



The Rock Hill Area Chapter Newsletter

VOLUME III, ISSUE 4

SUMMER 2007

International Association of Administrative Professionals ®

2006-2007 Rock Hill Area Chapter Officers

President
Carolyn Smith CPS

Secretary
Frani Pisak

Treasurer
Lavette Walden
CPS/CAP

2006-2007 Rock Hill Area Chapter Chairs

Membership
Sara Hancock CPS

Programs
Carolyn Smith CPS

Communications
Colleen Siggins CPS/CAP

Newsletter Editor
Christine Shope

A Message from the President



As we conclude our fiscal year and my term as your president ends, I am proud of our accomplishments this year. We started with 13 members and then lost five for various reasons. Now at the end of May, we have increased our membership to 14. We have an excitement within our chapter that had been missing. I believe with all of us working together for the benefit of the chapter and members we can continue to build our membership.

The agenda for our meetings was revised to give more time for our professional speakers and to devote less time for our business session. We held another successful Executive of the Year event, participated with York Technical College for their 4th Annual Administrative Professionals Day event, and held an Impact meeting in March.

We have the opportunity to become a star in the South Carolina Division and can do so by increasing our presence in Rock Hill and the surrounding cities. Our future is very promising.

As I step down as your president, I'm looking forward to getting back to more leisure activities while watching our chapter continue to grow from the seeds planted this year. Thank you for your support during 2006-2007.

Carolyn Smith CPS

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IAAP Member Spotlight *Pat Padgett*

My name is Pat Padgett, and I live in Rock Hill SC in the Lesslie community. We have lived at our present address for 21 years.

I was born in Rock Hill, but lived in Charlotte NC in the Steele Creek community near Lake Wylie. I attended Charlotte-Mecklenburg schools-- graduated from Olympic High School in 1969. Although I attended school in Charlotte, our family commuted to Fort Mill and Rock Hill for everything else, because those towns were so much closer to us than Charlotte.

I'm currently employed at Winthrop University and have been here since July, 1998. I've been an Administrative Specialist in the Career Development office since coming to Winthrop. I've always held clerical and administrative office positions since beginning work at age 15 with a worker's permit. Other than Winthrop, I've worked for the Boy Scouts of America in Charlotte as the office manager and also secretary to the Director of the Distribution Center. I've worked in a family-owned business in Human Resources, at York Technical College as secretary to the Vice-President of Development,



(Continued on page 2)

(Continued from page 1) IAAP Member Spotlight

and with other employers in secretarial and administrative capacities.

My first experience with the IAAP organization came this year when I joined the group in April. Winthrop is supporting me and my endeavors with the organization and I know that my association with IAAP will prove to be very beneficial. My plans are to study for and take both the CPS and CAP exams in 2008. I'm happy to have the opportunity to improve my skills and professional development through IAAP.

Working with crafts is my hobby, making greeting cards, paper crafting, jewelry, and rubber stamping. I enjoy spending time with family and friends, especially my husband, J.R. of 27 years.

IMPACT MEETING

March 13, 2007



Debi Herring of Tranquil Touch, Rock Hill and Wanda Case of Rock Hill provided chair massages to attendees at our Impact Meeting.



Carolyn Smith CPS spoke on Setting the Standards and gave a PowerPoint presentation on IAAP.



Colleen Siggins CPS/CAP and Lavette Walden CPS/CAP spoke on the Benefits and Experiences of Certification.

MAYOR ISSUES PROCLAMATION

April 10, 2007



Mayor Doug Echols declared April 25 as Administrative Professionals Day. The mayor signed the proclamation and presented it to Carolyn Smith CPS.

ADMINISTRATIVE PROFESSIONALS DAY

“An Extreme Makeover” was the theme for the APD event held at the Baxter Hood Center in Rock Hill, SC this year. From the hilarious remarks by Iwana Guess Ridgill, Ph.D in “Take This Job & Love It”! to how to run a “Lean Office” by Rhonda Huskins to “Crime/Fraud Detection & Prevention” by David Casey and Doug Cole to the Fashion Show by Talbots, we were entertained and informed throughout the day. In addition, we were served a delicious lunch catered by Carrabbas’ Italian Grill. What a wonderful way to spend the day!



IAAP members manning the tabletop display and handing out information about our organization.



Carolyn Smith CPS getting people to sign up for our door prize of a weekend stay at the Suburban Lodge, Myrtle Beach, SC.



Colleen Siggins CPS/CAP speaking to the audience about IAAP and the origination of Administrative Professionals Day.



Members of the Rock Hill Area Chapter of IAAP enjoying the delicious lunch catered by Carrabbas.

Incoming President's Message



Lavette Walden
CPS/CAP

I am excited about being your president this upcoming year. With several new members and our dedicated existing members, this will prove to be a great year. This is my third time around as president and I've learned so much from my 2003-04 and 2004-05 terms. I plan to have our committees work more closely together to accomplish our goals this year. To ensure consistency

throughout the chapter and help things run smoothly, some committee chairs will actually serve on another committee.

Chapter Goals

I have established several goals for the upcoming year and believe this will not only attract new mem-

bers, but will most importantly retain the members that we have.

Below are my goals for 2007-2008:

- Have at least one seminar/workshop
- Continue increasing our membership
- Mentor our current members
- Have educational programs
- Become involved in a civic project
- Establish alternate and effective communication tools
- Continue with the programs we currently have in place: the Executive of the Year Program, the Member of the Year Award, and fundraising campaigns

Division Board

I am happy to say that we have representation on the South Carolina Division (SCD) Board again this year. Sara Hancock CPS is the SCD Secretary and Colleen Siggins CPS/CAP is the SCD Professional Development Director. I believe that I

will speak for the membership when I say we are proud that Sara and Colleen are taking on these additional roles of responsibility and representing our chapter.

2007-2008 Rock Hill Area Chapter Board

Speaking of board representation, I am pleased to announce your 2007-2008 Rock Hill Area Chapter Board:

Chapter Officers

President - Lavette Walden CPS/CAP

Treasurer - Christine Shope

Secretary - Colleen Siggins CPS/CAP

Chapter Committee Chairs

Administrative Professionals Week/Day - Bettye Webb CPS

Bylaws and Standing Rules – Carolyn Smith CPS

Communications - Christine Shope

Membership - Debi Burt

Professional Development - Colleen Siggins CPS/CAP

Programs - Lavette Walden CPS/CAP

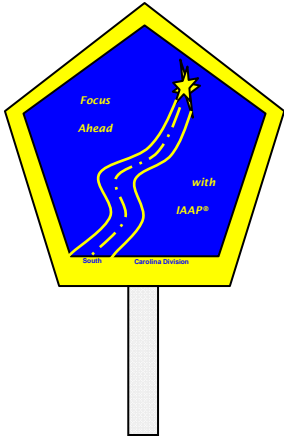
Scrapbook- Sara Hancock CPS

Yearbook – Carolyn Smith CPS

I look forward to working closely with the officers and committee chairs serving on the board this year. If anyone is interested in serving on one or more of these committees, please contact the committee chair(s). I am certain they will be happy to have you serve on their team this year.

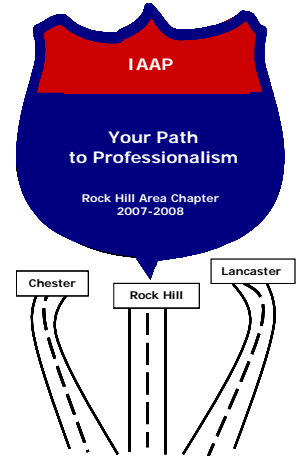
Rock Hill Area Chapter Theme

During my Incoming President's Meeting at the SCD Annual Meeting in May, Incoming SCD President Rosalie "Rosie" Dellenbach, CAP suggested that each South Carolina Chapter develop a theme which related to a road sign. Rosie's theme for the South Carolina Division this year is "Focus Ahead with IAAP."



My theme for 2007-2008 is "**IAAP - The Path to Professionalism.**"

I chose this theme to depict the different paths we all take on the journey to professionalism. As president, I plan to ensure we are seen as professionals, conduct ourselves as professionals, and provide professional programs for our members.



Communication

Communication is crucial for any successful organization and I intend to communicate frequently with the chapter members. In addition to my communicating with you, I look forward to having you communicate with me as well. I welcome all suggestions, comments, and concerns. In the coming

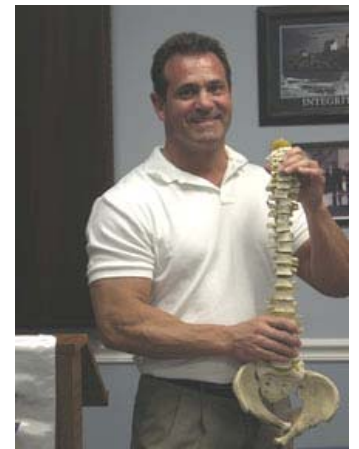
months, you will hear more from me and the committee chairs informing you of the upcoming events within our chapter.

I look forward to a very active and rewarding year on our path to professionalism!



(Left) At our April chapter meeting, Carolyn Nelson spoke to us about "Virtual Office Assistants".

Featured Speakers



(Right) Dr. Jeff Maxwell spoke at our May chapter meeting about Office Ergonomics.



Happy Birthday!

June 8 Margaret Jones

July 6..... Carolyn Smith CPS



Calendar of Events

June 12	Chapter Meeting: Installation of New Members and Chapter Officers for 2007-08
July 10	Chapter Meeting: Parliamentary Procedures—Carolyn Smith CPS
July 29-Aug 1	International Convention & Education Forum, Tampa Convention Center, Tampa, FL
August 14	Chapter Meeting: Dietician Amy Townsend
August 15	Deadline to register for November CPS®/CAP® Exam
August 18	Chapter Leadership Advancement Workshop, Columbia, SC Museum of Art
September 11	Chapter Meeting: Office Team
September 22	SCD Professional Development Seminar, Seawell's, Columbia, SC

Office Tips

What is the Ribbon? Introducing Microsoft Office 2007

Say goodbye to traditional toolbars and menus.

Searching for an unfamiliar feature can sometimes lead to a maze of menus, toolbars, task panes, and dialog boxes. But no more. The new Microsoft® Office system user interface introduces the Ribbon, which makes features super easy to find.

Designed to replace traditional toolbars and menus, the Ribbon runs across the top of your screen and uses a band of tabs to take you to the commands you need. When you click a tab, all of the associated tools appear, so you can simply “browse, pick, and click” instead of dealing with complicated dialog boxes. For example:

- Microsoft Office Word® 2007 has tabs for writing, inserting, arranging page layout, finding references, and more.
- Microsoft Office Excel® 2007 has tabs unique to spreadsheet work, such as creating worksheets, inserting charts, and working with formulas.
- Microsoft Office PowerPoint® 2007 tabs are organized to allow you to add animations, manage transitions, do a quick review, and more.

The Ribbon reduces the guesswork and puts function at your fingertips, making it easier and faster to create great-looking documents.





Fundraisers



Our newest fundraiser is with Avon products. Information and ordering forms will be available at the June 12 meeting. This initial sales campaign will run until July 2, and we will earn 40% of sales for the chapter. Work is in progress to place a link on the chapter's website where purchases can be made online after our personal sales campaign so the chapter will continue to receive funds from future purchases made. The website address is www.youravon.com/ppadgett.



You can also 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.

Membership

Sara Hancock CPS



Where has the time gone? Another year has passed us by. The Rock Hill Area Chapter has had an exciting year.

We started the year on July 1, 2006 with 13 members. Although we lost 5 members during the year, we increased membership by 6, giving us a total membership of 14 as of May 31, 2007.

A special welcome to new members: Pat Padgett—Winthrop University, Von Robertson—York Technical College, Sylvia Maupin CPS—York Technical College and Elaine Johnson—Winthrop University.

We've set records in attendance as well:

We had 10 out of 11 members to attend the APD event at York Tech.

We had 6 members to attend the 40th Annual Meeting of the South Carolina Division held recently at Marina Inn @ Grand Dunes in Myrtle Beach.

We are looking forward to the installation of new members and the 2007-2008 chapter officers at the June 12 meeting.



Sara Hancock CPS

International Association of Administrative Professionals ®

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 Sara Hancock CPS at (803) 285-7770.

WE'RE ON THE WEB!



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

Chapter Chairs Contact Information

Membership

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colleen.siggins@twcable.com

Newsletter Editor

Christine Shope: cshope@comporium.net

Companies Represented in the Chapter

- Communities in Schools of Charlotte
- Time Warner Cable
- York Technical College
- Family Trust Federal Credit Union
- Professional Protection Incorporated
- First Presbyterian Church
- South Carolina School for the Deaf and the Blind
- Blanchard Machinery Company
- Winthrop University
- **This space reserved for your company!**

