



Fredericksburg IAAAP Lantern



**MONTHLY MEETING-Monday,
February 27, 2012**
Lone Star Restaurant
2051 Plank Road
Fredericksburg, VA 22401
540-374-1565, 6:30 pm

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**Program News: Don't miss February's Membership Meeting
February 27, 2012-6:30pm.**

Jan Eckert, from Spangler Eckert and Associates (SEA) a partnership of highly qualified and experienced advertising and public relations professionals. Most of you should remember her from our Mentoring program in November. She has agreed to come back. Jan is a highly experienced and creative advertising and public relations professional who has worked within a wide variety of industries. Her successes include markets spanning numerous states, and include educational, non-profit, political campaigns, defense industry, business to business, retail and more.

She will give us some tips on proven marketing strategies that could help us achieve improved recognition as a professional organization that offers the Fredericksburg area Administrative Professionals a valuable networking / mentoring resource. She will focus on how the chapter can improve and ensure the chapter's voice is heard and recognized throughout the area as a community leader. She will speak about how to utilize proven marketing, advertising and public relations tools that are readily available.

Don't miss this wonderful presentation and please bring a guest.



Change

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

"Inaction breeds doubt and fear. Action breeds confidence and courage. If you want to conquer fear, do not sit home and think about it. Go out and get busy."
-Dale Carnegie



"To exist is to change, to change is to mature, to mature is to go on creating oneself endlessly."

-Henry Bergson

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From the President:

As most of you know, I was laid off back in April, 2011, when the contract I was working with was not picked up for renewal after ten years. Frankly, I had never been unemployed any time since 1967, unless I had resigned to take care of my children or to take care of aging parents or grandparents. The longest I was out of the job market was two years at one stretch, and I was employed again within two weeks of starting to look for a new job. After nine months of unemployment, the lack of response from employers has come as quite a shock.

I started by doing all the things I have done before: sprucing up the resume, searching every local newspaper, individual county government and school websites, networking with IAAP members and local business people that I know, and calling former employers about openings. I have had almost a dozen interviews but have not yet closed the deal.

The Virginia Workforce Office in Prince William offers many seminars, which are free to those who have signed up to use their services and receive unemployment. There is no cost or requirement that you be unemployed to use their job advertisement board. I recently attended a two part seminar that was presented by a counselor from Northern Virginia Community College regarding resume writing and interviewing. The biggest fact was that for almost every job in the administrative field, there are approximately 300 to 400 applicants. Employers are looking for people who can do more than keep a calendar, take minutes and do travel arrangements. In the early 1990's, administrative staff took on a lot of mid-manager responsibilities. Some of those things were balancing budgets, writing correspondence on our own, creating and maintaining office procedures, and handling human resource issues. In addition, it is clear that we must also now be experts in all Microsoft Programs, Lotus Notes, Adobe and other publishing programs. Typing speed is also a new requirement for many positions at this level. Instead of going out and buying the latest Mavis Beacon program, try this site to brush up for that typing test: <http://www.keyhero.com/>. That new Technology Applications specialty is becoming more and more important when taking the CAP exam.

I have discovered that while employers still want to know when and where you have worked, they are concentrating on your biggest successes - no matter how far back - so if you did something to be proud of and it is not a confidential item, keep a record of it and how you got there and whether or not it saved your organization money, or contributed to a smoother running office.

Another big thing is how you handle stressful situations, be prepared to have one or two examples. The ability to be a good team player is a very important part of what employers are also looking for. The next big question is "What is your biggest weakness?" I was taken by surprise the first time I was asked that question. Be prepared to give an honest answer and what you do to keep that weakness from interfering with your job.

The NOVA counselor also gave another piece of advice, if you are getting interviews, your resume is not the problem -- polish up on your interviewing skills. Do practice interviews with someone you know that does interviewing to get some suggestions and just to practice going through an interview.

Kathy Wall has arranged for a program on resume writing and interviewing in the next couple of months. The date will be posted on our website.



Maureen Chapman

Fredericksburg Chapter
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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

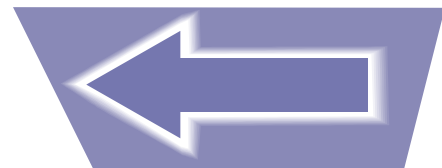
deadline— February 24, 2012

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.

FOR YOUR INFORMATION:

- Newsletters are sent electronically to members and also posted on our website.
- Members are welcome to attend any Board Meetings.



"Progress is impossible without change, and those who cannot change their minds, cannot change anything."
-George Bernard Shaw

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, Grapevine, TX

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MEMBERSHIP COMMITTEE NEWS

Update Your Contact Information If you have recently moved or changed your e-mail address send your new contact information to membership@iaap-hq.org. Make sure you stay connected!

BENEFITS OF MEMBERSHIP

Members gain benefits and services that distinguish IAAP as a premier organization for administrative professionals:

- Personal and professional development
- Educational seminars, programs, and special events
- Networking opportunities
- Improved professional image
- Leadership training
- Teamwork and organizational development
- Certification of Excellence through the Certified Administrative Professional® (CAP®) and the Certified Administrative Professional-Organizational Management® (CAP-OM®) Programs
- Administrative Professionals Day/Week
- International Convention and Educational Forum
- Office Pro magazine
- Retirement Center
- Discounts on educational resources (audiocassettes, books, self-study materials, videotapes)

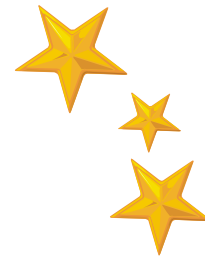
Make an investment in yourself and your career whether in a present job or in preparation for a more challenging position by joining the professionals!



HAPPY BIRTHDAY!

February

Maureen Chapman—25th



HAPPY IAAP ANNIVERSARY

February

Herman Raybon 2008

Kay McOsker 2000

Recruitment, Mentoring and Retention

Welcome to our two newest chapter members Becky Lane and Caprina Brown.

The key to success is an ongoing membership program. Membership has three parts: **Recruitment, Mentoring, And Retention** and retaining members is the responsibility of every member of the chapter.

Members are the lifeblood of our chapter. Without a large enough base of active, involved members, our chapter will find it difficult to thrive. Burnout and stress will become the enemy of the chapter when you have too few to take on the necessary duties or tasks required to grow and build the chapter.

Treat all members, tenured and new, in a friendly, open way. At meetings and activities, members should make every guest or new member feel welcome. *Get new members involved in projects.* The need for recruiting and retaining members never stops.

Recruiting is more than collecting applications and checks. We encourage all members to be recruiting at every opportunity. The office mate, the next door neighbor, the business down the street ,network contacts in the administrative field (some you don't think of as administrative personnel), church members, co-workers are all opportunities to recruit new members.

Once recruited, new members expect and deserve service from your chapter. Communicate frequently with new members and offer top-quality mentoring through educational resources, professional networking and value added meetings. Consider being part of the formal mentoring program.

Encourage them to get involved in chapter activities, and provide opportunities for new members to grow into chapter leadership positions. The level of mentoring we provide will determine how well our efforts are successful in the retention part. At years-end whether your old or new members renew for another year of membership reflects the efforts we as a chapter have put into the process of recruiting, mentoring and retaining.

We challenge each member to bring a least one potential new member or encourage our in-active members to start attending by coming to the next chapter general membership meeting.

Maureen Chapman, Libby Blosser and Kathy Wall call all active members to get involved in the important chapter business of Recruitment, Retention and Mentoring. Contact us if you want to know how you can be of assistance.

See the great news below to help us with growing the chapter this year.



Congratulations for reaching 70 years as an association! The hard work and dedication of you, the members, have made IAAP the premier association for administrative professionals for the last 70 years. Continue your success for another 70 years by increasing membership at the chapter, division and international level with IAAP's new membership campaign: **70/70**.

Chapter/Division Recruitment

70/70 is an optional program for chapters and divisions. It's a vehicle for you to use to recruit new members at a reduced membership rate. From now until December 31, 2012, new members can join IAAP at the chapter, division, and international level — all for one \$70 price. For every new member you recruit to your chapter or division, you will receive \$5 in dues. That means if you decide to opt-in to the membership campaign, when a new member joins your chapter, you agree to reduce your dues to \$5 for this year.

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CERTIFICATION

CERTIFICATION

In the fall of 2005, a half a dozen Fredericksburg IAAP Chapter ladies set out to prepare for the IAAP certification then called Certified Administrative Professional (CAP). We met in a hospital board room once a week to study for six months. Our teacher was a seasoned admin who had worked her way up to management in the Department of Defense and had passed the certification test many years before.

With study materials in hand, we began. The first part we tackled was Office Systems & Technology. All of us worked on computers every day; however, terminology like random access memory and daisy wheel network was "Greek" to most of us.

The second part we studied was Office Administration. Although most of us knew how to file and handle phones, not everyone was familiar with things like decentralized reprographics systems or mnemonic coding.

The third part we studied was Management. Since most of us were in support positions, we had to learn to think like managers. In addition, we had to learn the theories of management which were put into place by people like Fiedler and Maslow. Also, we learned about right-to-work laws, human relations and basic accounting.

The last part was Advanced Organizational Planning. We learned about team development stages and trademark and the copyright laws. Our studies were over. All we had to do was review for the exam.

The CAP Examination was held on May 5 & 6. The first test was on Friday, and it was scheduled for 1:00 p.m. It was Advanced Organizational Management, and it was a 3 1/2 hour exam. We survived that day although some of us wanted to leave and not return for the second day of testing.

On Saturday, we reported at 8:00 a.m. for the Office Systems & Technology, Office Administration, and Management tests. Each test was 2 hours and 15 minutes long. It was a long day! And then we waited for the results.

The middle of June, the letters came congratulating us on our CAP ratings! We had attained this prestigious, professional rating. Was it worth it? You bet! It helped us shape our administrative futures. We were recognized as being key players on our administrative teams. We gained self-confidence, and many of our peers came to us for advice on technologies and office procedures. For some, certification meant promotions or pay raises; however, the biggest reward for me personally was joining the ranks of thousands of Certified Administrative Professionals.

Submitted by Libby Blosser, CAP-OM

RTF



Happy Groundhog Day, Happy Valentines Day, Happy February! Spring is just around the corner. Spring is my favorite time of year. The trees and flowers all start budding out. The temperature starts warming up. And, the birds start returning bringing their excitement with the chirping.

Are you excited about the next season in your life? Retirement? Are you ready for retirement? IAAP and The Retirement Trust Foundation can help you with your needs!

A Place In The Sun... For You!

Vista Grande is a retirement home built by The RTF as housing for retired administrative professionals. Retirement living at Vista Grande is by application from people who are 55 and up and priority is given in this order:

- IAAP members and their families
- Former IAAP members and their families
- Administrative professionals who are not members of IAAP and their families
- People who have never been administrative professionals

Q. What is Vista Grande?

A. [Vista Grande](#) is a retirement center built for administrative professionals located in Rio Rancho, N.M., a picturesque mesa northwest of Albuquerque. The land consists of approximately 11 acres and was built in three phases between 1972 and 1983. It has 168 apartments, a community building, lounge, library, crafts room, laundry center, all faiths meditation chapel, a resident nurse, exercise room and management offices.

Q. How large are the apartments?

A. Vista Grande offers one and two bedroom apartments with a wide variety of [floor plans](#). There are both one and two bedroom apartments, ranging from 456 to 807 square feet, with one or two bathrooms. All apartments have kitchens.

Alice Schultz, CAP
Southeast District

IAAP CORE VALUES

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

"Our brains are like closets. Over time they are filled with things we no longer use- things that don't fit. Every once in a while they need to be cleaned out."
-Eric Harvey and Steve Ventura



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HEALTH CORNER

End Your Energy Crisis With Vitamin B12

If, like many Americans, you've tried everything to boost your energy, but still feel drained, you may want to start looking for answers elsewhere. Low levels of vitamin B12, a vitamin that lies at the core of our body's ability to make DNA for new cells, form healthy red blood cells, and turn the food we eat into energy to power our metabolism, is often overlooked. Recent studies suggest anywhere from 15-40% of Americans don't have adequate levels of B12 for optimal health.

Why is a lack of B12 of such concern? In the short term, insufficient B12 levels can lead to deep fatigue, mood changes, and dementia-like qualities, preventing you from feeling your best and performing at your highest energy level. In the long term, an unchecked vitamin B12 deficiency can lead to permanent nerve damage, which is why it's important to catch it early.

Symptoms of B12 Deficiency

- Overall lack of energy
- Unusual mood changes
- Difficulty concentrating or remembering things
- Tingling or numbness in hands or feet
- Inflamed, red, cracked tongue

Who's at Risk?

As American diets, medications and lifestyles have changed dramatically, the question is: what has been the impact on our B12? While you should talk with your doctor about your own personal history, here are some of the broad risk groups Dr. Oz, Dr. Katz and I discussed on the show:

If you're taking certain medications. An essential step for vitamin B12 absorption occurs in the stomach, where your stomach acid plays a key role in unlocking B12 from your food to make it available to the body. If you're taking medications that suppress gastric acid production, such as proton pump inhibitors for heartburn, you may be at higher risk for B12 deficiency. Regular consumption of aspirin is also associated with a higher risk of B12 deficiency (approximately 1 in 5 adults is taking aspirin every day or every other day), as is the diabetes drug Metformin.

If you've undergone gastrointestinal surgeries or have gastrointestinal disorders. Gastric bypass or other stomach surgery can compromise the body's ability for normal, healthy absorption of B12. If you have IBS, Crohn's disease or celiac disease, you are also at a potential higher risk, as you may be unable to absorb enough vitamin B12 from your food, or to produce adequate intrinsic factor, a compound needed further along in digestion to absorb B12 in the small intestine.

If you're over age 50. Changes in the stomach lining as we age can reduce the production of gastric acid for up to an estimated 30% of the population; in this case, you no longer can unlock adequate amounts of B12 from the foods you eat. For this reason, it's recommended that all Americans over age 50 consume 25-100 mcg/day of supplemental B12. What's the difference? In fortified foods and supplements, B12 is already in its free form and doesn't require gastric acid for separation in the stomach.

Boost B12 in Your Diet

Vitamin B12 is naturally found in some foods (animal foods like seafood, poultry, beef, pork and dairy products are the most reliable sources), added to others (like fortified breakfast cereal) and available as a dietary supplement or prescription medication. Here are four of the most powerful ways you can start including more B12 in your diet.

Begin With a Breakfast of Champions

Fortified breakfast cereals are an affordable, super easy way to get the B12 you need. Check the label and choose your favorite whole grain cereal that provides 25-100% of the Daily Value (DV) of B12. Add 1 cup of organic lowfat or skim milk or yogurt for another 15-20% DV of B12, and you can meet your needs before you've cleared the breakfast table.

Continued from page 8—End Your Energy Crisis with Vitamin B12

Cook Up a Buffalo Slider

The best natural sources of vitamin B12 are animal foods. One-hundred percent grass-fed buffalo (or bison) is a lean and green superfood, as it's lower in calories, total fat and saturated fat than conventional beef, and higher in heart-healthy omega-3s. Look for "100% grass fed" on the label, as some buffalo at the supermarket is corn-fed (in which case, those health benefits disappear). If you can't find buffalo or bison, 95% extra lean organic grass-fed beef is a good alternative.

Crack Open a Clam

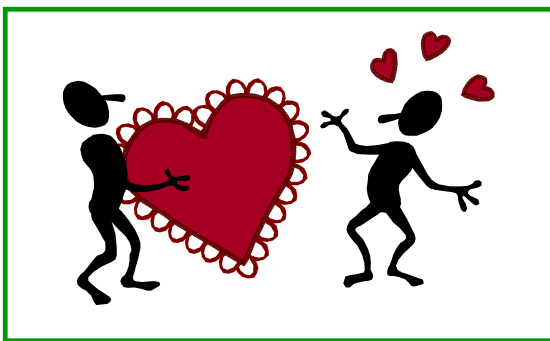
Seafood provides some of the best B12 foods on the planet. Just 3 ounces of canned clams, for example, pack over 100% of the DV for vitamin B12, and is also an excellent source of selenium, iron, zinc and protein. You can also find frozen clams in the freezer section of many seafood counters. Don't like clams? Substitute 4-5 ounces of sardines, salmon or trout for a nutrient-rich B12 boost.

Try a Nutritional Yeast

If you've eliminated red meat altogether, are a vegan or vegetarian, a nutritional yeast that is fortified with B12 (be sure to check the label) can also be an excellent source of this vitamin; simply sprinkle 1 tablespoon per day into your lasagnas, smoothies and even desserts for your daily dose of B12. While other plant foods may claim to be a source of B12, these are unreliable as the amount can vary; a fortified yeast (or breakfast cereal) is a better bet.

What About B12 Shots or Supplements?

For many Americans, including vitamin B12-rich foods and fortified foods can help them easily meet their needs. However, supplements and injections can be another option for people who already have or are at higher risk for deficiency. There are numerous vitamins, lozenges, dissolving oral tablets, lollipops and patches that deliver adequate amounts of B12, so choose a method that works for you, and be sure it provides the dose you are looking for. If you have a B12 deficiency, injections can also be very effective, as they provide an immediate boost of energy and help to correct the deficiency. However, they tend to be more expensive and you need to visit a doctor or health-care provider. Be sure to discuss all of your options and choose the one that is the best fit for your health needs, budget and lifestyle.



Recipe Corner

Corn Pudding

1 -1 lb (or 2 reg) can of whole kernel corn (reserve 1/2 cup liquid)
1 -1 lb (or 2 reg) cream style corn
2 eggs, beaten
1 stick unsalted butter, melted
1 box of Jiffy Corn Bread Mix

Mix all ingredients, pour into 8 x 8 square pan. (I usually mix the corn and eggs, then alternately add the corn bread mix and melted butter)

Bake at 350 degrees between 45-60 minutes. When the center does not jiggle - then it is done.

Enjoy.

From MJ Surina

SPONSOR

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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