



# Visions

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**Special point of interest:**

See page 2 for details on submitting your Member of Excellence application before June 30, 2009

**The President's Note...**



Dear Atlanta Chapter Members,

As the 2008-2009 IAAP year comes to a close and I reflect upon our year together, I think about both the happy times and the sad times. This has been an interest-

ing year with its unique set of challenges and opportunities. We have laughed together and cried together, we have played together and worked together, we have learned together and taught together, we have welcomed eleven members and said goodbye to several members. This has all culminated into a successful year. I congratulate you on the accomplishment of sixteen of the nineteen criteria for the IAAP Chapter of Excellence recognition. Only fourteen are required and your application has been submitted.

However, this year has been about more than the success of the chapter - it was also about individual member successes in taking another step toward reaching your dreams.

In May of 2000, I ended my first term as your president by admonishing you to plant your dreams and watch them grow. It amazes me when I think of the dreams that have come to fruition for me since that time. From a professional perspective, a few of these were receiving my CAP rating and my Bachelor's degree, growing professionally and advancing my career, and serving At-

lanta Chapter as President for a second term. By the same token, I have seen many of you reap the harvest of the dreams you have planted during the past nine years. You have planted a dream to achieve certification and have done it, you have planted a dream to serve Atlanta Chapter as President or as another officer or committee chair and you have done it. You have planted dreams into your personal careers and professional development and accomplished them. And I am sure that many of you planted the dream to obtain the new Member of Excellence recognition this year and will see the fruit of that labor.

I know that you have many more dreams to plant in Atlanta Chapter and your personal professional development, and you will continue to reap the harvest of the dreams you have planted on your pathway to excellence because you are Excellence in Action – Leading the Way.

It has been a privilege and an honor to serve you as President for the 2008-2009 IAAP year.

Respectfully,  
Cathy Fox CPS/CAP



I know the price of success: dedication, hard work, and a devotion to the things you want to see happen.

Frank Lloyd Wright

## Milestones



*Happy  
Birthday to...*

**Dee Hunter CPS/CAP ..... June 2**

### *Anniversary congratulations to...*

**Angela Holman.....1 yr.**  
**Patricia Menchan CPS .....1 yr.**  
**Shari Westmoreland .....2 yrs.**  
**Catherine Barton.....4 yrs.**  
**Norma Rosado .....4 yrs.**  
**Audrey Turner CPS/CAP .....5 yrs.**  
**Barbara Felth CPS .....23 yrs.**  
**Mattie Price CPS/CAP .....23 yrs.**  
**Ethel Ceaser CPS/CAP .....28 yrs.**

## International

**2008-2009  
International Board of Directors**

International President  
Barb Horton CAP

President-Elect  
Susan K. Shamali CPS/CAP

Vice President  
Mary A. Ramsay-Drow CPS/CAP

Secretary  
Janine J. Riemersma CPS/CAP

Treasurer  
Karlana Rannals CPS/CAP

Director, Southeast District  
Tamra Goodall CPS/CAP

[www.iaap-hq.org](http://www.iaap-hq.org)



## 2008-2009 Programs

June 15, 2009  
New Officer Installation

July 20, 2009  
Happy Birthday  
Help us celebrate  
Atlanta Chapter's 64th Birthday

## Georgia Division

When is the last time you checked the Georgia Division website for new information? Make it a point to visit at least once a week—there is always something new to see.

Don't delay—do it today!

[www.iaap-georgia.org](http://www.iaap-georgia.org)

## Members of Excellence

**MEMBER OF EXCELLENCE APPLICATIONS  
Due June 30, 2009**

**Applications must be submitted by the  
deadline!**

**Applications are submitted online.  
IAAP-HQ.ORG**

**Click Members at the top of the page.  
Login**

**(If you have not setup your login yet you  
will have to set it up first.)**

**Click the Members Resources tab.  
Click the Pathways to Excellence from the  
selection menu.**

**Click the Member of Excellence tab.  
The form is at the bottom of the page.**

**Do not send backup.  
Keep a file with your backup in case your  
application is selected for audit.**

**Contact Cathy Fox CPS/CAP if you have  
questions.  
Please notify Cathy once you have submit-  
ted your application.**

**CONGRATULATIONS TO EVERYONE ON  
YOUR ACCOMPLISHMENTS THIS YEAR!**

IAAP's mission is to be the  
acknowledged, recognized  
leader of administrative  
professionals and to  
enhance their individual and  
collective value, image,  
competence and influence.



## Staying the Course!

Welcome to a great week. How do I know it is going to be a great week? Simply because I believe it! I believe that we can make any week what we want it to be because it has to do with how we respond to our situations that count. So if you set your mind today and say, "I will be in control this week, no matter what comes my way, and I will soar with the eagles."

How many things do we start with volumes of energy and enthusiasm only to have that dwindle over time? Examples are:

We start:

- Diet or eating healthy and then fall off the wagon
- Exercise regime that turns into nothing more than walking out the front door to get the newspaper
- Organizing our work area or home, only to let things build up again
- Daily huddles with our manager that eventually keep getting pushed aside
- A class course or seminar series and then stop mid way
- A great idea and then when the going gets tough, we give up
- Feeling great about ourselves and then someone says something that makes us "feel less than"
- Attending chapter meetings of an organization we join and then mid-year, we stop
- Network and then get tired of talking to people

Do I dare go on because I can list 100 things we all start with great enthusiasm that eventually slow down or die?

The test of a true "star performer" in anything in life is staying the course. If we are to get anywhere in life, at work, in relationships, in our careers, in the world, make a difference in our community or with a charity, or anything else, even with training your dog - you (and I) have to Stay the Course. That is easier said than done. Because to Stay the Course you have to:

- Be committed to your dream, mission, goal or cause
- Make some sacrifices somewhere along the line - you can't have it all!
- Do things when you don't always feel like doing them
- Constantly affirm your mission in your mind
- Monitor your progress and tweak your course
- Be persistent
- Demonstrate courage when others are saying "No"
- Stop making excuses

Be honest with yourself when you have fallen behind and then pull up your boot straps and get on with it!

This week I'm presenting you with a challenge. Think about 1 or 2 things that you started in January with enthusiasm that have now been put on the back burner. This week commit yourself to getting back on course, no matter what. We all have at least one area of our life where we have fallen short. But I'm here to jump start your week and encourage you to keep going. Make things happen this week and make it a great week!

Joan Burge

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## K's Corner

### Red, Green, Yellow or Blue - Which Are You?

Colors have been and are used in so many ways. Color is associated with our behavior, our mood, our mental clarity, how a restaurant encourages you to eat more of their offerings, how to calm unruly children, and the list goes on and on. Recently I read an article by Joan Burge using color to explain our communication styles, and I decided to expound on this for the June Visions.

Black and white have been the colors of communication of the printed word for a very long time. These colors go as far back as the scribes, who spent a lifetime with a scroll and quill copying communication for the next generation. How thankful I am for their dedication, because I can only imagine where we might be today if it were not for black and white communication. Now we have "colors" of communication. It appears that if we study the colors of communication then we can better communicate with our peers. The colors of communication appear to be the traditional primary colors of red, green, yellow and blue. Of course, black and white are thrown in also. Even in a black and white form of communication we have used the primary colors, as black is an absorption of all the primary colors with white being the absence of any primary colors. Oh, I am moving into a tangent and not staying with the communication via color, so back to red, green, yellow and blue.

In Joan Burge's article she explored the possibility of better communication with others if we can determine their communication color. I'll try to briefly paraphrase her thoughts on this, and perhaps in doing this I'll discover my communication color.

**Red** communicators are short and to the point. Don't give unnecessary details.

This communicator:

- Likes to get things done with short term goals and quick action
- Is a risk taker and sometimes impulsive

To communicate best with a Red be brief, business oriented, factual and non-personal, short and to the point and move on.

**Yellow** communicators are personally involved, empathetic and intuitive.

This communicator:

- Wants to be involved with the entire process
- Has a friendly and informal relationship with everyone

To communicate best with a Yellow avoid argumentative communication and seek alternative solutions.

**Blue** communicators enjoy expressing ideas, are insightful, creative and conceptual.

This communicator:

- Asks question for understanding not just for facts
- Needs personal freedom to express ideas

To communicate best with a Blue be informal, casual and show an interest in the communicator.

**Green** communicators are analytical, precise and impersonal.

This communicator:

- Is consistent and logical
- Prefers rules and regulations, clear procedures
- Needs clearly defined deadlines

To communicate best with a Green be exact, organized and prepared. Do not push for quick action or decisions but allow time for Green to develop a process to make a decision. Provide facts and deadlines when communicating with a Green.

With so many forms of communication available to us today, I know I can use all the hints I can find to help in my communication. We especially need this type of information when most of our communication is being done via the written word rather than the spoken word. In speaking we can interject voice inflections, facial expressions and body language, but what do we have to

(Continued on page 5)



## Thank You!

Dear friends,

Thank you for the many expressions of concern following my accident. Your prayers, calls, flowers, cards and visits are very much appreciated. This is my first experience with depending on someone else for basic needs and I'm grateful for Gene's good care. My healing is progressing on schedule and I'll be active again soon. I am blessed to have so many friends -- my heartfelt thanks.

Dot Murphy CPS/CAP

Dear Atlanta Chapter Members,

It has been my pleasure over the last several years to serve as Chair of the Newsletter Committee and Editor of *Visions*. During this time I have had the support and assistance of several different Newsletter Committee members, all of whom never hesitated to jump in and do their part (indeed, more than their part, sometimes) to make *Visions* the best that it can be for you, the members of Atlanta Chapter. I am proud that *Visions* was an award winner in Georgia Division last year due to the efforts of our Committee.

I hope our issues have served to inspire and educate you. I hope you have been entertained and have found food for thought. And I hope that the members of Atlanta Chapter will continue their interest in, and support of, *Visions* during the upcoming new IAAP year and under the leadership of the new Editor and Newsletter Committee. I'm looking forward to reading *Visions* in the months ahead!

Many thanks,  
Ann Lingerfelt CPS

Dear Atlanta Chapter and Ann,

I have enjoyed participating on the Newsletter Committee these past few years. I feel that I have found a new creative avenue in writing. I have so enjoyed sharing my thoughts and concerns with each of you. I have shared my family with you on occasion, and someday I'll let them know how I have shared them with my friends.

I have tried to communicate to each of you my feelings and encourage not only the Atlanta Chapter but individual members when we were grieving, when we were celebrating and when we were just "being."

Thank you all, and especially Ann, for giving me this opportunity to develop this new avenue of creativity.

God bless each of you and Atlanta Chapter.

K Meekins CPS

## K's Corner (cont'd)

interject in our written words? Smiley faces, upside down smiley faces or other icons? Do these really help our communication?

With these thoughts in mind you should be able to develop a good line of communication with others by determining their communication color. These tidbits may help you in building the rapport needed to balance your communication style with others. In doing this you can cause the other person to listen to you and be open to your communication. Isn't this why we communicate?

K Meekins CPS



See us on the web!  
www.iaap-atlantachapter.org



*Visions is a monthly publication of Atlanta Chapter IAAP.*

*Thank you for the opportunity to serve Atlanta Chapter as your Newsletter Committee in 2008-2009!*

*Ann Lingerfelt CPS, Editor (annlingerfelt@bellsouth.net)  
Mattie Price CPS/CAP  
K Meekins*

**Atlanta Chapter  
2008-2009 Officers**

- Cathy Fox CPS/CAP ..... President  
[cathyfox@bellsouth.net](mailto:cathyfox@bellsouth.net)*
- Gwen Little CAP ..... President-Elect  
glittle261@aol.com*
- Darlene Davis ..... Recording Secretary  
darlene.davis@piedmont.org*
- Margaret Cross-Shelnutt CPS  
..... Corresponding Secretary  
margaret.cross@choa.org*
- Ann Lingerfelt CPS ..... Interim Treasurer  
annlingerfelt@bellsouth.net*
- Audrey Turner CPS/CAP ..... Director  
audreyturnercpscap@bellsouth.net*
- K Meekins ..... Director  
kmeekins@orkin.com*

## Calendar of Events

- June 12—14**      **Georgia Division Annual Meeting**  
*Atlanta Marriott Alpharetta, Alpharetta, GA*
- June 15**        **Chapter Meeting—Installation of 2009-2010 Officers**  
*Hilton Garden Inn at Perimeter Center  
1501 Lake Hearn Drive, Atlanta, GA*
- July 6**            **Board Meeting—Location to be announced**
- July 20**          **Chapter Meeting—Atlanta Chapter Birthday Celebration**  
*Location to be announced*
- July 26—29**    **The Administrative Edge**  
*International Education Forum & Annual Meeting  
Minneapolis Convention Center*



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