

April 2009

Tri-City Chapter



International Association of
Administrative Professionals®



Fundamentals of Excellence

NEWS

From Your President - Mary B. Schrum CPS

As you saw with Teresa Henderson's correspondence, this 2008-2009 year is soon coming to an end. We have many things for which to be thankful and we celebrated those during the Administrative Week Banquet on April 21, 2009, at Kings Korner. All who were there enjoyed the entertaining Karen Fields as she enlightened us with how we need to be aware of our bodies and that they will tell us when we are stressed. In these economic times, we **will** become stressed. Remember Tri-City Chapter members, this organization is one way to relieve that stress. Networking is an avenue for talking about what is happening in the work

place. If you do not believe me, ask any one who attended the Professional Development Seminar held at the Comfort Inn this spring. We relieved some serious stress that morning!

You will want to join us on May 5, 2009, as Susan Seay brings us insight on the Dale Carnegie's Approach to Speaking. This information may be helpful when you are on the next job interview.

In addition, this is your opportunity to elect the officers for the 2009-2010 year. Please show support of

your officers by being present to vote.

It was an honor to receive the Member of the Year award. There were many others who deserved the recognition; however, I was glad to serve you.



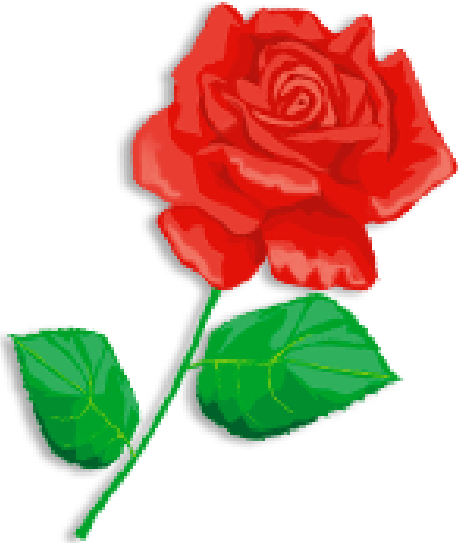
Program Calendar 2008-09

Sheri Swineford
First Vice President

DATE	TOPIC	SPEAKER
May 5, 2009 Tuesday	Dale Carnegie's Approach to Speaking	Susan Seay
June 2, 2009	Installation of Officers	Gerri Richards CPS/CAP
July 7, 2009	Chapter Picnic	
August 4, 2009	Google Docs	Anita Harris, Instructional Technology Specialist Sussex County Public Schools
September 1, 2009	Ergonomics	Joyce Wells - Chesterfield County

Membership

Amber Cary, Second Vice President



April Anniversaries

Rebecca Parker CPS/CAP 8 years

Hollie Ronkartz CAP 8 years

Community Service - Mary Jones, Chair

Cell Phones – August-May

This is the last month for Cell phone collection to be taken to the James House.



Bring your used cell phones

Nominating Committee - Linda Coake CPS/CAP, Chair

This slate of officers will be voted on at the May meeting. Nominations from the floor will be accepted at that time.

Second Vice President, Hollie Ronkartz CAP

Secretary, Juanita Wolfe-Cersley CPS/CAP

Treasurer, Carol Blair CPS

Report presented by: Linda C. Coake CPS/CAP; Leanna Garcia; and Linda Wells CPS/CAP

President, Amber Cary

First Vice President, Edith Brown CPS

Ways and Means - Hollie Ronkartz CAP, Chair

Remember the Spring Fund-raiser is the Home Interior Candle Fundraiser. The orders will be collected at the May meeting. IAAP will receive 50% of all sales.

Don't forget to ask your friends and family to register their FoodLion MVP Cards for the Shop & Share program.



Member of the Year Judith Proper

It gives me great pleasure, as your 2008 IAAP Tri-City Chapter Member of the Year, to be able to announce our 2009 Member of the Year Mary Schrum CPS.

This year the contest was very close, with only 5 points difference in the total score. This past year, Mary has assisted several committees when the need arose, specifically the Professional Development Seminar. Mary had to overcome several obstacles this year but throughout these events, she projected a calm and soothing temperament. She is a very professional executive secretary and very deserving of this honor.

Job well done.

Division News

Annual Meeting
June 26-28
Lynchburg

For More Details
Visit Virginia/West
Virginia IAAP
Website

This and all newsletters can be found on our Website with a plethora of wonderful IAAP information. The address is <http://www.orgsites.com/va/tricitychapteriaap/> and our Webmaster is Raymon Bessix.



Certification Linda Wells, CPS/CAP

Future Exam Dates and Deadlines

Following are the dates and deadlines for future CPS and CAP exam administrations:

Exam Dates	Deadline Dates
May 1-2, 2009	February 15, 2009
November 6-7, 2009	August 15, 2009
May 7-8, 2010	February 15, 2010
November 5-6, 2010	August 15, 2010

The CPS and CAP exams are administered on the first consecutive Friday and Saturday every May and November.

Part 4 of the CAP exam is administered on Friday afternoon. Parts 1-3 of the CPS and CAP exams are administered on Saturday.

Note: Certain international centers have been approved to administer the CPS and CAP exams on days other than Friday and Saturday. Refer to the Exam Centers Listing for exam days.

Below are links for applying to take the exams, forms to be submitted and information for review materials and courses.

To access the Certification Application Packet, Certification Review Guide, Exam Centers Listing, Job Function & Employer’s Statement, and the Review Materials and Courses information log on to www.iaap-hq.org click on the link for Professional Development at the top. On the left side, click the link for Certification. Under Certification click the link for Exams.

In addition, the Virginia-West Virginia Division’s website has information on Virginia Tech’s Online CPS/CAP Review Course that they are offering. For those interested in this information they can go to www.iaap-va-wv.org.



2008-2009 Tri-City Chapter Board of Directors

President: Mary Schrum CPS mschrum @Sussex.k12.va.us 434.246.4388	First Vice President: Sheri Swineford CPS swinefords@ chesterfield.gov	Second Vice President: Amber Cary carya@chesterfield.go v	Secretary: Dona Ellis Dona.ellis@svtc.dmhm rsas.virginia.gov	Treasurer: Melody Day CPS/CAP mlday@gerdauamerist eel.com
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