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Into Careers®*

# The Rock Hill Area Chapter Newsletter

VOLUME V, ISSUE 4

JANUARY/FEBRUARY 2009

## 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

## The Rock Hill Area Chapter of IAAP

*wishes you a  
Happy and  
Successful  
New Year in 2009 !*

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## Membership

### *Sara B. Hancock CPS*



We began our fiscal year on July 1, 2008 with a total membership of 15. We added a new member in August (Kara) and lost a member in October (Bettye). To date we have 15 members.

An Administrative Professional is recognized at our monthly meetings. Previous winners include Lavette Walden CPS/CAP (July 2008), Babette Sabia CAP (August 2008) and Sara Hancock CPS (September 2008). The November winner will be revealed at our January 2009 meeting. Will it be you?

If anyone is interested in sitting for the CPS/CAP exam in May, the deadline to register is February 15, 2009. Applications are available on the International website.

I hope all of you are planning to attend the SCD Annual Meeting in Spartanburg in May. The dates are May 15-17, 2009 and the location is the Spartanburg Marriott at Renaissance Park. You don't want to miss this opportunity to network, renew acquaintances and make new ones.

Here's a "new" checklist for a new year:

- Contact my assigned buddy.
- Attend this month's chapter meeting and invite a friend.
- Mentor a new member.
- Sponsor a new member.
- Visit the chapter, division and international websites.

Sara B. Hancock CPS  
Membership Chair

## MARK YOUR CALENDARS !!!

### **Spring Professional Education Conference**

Gaylord Opryland Resort, Nashville, TN

**March 9 - 11, 2009**



### **2009 SCD Annual Meeting**

**Spartanburg Marriott at Renaissance Park, Spartanburg, SC**

**Saturday, May 15 - 17, 2009**

## CAP® / CPS® Exam Deadlines

# MARK YOUR CALENDARS !!!

### DEADLINE

February 15, 2009

August 15, 2009

### EXAM

May 1-2, 2009

November 6-7, 2009

## 2009 International Convention and Education Forum Minneapolis Convention Center Minneapolis, MN

### Convention Registration:

Registration for the 2009 Convention in Minneapolis will open in early April 2009. Full convention registration fees will range from \$495 to \$525 for early bird member rates.

### Hotels and room rate information (hotel room rates do not include applicable taxes):

#### Hilton Minneapolis-- Headquarter Hotel

\$185/night, single/double  
triple/quad @ \$20 per person

#### Hyatt Regency Minneapolis

\$178/night, single/double  
\$203/night, triple/quad

#### Minneapolis Marriott City Center

\$178/night, single/double/triple/quad

#### Millennium Hotel Minneapolis

\$179/night, single  
\$189/night, double





## Happy Birthday!

January 12 ..... Lavette Walden CPS/CAP



## Happy Anniversary!

Debi Burt

Feb 2007 2 yrs

## Calendar of Events

January 13	Chapter Meeting:
February 9	Chapter Meeting:
February 15	Deadline to register for May 2009 CPS®/CAP® Exams
March 9-11	Spring Professional Education Conference, Gaylord Opryland Resort, Nashville, TN
May 1-2	CPS®/CAP® Exams
May 15-17	SCD Annual Meeting, Spartanburg

### Office Tips

#### **Excel/Outlook Tips and Tricks**

#### **Have Outlook start when you launch your computer (Outlook 2002/2003)**



If the first thing you do when you turn on your computer every morning is launch Outlook, why not launch it automatically instead? All you need to do is add an Outlook shortcut to the StartUp folder.

First, create a shortcut to Outlook on your desktop, if you don't already have one. To do so, choose All Programs | Microsoft Office from the Windows Start menu. Then, right-click on Microsoft Outlook and choose Create Shortcut. Drag the newly created shortcut to your desktop. Navigate to the \Document And Settings\All Users\Start Menu\Programs\StartUp folder in Windows Explorer. Drag the Outlook shortcut from your desktop to this folder. The next time you start up your computer, Outlook automatically launches.

#### **Avoid the My Documents default (Word 2003)**

When you choose Save As or Open, Word automatically opens the My Documents folder in the resulting dialog box. If you tend to work from a folder other than My Documents, you'll save valuable time by setting that primary folder as your default.

To do this, choose Tools | Options from the menu bar, and click on the File Locations tab. Select Documents from the File Types list box and click Modify. In the Modify Location dialog box, open your preferred folder, and then click OK. Click OK to close the Options dialog box. Each time you start Word, it opens the folder you designated as the default working folder the first time you access the Open or Save As dialog box.

Regardless of which folder you've selected as the default, Word remembers which folder you navigate to during your Word session and sends you there for subsequent saves or opens. For example, if your default is the C: drive, that folder opens when you first launch Word. But, if you navigate to a folder on your network to open or save a document, Word opens that folder the next time you click Save As or Open. When you close and reopen Word, the Save As or Open dialog box again defaults to the C: drive.



## 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.



### QUOTE:

"I still find each day too short for all the thoughts I want to think, all the walks I want to take, all the books I want to read, and all the friends I want to see." – John Burroughs, essayist and naturalist

If Mr. Burroughs felt this way at the start of the 20<sup>th</sup> century, imagine what he would think today. We have the freedom to do more now than ever before. But more options can bring more frustration, because we still see all of the things we don't have time for. Before you plan another day/week/month/year, write this thought at the top of the paper: I Cannot Do Everything. It's a truth that applies today even more than it did 100 years ago. Life becomes easier when you accept the fact that you will never be able to do everything you want. Once that happens, you can start to look at what you want to do the MOST, and plan accordingly. Priorities bring peace of mind. They help you relax, knowing that you're doing all you can by making the most of your opportunities. Low priorities are the seeds of wasted time. And days don't need any help getting shorter. I challenge you in 2009 to make the most of every day and every hour.

Submitted by Sara B. Hancock CPS



Chapter members at the Christmas Social. Everyone had a wonderful, fun-filled time.

**International Association of Administrative Professionals®**

**Chapter Meetings**

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

Location: York County Library at Baxter  
1818 Second Baxter Crossing  
Fort Mill, SC 29708

**Chapter Chairs Contact Information**

**Membership**

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

**Programs**

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**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
- Communities in Schools of Charlotte
- Family Trust Federal Credit Union
- First Presbyterian Church Lancaster
- 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!**

