



Fredericksburg IAAP Lantern



December 2011

www.fredericksburgiaap.org

Issue No. 13

INSIDE THIS ISSUE

Monthly Meeting	p.1
Board of Directors 2011-12	p.2
Committee Chairs	p.2
President's Letter	p.3
Vice President's Letter	p.4
2011-2012 Chapter Mtg	
Dates	p.5
Upcoming Events	p.5
Member Birthdays &	
Anniversaries	p.6
Membership Committee News	p.6
"Stress"	p.6
Education/Training Programs	p.7
"Stress" - continued	p.7
CAP Program	p.8
Pictures from November Mtg	p.9
Sponsor	p.10

**MONTHLY MEETING-Monday,
December 12, 2011**
Christmas Social
 Lone Star Restaurant
 2051 Plank Road
 Fredericksburg, VA 22401
 540-374-1565
 6:30 pm

Look for the Blessing-

"If you are distressed by anything external, the pain is not due to the thing itself, but to your estimate of it; and this you have the power to revoke at any moment."

—Marcus Aurelius



Blessings



Fredericksburg Chapter
 PO Box 4072
 Fredericksburg, VA 22402-4072

**FREDERICKSBURG
CHAPTER IAAP
2011-2012
COMMITTEE CHAIRS**

**Administrative Professionals'
Week**

Kathy Wall

Bylaws and Standing Rules

Mary Maynard

Certification

Suzanne McKissick, CAP-OM

Community Service

Susan Young

Education/Program

Kathy Wall

Membership

Libby Blosser, CAP-OM

Ways and Means

Darlene Jett

Kay McOsker

Sunshine

Kay McOsker

Student Chapter

Libby Blosser, CAP-OM

RTF

MJ Surina, CAP-OM

Website

Kay McOsker

Newsletter

Suzanne McKissick, CAP-OM

Historian

Suzanne McKissick, CAP-OM

If you would like to help on any of these committees, please contact a board member.

**Fredericksburg Chapter IAAP
Board of Directors
2010-2011**

President: Maureen Chapman

Email: fmchapman@comcast.net

Vice President: Kathy Wall

Email: Kathryn.j.wall@mwhc.com

Co-Secretaries: Darlene Jett and

Email: darlenejett@hotmail.com

Kay McOsker

Email: mco@co.henrico.va.us

Treasurer: Judy Sloan

Email: jsloan@teleinc.com



"We determine whether something will be a blessing or a curse by the way we choose to see it."

—Anonymous

Fredericksburg Chapter
PO Box 4072
Fredericksburg, VA 22402-4072



From the President:



It is almost December. One of the busiest months of the year and one in which we celebrate peace among men and celebrate our individual religions in different ways. The one constant is the celebration of our religious beliefs and the hope for more understanding and kindness among all people in the world.

We may not individually be able to solve all the world's problems, but little acts of kindness and sharing during the holiday season, can mean a lot to others. While doing that holiday baking, how about an extra plate of cookies or other treats for a neighbor who doesn't get out much; providing a ride to church for someone without a car; or gloves and hats for the family down the block that don't seem to have any. I am sure that all our amazing administrators can come up with even better ideas.

Don't forget to keep yourselves safe while out shopping, too. If going alone, make sure someone knows where you are going. Park under a street light in the parking lots. Go with a buddy, and park close to the stores. Always lock your car. When walking back to the car, keep your finger on the alarm button to call attention to yourself if you feel threatened. Almost all cell phones have a flashlight function, use it to check out the area around your car and to look into the back seats and cargo area of your vehicle. Do not carry all of your credit cards with you when shopping - to try to limit the financial information a pickpocket might obtain by stealing your wallet or purse.

MOST OF ALL, don't get stressed out!!!! The gifts will get bought and wrapped, the food will get cooked. Take this time to appreciate all the wonderful things in your life and **HAVE FUN!!!!!!**
Have a wonderful Christmas always remember the reason for the season!



Fredericksburg Chapter
PO Box 4072
Fredericksburg, VA 22402-4072



From the Vice President



Dear Fredericksburg Chapter Members,

I am excited and proud to have your vote of confidence in being selected to be the President Elect of the Fredericksburg Chapter. I am looking forward to many new adventures this year with the whole team. Please bear with me as I learn what the roles and responsibilities entail in my position. I am excited and nervous thinking of all the possibilities for educational opportunities, big changes in certification, recertification this year, and growing our chapter. We have quite a bit of program ideas on the calendar already, and we are open to any new ideas for programs or educational opportunities.

In addition, we are striving for Chapter of Excellence and hope to have several Members of Excellence before 2011-2012 year ends. We are pursuing every possible opportunity to provide quality programs and educational offerings that will assist you in reaching your goals as Administrative Professionals. Please do not hesitate to contact any member of the board for assistance, ideas, or questions.

Planning time is fast approaching for this years Administrative Professionals' Week and Seminar. We will need everyone's ideas and assistance in making the program this year a huge success for the Fredericksburg area. We have been given the theme for this year, announced by the International Association of Administrative Professionals. See below announcement and get your thinking caps on.

IAAP is excited to announce the theme of the 2012 Administrative Professionals Week and Day:

"Admins, the pulse of the office."

Administrative Professionals Day will mark its 60th anniversary on April 25, 2012. Over those decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques, and seismic shifts in the economy and culture itself. But admins have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time, and under budget. Admins are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more traditional role as the gatekeepers for many customers, clients and employees.

Quite simply, admins are the pulse of the office. As in previous years, the association is developing a number of materials around the 2012 APW/APD theme, all of which will be released over the next few weeks and months. We will reveal the new theme logo in December.

Again thank you for your vote of confidence and keep your eyes and ears open for much more information to come your way.

Kathryn J. Wall
Vice President
Fredericksburg Chapter IAAP
40.741.3595 or 540-538-7836



Fredericksburg Chapter
PO Box 4072
Fredericksburg, VA 22402-4072

2011-2012 Chapter Meeting Dates

September 12	Board Mtg
September 26	Membership Mtg
October 10	Board Mtg
October 24	Membership Mtg
November 14	Board Mtg
November 28	Membership Mtg
December 12	Christmas Social (short membership/board mtg if necessary)
January 9	Board Mtg
January 23	Membership Mtg
February 13	Board Mtg
February 27	Membership Mtg
March 12	Board Mtg
March 26	Membership Mtg
April 9	Board Mtg
April 23	Membership Mtg
May 14	Board Mtg
May 21	Membership Mtg- Election of Officers
June 11	Board Mtg
June 25	Membership Mtg

Installation of Officers

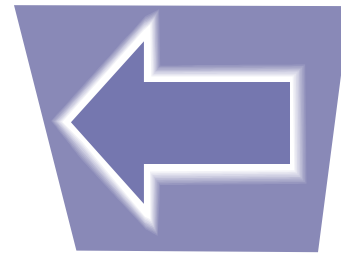
At this point, all meetings will be held at Lone Star. Everyone is welcome to come to the board meetings as well as the membership meetings.

IMPORTANT DATES

Next Newsletter
deadline— December 28, 2011

If you have any articles or suggestions, please send them to smckissick528@verizon.net.

This is your newsletter, and we would like to make it fun and full of useful information. So if you have articles, quotes, recipes, games, inspirations, news, or committee updates, please email them to me.



UPCOMING EVENTS

March 4-7, 2012—Spring Conference
 April 22-31, 2012—Administrative Professionals Week
 June 29-30, 2012—Annual Meeting, Lynchburg, VA
 July 22-25, 2012—EFAM

Fredericksburg Chapter
 PO Box 4072
 Fredericksburg, VA 22402-4072

MEMBERSHIP COMMITTEE NEWS

Membership is the lifeblood of any organization. I continue to scan the new member listings sent to me by IAAP and follow-up with letters and phone calls; however, I need your help. All of us need to educate folks at our various workplaces and community organizations about the benefits of IAAP. Please join me in seeking out new members as we continue to provide incentives to retain current membership.

Libby Blosser, CAP
Membership Chair

Stress...

A young lady confidently walked around the room while leading and explaining stress management to an audience; with a raised glass of water, and everyone knew she was going to ask the ultimate question, 'half empty or half full?'..... she fooled them all... "How heavy is this glass of water?," she inquired with a smile.

Answers called out ranged from 8 oz. to 20 oz.

She replied, "The absolute weight doesn't matter. It depends on how long I hold it. If I hold it for a minute, that's not a problem. If I hold it for an hour, I'll have an ache in my right arm. If I hold it for a day, you'll have to call an ambulance. In each case it's the same weight, but the longer I hold it, the heavier it becomes."

She continued, "and that's the way it is with stress. If we carry our burdens all the time, sooner or later, as the burden becomes increasingly heavy, we won't be able to carry on."

"As with the glass of water, you have to put it down for a while and rest before holding it again. When we're refreshed, we can carry on with the burden - holding stress longer and better each time practiced.

So, as early in the evening as you can, put all your burdens down. Don't carry them through the evening and into the night... pick them up tomorrow.

Whatever burdens you're carrying now, let them down for a moment. Relax, pick them up later after you've rested. Life is short. Enjoy it and the now 'supposed' stress that you've conquered!"

*1 * Accept the fact that some days you're the pigeon, and some days you're the statue!*

*2 * Always keep your words soft and sweet, just in case you have to eat them.*

*3 * Always read stuff that will make you look good if you die in the middle of it.*

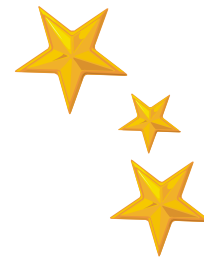
*4 * Drive carefully... It's not only cars that can be recalled by their Maker.*

*5 * If you can't be kind, at least have the decency to be vague .*

*6 * If you lend someone \$20 and never see that person again, it was probably worth it.*



HAPPY BIRTHDAY!
December



HAPPY IAAP ANNIVERSARY
December

Marie Grant-Thomas 2002
MJ Surina, CAP-OM 2004

Fredericksburg Chapter
PO Box 4072
Fredericksburg, VA 22402-4072

Certified Administrative Professional Program

Starting this month, IAAP officially launched changes to the [Certified Administrative Professional](#) program. IAAP's certification department has been working hard for well over a year preparing for this major move to one certification with specialties. Organizational Management is the first speciality being offered, and I encourage all of you to learn more about this new way to enhance your career. While you're at it, you may want to double check the recertification deadline for your current status.

This may be a happier holiday season for admins if OfficeTeam's salary projections prove true. The IAAP corporate sponsor recently released its [2012 Salary Guide](#) and it appears admins should expect three to four percent raises across the board. You can tack on another six percent for CAPs. OfficeTeam's guide also includes local salary indexes for many metropolitan areas, concise job descriptions and general hiring trends. Very useful, all in all,.

Stay well. Ray Weikal, **Editor, Connections**

“Gratitude unlocks the fullness of life.
It turns what we have into enough, and more.
It turns denial into acceptance,
Chaos to order, and confusion to clarity.
It can turn a meal into a feast, a house into a home,
A stranger into a friend.
Gratitude makes sense of our past,
Brings peace for today, and creates
A vision for tomorrow.”
—Melody Beattie



Fredericksburg Chapter
PO Box 4072
Fredericksburg, VA 22402-4072



Mary getting her President's pin from Maureen.



Jan Ekert and Susan Spears talking about Mentoring at the November Mtg.



Kathy presenting certificates to Jan and Susan.

Fredericksburg Chapter
PO Box 4072
Fredericksburg, VA 22402-4072



Honorary Member, John Allen, joined us for dinner. Darlene surprised him with a cake since it was his birthday.

SPONSOR

FLYING SPUR TRAVEL SERVICES

Cliff Johnston

Independent Travel Agent
Global Travel International



Your Worldwide Cruise Planner

709 Mt. Pleasant Drive
Locust Grove, VA 22508
Telephone: 540-972-5276 Cell: 540-846-9333
Email: cliffordjohnston@mindspring.com