



# The Tri-City VOICE

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TRI-CITY CHAPTER IAAP®

**Passion & Purpose**  
Shout It Out!

## OFFICE 2007 – A BIG CHANGE FROM 2003

SEPTEMBER 6, 2010, 6:00 P.M.  
JOHN TYLER COMMUNITY COLLEGE  
BYRD HALL, RM B-124

### INSIDE THIS ISSUE

- 1 September Meeting
- 1 New Meeting Location
- 2 Certification News
- 3 Educational/Professional Development Activities
- 3 Executives Night Banquet
- 4 Committee Reports
- 5 List of Committees
- 5 Pump Up the Volume

*Mr. CHANDOS CARROW, FACILITY INFORMATION SECURITY OFFICER  
AND WEBMASTER FOR SVTC AND HIRAM DAVIS MEDICAL CENTER*

Are you wondering about that new Office button, confused by something called a ribbon? Join us to learn all about the changes in store for you in Office 2007! If you are using this program, or will be changing over in the future, or just want to learn something new, this presentation will answer your questions. Mr. Carrow will be going over the Office button, ribbons, live preview, and the mini toolbar, and much more. We will also be going over changes Word 2007, Excel 2007, and other Office 2007 changes and upgrades. There will even be a question and answer session at the end of the presentation. 🗣️

## NEW MEETING LOCATION

Tri-City Chapter is starting the 2010/2011 year with a big move!

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*WE ARE ON THE  
MOVE! Starting  
September 7, we will be  
in a NEW LOCATION!*

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We are changing meeting locations. Beginning in September, we will now be meeting at John Tyler Community College! For the Chapter, it will be a “homecoming” because we met for many years at JTCC. The Board and I are very excited about this “new” space; we will have lots of room to grow.

We will be meeting in Bird Hall in room B-124, a “lecture style” classroom (auditorium seating). For our seasoned members, this is right across the hall from the conference room we met in previously. For our newer members, if you park in the lot in front of the Nicholas Student Center, you will see a brick building next to the Center. Follow the sidewalk back behind that building and you will see Bird Hall (connected by a breezeway), enter through the double doors and B-124 is down the hall only about two doors on the left. 🗣️

## CERTIFICATION NEWS

By LINDA WELLS, CPS/CAP, CERTIFICATION CHAIR

Congratulations to all our members who sat for the CPS, CAP, or CPS/CAP exams in May 2010! We look forward to hearing from you about the exam experience.

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*Big changes are coming to the IAAP certification program.*

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The filing deadline to sit for the November 5-6 exams has passed - are any of you sitting for that? If you are planning to sit for the May 6-7, 2011 exams, you must submit your application no later than February 15, 2011. Information regarding the application packet and other information related to these exams can be found at <http://www.iaap-hq.org/prodev/certification/index.html>.

At the 2010 International Education Forum and Annual Meeting in Boston, we learned about changes to the IAAP Certification and Recertification Programs. Below are the changes effective immediately; however, the Certification Department will accept applications under either the new guidelines or the old guidelines until April 1, 2011.



- The number of points required for recertification has been reduced from 90 to 60.
- The Experience category has been renamed "Other Certifications." Five points will be awarded for each certification, up to a maximum of 20.
- The Leadership category will award points for officer or chair positions for committees active for a least 7 of the 12 months in the IAAP year. Five points will be awarded for each position held, up to a maximum of 20.
- The Education category has been renamed Continuing Education and will tightly follow the exam outline; credit will only be given for education in these areas. 30 points will be a minimum requirement in this area.
- The Workplace Projects category has been eliminated.
- The Elective category has been eliminated.

A question and answer sheet has been developed by IAAP to explain the changes. If you do not have this Q&A sheet, please send an email to me at [Linda.wells@vadoc.virginia.gov](mailto:Linda.wells@vadoc.virginia.gov) and let me know; I will be glad to email one to you. I will also have the Q&A sheet with me at our September meeting and will be glad to answer questions at that time. 🗣️

## EDUCATIONAL/PROFESSIONAL DEVELOPMENT ACTIVITIES

By *EDITH BROWN CPS, FIRST VICE PRESIDENT*

The 2010-2011 programs are really taking shape, and we have a lot of exciting and new things coming your way.

- October 5, 2010 - Executive's Night - Pamplin Historical Park, Banquet Room, 6 p.m.
- November 2, 2010 - Chapter meeting/Open house - 6 p.m.
- December 7, 2010 - Chapter Meeting - Christmas Social

I look forward to seeing you at our new meeting space in JTCC! 🗣️

## EXECUTIVES NIGHT

By *AMBER CARY, PRESIDENT*

Mark your calendar and your executive's calendar today for Tri-City's annual Executive's Night Banquet! This is one of our favorite events where we celebrate our executives in observance of Bosses Day which falls in October each year. We encourage you to come and bring your executive, supervisor, co-worker or your spouse.

This year's event will be held on October 5, 2010 at 6 p.m. at Pamplin Historical Park. We will be enjoying a delicious buffet dinner that will include Garden Salad, Herbed Oven-Fried Chicken, Home-Style Meatloaf, Creamed Potatoes, Green Beans, Squash Casserole, Pound Cake with Peaches, Apple Cobbler, and an assortment of Biscuits, Corn Bread, and Muffins with Iced Tea, Coffee, and Water to drink.

The registration flyer and more information will be arriving in your email inbox soon. 🗣️

## TREASUERS REPORT

By *CAROL BLAIR CPS, TREASURER*

The books are currently being reviewed by the Financial Review Committee, and the report will be available at the September Chapter meeting. 🗣️




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*Thank your executive for all of his/her support and celebrate Bosses Day at our Executive Night Banquet!*

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## COMMUNITY SERVICE COMMITTEE

By LINDA COAKE CPS/CAP AND HEATHER GARLAND

The Community Service Committee has been hard at work coming up with some very worthwhile projects. We are excited to present them to the Chapter, and look forward to everyone's participation.

1. Box Tops for Education: Curtis Elementary School, Chester, VA—we will collect special box tops from assorted food items and Avery products, and give them to the school. The school will be able to purchase items with them. This will be a year long project ending in May 2011.

A list of items will be distributed to members and the website address where they can get coupons and more ideas on collecting the tops.

Avery announced their part in this program at EFAM.

2. Hopewell Food Pantry: collect non-perishable food items at our September, October, and November meetings.
3. Tri-Cities Crisis Pregnancy Center: have a baby shower to collect items for the center which provides help to single mothers at our February and/or March meetings.

We are still working on one more idea for the spring. 📣

## FIND YOUR PASSION-JOIN A COMMITTEE

By AMBER CARY, PRESIDENT

Do you like to plan events? Are you a whiz with fundraising ideas? Do you have speaker ideas, or like to work with young people getting an education? Are you good at spreading the word about meetings or getting people enthusiastic? Tri-City Chapter has a committee for you! All of our members are smart, creative, forward thinking, passionate ladies, and I need your help! To continue providing innovative programs and events, and to keep the chapter growing and going, I need your talents on some of our committees. This is a great way to meet more members, try something new, find a new passion, or do something you love. Contact me today to pick your committee. The committee list is on the next page, even if there is already a name on a committee you would like to try, the more the merrier on each one.

I look forward to hearing from you soon! 📣

*"You can be the change you would like to see"...why not volunteer to serve on a committee or to help committees like the Community Service Committee and the Ways and Means Copmmittee by participating in projects they plan. Tri-City Chapter needs YOUR passion – why not Shout It Out!*



2010/2011 Committees	Chair/Members	Board Contact
<b>Membership Committee</b> (recruit new members, stay in contact with current members, plans recruitment (Open House) meeting, assigns mentors to new members in conjunction with board, etc.)	Hollie Ronkartz CAP	Hollie Ronkartz CAP
<b>CPS/CAP Certification Committee</b> (promote certification to members and non-members)	Linda Wells CPS/CAP	Amber Cary
<b>Executives' Night Banquet</b> (plan banquet and secure speaker)	Board/Program Chair	
<b>Administrative Professionals Week Committee</b> (plan banquet and other activities during APW)		Edith Brown CPS
<b>Bylaws &amp; Standing Rules Committee</b> (review current bylaws and standing rules for changes, corrections and possible amendments)	Linda Coake CPS/CAP	Amber Cary
<b>Education &amp; Program Committee</b> (secure speakers for monthly meetings, special events (i.e. Executives' Banquet, Retirement Trust Foundation, Christmas, etc.)	Edith Brown CPS	
<b>Financial Review Committee</b> (Review financial records twice a year)		Carol Blair CPS
<b>History/ Publicity Committee</b> (publicize meetings and place articles on chapter news in local newspapers; keeps record of activities for historical purposes)	Christy Goodard	Amber Cary
<b>Hospitality/Arrangements Committee</b> (responsible for refreshments for meetings, etc.)	Cynthia Jurek	
<b>Member-of-the Year Committee</b> (distributes nomination form and coordinates selection of MOTY to be announced during APW celebration)	Hollie Ronkartz CAP	
<b>Nominating Committee</b> (responsible for securing a slate of officers)		Amber Cary
<b>Virginia-West Virginia Division Fall 2011 Seminar Committee</b> (co-hosted with Southside Chapter)		The board
<b>Website Committee</b> (development, maintain, and update chapter Website)	Raymon Bessix	
<b>Community Service Committee</b> (identify and coordinate member participation in no more than 4 projects during the year)	Linda Coake CPS/CAP Heather Garland	Carol Blair CPS
<b>Scholarship Committee</b> (chooses our scholarship recipient for the year)		Carol Blair CPS
<b>Ways &amp; Means Committee</b> (coordinate fund raising for the chapter to benefit the treasury, scholarship fund, and the Retirement Trust Foundation)		Carol Blair CPS

## PUMP UP THE VOLUME!

### HAPPY BIRTHDAY!

Denise Owen	Aug. 15
Patty Cope	Aug. 17
Becky Parker CPS/CAP	Aug. 23
Barbara Taylor	Aug. 30
Melody Day CPS/CAP	Sep. 5
Juanita Wolfe-Cersley CPS/CAP	Sep. 27
<b>Happy IAAP Anniversary!</b>	
Irene Centanni	3 years
Melody Day CPS/CAP	8 years
Juanita Wolfe-Cersley CPS/CAP	17 years

## OFFICERS

Amber Cary <a href="mailto:carya@chesterfield.gov">carya@chesterfield.gov</a>	President 717-6805
Edith Brown, CPS <a href="mailto:sectybrown@gmail.com">sectybrown@gmail.com</a>	1 <sup>st</sup> Vice President 733-7566
Hollie Ronkartz, CAP <a href="mailto:ronkartzh@chesterfield.gov">ronkartzh@chesterfield.gov</a>	2 <sup>nd</sup> Vice President 717-6258
Juanita Wolfe-Cersley, CPS, CAP <a href="mailto:wolfej@chesterfield.gov">wolfej@chesterfield.gov</a>	Secretary 768-7220
Carol Blair, CPS <a href="mailto:blairc@chesterfield.gov">blairc@chesterfield.gov</a>	Treasurer 717-6415

**Tri-City Chapter's web address:**  
[www.orgsites.com/va/tri-citychapteriaap](http://www.orgsites.com/va/tri-citychapteriaap)