

# Georgia Division IAAP 2007-2008

Notes & News from Your Division

June 2008

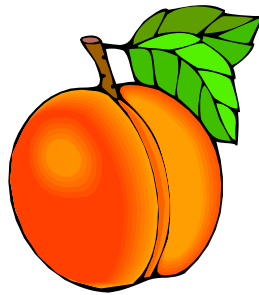


International Association of  
Administrative Professionals®



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# GEORGIA

# The Peach State Issue

## Notes from the President.....



They say that time flies when you are having fun, and this year truly flew by!

Endings are always a time for reflection, and this one is no different. I have been so proud to be your Georgia Division President for the 2007-2008 year. It has truly been a privilege and the culmination of a goal.

When you look at where you were last June and where you are this June, have you learned something new? Tried something different? I certainly hope so. What dull individuals we would become if we weren't

continually learning and continually experiencing new and different things.

Have you had some surprises come your way this year? I hope each of you can say a loud and decisive **YES!** We need surprises to keep us on our toes and sometimes to force us out of our comfort zone. When life throws us a curve, we find we are both stronger and more capable than we ever believed.

When I began my journey on the Division Board five years ago, little did I know all the twists and turns there would be in the road ahead. But looking back, I can say with great certainty that I would not have missed any one of them. I've learned so much during these five years and have come to appreciate and love each one of you. You are each very

special to me, and I hope you will keep in touch.

And I absolutely know that the Division is going to move forward with even more enthusiasm and effectiveness in the future. Even though I am no longer living in Georgia, I'll be following all your successes from right next door.

Thank you for a wonderful year.

Linda Dillon CPS/CAP  
President



## Recognition Plus Membership Growth Incentive Contest Winners

Three Georgia Division members -- Demetrice Clayton CPS/CAP (Cherokee Rose Chapter), LaVonne Goldschmidt CPS/CAP (Athens Chapter) and Joyce Jordan (Fulton County Government Chapter) -- were recently listed among winners for recruiting new IAAP members. All three won a \$25 Gift Card for recruiting 5 new members. Joyce Jordan continued on her Forward Moving quest and recruited 5 more and won a \$50 Gift Card. She continued on with yet another 5 members for a total of 15 new members and won paid IAAP membership for one year. Congratulations, Demetrice, LaVonne, and Joyce. Keep on recruiting new members!

## Demetrice Clayton CPS/CAP, President-Elect

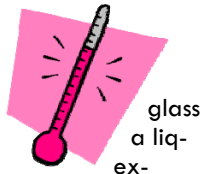


### Are You an IAAP Thermometer or a Thermostat?

Here's a question that might make you say "Hm-mm!" – Do you consider yourself a thermometer or a thermostat? Some may say what's the

difference? Others may not be sure. Well, before we go on, let's define both words and apply them to ourselves as committed IAAP members. The American Heritage Dictionary of the English Language defines the words as follows:

**Thermometer** – An instrument for measuring temperature, especially one consisting of a graduated tube with a bulb containing liquid, typically mercury, that expands and rises in the tube as the temperature increases.



**Thermostat** – A device that automatically responds to temperature changes and activates switches controlling equipment such as furnaces, refrigerators, and air conditioners.



As I studied the two words, I constantly found myself comparing both words for a series of events that are fast approaching within Georgia Division. We all joined IAAP for various reasons – networking with peers, updating ourselves with latest trends, achieving personal and professional development, to name a few. Throughout the course of one's membership, one may learn and will go with the flow and contribute a little here and a little there, or may even just stand still and not move either way – up or down – for a while. Each member's "watchful eye" is perched ever so carefully to make sure things don't get too hot or too cold. For too hot can mean controversy or danger, and some do not want to associate with controversy in any form. Then, too cold can mean complacency and boredom, which can lead one to question the value of having the membership. It's all about a comfort zone!

During the course of your membership have you "done something different"? Has someone or something caused you to automatically respond to make a difference within your chapter or our division? Has the momentum for the organization reached a point that would cause you to commit your time and talents to the Association? Some of us are naturally born with leadership qualities. It's nothing for natural born leaders to jump right in and begin to take control and make things happen. Noting that change is good and that nothing stays the same, we should take a stand on our IAAP commitment and decide where to focus our energy. As the 2008-2009 IAAP term gets closer, think about what you want to contribute. Do you want to go with the flow (thermometer) or do you want to be that member who has control and commitment (thermostat) to the chapter and to the division? Much work will be needed to keep the division and its 29 chapters going, and everyone's commitment of time and talents will be appreciated. The new officers will need a committed team of committee chairpersons, a committed team of committee members and above all a committed team of chapter members. Don't wait for someone to ask you to step up and get involved. Note it now that help is needed, and that your talents and time will be put to great use if offered

As the faces and roles of your chapter and division Boards change, also note that the leadership style will change too. This, indeed, is a good thing. As previously stated, nothing stays the same and change is, in fact, good. It takes a lot to step up and fill the roles of predecessors. Yet it can be done and in more ways than one. Let's just make sure that each of us can say we stepped out of our comfort zones and did something different! And when the question is posed as to whether one is a thermometer or thermostat, make sure you can boldly say, "I made a difference and that's all that counts!"

Peace and Blessings to All!

Demetrice M. Clayton CPS/CAP  
President-Elect

### IAAP - Certified By Summer Program Extension

IAAP and Microsoft are pleased to announce the continuation of the Certified by Summer program through June 30, 2008 based upon the outstanding response from IAAP members.

Certified by Summer is a special, time-limited opportunity for administrative professionals to achieve Microsoft Business Certification at a significant discount. IAAP members can purchase the new Certiprep for 2007 Microsoft Office for only \$35, discounted from the retail price of \$160. This includes the preparation materials, a practice test, and exam voucher to get certified as a Microsoft Certified Application Specialist in Microsoft Office Word, Excel or Power Point 2007. IAAP members can obtain additional information about the program by visiting the following website:

[www.certifiedbysummer.com](http://www.certifiedbysummer.com)

Thanks to each of you who have participated so far and those of you who may be considering. Please direct any questions you may have to Rick Brennan, Corporate Relations Manager, at [rbrennan@iaap-hq.org](mailto:rbrennan@iaap-hq.org).

## Donna Mitchell CPS/CAP, Vice President



### Were You a Difference Maker?

As we come to the end of another IAAP term, it's a good time to take a few minutes and look back over the last year and see how each of us was a *Difference Maker* in our Chapter. Your first reaction may be that you didn't do anything to make a difference. But I bet that's not true. You may not have been an officer or committee chair; however, it takes all members pulling together to have a successful year. Maybe you were the member who was always present, or the one who was always willing to help out wherever needed, or maybe you just showed up and sat quietly in the back. Whatever role you played last year did make a difference to someone. I'm sure your presence alone was a big encourager to your President.

Now, the big question - "what will you do next year?" If you haven't already identified your place of service, check with your incoming President and see where your expertise is needed. Arthur Feidler said, "If a man rests, he rots." I don't know about you, but I don't want to rot! I challenge you to get involved and grow. Continue to be a *Difference Maker* instead of resting and rotting!

Donna Mitchell CPS/CAP  
Vice President

## Nina Hubbard CAP, Secretary



### Ending on a High Note

To say that I am "ending on a high note" as my year draws to a close as Georgia Division Secretary is a real stretch for me. As I am sure you all know, becoming Georgia Division Secretary was exciting for me; BUT doing the tasks of the Georgia Division Secretary was not something I was excited about. I do not like taking minutes; I do not DO shorthand; and, I do not remember very well; therefore I must listen to hours of recordings to prepare the minutes from a meeting.

So, you ask, WHY become Georgia Division Secretary? No, not because it is next in line. I became Georgia Division Secretary because I knew the tasks associated with this office were tasks that I was very weak in when performing the duties of my career. How else can you improve in a weak area if you do not put yourself in a position to be taught and to practice, practice, practice, in that weak area? And practice, practice, practice, I did! I have not only mastered the use of a digital tape recorder; more importantly, I have learned how to really LISTEN to what is being said.

I have learned so much this year serving as your Georgia Division Secretary. I have gained more friends and more knowledge. What a winning pair!

Nina Hubbard CAP  
Secretary

## Reminders From Your Division Board

**Chapter Meetings/Newsletter/Workshops** - Be sure to check the website for these new items. New items are added often. You are going to start seeing many notices about election of officers and installation ceremonies. Try to attend some of those - it is important to support one another.

**\*\*\*YEAR END\*\*\*** If you have Division Expenses to file, please send them to Treasurer Barbara Wiley CPS/CAP by June 12, 2008. All Division expenses that need to be reimbursed must be submitted by this date.

**2008-2009 Division Committee Members** Volunteers are needed to serve on various 2008-2009 Division Committees. Please have your members go to the Members Section of the Local Chapter link on the Division website to obtain sign up forms.



**Georgia Division IAAP  
2007-2008  
Board of Directors**

President

Linda Dillon CPS/CAP  
gadiv0708@yahoo.com

President-Elect

Demetrice Clayton CPS/CAP  
gadivofficer@bellsouth.net

Vice President

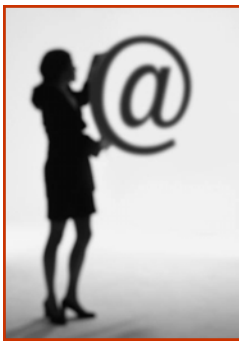
Donna Mitchell CPS/CAP  
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Secretary

Nina Hubbard CAP  
nina.hubbard@elpaso.com

Treasurer

Barbara Wiley CPS/CAP  
Bwiley@aflac.com



We're on the web!  
www.iaap-georgia.org

**IAAP Mission, Objectives, Purpose, and Vision**

- The IAAP **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.
- IAAP's **objectives** are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.
- IAAP's **purpose** is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective.
- IAAP's **vision** is to inspire and equip all administrative professionals to attain excellence.

**Calendar of Events**

June 28, 2008

Georgia Division Leadership Forum (7:00 a.m. - 5:00 p.m.)  
The Coca-Cola Company Headquarters

July 27-30, 2008

International Convention and Education Forum  
Hilton Riverside, New Orleans, LA

July 28, 2008

Georgia Division Dinner (7:00 p.m. - 10:00 p.m.)  
Royal Sonesta Hotel, New Orleans, LA

July 31, 2008

International Leadership Workshop (9:00 a.m. - 11:30 a.m.)  
Hilton Riverside, New Orleans, LA

**Recommended for all Division and Chapter officers**

*The Peach State Issue* is a quarterly publication of Georgia Division IAAP. All submissions for publication must be received by 9/1/07, 12/1/07, 3/1/08 and 6/1/08. Submissions may be sent to Ann Lingerfelt CPS, Editor, @ann.lingerfelt@bellsouth.net..

This newsletter is general in nature and should not be relied on as your only source of information.