



*Turning Jobs
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The Rock Hill Area Chapter Newsletter

VOLUME V, ISSUE 6

MAY/JUNE 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

Dear fellow members of the Rock Hill Area Chapter of IAAP,

This is my "farewell" message after having served you as interim president of the chapter. I want to thank all those who have helped to keep this chapter alive and it is alive and well!



Our board met recently and has made some decisions to help us continue and build upon what we have. Membership in IAAP is important to each of us not only professionally but personally as well. The guiding principles pertain to our everyday life just as much as they apply to everyday work duties.

So, one of the decisions to help revitalize and grow the chapter is to meet every other month. The meetings will again be on the second Tuesday of the month and at the Fort Mill Library at 6:30pm. The exceptions will be "social only" meetings to be held in December and June. The socials may possibly be held elsewhere from the library.

We have streamlined some of the committees by incorporating a few of the responsibilities into one – such as the Newsletter and Scrapbook committees becoming part of the Communications Committee.

We will not be having the Executive of The Year event and it is doubtful we will have an event for Administrative Professionals Week. We plan to concentrate more on building, growing and strengthening the chapter.

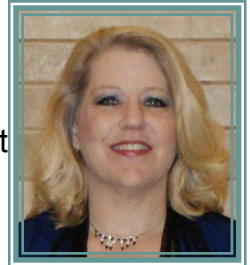
Our officers for 2009-2010 have been chosen and they are Colleen Siggins CPS/CAP – President; Christine Shope CAP President-elect; Lavette Walden CPS/CAP, Vice President; Carolyn Smith CPS, Secretary; and I will serve as Treasurer.

I truly believe we have an outstanding group of members and we need to let others know what they are missing by not belonging to this chapter and organization. Therefore, I am requesting each member to consider asking a friend, co-worker or neighbor to join us at a meeting and help spread the word about IAAP and to have as high an attendance of membership at meetings as possible.

I look forward to working with and supporting the incoming officers and hope that all the members will have an active part in sustaining and growing the Rock Hill Area Chapter of IAAP.

Babette Sabia CPS/CAP
President

Incoming President's Message



Hello everyone and welcome to summer 2009! It's going to be a great year for us. We have decided to stay together as a chapter and we will have some neat things to do at our chapter meetings. We will only be having chapter meetings every other month, so maybe that will help with some of your schedules. We will provide more programs and fewer speakers. We will concentrate more on our existing members and giving them good programs that will help with professional development and less on trying to recruit new members. Although recruiting is essential and crucial, we need to keep our existing members happy and focused.

I know the past few months have been difficult due to job losses and cutbacks, but this is just another reason you should continue to network with others in the chapter. Many times, this is how we find out where jobs are, or who knows someone that works somewhere, in order to put in a good word for them. Let's build our chapter back up and make it stronger. It is only with your help and support that we can do this so I am depending on every one of us to keep it going.

I hope that you will stick with us and help us make this coming year one that will rejuvenate our chapter. If you haven't been to a chapter meeting in a while, come by and see what's changed and how we are structuring meetings to be of benefit to you.

I look forward to being your new chapter President and seeing you all at the next meeting!

Membership

Be sure to visit our website regularly (www.rockhillarea-iaap.org) as well as the websites of the Division (www.iaap-scddivision.org) and International (www.iaap-hq.org). The latest information can be found there.

Babette Sabia
Membership Chair

SCD Annual Meeting



From left: Carolyn Smith CPS, Colleen Siggins CPS/CAP, Christine Shope CAP, Lavette Walden CPS/CAP.

May 15 - 17, four of our chapter members attended the SCD Annual Meeting held at the Marriott at Renaissance Park in Spartanburg, SC. The theme was "You Are a Star - Let Your Light Shine." Friday morning's seminar was "The Energy Bus" presented by Sherry Vaughn and Friday afternoon's seminar was "Internet 101" by Lisa Lopez. On Saturday our luncheon speaker was Kerry Norman who spoke on "Yes, You Are a Star!" On Sunday morning we were ministered to with music and a message by the Charles Kenya family.



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 opened in early April 2009. Full convention registration fees will range from \$495 to \$525.

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

Mary Page, Director of Communications/Citigroup spoke to us at the March meeting on "Public Speaking Tips".



Happy Birthday!

June 8..... Margaret Jones



Happy Anniversary!

Lavette Walden CPS/CAP	May 01	8 Yrs
Colleen Siggins CPS/CAP	June 03	6 Yrs
Frani Pisak	June 05	4 Yrs

Calendar of Events

June 23	Chapter Annual Meeting & Officer Installations - Babette Sabia's home (Covered Dish)
July 14	Chapter Meeting:
July 26-29	International Convention, Minneapolis, MN
August 15	Deadline for CPS®/CAP® Exams Registration
September 8	Chapter Meeting

Office Tips

Powerpoint Tips and Tricks

Get rid of the clutter: Hide the pop-up menu during a slideshow (PowerPoint 2000/2002/2003/2004)



The pop-up menu button that appears in the bottom-left corner of your slides in Slide Show view can be helpful during a presentation, but it can also be distracting. Fortunately, hiding it so your audience doesn't have to see it on every slide is simple.

To hide it by default in all future presentations in PowerPoint 2000/2002/2003:

1. Choose Tools | Options from the menu bar to launch the Options dialog box.
2. Click on the View tab and deselect the Show Popup Menu Button check box in the Slide Show panel.
3. Click OK.

In PowerPoint 2004:

1. Choose Edit | Preferences to launch the Preferences dialog box.
2. Click on the View tab and select [No Slide Show Controls] from the spin box in the Slide Show panel.
3. Click OK.

If you'd prefer to only hide the menu temporarily during a presentation, press [Ctrl]H ([command]H on the Mac) to hide the menu button while !! viewing the slide in Slide Show view. (This also hides your pointer.) To bring the menu button and pointer back, press [Ctrl]A ([command]A on the Mac).

From New Horizons Business/Office Professionals eTips

International Association of Administrative Professionals®

Chapter Meetings

Held the 2nd Tuesday of July, Sept, Nov, Jan, Mar & May
Meetings begin at 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
- York County Regional Chamber of Commerce
- York Technical College
- **This space reserved for your company!**

