



# Port-A-Call



Evaluate Yourself...  
Educate Your Mind...  
Elevate Your Career

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## President's Message

May is a month of special days. The most celebrated days are probably Mother's Day and Memorial Day. But, did you know that people also celebrate May Day, Cinco De Mayo, International No Diet Day, National Dance Like A Chicken Day, Peace Day, Missing Children's Day and World No Tobacco Day. These are just a few special events celebrated in May.

An important day for Port City Chapter this month was May 12. On that date, members voted for the 2009-2010 board. Now that we have the new board in place, we need members to step up to the plate to chair or serve on committees.

On May 19<sup>th</sup> I sent an e-mail to Port City Membership requesting volunteers for the various committees. Attached to that e-mail was a list of committees and the duties of each. Please give serious consideration to serving this com-

ing year.

What will you get from chairing or serving on a committee?

- Always being in the loop of chapter happenings
- Leadership experience
- Personal growth
- Interaction with other members that can blossom into new friendships
- Personal satisfaction of a goal accomplished
- New ideas to take back to your workplace
- Gratitude of your fellow members
- Learn an easier/quicker way to . . . .

This next year is going to be exciting. The more you participate in meetings and activities of the chapter, the more you will get from your membership.

Being a leader (chairperson) involves guiding and showing

the way for other people and helping them work together to find direction. It's getting people to cooperate and do things together. It means you can lead a group. Leadership is the ability to be looked upon as a role model. Being a leader is being able to stand up for what you believe in. It means you help to make new ideas, you don't just follow old ones. Leadership is the ability to lead people or represent them. It all starts with responsibility. Your actions not only affect you, but everyone you represent.

Will you be a leader this coming year? Contact me as soon as possible to sign up for the committee of your choice. You can help take our chapter to the next level of excellence.

*Marci Beeagle CPS*

President,  
Port City Chapter IAAP



# REMEMBER

## International Update

Getting support from your exec to attend the IAAP Education Forum and Annual Meeting during a money crunch is as easy as 1, 2, 3— Go!

- 1. Do your homework.** Look around the office. What problems need to be solved? What new skills would improve operations? What are the department's strategic goals and how can you contribute toward achieving them? What objectives are written into your annual review and what development activities do you need to attain them? Are there any open niches you could fill— to increase productivity for yourself, your exec and your work team? Going to the EFAM isn't just about you; it's about your ability to enhance the entire work process.
- 2. Carefully assess the EFAM offerings.** Is there a particular education track that would help you hone your skills or would you gain more by mixing and matching to leverage your administrative skills? Do you want to focus on a particular area, such as refining your ability to communicate and reach customers using the new media forms or bringing back the latest business trends your company needs to be aware of, such as going green, applying new government rules and regulations, or creating a more positive and productive workplace? Would advanced training in Office 2007, Word, Access, Excel, Outlook or mobile data and file management be valuable? Are there specific administrative, managerial, or leadership skills that could elevate you to an exceptional assistant— like taking better and more accurate minutes, reading nonverbal body language, providing effective feedback, delegating for results, or successfully executing long-term projects? Would you be a better employee if you pursued an online associate degree, increased your ability to concentrate, overcame procrastination, winningly facilitated meetings, or get more done in less time? Realize that by adding pre- or post-EFAM sessions you can extend your learning with minimal or no extra cost.
- 3. Present your attendance as win/win.** Approach your exec with a plan. Outline what the company will gain and the skills you'll bring back to immediately apply in the workplace. Tie the courses to specific needs of the office. Offer to train others and share what you've learned once you're back home. Point out that a registration fee of \$495 will get you more than 13 hours of training (and recertification credit).

In addition you'll have:

Access to vendors with the latest office products and solutions, networking opportunities to connect with admins throughout the world and share best practices (even after the event)

A look at the state of the admin profession and future trends for global business and the economy.

An insider's look at and a chance to participate in conducting official association business at the annual stakeholder's meeting.

A no-nonsense way to get reenergized and revitalized by taking your own knowledge, skills, and attitudes to "The Administrative Edge."

What exec could say no to all this? It's an essential component of staying on top of the game— yours and your organization! Registration is now open. Register Today! Visit the [EFAM registration](#)



## Division Update

In April we celebrated and recognized each other during Administrative Professionals Week. I propose that we celebrate our accomplishments everyday. So, in an effort to keep the momentum going, here are a few nuggets to think about, a few websites to visit, and a few books to read as you continue your journey of *Excellence in Action* through your personal and professional growth.

1. *Lead by Example* by John Baldoni
2. The Six P's to Success – Proper Prior Planning Prevent Poor Performance
3. *The Four Agreements* by Don Miguel Ruiz
4. LIGMO: Let It Go, Move On – Millicent St. Claire ([www.MillicentStClaire.com](http://www.MillicentStClaire.com))
5. <http://www.wecandothat2.com> and [www.AdministrativelySpeaking.net](http://www.AdministrativelySpeaking.net)
6. Networking and Not working – two letters makes the difference – E&O – Engage Opportunities
7. *Be DRIVEN* – Tommy Chambers ([www.aim2winlife.com](http://www.aim2winlife.com))
8. You will get out of IAAP, what you put into IAAP; nothing in yields nothing out - so check your CONNECTION.
9. [http://www.execenrichment.com/lemonaide\\_newsletter.html](http://www.execenrichment.com/lemonaide_newsletter.html) - Cal Lemon
10. Good, *Better*, BEST! Never let it rest, until your good gets better and your better gets best!

I hope you had a wonderful Administrative Professional Week in April and each day going forward as you remember to celebrate *YOU* and *YOUR* accomplishments as a dedicated, determined, and dependable, career-minded administrative professional!

Peace and blessings,

*Demetrice M. Clayton* CPS/CAP. Georgia Division President

## Summer Helpful Hints

### GOODBYE FRUIT FLIES

To get rid of pesky fruit flies, take a small glass fill it 1/2" with apple cider vinegar and 2 drops of dishwashing liquid, mix Well. You will find those flies drawn to the cup and gone forever!

### GET RID OF ANTS

Put small piles of cornmeal where you see ants. They eat it, take it "home," & can't digest it so it kills them. It may take a week or so, esp. if it rains, but it works & you don't have the worry about pets or small children being harmed!

### TAKE BABY POWDER TO THE BEACH

Keep a small bottle of baby powder in your beach bag. When you're ready to leave the beach sprinkle yourself and kids with the powder and the sand will slide right off your skin.

### SQUIRREL AWAY!

To keep squirrels from eating your plants sprinkle your plants with cayenne pepper. The cayenne pepper doesn't hurt the plant and the squirrels won't come near it.



**Celebrate!!!**

## Members' Milestones

### BIRTHDAYS:

JUNE  
6-13 Laura Thompson  
6-21 Jill McGee

### ANNIVERSARIES:

JUNE  
Jo Varney CPS—23 years  
Karen Holley—5 years  
Marcie Beegle CPS—3 years  
Wanda Dean—2 years  
Janelle Ray—2 years  
Lavinia Moore—1 Year

## Certification Update

### FUTURE EXAM AND DEADLINE DATES

The deadline for applying to take the November 6-7, 2009, CPS or CAP exam is August 15, 2009.

New candidates will find the Certification Application Packet at <http://www.iaap-hq.org/prodev/certification/CertAppPacket.pdf>. Eligible retake candidates will receive a personalized Registration Form by the end of July.

Candidates applying after the deadline will pay a \$50 late fee. Late applications will be accepted only until August 31, 2009; this is a receipt date, not a postmark date. Applications received after August 31, 2009 will automatically be processed for the May 2010 exams.

### EXAM FEES EFFECTIVE WITH THE NOVEMBER 2009 EXAMS

	CPS	CAP
Processing Fee	\$50	\$50
Registration Fee – all parts	\$160	\$210
Registration Fee – retakes per part	\$60	\$60
Part 4 of CAP exam only		\$120

### RECERTIFICATION

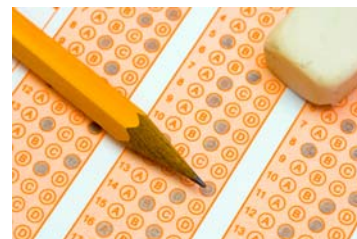
Changes to the recertification program effective January 1, 2009.

Categories from which to earn the required 90 points:

- Education – up to 90 hours; a minimum of 30 hours is required
- Experience – a maximum of 30 points

- Leadership – a maximum of 30 points
- Elective – a maximum of 30 points

Changes in accepting recertification packets and fees: Effective January 1, 2009, those CPS and CAP holders who do not recertify by their time limit may have a 120-day grace period to submit their complete recertification paperwork. Those individuals will pay the initial \$75 recertification fee plus a \$100 late fee. All recertification points need to be earned within the original five year time limit, and if approved, recertification will be back-dated to that time. This new process is not retroactive.





## *Port City Names Member of the Year*

On May 12, 2009, Port City chapter members selected Becky Crowley CPS as their member of the year. Becky was selected on the basis of her dedication to the chapter, her creativity, and her contagious enthusiasm.

The members who nominated Becky had this to say about her: Becky's creativity with Port City's ways and means baskets is great—she wants this chapter to succeed—this is a kind member we should all be.

Becky's drive and determination gave us a very successful first ways and means event (Rummage by the River).

She was up bright and early the day of the event and stayed there after the yard sale was over; loading tables on the trailers and getting the donations that were left over to goodwill industries

She devoted countless hours of her personal time planning and organizing Rummage by the River.

Becky coordinated the bake sale and Port City tables at the yard sale.

She made, advertised, and posted signs for the event.

Becky led the efforts to get members to sell tables, and donate baked goods.

Here are some interesting facts about our new MOTY:

Rebecca Sue Crowley was born in Meadville, Pennsylvania. She is married to Scott Crowley and they have three children; Mick, 18; James 16; and Karlee 11. Their pets include a dog, Buddy, and two cats, Blue and Rudy.

Becky is an Executive Administrative Assistant at Synovus Trust Company, N.A. Her executive, George Flowers, is Port City Chapter's current Executive of the Year.

Becky's first job was babysitting four children while their single mother worked 2nd shift. She was 14 years old and made \$35/week. She has been in the administrative profession for 31 years. Becky feels the best part of being an admin is filling a real need. Executives are big picture thinkers and truly need someone to deal with the details. Becky likes anticipating her executives needs; her goal is to discover them before he does.

Below are Becky's responses to some fun questions:

First thing you notice about people:  
Their smile

Favorite pig out food: Bruster's choco-

late chunk ice cream

Favorite childhood memory: Fishing with my father

Favorite TV show: Star Trek (yes, I am one of those)

Favorite sports to watch: College Football—War Eagle!

Last movie you watched: The New Star Trek Movie

Book you are reading now: "The Art of War" by Sun Tzu

Most prized possession: I will say my home only because I can't possess what is most prized, my family inside it

Special Talent(s): customer service and fund raising

My fantasy is: Travel the country with my husband in a Winnebago

Favorite non-job related activities: camping and fishing

Major personal accomplishment: passing the CPS exam

Three words that describe me: blessed, relentless, intense

My goals are to: retire with enough money to travel the country with my husband in a Winnebago.

Port City Chapter—Columbus,  
Georgia



PORT CITY CHAPTER MEETS THE THIRD TUESDAY  
OF EACH MONTH AT 6:00 P.M. AT THE COLUMBUS  
REGIONAL HEALTHCARE CONFERENCE CENTER ,  
710 CENTER STREET .



**International Association of  
Administrative Professionals®**

JoAnne S. Parker CPS/CAP  
Editor  
P.O. Box 1174  
Columbus, GA 31902

Phone: 706-649-4751  
Fax: 706-644-0600  
Email: [joparker@synovus.com](mailto:joparker@synovus.com)

We're on the web!

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

### Mission Statement

*To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.*

### Vision Statement

*To inspire and equip all administrative professionals to attain excellence*

### Purpose

*To provide information, education and training, and to set standards of excellence recognized by the business community on a global perspective.*

### Objectives

*To elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.*

IAAP®



TURNING JOBS  
INTO CAREERS

## 2008-2009 Board of Directors

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[marcibeegle@columbusbankandtrust.com](mailto:marcibeegle@columbusbankandtrust.com)

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