

October 28, 2008

Tri-City Chapter



International Association of  
Administrative Professionals®



# Foundamentals of Excellence NEWS

## Program Calendar 2008-09

Sheri Swineford  
First Vice President



DATE	TOPIC	SPEAKER
November 4, 2008	How Money Works	Patricia Booker, Priamerica
Tuesday	Retirement Center Trust	Edith Brown, CPS, Division RTF Chair
	Chinese Auction	
December 2, 2008	Christmas Social	Everyone with Crafts/Food/Fun
Tuesday		
January 6, 2009	How to WOW and WIN with Customer Service	Vickie Robinson, Development Coordinator for VDOT
Tuesday	OPEN HOUSE	
February 3, 2009	Interviewing Tips	Jewel Aiken-Smith & Karyn Padgett, Chesterfield County
Tuesday		
March 3, 2009	Ergonomics	Joyce Wells - Chesterfield County
Tuesday		
March 21, 2009	Professional Development Seminar -	
Saturday		

## Community Service Projects - On Going

Mary Jones, Chair

Our community service projects are three drives for items you probably already have in your home. See below.

One more month for the food drive campaign. Please bring your non-perishable food items for the Central Virginia Food Bank during **November**.

Book drive for your gently used children's books, cook-

books, non-fiction, and other books (but no magazines) for the Friends of the Chesterfield County Public Library. This collection will take place **January, February and March**.

Cell phones will be collected until **May**.

September, October, November

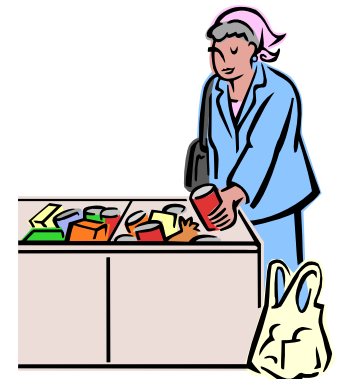
January, February, March

Until May

Food Drive

Book Drive

Cell Phone Drive



## Certification

Linda Wells the Chair of the certification committee can let you know how you too can achieve this great accomplishment of certification. Your next opportunity is May 2009.



## Anniversaries

Monique Goode	4 years
Denise Owen CPS	1 year

## From Your President Mary B. Schrum CPS

We will start our new adventure at Enon Library on November 4. Again, the address is 1801 Enon Church Road, Chester, Virginia 23836.

If you plan to vote on November 4, do it early since the prediction is long lines for Virginia. We can take the advice of our October speaker Delegate Dance and vote by proxy. Check with your voter registration office TODAY to see if that is an option for you.

Since November is RTF month International has sent additional information for us. I have included it as an attachment to this newsletter. Edith Brown CPS will be available to

## Fund Raising

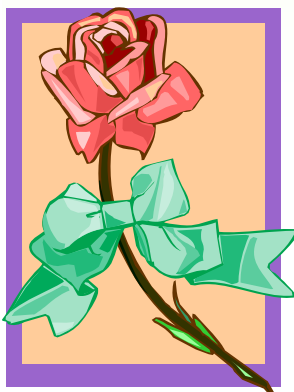
### Hollie Ronkartz, Chair, Ways and Means

Tupperware orders are due November 4, 2008. The items must be from the special fund raising catalog in order for us to receive the special 40% of total sales.

Don't forget we are still filling the barrel with change at every meeting as another way to raise funds.

Another 50/50 raffle has been started and will continue until Annual meeting in June 2009.

Hollie will have details on how to register our Food Lion card for the Tri-City Chapter IAAP during the November 4 meeting.



## Across the Division

Division PDS November 14-15, 2008

Hosted by Colonial Chapter

Williamsburg

### Board Members:

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answer any questions you have about the issue during the November meeting.

Since money is the most talked about topic of our day, it is very fitting that our speaker, Pat Booker, will be discussing How Money Works. This is to tie in with Retirement Center Trust Month.

The Chinese auction is always a good time as well. Don't forget your items to auction and money to purchase those gifts!

You do not want to miss this opportunity.

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 Raymond Bessix.