



The Rock Hill Area Chapter Newsletter

VOLUME III, ISSUE 2

WINTER 2006

International Association of Administrative Professionals ®

2006-2007 Rock Hill Area Chapter Officers

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Carolyn Smith CPS

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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



It's hard to believe that our fiscal year will be half over the end of December. My thoughts, before writing this message, went back to a review of these past six months. Some news is good—we have had excellent professional speakers at our monthly meetings on a variety of topics and good participation in several fundraising activities. Also, we had a successful Executive of the Year event with the announcement of our 2006 EOTY, Marty Cope of J. M. Cope Construction Company. Other news is not so good—our membership has decreased.

However, we are working on ways to attract prospective members to our chapter.

This is my favorite time of the year for the holidays associated with it. First, Thanksgiving is when I can reflect on just how blessed I am. Next is Christmas when thoughts are on giving rather than receiving followed by New Year's Day when I examine what I accomplished in 2006 and establish goals for 2007. And, of course, Valentine's Day in February is always a time to show love and friendship.

I do hope your holidays are happy ones that are spent with your families. During all the stress of working, shopping, attending socials, and cooking, put some quiet time in your schedule to relax with a good book, puzzle, or just listening to Christmas music. This can make a big difference in your enjoying the season.

And when you make those New Year's resolutions, be sure to include your

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IAAP Member Spotlight

Colleen Siggins CPS/CAP



I was born in Dallas, Texas and raised in Fort Worth, Texas. I'm a true Texan through and through! Currently I live in Rock Hill, South Carolina with my terrific husband, Tim. We have a 22 year-old son named Adam and a daughter named Ashli who is 9 and wise beyond her years! We also have a black miniature poodle named Jack who is my constant companion while I am at home. He won't let me out of his sight!

I work at Time Warner Cable in Charlotte in the corporate office. I am the Department Coordinator and Assistant to the Vice President of Operations Accounting as well as the Senior Director. I support a department of 30 people by doing various reports, setting

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(Continued from page 1) IAAP Member Spotlight

up meetings, keeping track of calendars, and all the usual administrative tasks. I love my job and my bosses are so great!

I love drawing, traveling, reading, and doing arts and crafts (when I have time). My favorite activity is to travel with my family. Every year around my birthday, we take a trip to Charleston and it never loses its luster. I absolutely love Charleston. It is the most charming, sweet place on earth.

I feel I am better at public speaking due to IAAP and the opportunities I have been given to make presentations, such as at the Administrative Professionals Day events and the Boss' Day breakfast. It has impacted my work because my boss realizes what it took for me to pass the CPS and CAP exams and she believes these are great certifications to achieve.

Everyone probably knows that I love humor and try to put humor into most everything to keep things light. I am a huge Three Stooges fan and I guess that's where I get a lot of that. I grew up watching them. I would also like everyone in our chapter to know that I appreciate the friendship we have formed. This is a great group of people.

Nominations are being accepted for Chapter Officers for 2007-08.

The Nominating committee is Lavette Walden CPS/CAP (chair) and Colleen Siggins CPS/CAP. Please contact them if you are interested in serving.

Marty Cope Chosen As Executive of the Year 2006

The Rock Hill Chapter of the IAAP selected Marty Cope, of J.M. Cope Construction, as the 2006 Executive of the Year. Cope, President of J.M. Cope Construction, was honored with a plaque at the Boss' Day Breakfast held at the Hilton Garden Inn, Rock Hill on Tuesday, October 17th. Cope was nominated by Cathy Funderburk, bookkeeper and Diane Vaughn, administrative assistant at J. M. Cope Construction.

This is the third year for the Rock Hill Area IAAP award. Last year's recipient was Lee Gardner, President/CEO of Family Trust Federal Credit Union. The Rock Hill Area IAAP chapter hosts this event to honor their executives each year for Boss' Day.



(Continued from page 1) Message from the President

personal and professional growth. Just as you have a work plan for 2007, create your goals as a member of IAAP. If you've never attended an SCD Annual Meeting, 2007 would be an excellent year to start. Perhaps you've never served as an officer of our chapter, this would be an excellent goal to help you develop leadership skills. IAAP offers many other opportunities to help you with your career. Include the benefits of membership in your plans for 2007.

Let's make these next six months great ones for the Rock Hill Area Chapter. With our working together, we can have a very successful and rewarding year.

Merry Christmas and Happy New Year to All!

Carolyn Smith CPS



Plan to attend this important meeting to develop a Strategic Plan for the Rock Hill Area Chapter IAAP!

Saturday, January 20, 2007

9:00 am—12:00 noon

College Park Baptist Church
Rock Hill, SC

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 September chapter meeting, Alton Hyatt, attorney, spoke to us about "Estate Planning".



Janet Knight spoke at our November chapter meeting about the Children's Attention



Happy Birthday!

December 6 Colleen Siggins CPS/CAP

December 22..... Bettye Webb CPS

January 12 Lavette Walden CPS/CAP



Calendar of Events

December 12	Chapter Meeting Social at United Way
January 9	Chapter Meeting: Marty Cope, 2006-07 EOTY
January 20	Strategic Planning Session, College Park Baptist Church, 9:00 am—12:00 noon
February 13	Chapter Meeting: Beth Crosby—"Business Etiquette"
March 4-7	IAAP Professional Educational Conference, Hyatt LaJolla Hotel, San Diego
March 13	Impact Meeting—Kathy Mast
April 10	Chapter Meeting: Virtual Assistant
April 25	Administrative Professionals Day Event—York Technical College, Baxter Hood Center

Office Tips

Leveraging Existing Spreadsheet data or Word Processor documents

You can automatically create a PowerPoint presentation from your Microsoft Word outline. Click the "Present It" toolbar button in Microsoft Word.

To add the Present It button to your Word 6.0 toolbar, perform the following steps:

- Go to the Word directory (by default this is Winword).
- Go to the Macros subdirectory which is located in the Word directory.
- Copy the file convert.dot template from the Macros directory into the Word startup directory.
- Start Word 6.0. Right mouse click on the tool bar in Word. Present It will be listed as one of the toolbars.
- Turn the toolbar on so it appears by clicking next to the title. A check mark will appear next to the name.
- Copy the icon onto the standard toolbar by pressing ALT+CTRL while dragging the icon. (Windows)
- Now you can insert a Microsoft Word outline into a PowerPoint presentation and PowerPoint will automatically create slides. From the Insert menu, choose Slides From Outline.





Fundraisers

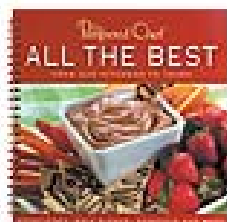


We are continuing the Ways & Means project with Current products. Purchases can be made on the Current website at www.currentfun.com, and we will receive 50% of the total order before shipping and handling charges. So, if you'd like to begin Christmas shopping now, go to the website, click on Start Shopping 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. Select the product categories and place an online order. You can pay by credit card and have it shipped directly to you. Be sure to email cshope@comporium.net that you placed an order so IAAP will get the credit. 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. With a \$60 order, the guest special for December is a FREE Cookbook, for January a FREE Chef's Tool and for February it is 20% off New Traditions and Classics Stoneware. If you have any questions, see Christine Shope.

December guest special—
Cookbook



January guest special—
Chef's Tool



February guest special—
20% off New Traditions
and Classics Stoneware



Membership
Sara Hancock CPS



Our Holiday Gathering will be held Tuesday, December 12 at United Way. Full details are available on the website.

Have you visited the website lately? If not, I encourage you to do so on a regular basis. *Lavette Walden CPS/CAP* and *Colleen Siggins CPS/CAP* work diligently to keep it updated with the latest information. Thanks ladies!

A great big THANK YOU to *Frani Pisak* for the great Executive Breakfast and to *Christine Shope* for the successful Pampered Chef fundraiser. Job well done!

The Chapter is still accepting orders for Pampered Chef and Current products. Orders may be placed via our website.

Our Chapter Bylaws gives us a specific set of regulations on how to do our IAAP business. Our Chapter Standing Rules gives us additional guidance on how to carry out that business. A Chapter Strategic Plan gives us a roadmap on how to achieve our goals as we conduct our chapter business. The Committee will meet on Saturday, January 20, 2007 to formulate a Strategic Plan for our Chapter. If you would like to serve on this committee, contact Carolyn Smith CPS.

Wishing you and yours a Merry Christmas and a Happy New Year! ☺ ☺

Sara Hancock CPS
Membership Chair

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.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!**

