



The Rock Hill Area Chapter Newsletter

VOLUME III, ISSUE 1

FALL 2006

International Association of Administrative Professionals ®

2006-2007 Rock Hill Area Chapter Officers

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CPS/CAP

2005-2006 Rock Hill Area Chapter Chairs

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Sara Hancock CPS

Programs
Carolyn Smith CPS

Communications
Colleen Siggins CPS/CAP

Newsletter Editor
Christine Shope

A Message from the President



Welcome to another new year for the Rock Hill Area Chapter of IAAP! We have already had a good beginning, but I'd like to challenge each member to make a resolution with me: **I shall continue, start, or be more involved than I was in the past year.** 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. Mr. Rich Krug of Toastmasters provided an excellent presentation on "Secrets to Overcoming Your Fear of Public Speaking" in July. Then we learned how to "Control Your Clutter" from Kathy Mast of Klutter-B-Gone in August. We're looking forward to hearing from Alton Hyatt, a local attorney, on "Estate Planning" on September 12.

I'm excited to serve as your chapter president. Thanks to Colleen Siggins CPS/CAP for her leadership and support of our chapter last year. 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 this year.

Carolyn Smith CPS

IAAP Member Spotlight Gwen Dickenson CPS/CAP



I reside in Greenwood, South Carolina which is about half way between Columbia and Greenville. I am originally from Hilo, Hawaii (the 50th state)! Hilo is the largest island in land area but the island of Oahu is the most populated island.

I am currently the Sr. Manufacturing Administrative Assistant at Eaton Corporation where I support the Plant Manager and her staff of 10. I've been with Eaton for 6 years and in the same position. I've been in the administrative support role for 30+ years and I can honestly say I still have a passion for what I do.

For hobbies, I enjoy working in the yard. I also enjoy taking road trips with my IAAP girl friends!

(Continued on page 2)

Inside this issue:

Message from the President	1
IAAP Member Spotlight	1
Executive of the Year Contest	2
The Total Package Seminar	3
2007 SCD Annual Meeting	3
Featured Speakers	3
Birthdays	4
Calendar of Events	4
Office Tips	4
Fundraisers	5
Membership	5
Meeting Location	6
Companies Represented	6

(Continued from page 1) IAAP Member Spotlight

Recently, I lost my husband (my high school sweetheart and best friend) of 40 years and that can never be replaced. However, I have three wonderful children who have families of their own...so, I am blessed with eight priceless grandchildren. The youngest is two years old and the oldest is 23. I am also very fortunate because they all reside fairly close to me and I do get to see them often. All of my extended families still reside in Hawaii.

I believe my (and my husband's) biggest and most important personal accomplishment has been raising our family. All three of my children have made me so proud in the way they have grown to be loving, caring, adults with self discipline and respect for others. This, I believe, is quite an accomplishment!!

During my career, I've set goals and accomplishments; and, I can honestly say that I've achieved every one of those goals. It's very rewarding when I look back and see my career path under the guidance and leadership of this great association—International Association of Administrative Professionals:

I was instrumental in organizing pre-certification classes with Piedmont Technical College in Greenwood, and as a result, five Chapter members and I obtained our certified rating that year. I re-certified in 1999, and in Nov. 2004 I achieved my Certified Administrative Professional (CAP) rating.

I was presented with the Secretary-of-the-Year Award for Emerald Chapter in Greenwood, SC in 1995.

I obtained my MOUS (Microsoft Office User Specialist) Certification and I'm certified in Word, Excel and PowerPoint. I first heard about this certification through the IAAP publication *OfficePro* and decided to pursue the challenge.

I was spotlighted in The Essential Assistant, A Bureau of Business Practice Newsletter for which I am on the Advisory Panel. I was also featured on Monster.com via a personal interview.

I authored an article "Professionally Promote Yourself" that was accepted for publication in the IAAP international magazine *OfficePro*.

I've served on all levels of the South Carolina Division Board of Directors and I am currently the immediate past president.

IAAP has provided me the opportunity to travel, network, gain leadership skills, and mentor others. As a member of IAAP, I have been coached, mentored, recognized, challenged, put down, and raised up. I have been supported, nurtured, honored and comforted. So I can't help but reflect on the people who have inspired, encouraged, and mentored me through the years...my fellow members.

Leadership requires building trust, team spirit, and an environment that allows for experimenting and testing new skills. It involves developing new leaders and IAAP provides these opportunities.

Executive of the Year Contest

Do you have a great boss?
Is he/she encouraging and supportive?

Nomination forms and criteria available at our website:

www.orgsites.com/sc/iaap-rock-hill

Winner will be announced at the

Boss' Day Breakfast

Tuesday, October 17th, 7:30 am—9:00 am

at the

Hilton Garden Inn
650 Tinsley Way
Rock Hill, SC

Tickets \$18.00 for members;
\$20.00 for nonmembers

Please make check payable to
Rock Hill Area Chapter IAAP.

Send check or money order to:
Frani Pisak
1924 Dawnhurst Lane
York, SC 29745
fpisak@bellsouth.net



IAAP Emerald Chapter presents:
The Total Package:
Professionalism, Skills, and Image

Presented by:

Jo A. Peay
Past International
President IAAP



Saturday, November 4, 2006

8:30 am—12:00 noon

Piedmont Technical College
James C. Self Conference Center
Room 102-C
Greenwood, SC

Registration: \$30 per person
3 Recertification points

Deadline: October 23, 2006

2007 SCD Annual Meeting

Date: May 18-20, 2007

Location: Myrtle Beach, SC 29572
Hotel: Marina Inn at Grande Dunes
8550 Marina Parkway
Hotel Tel: 843-913-1333 or 877-913-1333
Fax: 843-913-1334

Website: MarinaInnatGrandeDunes.com



Featured Speakers



At our July chapter meeting, Rich Krug, Rock Hill Toastmasters Club, spoke on “Secrets to Fighting Fear of Public Speaking”



Kathy Mast, owner of Klutter-B-Gone, spoke at our August chapter meeting on “Taking Control of Clutter”.



Happy Birthday!

October 12 Frani Pisak
 October 26 Christine Shope
 December 6 Colleen Siggins CPS/CAP
 December 22..... Bettye Webb CPS



Calendar of Events

September 12 Chapter Meeting: Alton Hyatt, Attorney—"Estate Planning"
 September 30 SCD Professional Development Seminar, Seawell's, Columbia, SC
 October 15-18 Certification Seminar Location: Marriott Rancho Las Palmas Resort, Rancho Mirage, CA
 October 17 Executive of the Year Award and Boss' Day Breakfast
 November 3 CAP® Exam
 November 4 CPS® Exam
 November 14 Chapter Meeting: Janet Knight—Children's Attention Home
 December 12 Chapter Social

Office Tips

Email Etiquette

Tips for Professional Email

- **Be Concise:** Get to the point of your email as quickly as possible, but don't leave out important details that will help your recipient answer your query.
- **Be Professional:** Stay away from abbreviations and don't use emoticons (smiley faces). Don't use a cute or suggestive email address for business communications.
- **Mind Your Manners:** Think of the basic rules you learned growing up, like saying please and thank you. Address people you don't know as Mr., Mrs., or Dr. Only address someone by first name if they have given permission to do so.
- **Watch Your Tone:** You want to come across as respectful, friendly, and approachable. You don't want to sound curt or demanding.
- **Use Correct Spelling and Proper Grammar:** Use a dictionary or a spell checker. While you can write in a conversational tone, pay attention to basic rules of grammar.





Fundraisers

In order to provide funds for the programs of our chapter, we have several opportunities available. Our newest project is the sale of coupon books. This campaign started August 21 and will end September 30. These books are "Buy One-Get One free" for various merchants (majority food) in the local areas. Cost is \$8 each with the chapter realizing a 50% profit. If you have not picked up your books to sell, contact Carolyn Smith.



We are continuing the Ways & Means project with Current products. Purchases can be made on the Current website at www.currentfun.com, and we will receive 50% of the total order before shipping and handling charges. So, if you'd like to begin Christmas shopping now, go to the website, click on Start Shopping Now, purchase your items, and select SC and Rock Hill Area Chapter IAAP upon check-out.



We are also registered on the Pampered Chef website at www.pamperedchef.biz/elise. Enter Rock Hill Area Chapter IAAP in the Host's organization box. Click the arrow, select the product categories and place an online order. You can pay by credit card or send checks to Christine Shope. Each month our sales are over \$600, IAAP will receive a check for 15% - under \$600 will be 10%. A Bridal Registry has been added to the site. The guest special for September is 20% off New Traditions Stoneware. With a \$60 order, the guest special for October is a FREE Bar Board #GJ93 and for November it is a FREE Stackable Cooling Rack #GJ95. If you have any questions, see Christine Shope.

October guest special—
Bar Board



November guest special—
Stackable Cooling Rack



Membership

Sara Hancock CPS

Our chapter membership has dropped to 10. We have a lot of work to do this fiscal year.

Door prizes are given at each monthly chapter meeting. July winners were Colleen Siggins CPS/CAP and Frani Pisak. The August winner was Frani Pisak. A drawing for a mystery prize will be held at the June 2007 meeting. All you have to do to enter is attend the monthly meeting. Want to enter more than once? Bring a guest to a meeting and you will earn an additional chance at the prize.

Let's "Shape the Future" by sharing our knowledge of IAAP. Invite a friend or co-worker to a meeting. 😊 😊

Sara Hancock CPS
Membership Chair



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Chapter Meetings

Meetings are held the 2nd Tuesday of each month.

Program/Business Meeting: 6:30pm

Location: York County United Way
226 Northpark Drive
Rock Hill, SC 29730

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 14 chapters of the South Carolina Division.

To get additional information about the chapter or discuss membership, contact Carolyn Smith CPS at (803) 366-0488.

WE'RE ON THE WEB!



WWW.ORGSIITES.COM/SC/IAAP-ROCK-HILL

Chapter Chairs Contact Information

Membership

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Companies Represented in the Chapter

- Communities in Schools of Charlotte
- Possehl Connector Services
- Time Warner Cable
- York Technical College
- Family Trust Federal Credit Union
- Professional Protection Incorporated
- Pleasant Hill United Methodist Church
- **This space reserved for your company!**

