevine, Tex.

About R&E Scholarship Program

From its earliest days during World War II, IAAP has been dedicated to helping admins reach and remain on the professional cutting edge by increasing their skills with the best techniques and technology. That mission is even more important today.

During this uncertain economy, jobs have been slashed and companies are spending less to train employees. At the same time, administrative professionals are taking on more work and having to learn an ever evolving array of new office tools and techniques. Professional development is essential if admins are going to stay viable in the workplace.

IAAP wants to ensure that every admin has the opportunity to get the professional training they need. That's why the Research and Educational Foundation has established a new scholarship program to help new or unemployed administrative professionals attend the association's Education Forum and Annual Meeting.

If you've never attended EFAM, this is a great chance to jump start your career and take advantage of all that IAAP has to offer over the course of several days during the association's premier annual event.

If you've suffered a job loss, this scholarship will ensure that you stay sharp as an admin and could make a real difference as you search for a new position.

Finally, IAAP needs help getting the word out about this new scholarship program. Consider making it the subject of a monthly chapter meeting, order and distribute R&E brochures or write about the scholarship in your newsletter. If you need materials or ideas, headquarters staff will be happy to assist. And if you know any new or unemployed members who you think would benefit from this scholarship, don't hesitate to refer them to our Web page.

Please take the time to learn more and apply for an EFAM scholarship. It'll pay off in the long run.



****CALLING ALL MEMBERS**
!!!YOUR CHAPTER NEEDS YOU!!!**

The IAAP-ODC 2012-2013 year is fast approaching and we need a place to hold our chapter meetings starting in July 2012.

Please ask your organization to host one or more of our chapter meetings for the 2012-2013 year.

Please contact Lana Agostini, President Elect at lane.iaap.odc@gmail.com by April 30, 2012 with the following information:

Member Name and contact information
Meeting Location (including address)
Months available for use
Monthly Cost (if any)

Thank you for your consideration.

Tech Tips



MICROSOFT WORD SHORTCUT KEYS

Submitted by Cynthia Robinson, CAP-OM

Tech Tips will be a monthly feature in the newsletter. If you have a Tech Tip you would like to share or have a tech question, please send an e-mail to rob12@co.henrico.va.us.

Below is a listing of shortcut keys that will work with almost all IBM compatible computers and software programs. It is highly recommended that all users keep this list for reference or try to memorize the shortcuts. Doing so will dramatically increase your productivity.

Shortcut Keys

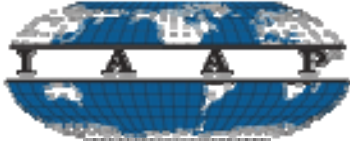
Alt + F
Alt + E
F1
Ctrl + A
Ctrl + X
Shift + Del
Ctrl + C
Ctrl + Ins
Ctrl + V
Shift + Ins
Home
Ctrl + Home
End
Ctrl + End
Shift + Home
Shift + End
Ctrl + Left arrow
Ctrl + Right arrow
Shift + F7
Ctrl+Shift+E
Alt +W, W

Description

File menu options in current program
Edit options in current program
Universal Help in almost every Windows program
Select all text
Cut selected item
Cut selected item
Copy selected item
Copy selected item
Paste
Paste
Goes to beginning of current line
Goes to beginning of document
Goes to end of current line
Goes to end of document
Highlights from current position to beginning of line
Highlights from current position to end of line.
Moves one word to the left at a time
Moves one word to the right at a time
Thesaurus)
Track Changes On/Off
Open Documents

Turn Track Changes on and off quickly using Ctrl+Shift+E. When it's that simple, it's easy to do the right thing by leaving yourself the option of reverting back to original text, if you change your mind.

Pull up a list of all open documents by hitting Alt+W,W (pres Alt +W, then the W by itself). This makes switches between them a cinch.



PROFESSIONAL MEMBER OF THE YEAR (PMOY) PROCESS & CRITERIA

Criteria:

All achievements must be for the **current year July 2011 – June 2012**. Chapter members are to document their actual achievements from **July 1, 2011 through March 30, 2012** and estimate anticipated achievements (April – June, 2012) based on the following criteria:

1. **Education**, which includes workshops, seminars, college courses, continuing education courses, or skills classes certificate, recertification point sessions;
2. **Involvement and Participation in IAAP** by attending chapter and/or division meetings, International Educational Forum, chapter events, or recruiting new members.
3. **Leadership** in IAAP and the community such as serving on division/chapter committees, Chairing chapter/division committees, serving on the Board, advisory boards, community service.
4. **Certifications**, preparation for testing for CPS/CAP, obtaining/maintaining the Certified Professional Secretary, Certified Administrative Professional, Microsoft Office Specialist, or other similar professional certifications;
5. **Instruction or Training** that would involve speaking on behalf of IAAP, presenting a seminar or facilitating training sessions at your place of work;
6. **Publications** in newsletters, newspapers, magazines, etc.; and
7. **Miscellaneous**, which is accomplishments, recognitions, or anything extraordinary the member has achieved that may be associated with other categories (work-related, IAAP related, or personal).

Process:

1. Chapter members can nominate themselves or other members utilizing the attached application and attaching appropriate supporting documentation.
2. The applications must be submitted to the Mary Clark, ODC Board of Directors Chairperson by **March 30, 2012**.
3. The ODC Board of Directors will select the award recipient based upon the point system outlined on the PMOY Application form.
4. The ODC Board of Directors will tally the points for each candidate and verify supporting documentation. The candidate with the highest number of points overall will be selected.
5. The identity of the recipient will be kept secret until announced at the ODC APW event in April.
6. All applicants must attend the ODC APW Event.
7. Certificates of recognition will be given to each member that submitted an application acknowledging their participation. An engraved plaque will be presented to the PMOY.
8. The winner of the ODC PMOY will move on to compete with the other Chapter PMOY's across the Division to become the VA-WV Division PMOY.
9. The selection process for the Division will be same as for the Chapter.
10. The application and supporting documentation for each Chapter PMOY will be forwarded to the Division PMOY Chair via email or postal service no later than **Friday, June 1, 2012**. The ODC PMOY must have completed the estimated activities for the months of April – June 2012. Documentation for estimated activities would be copies of registration forms, etc.
11. The winner for the VA-WV Division PMOY will be announced at the Annual Meeting.

If you are interested in becoming the 2011-2012 Professional Member of the Year (PMOY), please contact Mary Clark, 1st Vice President via mclark@richmond.k12.va.us and/or click on <http://www.iaap-olddominion.org/forms.htm> for additional information.