



TEAMWORK ...
*Working towards
a Brighter Future!*



VISIONS



FEBRUARY 2010

SHERRY CRASS CPS/CAP, EDITOR

A PERSONAL MESSAGE FROM YOUR PRESIDENT

Inside This Issue

Why the Retirement Trust Foundation Needs Your Support	2
Oak Ridge Chapter Chamber Coffee	2
Benefits of Membership: What IAAP Doesn't Tell You	3
Website to Make a Difference	4
Valentine's Day and A Little History About Candy	4
The Retirement Trust Foundation OHSAN Program	5
2011 Annual Meeting—Gatlinburg	6
Open House ~ Welcome Aboard!	7
Upcoming Events	8

Oak Ridge Chapter
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Oak Ridge, TN 37830

Leadership...what does it mean to you? I don't think you can really understand leadership until you are in a role of leadership. Leadership is constantly learned. I have been and am still learning what leadership means to me. As chair of several committees and treasurer of the Chapter for two years, I only touched the role of being a leader. As your President, leadership has become part of my life. So what does being a leader mean to me? As I stated in the Member Awareness Program I presented in March, leadership includes but is not limited to dependability, organizational skills, responsibility, trustworthiness, accountability, servitude, and TEAMWORK! and my logo/theme is "Teamwork... Working Towards a Brighter Future."

I can honestly say that teamwork is what has brought us through the year thus far. I am proud to be working with a group of administrative professionals that aren't afraid to step in and help where needed. Being a leader means keeping your team on track and inspired to keep going. As Chapter members, you have proven yourselves time and time again not only in your professional lives but in your personal friendships as well. Yes, we have come far this year and should be proud of all we've accomplished.

As your leader, I would like to encourage you to fill out the Member of Excellence form. This will not only show your accomplishments but help the Chapter in its goal of maintaining our Chapter of Excellence status. The Member of Excellence form can be found at <http://pathways.iaap-hq.org/IAAPHQ/Pathways/MemberofExcellence/Default.aspx>. You only need to attain 8 of the following 11 criteria, and you have until June 30 to reach your goals and submit the forms! Be sure to read through the entire list; you

may be closer than you think.

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Conduct a public presentation, program or training
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review



Rita Ayers CPS

Thank you for allowing me to be your President and leader. Hope you have a green month!



Rita

Retirement can be a great joy if you can figure out how to spend time without spending money.

--Author Unknown

Why the Retirement Trust Foundation Needs Your Support

Since its inception in 1947, the Retirement Trust Foundation (the Trust) mission has been simple: to provide housing assistance for administrative professionals, age 55 and older, who are in need.

This mission places an important role on the Trust. As the age of our membership continues to reflect the aging of the population of the world and as our economy continues to put a burden on retired administrative professionals, it is imperative that the Trust is able to provide assistance as the resources of those administrative professionals make it likely that more and more of our membership will be relying on the Trust for assistance in their retirement housing needs. In this way, we are helping our own.

All funds contributed to the Trust are put to immediate use to maintain and support its program consistent with the overall mission of the Trust. The funds are used to:

- ◆ Provide housing assistance grants to retired administrative professionals in need

- ◆ Maintain Vista Grande and provide affordable housing for its residents
- ◆ Maintain the Trust website at www.iaap-rtf.org

Gifts of any amount are welcomed by the Trust. A new program of the Trust is recognizing contributors whose lifetime accumulated giving levels reach \$5,000 by adding their name to a donor recognition wall. The Family of Givers program also recognizes donations to the Trust. Gift receipts will be sent to all donations in the amount of \$25 and above. The Family of Givers program also provides donor recognition (at donor discretion) at various levels. The Trust can also benefit as a beneficiary of your estate.

The Trust is a 501(c)(3) tax-exempt charitable organization that operates as an entity of the International Association of Administrative Professionals. More information on the Trust can be found online at www.iaap-rtf.org.

--Submitted by: Pat Row CPS/CAP



You're Invited!

Oak Ridge Chapter Chamber Coffee

Tuesday, March 2, 2010

7 a.m. to 9 a.m.

Oak Ridge Chamber of Commerce

Benefits of Membership: What IAAP Doesn't Tell You

In my quest this year to get more organized, I have been cleaning out my closets and my office at work. It's amazing what you find tucked away. Items long forgotten, but items you just couldn't seem to part with. More importantly, though, are all the memories that come flooding back to you.

One project in particular was that of organizing all my photographs. As I began this task, I found myself revisiting 20 plus years of IAAP experiences—experiences and friendships I would never have had if I hadn't joined this wonderful organization and, especially, the great Oak Ridge Chapter. I have been blessed to be a part of this group and cherish the many friendships that I have. Many of you I may never have met or had the pleasure of getting to know if not for our membership in IAAP.

I look back on my first IAAP-sponsored seminar for Certified Professional Secretaries (CPS), which was in Monterey, California. At the time, I wasn't an IAAP member but had recently received my CPS. When I received the brochure, I threw it away believing that my company would never support sending a secretary on travel. As I came in the next day, there laying in the top of my trash can was the brochure where I had left it. I thought, "It never hurts to ask. They can only say no." Much to my surprise, my boss immediately said yes; and I attend the first of many networking/educational conferences and seminars. Fortunately for me, Jean Norris CPS/CAP was also attending the conference from Y-12; and I got my first opportunity to travel with Jean.

The opportunities I have been given to attend top notch educational seminars have certainly enhanced my professional development and enabled me to retain my professional certification. Equally important to me, however, are the

opportunities I have had to spend some wonderful time with some special ladies. With the members of the Oak Ridge Chapter, I have visited:

- Cannery Row, Monterey, California
- Estes Park and Garden of the Gods, Colorado
- San Antonio River Walk and the Alamo
- Old North Church, Boston
- Virginia City, Nevada
- Niagara Falls, Canada
- Georgia O'Keefe Museum, Santa Fe
- Beale Street and Graceland, Memphis
- Bourbon Street, New Orleans
- The Greenbriar, White Sulphur Springs

Even more special to me are the times we have spent together after installation/awards banquets, preparing our last minute skits for annual meeting, celebrating a member's success, or supporting each other during a difficult time. I may not always remember to say it and may never get that card in the mail that I've purchased to send to someone who's been on my mind, but know that you are more than just a member of my professional organization—you are my friends. It's because of you that I value my membership in IAAP the most. If you ever come to a crossroad and are not sure you want to renew your membership, think about your Chapter members. They are more than professional acquaintances. They are a part of your support system, and they'll be there for you no matter what!

~Submitted by: Sherry Crass CPS/CAP

Good friends are like stars. You don't always see them, but you know they are always there.

Website to Make A Difference

There is a website that helps—through ads by sponsors—children, the hungry, animals in shelters, women who need mammograms, literacy, and the rainforest. It is so easy to do with just a click of your computer mouse and several seconds of computer time, if it is not blocked by your firewalls, that it would be a shame NOT to do it. Please help by logging in and getting the email reminder each day. I have copied the email that comes each day and you only have to click where noted to get to all the tabs that help support these causes. Here's what happened in 2009:

- ◆ 966,281 children helped
- ◆ 6,986 free mammograms
- ◆ 481,177 books for children
- ◆ 14,201 acres of rainforest preserved
- ◆ 65,700,000 cups of food for the hungry

- ◆ 92,000,000 bowls of food for animals in shelters

All of the above is the result of many opening this site daily and then clicking on each of six tabs, which takes less than two minutes/day, (that is 0.000003 percent of the time you have in a year)—and look at the results! Talk about "making a difference." The site address www.theanimalrescuesite.com will open a single page that has all six tabs on it. You can also sign up for an email reminder that comes each day and will put you on the site in a single click.

Take less than two minutes a day and help out a lot of animals, people, and the environment! Be part of increasing the numbers above in 2010.

~Submitted by: Pat Row CPS/CAP

If you find it in your heart to care for somebody else, you will have succeeded.

--Maya Angelou

Valentine's Day and a Little History About Candy

In honor of Valentine's Day, many of you will receive candy from your significant other (or child) as a small token of their love and affection for you. And, as women, most of us would say we "know" candy, right! But, can you answer these three trivia questions regarding our beloved "candy"?

1. Who was the candy bar "Baby Ruth" named after?
2. What has been one of the most successful, longest running advertising campaigns in the history of candy?
3. Why are Hershey "Kisses" called "kisses"?

The Baby Ruth candy bar was named after the first child born in the White

House, daughter of President Grover Cleveland, in 1891; Little Ruth later died in 1904. Don't feel bad if you answered "Babe Ruth." The correlation is easy to draw and may have even been intended, although the candy manufacturer strongly denies any association with the famous Yankee ballplayer.

Wrigley's Doublemint Gum, first introduced in 1914 is the answer to Question 2. That may have thrown you for a loop by slipping the gum in there, but it's so closely related to candy that it couldn't be passed up. Wrigley's advertising campaign utilized all sorts of double images from double violinists to double talking comedians, but the most famous doubles are the twins. That

(Continued on page 5)

campaign began in the late 1930s and continues today.

The answer to the third question reminds us of the old “I Love Lucy” show where she and Ethel get a job in the candy factory. That has nothing to do with the answer, however. Hershey’s “Kisses” get their name from the sound and motion of the machines that produce them. It looks and sounds as if the machine is kissing the conveyor belt as it moves along.

Many candies have interesting stories in their names. For instance, the most popular candy bar in the United States got its name from the family horse. Do you know what it is? Snickers, introduced in 1930, was named for the favorite horse owned by the Mars family. In 1896, a candy was introduced by Leo Hirshfield

and carries his daughter’s name—Tootsie. Have you ever wondered about the Three Musketeers bar? When it was originally introduced in 1932, it was three separate bars featuring chocolate, vanilla, and strawberry nougats covered in chocolate. In 1945, it was changed to all chocolate nougat. The candy world, like our loves, is filled with memories. A walk down any candy aisle is sure to bring back thoughts of our childhoods. And for good reason, because about 65 percent of American candy brands have been around for more than 50 years..... Enjoy your Valentine’s Day and your candy!

Taken in part from “Everything Knoxville,” February 2010, Section Sweet Tooth.

~Submitted by: Jean Norris CPS/CAP

The Retirement Trust Foundation HSAN Program

Since its inception in 1947, the Retirement Trust Foundation (the Trust) mission has been simple: to provide housing assistance for administrative professionals, age 55 and older, who are in need.

As a result, IAAP, through the Trust, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What’s more, Vista Grande (the world’s only retirement center for administrative professionals) was built entirely through donations to the Trust, with no corporate or association sponsorship.

However, the Trust realizes that not every elderly or needy administrative professional can (or wants to) live at Vista Grande. As a result, in 2003, the Foundation Board of Trustees began a new program: the Housing Subsidies for Admins in Need (HSAN)—formerly known as the Financial Assistance Program.

Through this program, a retired administrative professional living in a

retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need).

When the first dollar was given toward a retirement home for secretaries, the dream was to provide housing assistance for retired secretaries. Today, the Trust has built and maintains a retirement facility and provides subsidies for housing assistance to retired secretaries in need with the HSAN Program; thus, the Trust can ensure that the dream toward providing housing assistance lives on.

The HSAN Program, like Vista Grande, is funded through your contributions. Please see your Division or Chapter RTF Chairman to see how you can help or go online at www.iaap-rtf.org.

~Submitted by: Pat Row CPS/CAP

**We
cannot
direct
the
wind,
but
we can
adjust
the sails.**

—Bertha Calloway
Founder of the
Great Plains Black
Museum

2011 Annual Meeting—Gatlinburg

I'm sure many of you are finding it hard to imagine that it's time to start work on the 2011 Annual Meeting that will be held at the Edgewater Hotel in Gatlinburg, June 3-5, 2011.

But it is, to be sure! Pat Row CPS/CAP and I attended a great meeting on January 20 last month to kick off the planning for that meeting. Judy Lovely CPS/CAP, the 2011 Annual Meeting Director, had representatives from all the chapters in the Eastern section of the Tennessee Division in attendance—and planning is well under way. Judy's goal is to have a fantastic meeting with a large attendance who will be celebrating the 2011 Annual Meeting theme—as yet, undetermined. But the planning committee hopes to have that theme selected by February 15 of this year in order that it can be presented at this year's Annual Meeting at the Pickwick Landing State Park this coming June.

Here is a breakdown of the Annual Meeting committee assignments by chapter:

- ◆ Arrangements Committee—the Tennessee Division Past Presidents Council, headed by Barbara Carter CPS/CAP
- ◆ Exhibits—Tri-Cities Chapter. We already know that chapters who wish to exhibit at the Annual Meeting will be required to pay a \$25 break-even fee for their tables.
- ◆ Hospitality—Knoxville Chapter. But all chapters in the Eastern section will be assisting.
- ◆ Open House—Northeast Chapter. Two local tourist attractions are already being investigated as possible venues for our Friday night Open House event.
- ◆ Registration—Maryville Chapter
- ◆ Door Prizes—Cherokee Chapter. All chapters will assist with contributions.

- ◆ Come-and-Go Breakfast—will be eliminated at the 2011 Annual Meeting as the hotel provides a continental breakfast for registered room occupants. This will be a huge cost savings for the 2011 Annual Meeting budget.
- ◆ Recognition Luncheon—Tri-Cities Chapter
- ◆ Banquet—Knoxville Chapter
- ◆ Inspirational Service—Maryville Chapter

And our own Oak Ridge Chapter will be in charge of the two seminars (the one-hour recertification-point seminar first thing Friday morning before the Office Expo and the afternoon three-hour seminar) and publicity. We will most likely secure someone from our local resources like OfficeTeam and New Horizons of Knoxville for the one-hour recertification-point seminar. The budget for the three-hour afternoon seminar is \$2,500—we will be asking our Chapter to provide input on top-notch speakers that we could possibly retain for that session within the framework of our budget. Therefore, all Chapter members need to be thinking of possible speakers and submitting their names to either Pat Row or me. We want to hold to the Oak Ridge Chapter tradition by securing the best possible speakers for these two sessions. Our publicity campaign, which will start after this year's Annual Meeting in June, will require us to seek out all the possible publicity venues available to us to help ensure the best possible meeting in 2011.

More information will be forthcoming as the plans are developed. Our next planning committee meeting will be after the 2010 Annual Meeting at Pickwick Landing State Park. Pat and I hope each of you will be supporting the Division with your attendance this year and in 2011.

~Submitted by: Jean Norris CPS/CAP

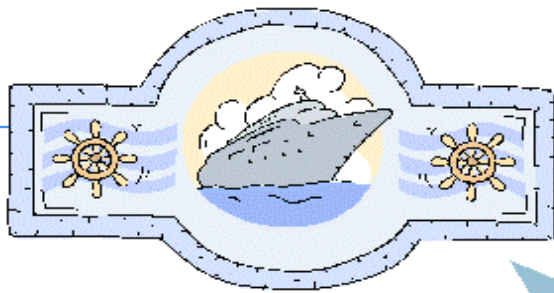


Do you know a fellow Chapter member who exemplifies what IAAP is all about? If so, you might want to consider nominating them or yourself for the Member of the Year or the Pinnacle Award. Nomination forms will be emailed to members and should be available on the Chapter website shortly. Honorees will be recognized at our Administrative Professionals Week luncheon.

International Association of

Administrative Professionals

Open House ~ Welcome Aboard (For the trip of a lifetime)



The Oak Ridge Chapter of International Association of Administrative Professionals would like to invite you to attend our Open House.

Come learn about exciting opportunities to grow professionally and personally!

Hope to see you there!

*YWCA of Oak Ridge
1660 Oak Ridge Turnpike*

Contact person:

Rita Ayers

865-603-3152

rayers09@gmail.com

Or

Janise Humphreys

865-617-1908

Date: March 8, 2010

Time: 5:30



International Association of
Administrative Professionals®
Oak Ridge Chapter

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MONNIE CHAMPION

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BETH JINKERSON

Upcoming Events

FEBRUARY

- February 1— Avery Dennison Report Due
- February 1— Board Meeting
- February 8—Chapter Meeting: Producing A Newsletter
- February 19-20—Chapter Presidents Forum and Educational Seminar
- February 23—March EAB/Board Meeting

MARCH

- March 8—Chapter Meeting Open House (Membership Retention), YWCA, Oak Ridge

APRIL

- April 5— Board Meeting
- April 12—Chapter Meeting
- April 18 to 24—Administrative Professionals Week
- April 20—Administrative Professionals Week Luncheon, Doubletree Hotel, Oak Ridge