

Emerald Chapter

# EMERALD GEMS

THE NEWSLETTER OF EMERALD CHAPTER, S. C. DIVISION  
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

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Message from your President . . .

### ***“Building Momentum, Reaching Further!”***

Greetings Emerald Chapter Members! What a very busy month we had in September! Apparently, “Making The Leap to Remarkable” involves a lot of kinetic energy, meaning a little goes a long way to making a great impact.

I would like to recognize Past President Kathy Constant, CPS/CAP who entered Emerald Chapter for the *Avery Great Results Chapter Achievement Award*. We didn't win but did receive an honorable mention, with Avery making a donation to the IAAP Research & Education Foundation in our name. What an honor it is to be internationally recognized for helping others!

On Saturday, September 24 I had the pleasure of attending the South Carolina Division (SCD) Professional Development Seminar in Columbia, SC, along with Nakisha Anderson, Marisa Bright, Menka Brown, Melissa Duff, CPS, and Latoya Williams. A special thanks to Queen Mack for organizing such an informative and fun morning. Mr. Stephon Terry Thompson was an excellent speaker who was not only insightful but also very personable and engaging. Emerald Chapter had the largest representation of all the other SCD chapters in attendance and, with the exception of Marisa, we all won a door prize!

I'm very excited about the growth and new prospects of Emerald Chapter as we welcome our newest members, Deidre Stidom and Denise Wiley. Each member has something unique and special to contribute to Emerald Chapter, so we look forward to broadening our horizons with these two new members.

Finally, our Student Chapter Advisor, Menka Brown, reported that the recent Club Fair at Piedmont Technical College brought inquiries from at least 11 students expressing interest in membership in IAAP and Emerald Chapter. Please remember to invite a friend or colleague to our next meeting. Perhaps they, too, may have that desire to “Make the Leap to Remarkable”!

**There will be no  
December meeting of  
Emerald Chapter, IAAP!**

**Plan to attend the  
Christmas Fellowship  
Dinner, December 9.**

### **THANK YOU, FAYE LESLIE AND TOM COBB!!!**

Member, Faye Leslie and her fiancé, Tom Cobb, an IT professional, have been working the last several weeks to update our chapter website. They're not finished, but what they've done so far looks GREAT! Thanks, Faye and Tom!



**EMERALD CHAPTER WEBSITE: [WWW.ORGsites.com/SC/IAAPEMERALD/](http://WWW.ORGsites.com/SC/IAAPEMERALD/)**

**IAAP INTERNATIONAL WEBSITE: [WWW.IAAP-HQ.ORG/](http://WWW.IAAP-HQ.ORG/)**



Our membership spotlight shines on  
*Susan Balchin . . .*

Susan has been an administrative professional for approximately 25 years. Currently, she is a secretary in the Human Resources Department at Self Regional Healthcare. Susan was recently named as Self Regional Employee of the Month!

Susan enjoys trying new recipes and she dabbles in photography. She is married to Bruce Balchin, who is employed with Greenwood County and is an accomplished woodworker. Susan and Bruce have a son, daughter-in-law and a seven year old grandson.

An IAAP member for only a few months, Susan has already grown to love networking with fellow Emerald Chapter members. She says that everyone she has come in contact with in IAAP has been wonderful, and she is looking forward to becoming more involved as she becomes more familiar with IAAP.

**STUDENT CHAPTER NEWS:**

**IAAP STUDENT MEMBERS EXCEL!**

Emerald Chapter's student members attending Piedmont Technical College were recently recognized for their academic accomplishments during the 2011 summer term.

Melissa Laughlin Leroy

was named to the Dean's List, which recognizes students who attend school full time and earn a term GPA of 3.75-

Congratulations, Melissa!

The Merit List students attend classes part-time, and earn a term GPA of 3.75 or better.

IAAP student chapter member Ellen W. Williamson was named to the Merit List!

Way to go, Ellen!



**STUDENT CHAPTER - 2012**

Prospective student members met for the first time on Thursday, October 13.

Student Chapter Adviser and Emerald Chapter Member Menka Brown lead the

students as they planned their first fundraiser, a Halloween Bake Sale.

Proceeds from the bake sale will help students defray their dues expense.

More fund raisers are planned, and Professional chapter members are encouraged to stop by to encourage the students in their efforts.

Way to go, students!

## PASSWORD TIP

If your company is like mine, you are frequently asked to choose a new password for your computer and some programs and systems. If you're like me, you have difficulty creating a password that meets the IT or software criteria, while meeting YOUR criteria for remembering it without too much difficulty.

In working with the individual who manages my

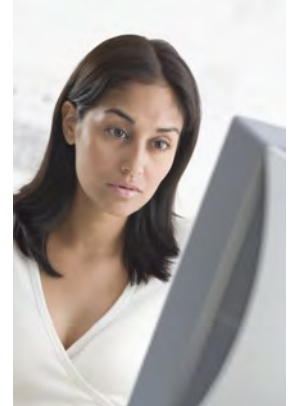
Mother's investments, I found that he uses a Scripture reference for his passwords. **Wow! Why didn't I think of that?**

A Scripture reference meets all of the IT criteria; it has numbers, letters (upper and lower case - a good thing), a symbol, and even a space, if you choose to incorporate it. And when it's time to replace it with a new one, there

are hundreds of thousands from which to choose . . . although it would probably be good not to select John 3:16, or some other very familiar reference!

Hope this tip helps you as much as it has helped me.

*Kathy Constant, CPS/CAP*



### NOVEMBER & DECEMBER BIRTHDAYS

Nina Coursey	November 4	Andrea Martin	December 3
Angela Thompson	November 14	Melissa Leroy	December 8
Latoya Williams	November 15	Gwen Dickenson, CPS/CAP	December 12
		Virginia Boyd, CPS/CAP	December 20
		Chris Cooper	December 21

## Special Thanks to Emerald Chapter

On October 13, Tiffany Albert, CPS/CAP and Kathy Constant, CPS/CAP came to my home to deliver dinner for my family.

During the previous

two weeks, my son and I had both suffered broken bones in separate incidents.

My son broke his heel playing middle school football, and

I broke my ankle at a band competition!

I just wanted to say a warm thank you for the kindness.

*Lei*



## SOCIAL NETWORKING SEMINAR

By Gwen Dickenson, CPS/CAP

On Saturday, October 1, 2011, "YOU and Social Media, The New Networking" was presented at the Spartanburg Library by Amy Wood of News Channel 7. Ms. Wood said, "Social media accounts for one out of every six minutes spent online in the US!!" She highlighted:

**Facebook** - 750 million people. Secrets to successful posting on Facebook is understanding the limits (characters, space, people's time). Remember, shorter is almost always better. On Facebook, keywords that generate more "likes" (Buddy Media) are: Like, Take, Submit, Watch, Post.

**Twitter** - 200 million people. There are hundreds of "hash tag" chats each week. # (pound symbol) = hash tag.

**LinkedIn** - 120 million registered. This is a way of networking with professional, civic and education-related discussion groups. "NEW" categories of work in LinkedIn can now post about non-profit and volunteer work. "EVENTS" can be targeted to a specific audience in your network. "CONNECTIONS" can help you to solve business challenges, collaborate and develop partnerships, open doors and opportunity for your and your business. Under your "skills" category, keywords are important to show up in Google, giving you more exposure. If you need ideas on the proper way to fill out your profile, follow @LinkedInExpert Viveka Von Rosen.

**Foursquare** - 10 million registered with 750 million "checkins".

**You Tube** - 3 billion views a day.

## PRAYER LIST

- Member Mary Reid and her husband, Paul
- Member Andrea Martin—recovering from surgery
- Arthur, husband of member Tiffany Albert, CPS/CAP—diagnostic testing

### DATES TO REMEMBER:

**Emerald Chapter Meeting . . . . . November 28**

*Filing, What's the Latest*, by MaryLou Wilson, Professor

Piedmont Technical College

Recertification Points have been applied for!

**Christmas Fellowship Dinner . . . . . December 9**

Somebody's House, Hodges

**Time t/b/a**

### STAY WARM & PROFESSIONAL

"It is often the case that people see winter as a time when it doesn't matter if you wear the same outfit to work time and time again. Don't let yourself slip into this habit; *keep your wardrobe as fresh as your professionalism.*"

~ Jane Shonfeld

Corporate and Personal Image Consultant

**Christmas 2011 -- Birth of a New Tradition** This Christmas, give a gift of concern for your neighbors and other Americans. Think about buying **local** and **American!** Think outside the box! Buy a gift that doesn't fit in a shirt box!

Everyone gets their hair cut. How about gift certificates from a local hair salon or barber? How about a gift certificate from an local vehicle repair shop, detail shop or car wash. There are LOTS of owner run restaurants and local breakfast joints-most offering gift certificates. It's about supporting your **home town** merchants-neighbors with their financial lives on the line, struggling to stay open. Get Mom the services of a local cleaning lady for a day. Have your computer tuned-up by the local guy trying to keep his business going. Local crafts people spin their own wool and knit it into scarves, make jewelry and pottery and beautiful wooden pieces. Plan your holiday outings at local, owner operated restaurants and leave your server a nice tip. How about going out to see a performance at your hometown theater? Musicians need love too, so find a venue showcasing local bands.

Want more lights for the house? When you buy a five dollar string of lights, about fifty cents stays in the community. If you have extra bucks, leave a nice tip for the newspaper delivery person, babysitter or another who provides a personal service to you.

Christmas is now about caring about the U.S. and encouraging American and local businesses to keep plugging away to follow their dreams. When we care about our hard working neighbors and other Americans, the benefits come back to us in ways we couldn't imagine.

**It's all about caring for each other, and isn't that what Christmas is about?**