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The Rock Hill Area Chapter Newsletter

VOLUME V, ISSUE 5

MARCH/APRIL 2009

International Association of Administrative Professionals®

2008-2009 Rock Hill Area Chapter Officers

President

Babette Sabia CPS/CAP

Treasurer

Christine Shope CAP

2008-2009 Rock Hill Area Chapter Committee Chairs

APW/APD

Babette Sabia CPS/CAP

Bylaws and Standing Rules

Carolyn Smith CPS

Communications

Lavette Walden CPS/CAP

Membership

Babette Sabia CPS/CAP

Newsletter

Christine Shope CAP

Professional Development

Babette Sabia CPS/CAP

Programs

Babette Sabia CPS/CAP

Scrapbook

Christine Shope CAP

Yearbook

Babette Sabia CPS/CAP

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A Message from the President

Greetings from your president of the Rock Hill Area Chapter of IAAP. First of all, I would like to thank Debi Burt for her efforts during the six months she served as our president. Due to job and commuting constraints, Debi resigned as president.



With the persistence of our remaining members, we will remain a viable and growing chapter. After reviewing some past newsletters, I would like to repeat some of the words from past president Carolyn Smith's newsletter of Fall 2006:

"With all of us working together, we can become a stronger chapter while we are growing professionally. As your president, I plan to continue supporting the things we do well and to seek new ways to increase our membership.

We have arranged for excellent speakers for our monthly meetings and need your commitment to attend our meetings and bring someone with you. I'm excited to serve as your chapter president.

We have a wonderful core group of members who are committed to IAAP. I appreciate each of you and thank you for the opportunity you have given me as your leader.

Ask yourself this question: *Can I make a difference in the Rock Hill Area Chapter this year?* Your response can be the spark to get our chapter moving.

Please let me know your suggestions, ideas, and concerns. I'm here to serve you..."

We recently had our South Carolina Division president, Jannette Stokes, visit our Chapter wherein she shared her wisdom and ideas for us to continue and grow as a Chapter. I asked for her help in getting IAAP headquarters to do more to advertise what IAAP is and the benefits to those of us in the administrative profession. I truly believe IAAP has a bit of an "identity crisis" and we, at the chapter level, need to have more news out there to help us recruit and retain members.

So, fellow members, with the programs we have scheduled – for example, in March we had Mary Page, Director of Communications for Citicorp Trust Bank, give us a presentation on Public Speaking Tips – your attendance at the meetings is critical to our success as a chapter.

I look forward to seeing as many of you as possible on March 17 at the Fort Mill Library. And, to quote from past president, Lavette Walden CPS/CAP, in the March/June 2008 newsletter, "In the words of Shaquille O'Neal, 'Excellence is not a singular act, but a habit. You are what you repeatedly do.'

Let's keep it going..."

Babette Sabia CPS/CAP
President

Membership

We continue to recognize our Administrative Professionals each month. Our November AP of the month was Christine Shope CAP. Who will be our next winner? Will it be you?

Be sure to visit our website regularly, as well as the websites of the Division and International. The latest information can be found there.

Membership Chair



Christine Shope CAP (left) receives AP of month certificate from Carolyn Smith CPS.

MARK YOUR CALENDARS !!!

2009 SCD Annual Meeting

Marriott Spartanburg at Renaissance Park, Spartanburg, SC

Saturday, May 15 - 17, 2009

Registration Deadline: May 1, 2009

Registration Fee: \$135



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, 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.



MARK YOUR CALENDARS !!!

CAP® / CPS® Exam Deadlines

EXAM	DEADLINE
November 6-7, 2009	August 15, 2009
May 7-8, 2010	February 10, 2010

2009 International Convention and Education Forum Minneapolis Convention Center, Minneapolis, MN July 26-29, 2009

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 \$199/night, triple
 \$189/night, double \$209/night, quad

Featured Speaker

South Carolina Division President, Jannette Stokes spoke at our February chapter meeting on "What is IAAP?" She also discussed the future of our chapter and met chapter members. President-Elect Dolline Tucker accompanied President Stokes.



President Janette Stokes (left)



President-Elect Dolline Tucker (right)



Happy Birthday!

March 16..... Sylvia Maupin CPS
 April 11 Von Robertson



Happy Anniversary!

Carolyn Smith CPS March 78 31 Yrs
 Von Robertson April 07 2 Yrs

Calendar of Events

March 17 Chapter Meeting: "Public Speaking Tips" Speaker - Mary Page
 April 21 Chapter Meeting: Open House in recognition of Administrative Professionals
 May 1-2 CPS®/CAP® Exams
 May 15-17 SCD Annual Meeting, Spartanburg, SC
 May 19 Chapter Meeting: "How to Preserve Credit in a Failing Economy" Speaker - Lynette Sims

Office Tips

Excel Tips and Tricks

Freeze Excel column and row titles (Microsoft Excel 2000/2002/2003/2004)



When you work with a large Excel worksheet, it's often difficult to remember exactly what kind of data columns or rows contain once you begin scrolling around the sheet and lose sight of the column and row labels. Fortunately, you can freeze rows and columns that contain headings so you always know what data you're looking at. To freeze a row, select the row number or the cell in column A that's immediately beneath the last row you want frozen. Then, select Window | Freeze Panes from the menu bar. Excel inserts a thin line to show you where the frozen pane begins. To freeze a column, select the column letter or the cell in row 1 that's immediately to the right of the last column you want frozen. To freeze horizontal and vertical areas simultaneously, select the cell that's in the upper-left corner of the range you want to remain scrollable and then invoke the Freeze Panes feature. If you later want to make all regions scrollable again, simply select Window | Unfreeze Panes from the menu bar.

From New Horizons Business/Office Professionals eTips

International Association of Administrative Professionals®

Chapter Meetings
Held the 3rd Tuesday of each month
Program/Business Meeting: 6:30pm

Location: York County Library at Baxter
1818 Second Baxter Crossing, 2nd Floor
Fort Mill, SC 29708

Chapter Chairs Contact Information

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WE'RE ON THE WEB!



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 Babette Sabia CPS/CAP via email, bsabia@aol.com.

Companies Represented in the Chapter

- Communities in Schools of Charlotte
- Family Trust Federal Credit Union
- Mecklenburg County Dept of Social Services
- Time Warner Cable
- Winthrop University
- York County Regional Chamber of Commerce
- York Technical College
- **This space reserved for your company!**

