



*Turning Jobs  
Into Careers*<sup>®</sup>

# The Rock Hill Area Chapter Newsletter

VOLUME IV, ISSUE 2

NOVEMBER/DECEMBER 2007

International Association of Administrative Professionals <sup>®</sup>

## 2007-2008 Rock Hill Area Chapter Officers

President

Lavette Walden CPS/CAP

Secretary

Colleen Siggins CPS/CAP

Treasurer

Christine Shope

## 2007-2008 Rock Hill Area Chapter Committee Chairs

APW/APD

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

Yearbook

Carolyn Smith CPS

## A Message from the President



As we approach the holiday season, let us reflect on this past year and count our many blessings. Although we may have had setbacks with family and friends, and perhaps plagued with some medical issues, we can still find reasons to be thankful. By focusing on the positive, we can move forward and start the New Year refreshed and anew.

We will begin the second half of our fiscal year in January, yet I reflect on our past six months. I am pleased with the progress we're making to continuously develop our chapter by implementing new programs and restructuring old ones. We continue to mentor our members to become the leaders of our chapter; maintaining the professionalism and ensuring its longevity.

The next six months will become our most active of the fiscal year. We will begin preparing for the Administrative Professionals Day<sup>®</sup> Seminar at York Tech, the Administrative Professional of the Month Award, the Chapter Excellence Award, the upcoming chapter officer nominations, the IMPACT Meeting (for recruiting purposes), the South Carolina Division and Chapter Annual Meetings, and of course, chapter officer installations. The committee chairs overseeing these upcoming events and awards will provide details in the coming months.

Feeling positive, refreshed, and renewed after the holiday season, I look forward to continuing on the path of professionalism that we started at the beginning of our journey and focusing on the many activities that are planned for the rest of the year.



*Lavette Walden CPS/CAP*

### Inside this issue:

Message from the President	1
15 Yr Pin Awarded	2
Family News	2
Winthrop Univ. Presentation	2
SCD Fall Seminar	3
Christmas Social	3
Featured Speakers	3
Anniversaries	4
Calendar of Events	4
Office Tips	4
Fundraisers	5
Membership	5
Meeting Location	6
Companies Represented	6

## 15-Year Anniversary Pin Awarded



At the November 13th chapter meeting, Sara Hancock CPS was awarded her 15th anniversary pin by Carolyn Smith CPS, SCD Membership Committee member.

***Congratulations Sara!***

## Family News

Congratulations to Debi Burt who just had a new granddaughter on November 15<sup>th</sup> at 5:19 am and weighing 6 lbs 12 oz. Her name is Ryann Irene Sykes. Debi says, "She's adorable!!! Both mom and baby are doing great!"

## Winthrop University Presentation to Administrative Professionals

On Tuesday, November 13, 2007, Lavette Walden CPS/CAP gave a presentation to the administrative professionals at Winthrop University on the benefits of membership in IAAP and the Rock Hill Area Chapter. There was interest from several of the attendees and a follow-up communication is scheduled to invite them to attend an upcoming chapter meeting. Pat Padgett was instrumental in coordinating this presentation with the Teaching and Learning Center at the university.

## 2008 SCD Annual Meeting - May 16-18, 2008

Holiday Inn Charleston Airport and Convention Center  
 5264 International Blvd  
 North Charleston, South Carolina 29418  
 Telephone (843) 576-0300  
 Toll Free (800) HOLIDAY (465-4329)  
[www.holiday-inn.com/chastnairport](http://www.holiday-inn.com/chastnairport)

### Nightly Rates (plus 12.5% tax):

King (one king bed) - \$129  
 Double Queen (2 queen beds) - \$129  
 Jr. Suite (one king bed, one sleeper sofa) - \$149  
 Executive Suite (one king bed, one sleeper sofa, wet bar,  
 2 baths) - \$159

When making your reservation, you may need to specify the block code of "AAP" or the block ID of "37734". Our room block is under the name International Association of Administrative Professionals.



© 2007 InterContinental Hotels Group. All rights reserved.

## Annual Christmas Social

**December 11, 2007**

**6:30 pm**

**Bring a finger food, a friend and  
 a \$5.00 gift to share!**



## Featured Speakers

Jennifer Bridges and John Taylor of Office Team in Charlotte, spoke on "Managing Your Career in Today's Business Environment".





## Happy Birthday!

December 6 ..... Colleen Siggins CPS/CAP  
 December 22..... Bettye Webb CPS

## Happy Anniversary!

Bettye Webb CPS — 18 years (Nov)

---

## Calendar of Events

December 11 Chapter Christmas Social  
 January 8 Chapter Meeting: Jack Bagwell—2007 EOTY “Critical Thinking”  
 February 12 Chapter Meeting: Rosalie Dellenbach CAP—“My Pathway to SCD President”  
 March 11 Impact Meeting

---

### Office Tips

#### ***PowerPoint Tips and Tricks***

#### Using the Gray Area in PowerPoint



People in mid-design may have difficulties when editing text or fitting graphics on a slide due to other elements. Slides can get pretty busy, especially in the editing phase, and it can be difficult to manage your design elements and text boxes in the midst of so many other slide components.

An easy way to give yourself some breathing room is to zoom your slide back to 50% and position it so that it's no longer centered in the main content area of PowerPoint. You should notice a large patch of gray behind your slide. . This gray background field is also a canvas of sorts and provides the perfect place to lay out your design elements and text boxes before deciding on the proper placement. Text boxes, autosshapes, and custom animations can be placed out here and tested before cluttering up your slide.

Of course, most elements floating in the gray won't have an effect on or display in your presentation. One exception to this is the speaker icon that indicates you've connected a sound with the slide. Sounds set to occur automatically will play even if the speaker icon is in the gray area, so watch out for unwanted noises left behind from your editing phase.



# 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.



## Membership

*Debi Burt*

I am happy to say we are holding membership at 14. Should you know of a potential member, please contact me and I will be happy to send them a membership packet as well as an invitation to attend our next meeting or Social on December 11<sup>th</sup>. Please remember that each of us are "walking advertisements" for our chapter and IAAP. Together we can help our chapter grow. Membership packets are available at all of our functions.



We have incorporated the Administrative Professional of the Month into our monthly meetings. You can vote for your favorite helpful member (or for yourself if you like).

As you may recall from our previous meetings, Sylvia Maupin CPS was our July winner, and Christine Shope was our August winner. Sara Hancock CPS was named our September AP winner. Due to our EOTY program we didn't have a meeting or a drawing for October. So who will be our next winner?

Please don't forget to sign the notebook each month stating seminars, classes attended, etc. to help us keep track of our points for the SCD President's Award. This is very IMPORTANT! Unable to attend the meeting? Then just remember to put them into the notebook at the next meeting or email them to me and I will add them to our notebook.

We are still Building Our Basket each month. The items currently in our basket are: *Off the Cuff, What to Say At A Moments Notice, two very eloquent photo frames, a candle, and a mug with our chapter name and logo on it.* What will the next item be? You'll have to attend the next meeting to find out.

Our 4<sup>th</sup> annual EOTY Event was a success! Rob Youngblood was a great speaker who kept us on our toes. Can't wait to attend next year.

Sara Hancock CPS received her 15-year member pin at the November meeting. Congratulations to Sara!

Don't forget about our Social on December 11<sup>th</sup>. Please tell your co-workers and colleagues about this important event. This is a great way to meet future members and introduce them to us. It should be a lot of fun!

Debi Burt – Membership Chair

## Administrative Professional of the Month



September AP winner, Sara Hancock CPS (right) receives award from chapter president Lavette Walden CPS/CAP

Chapter Meetings

Held the 2nd Tuesday of each month

Program/Business Meeting: 6:30pm

Location: SC School for the Deaf & Blind  
197 Piedmont Blvd, Suite 202  
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 Debi Burt at (803) 324-7223 or via email, [dburt@scsdb.org](mailto:dburt@scsdb.org).

**WE'RE ON THE WEB!**



[WWW.ORGsites.COM/SC/IAAP-ROCK-HILL](http://WWW.ORGsites.COM/SC/IAAP-ROCK-HILL)

**Chapter Chairs Contact Information**

**Membership**

Debi Burt: [dburt@scsdb.org](mailto:dburt@scsdb.org)

**Programs**

Lavette Walden CPS/CAP: [waldenl@comporium.net](mailto:waldenl@comporium.net)

**Communications/Newsletter Editor**

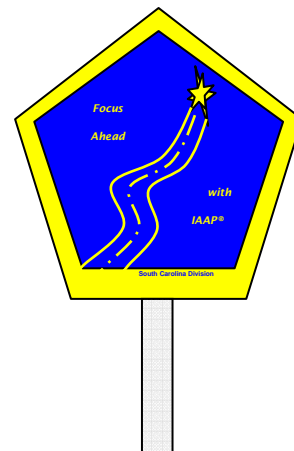
Christine Shope: [cshope@comporium.net](mailto:cshope@comporium.net)

**Professional Development**

Colleen Siggins: [colleen.siggins@twcable.com](mailto:colleen.siggins@twcable.com)

**Companies Represented in the Chapter**

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



Focus ahead with IAAP!