

December 30, 2008

Tri-City Chapter



International Association of  
Administrative Professionals®



# Foundamentals of Excellence

NEWS

## From Your President - Mary B. Schrum CPS

Vickie Robinson from VDOT, 2009's first speaker was excellent. If you were not there you really missed out!

Do not miss our February 3, meeting with speaker Heather Norton, Manager of Chesterfield Employment Services as she speaks about SWOT - Play To Your Strengths. As we discussed during our time together in January, it is important to be prepared for whatever the future holds, so we need to definitely "play to our strengths!"

Linda Coake CPS/CAP and Linda Wells CPS/CAP who are working diligently on the Professional Development Seminar are almost ready for you to register for the seminar scheduled for March 21, 2009. Be on the look out for this registration form to hit your E-mail soon. In addition, they are in need of

door prizes and goodie bag items. If you have contacts please let them know ASAP.

We have a very special guest visiting us from Dress for Success in Abingdon, Virginia. Tonya Ratliff, Executive Director of that division. Please take a look and share her attached bio with the guests you will invite to this event. Remember we always look into our closets for the month of April for the Dress for Success program for those slightly used items to donate.

In addition, Mary Jones, chair of community service has information for a "give from the heart program" she has outlined in her message on the next page. There are small toiletry items that we can purchase that will make life easier for patients of Crater

Community Hospice. My church recently lost a member who was being cared for by this organization, so I know that the arm of help is wide reaching. Let's see if we can help them this valentine.

Be prepared to become more closely acquainted with another member of your chapter as Melody Day CPS is the "Member in the Spotlight" this month. Members, you have asked for this segment, it has returned!

Our ways and means chair, Hollie Ronkartz will have the 50/50 raffle tickets available for purchase. Be prepared to stock up! The more you buy the better your chances to win.



## Program Calendar 2008-09

Sheri Swineford  
First Vice President

DATE	TOPIC	SPEAKER
February 3, 2009 Tuesday	SWOT - Play To Your Strengths	Heather Norton, Manager of Chesterfield Employment Services
March 3, 2009	Ergonomics	Joyce Wells - Chesterfield County
March 21, 2009 Saturday 7:30 am - 2 PM	Technology Tips - Tools for a more effective office & "I Don't Like You, but I'm Suppose to Work with You" LOCATION: Comfort Inn, Hopewell, Virginia	Melissa Boyce, Founder and Owner, CU Achieve, Inc.
April 7, 2009 Tuesday	Dress for Success	Tonya Ratliff, Executive Director Dress for Success - Abingdon, Virginia



## Certification Linda Wells CPS/CAP, Chair

Achieving certification through IAAP is the internationally recognized standard of excellence. IAAP offers the Certified Professional Secretary (CPS) rating and Certified Administrative Professional (CAP) programs. Topic areas for IAAP certification programs include office systems and technology, office administration, communications, business finance, legal issues, management, and advanced organizational management. Contact Linda Wells CPS/CAP to find out how you too can enjoy this mark of excellence.



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## Community Service Mary Jones, Chair

### Book Drive – January-March

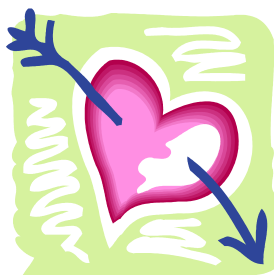
Gently used children’s books, cook-books, non-fiction, and other books (but no magazines) for the Friends of the Chesterfield County Public Library

We did have several books contributed at the January meeting.

### Cell Phones – August-May

Cell phones will continue to be collected and taken to the James House after May.

We had some cell phones and charges donated at the January meeting.



### Give “From the Heart” Special Valentine Project – February

Since we did not have a special project for December, we would like to

have one last special project for the month of February.

I spoke with Rose, Crater Community Hospice of volunteer services, who works for the only non-profit hospice in the area. Please bring the following items for distribution for the Tri-City Chapter of IAAP “From the Heart” project. Crater Community Hospice will take the donated items and deliver them to needy individuals that range in ages from mid 20’s thru 90’s. The toilet

articles will mean a lot to the patients receiving hospice services on Valentine’s Day.

Some suggestions:

Baby wipes, emery boards, combs, dry shampoo, tissues, Vaseline, non-scented lotions, toothbrushes, toothpaste, reading magazines

Please no scented items since the odors might not agree with the feeling of nausea.

I will take the items and wrap them and/or place them in baskets for delivery to Crater Community Hospice after our February 3, 2009 meeting and prior to February 14.

**Thank you for your contributions to the Virginia Food Bank collection.** (32 cans, 4 boxes of mac & cheese and 2 bags of rice)

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/tri-citychapteriaap/> and our Webmaster is Raymon Bessix.

## Fund Raising Hollie Ronkartz, Chair, Ways and Means

- The 50/50 raffle continues until Annual meeting June 2009. A stretch is \$5.
- Don't forget to bring your loose change for filling the barrel.
- Don't forget to register your husband's, children's, parent's, and any other FoodLion cards you see that are not already regis-

tered under another organization for the FoodLion LionShare program.

Thank you!



APW COMMEMORATIVE PIN  
[For Celebrating Administrative Professionals Week](#)

Each year, the Host Committee for the annual IAAP International Convention and Education Forum offers a special Administrative Professionals Week commemorative lapel pin for sale as a fundraiser to offset expenses involved in hosting our international convention.

The lapel pins are \$5 each. Wearing this pin during Administrative Professionals Week is an excellent "conversation starter" and a great way to support your profession and association. The Tri-City Chapter will accept orders during the February meeting.



## Division News

**The Building Blocks of Leadership**  
**Training in Lynchburg -**  
**February 21st Snow date 28th**

**LAN Meeting in Virginia Beach -**  
**April 24 -25, 2009**

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