



*Turning Jobs  
Into Careers®*

# The Rock Hill Area Chapter Newsletter

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JULY/AUGUST 2008

**International Association of Administrative Professionals®**

## 2008-2009 Rock Hill Area Chapter Officers

President  
Debi Burt

Treasurer  
Christine Shope CAP

2008-2009  
Rock Hill Area Chapter  
Committee Chairs

APW/APD  
Sara Hancock CPS

Bylaws and Standing Rules  
Carolyn Smith CPS

Communications  
Lavette Walden CPS/CAP

Membership  
Sara Hancock CPS

Newsletter  
Christine Shope CAP

Professional Development  
Babette Sabia CPS/CAP

Programs  
Debi Burt

Scrapbook  
Christine Shope CAP

Yearbook  
Babette Sabia CPS/CAP

## A Message from the President

I want to thank each of our members for their vote of confidence in my ability to lead this chapter. I have some big shoes to fill. And also a lot to learn. I am looking forward to the learning opportunities that this position gives me.



The goals that I have set for our chapter are attainable and I believe together we can accomplish them this year. My goals for our chapter are:

- ✓ To complete a strategic plan
- ✓ Increase membership
- ✓ Retention- retain our members
- ✓ Increase attendance at our chapter meetings
- ✓ Promote CPS/CAP certification programs
- ✓ Increase IAAP awareness
- ✓ Teamwork

I am very proud of our chapter and the things we have accomplished this year. I am also looking forward to the things we can achieve during this year with everyone's hard work. Having members who are dedicated and supportive makes my position so much easier and I thank each and every one of you for all your help.

Debi W. Burt  
President

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## Chapter Member Spotlight

### Babette Sabia CPS/CAP



I currently live in Indian Land, SC having relocated there from New Jersey where I was born and raised. While in NJ I was working for Abbott Laboratories in Whippany, NJ. (Abbott is headquartered in Lake County, IL .) When we decided to relocate, I was fortunate to be able to switch to part time and telecommute. I am an Administrative Associate supporting the Director of Operations, Whippany Plant Manager as well as staff in Manufacturing Operations. I have worked for Abbott Laboratories for 13 years. Prior to that I worked 5 years for Smith-Kline Beecham (now Glaxo SmithKline) as a Secretary to the Director of Regulatory. Previous to returning to the Administrative Support field I worked in the banking industry having started as a secretary, attended and graduated from Fairleigh Dickinson University with a Bachelor's Degree in Business Administration and ultimately became an officer and manager.

Among my passions are being a Rotarian and being able to be of service in the local community as well as the international community. I also serve on the board of United Way of Lancaster County another organization which enables me to give back in the community.

In my spare time I enjoy doing crossword puzzles, spending time with friends and neighbors, and travel.

My husband, Donald, and I have no children. However, I am one of 6 (2 sisters and 3 brothers) and, between my husband and I, we have 12 nieces and nephews plus 18 great nieces and nephews (with 1 more great nephew on the way).

The only position I have held in IAAP was to Chair a CPS mini exam program in the New Jersey Division. I obtained my CPS certification in 1994 and CAP certification in 2001 and recertified the CAP in 2006.

IAAP has had an impact in my professional career by stimulating me to achieve both the CPS and CAP certifications. By doing so I not only learned a whole lot more during the various review courses, but was also provided the opportunity to interact and network with other local area Admins (many of whom were not in IAAP or were in other chapters). By being a member of an IAAP chapter there are additional opportunities to learn from the different programs presented at meetings. The meetings also are an enjoyable way to meet and network with fellow Admins.

## Membership

### Sara Hancock



Membership as of July 1, 2008 is 15. We had one member who did not renew due to budget constraints. Congratulations to **Brenda McCray** on being named the *June 2008 Administrative Professional of the month*. Congratulations to **Christine Shope CAP** on passing the *Certified Administrative Professional* exam.

The Administrative Professional of the month recognition will continue. The current criteria is based solely on professionalism—a member who exemplifies the standards of an office professional, promotes IAAP and encourages new and current members (a mentor). You have to be present to vote (no absentee votes will be accepted); however, you may nominate someone who is absent from the meeting.

The future of the Build-A-Basket project is unclear at this time. Please email me ([sbhcps@comporium.net](mailto:sbhcps@comporium.net)) and simply state Yes – continue or NO – discontinue. Be sure to include Build-A-Basket in the subject line. If you wish to continue this project, I need to know if you are interested in donating an item or items toward this endeavor.

By the time this newsletter goes to print, Margaret Jones and I will be attending the International Convention and Education Forum in New Orleans, Louisiana.

Respectfully submitted,

Sara B. Hancock CPS

## CAP® / CPS® Exam Deadlines

# MARK YOUR CALENDARS !!!

### EXAM

November 7-8, 2008

May 1-2, 2009

### DEADLINE

August 15, 2008

February 15, 2009

## IAAP International Convention & Education Forum - New Orleans, LA July 27-30, 2008

Hilton New Orleans Riverside Hotel  
Two Poydras Street  
New Orleans, LA 70140  
(504) 561-0300

<https://secure.hilton.com>

### Nightly Rates (plus tax):

King (one king bed) - from \$169

Double (two double beds) - from \$169

Executive floor (one king bed or two double -  
from \$199)



## Remembering the Good Times, Learning From the Bad

*(excerpt from Spark People)*

Memory can be used for good or for evil. If you use your past as a source of learning, it's worth remembering. If, however, all you do is mull over your mistakes and punish yourself for your failures, it's a waste of time. Rehashing failure can paralyze you in mortal fear of making another mistake, which, of course, just made the feeling worse and practically guarantees future letdowns. The key to making meaningful changes is to pay more attention to the future than to the past. Have you ever noticed that the best athletes also have the shortest and most selective memories? Instead of dwelling on a missed shot or a flawed dive, they concentrate on making corrections and getting the next one right. It's as if the failed attempt never happened. It's forgotten and they don't fear trying again. If you mess up, even in an epic, life-altering way, work hard to leave it behind and concentrate on the possibilities yet to come. Tomorrow is much brighter when it's not smeared with a fixation on yesterday.

**FOOD FOR THOUGHT:** Shut out all of your past except that which will help you weather your tomorrows. –William Osler, Canadian physician

Submitted by Sara B. Hancock CPS



## Happy Birthday!

July 6 ..... Carolyn Smith CPS  
 July 27..... Brenda McCray



## Happy Anniversary!

Margaret Jones      Jul 1998      10 yrs

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## Calendar of Events

August 12      Chapter Meeting: CAP Recognition Event  
 August 15      Deadline to register for November CPS®/CAP® Exams  
 August 16      Chapter Leadership Advancement Workshop, Columbia Museum of Art (9:30 am - 1:00 pm)  
 September 9      Chapter Meeting: To be announced  
 September 27      SCD Professional Development Seminar, Seawell's, Columbia, SC (9:00 am - 1:00 pm)  
 November 7-8      CPS®/CAP® Exams

### Office Tips

#### **PowerPoint and Windows Tips and Tricks**



#### **Import your company logo to create custom bullet point icons in PowerPoint (2002/2003)**

Using your own graphics to make bullet items can add a professional finish to your presentation and help build your logo recognition among audience members. First, select the text you want to make into bullet points. Next, choose Format | Bullets And Numbering from the main menu. In the Bullets And Numbering dialog box, click the Picture button, and then click the Import button in the Picture Bullet dialog box. Navigate to your saved logo file and click Add. You'll notice that PowerPoint adds your logo to the bullets available in the Picture Bullet window. Select your logo graphic and click OK to apply it. You'll want to ensure that the logo you use is simple enough that viewers will still recognize it when scaled down considerably.

#### **Eliminating Quick Launch Toolbar Tool Tips (Win XP)**

It may annoy you to see the long ToolTips that appear over each program shortcut in your Quick Launch toolbar in Windows XP. Chances are, you already know the function of each program that appears there, and the pop-up tip is just needless clutter. Fortunately, there's an easy way to get rid of the tips.

All you need to do is right-click on an icon in the Quick Launch toolbar and choose Properties. In the Properties dialog box on the Shortcut property sheet, select the contents of the Comment text box, which is the text that appears in the ToolTip, and then press the [Delete] key. Then, click OK. Now, when you hover your mouse pointer over an icon in the Quick Launch toolbar, all you see is the name of the application.

From New Horizons Business/Office Professionals eTips



## Fundraisers

You can help increase the funds of our chapter through purchases of Current products. Each season the items change; so if you do not find anything you'd like to buy when you check their website, try again a few months later. Purchases can be made at [www.currentfun.com](http://www.currentfun.com), and our chapter will receive 50% of the total order before shipping and handling charges. After signing onto the website, click Start Shopping Now, make your selections, then select SC and Rock Hill Area Chapter IAAP upon checkout. Tell your friends and family members about this opportunity to help our chapter.



### Administrative Professional of the Month Award



The Administrative Professional of the Month award went to Brenda McCray (June 2008).

***Congratulations Brenda !***

### Featured Speaker

Our speaker for the July chapter meeting was Scott A. Falcone, Director for The South Carolina School for the Deaf and the Blind. Scott spoke on "Communication - Staying in the Loop".



**International Association of Administrative Professionals®**

**Chapter Meetings**

Held the 2nd Tuesday of each month  
Program/Business Meeting: 6:30pm

Location: SC School for the Deaf & Blind  
197 Piedmont Blvd, Suite 202  
Rock Hill, SC 29730

**Chapter Chairs Contact Information**

**Membership**

Sara Hancock CPS: [sbhcps@comporium.net](mailto:sbhcps@comporium.net)

**Programs**

Debi Burt: [dburt@scsdb.org](mailto:dburt@scsdb.org)

**Communications**

Lavette Walden CPS/CAP: [waldenl@comporium.net](mailto:waldenl@comporium.net)

**Newsletter Editor**

Christine Shope CAP: [cshope@comporium.net](mailto:cshope@comporium.net)

**Professional Development**

Babette Sabia CPS/CAP: [bsabia@aol.com](mailto:bsabia@aol.com)

**WE'RE ON THE WEB!**



[WWW.ROCKHILLAREA-IAAP.ORG](http://WWW.ROCKHILLAREA-IAAP.ORG)

The Rock Hill Area Chapter was chartered in June 2003 and promotes professionalism through continuing education, chapter programs, and networking for administrative assistants.

The chapter is one of 15 chapters of the South Carolina Division.

To get additional information about the chapter or discuss membership, contact Sara Hancock CPS via email, [sbhcps@comporium.net](mailto:sbhcps@comporium.net).

**Companies Represented in the Chapter**

- Abbott Laboratories
- Blanchard Machinery Company
- Citicorp Trust Bank, fsb
- Communities in Schools of Charlotte
- Family Trust Federal Credit Union
- First Presbyterian Church
- Mecklenburg County Dept of Social Services
- Time Warner Cable
- South Carolina School for the Deaf and the Blind
- Winthrop University
- York County Regional Chamber of Commerce
- York Technical College
- **This space reserved for your company!**

