

# The Complement

**JANUARY 2011**

President's Message P.1  
November Meeting P.3  
Committee Reports P.5  
Upcoming Events P.8

## For the *Love* of Learning

*"Develop a passion for learning. If you do, you will never cease to grow."* Anthony J. D'Angelo



One of the many benefits of joining IAAP is the opportunity for learning.

Whether it be at the Chapter, Division or International level, IAAP has something for everyone. The Birmingham Chapter offers monthly programs, quarterly technical

classes, and an annual seminar. The Alabama Division holds a Spring Conference and an Annual Meeting with professional development. At the international level, members can choose from a Fall and Spring Conference and the Education Forum and Annual Meeting (EFAM).

Another way of learning a new skill, or improving an existing one, is by joining a committee. Sharing knowledge and forming relationships are what IAAP is all about. Many of our committees do not require a long-term commitment and are only active a short period of the year. Pablo Picasso said, *"I am always doing that which I can not do, in order that I may learn how to do it."*

Join us over the next few months for one or all of the many learning opportunities offered by IAAP and develop your passion for learning.

*Robin*



International Association of  
Administrative Professionals®  
*Birmingham Chapter*

## Board of Directors

### President

*Robin Prentice, CAP-OM*  
rprentice@acme-assn.org

### President-Elect

*Jami Wilson, CAP-OM*  
jwilson@volkert.com

### Administrative Secretary

*Antoinette "Nicole" Johnson*  
antoinettenicole.johnson@childrensal.org

### Membership Secretary

*Wanda Jackson*  
wanda.jackson897@gmail.com

### Treasurer

*Helen Allen*  
helen.allen@childrensal.org

### Immediate Past President

*Melissa Cooper, CAP/PLS*  
scrapbookskippy@yahoo.com



[www.iaapbirmingham.org](http://www.iaapbirmingham.org)

## 2012 Administrative Professional of the Year

February 21, 2012

The Administrative Professional of the Year (APY) event has a long history and is a very respected tradition in the Birmingham Chapter. Previously known as the Secretary of the Year event (SOTY), our chapter changed the name of the event in 1998 to coordinate with our international organization's name change. The APY event provides opportunities for media exposure not only to promote the ideals of IAAP and the Birmingham Chapter to the business community, but also to give positive exposure to administrative professionals as well-rounded, competent individuals in their field. It also provides an excellent opportunity to grow both professionally and personally. This exciting event is held in February of each year.



The candidates will fill out an application that is based on a point system and evaluates education, business experience, IAAP® experience and community service. The top candidates will be selected to participate in the event and will be notified in January.

At the February business meeting, three panelists selected from the community will interview each candidate individually for approximately three minutes with a question relating to the administrative field that the candidate will receive a few minutes prior to giving a response. The moderator will ask the question while the panelists observe the candidate as she is being interviewed. Points resulting from the interview will then be added to each candidate's previous scores. The candidate with the highest total score will be selected as the Administrative Professional of the Year for the Birmingham Chapter.

Our APY is introduced to the business community at our annual Administrative Professional's Day Luncheon.

## February Caterer

*Nothing But Noodles*

Craving something different? Like high quality dishes that are prepared fresh with great prices and exceptional customer service? Nothing But Noodles delivers just that with wok-seared, made-to-order noodle dishes, garden fresh salads and more. Serving cuisines that draw on a variety of cultural influences from around the world, Nothing But Noodles' menu of global pasta dishes include Asian, European, Mediterranean and American.



Choose from 17 different pasta dishes that can easily be customized by adding lean beef, chicken, meatballs, shrimp, tofu or veggies. Not only will everyone be pleased – you'll be pleased with the value. Each pasta dish offers 6-7 servings starting at only \$29.99. They also offer specialty pasta dishes like lobster ravioli and eggplant parmesan.

Don't let the name fool you though. Nothing But Noodles also offers seven refreshingly different and fresh salads that can be ordered as an entrée for 6-7 guests or as a starter item for 12-14 guests. Popular options include the Caesar and cranberry spinach salads. You can also start your lunch with a bang with their Thai lettuce wraps and end on a sweet note with seven indulgent desserts that can be ordered individually or as a mixed dessert platter.

View and order from Nothing But Noodles' catering menu any time of the day or night at [ConnectToCatering.com](http://ConnectToCatering.com).



# Spring Seminar, March 10, 2012 Put Your Head in the Cloud

Donna Gilliland, President of MOSTraining

Once upon a time the term get your head out of the clouds meant you weren't being productive. Times have changed and if your head isn't in the clouds these days you could be losing productivity and career leverage.

**What is cloud computing?** In simple, working in the cloud is the delivery of applications via the Internet, which are accessed via a web browser. Many cloud productivity tools are free and powerful, like Google Docs and Gmail. The team collaboration benefits are of tremendous value – you can easily create and share documents. Instead of collaborating on a document by sending the document back and forth as an attachment, you can store the document in the cloud using Google apps. Coworkers can access the web-based document simultaneously in their browsers and make changes that other authorized users can see in real-time thus eliminating attachment round-trips. Teams can work together efficiently from within the cloud.

**Google:** Donna expands on her November program by taking us **step-by-step** through each of **Google's free apps** for email, calendar sharing and document sharing to help boost our productivity. You will be on cloud 9 after this morning session.



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

**Evernote:** Create and save text notes, webpage clips, snapshots, to-dos, PDFs, and more. Capture all of your thoughts, ideas, and inspirations, into a single place. Access everything whenever you need it from your PC, even when offline. This interactive afternoon workshop will be packed full of fun and productive applications and hands-on training. Donna will introduce us to a number of useful Evernote functions and concepts that will help you start remembering everything.

**Donna Gilliland** is an award-winning technology instructor, a social media specialist and certified technology trainer. Her technology teaching career spans over 18 years, and she holds certifications in Microsoft, IBM and CompTia.

**MOSTraining** started in 2004 helping businesses learn how to increase the productivity of their workforce using Microsoft Office applications. MOSTraining has extended its reach to help businesses and entrepreneurs strategically market and grow their business using social media and cloud computing tools.



## Seminar Agenda

### 8:00 a.m.

On-site Registration  
Office Expo

### 8:30 a.m.

Welcome & Recognition  
Seminar: *Cloud Computing*

### 10:15 a.m.

Break / Office Expo

### 10:45 a.m.

Seminar resumes

### 12:00 p.m.

Networking Lunch  
*Carrabba's Italian Grill*  
Door Prizes

### 1:00 p.m.

Workshop: *Evernote*

### 3:00 p.m.

Door Prizes

### Hoover Hall

(Formerly Crossroads Sch)  
Hoover High School Campus  
1035 Buccaneer Drive  
Hoover, AL 35244





## Retirement Trust Foundation Update



Happy Groundhog Day, Happy Valentines Day, Happy February! Spring is just around the corner. Spring is my favorite time of year. The trees and flowers all start budding out. The temperature starts warming up. And, the birds start returning bringing their excitement with the chirping.

Are you excited about the next season in your life? Retirement? Are you ready for retirement? IAAP and The Retirement Trust Foundation can help you with your needs!

A Place In The Sun... For You! Vista Grande is a retirement home built by The RTF as housing for retired administrative professionals. Retirement living at Vista

Grande is by application from people who are 55 and up and priority is given in this order:

1. IAAP members and their families
2. Former IAAP members and their families
3. Administrative professionals who are not members of IAAP and their families
4. People who have never been administrative professionals

Q. What is Vista Grande? A. Vista Grande is a retirement center built for administrative professionals located in Rio Rancho, N.M., a picturesque mesa northwest of Albuquerque. The land consists of approximately 11 acres and was built in three phases between 1972 and 1983. It has 168 apartments, a community building, lounge, library, crafts room, laundry center, all faiths meditation chapel, a resident nurse, exercise room and management offices.

Q. How large are the apartments? A. Vista Grande offers one and two bedroom apartments with a wide variety of floor plans. There are both one and two bedroom apartments, ranging from 456 to 807 square feet, with one or two bathrooms. All apartments have kitchens.

Alice Schultz, CAP  
Southeast District

## RTF Committee Service

Applications to serve for one-year appointments to the 2012-2013 Retirement Trust Foundation Committee had a deadline of February 1, 2012. However, we are still accepting applications for all districts at this time. These positions become effective at the close of International Education Forum and Annual Meeting in Grapevine, TX July 2012. However, in the event that there was no applicant from your district received by the deadline date, your application *might* be considered. If you are interested, it would be good to go ahead and get this application in even though the original deadline has passed. The application form is attached here for your convenience. The form has the functions and responsibilities pertinent to the committee on page 2.

IAAP does not require chapter recommendations and signatures for the Retirement Trust Foundation Committee. Once appointed, all committee members are expected to sign and adhere to the following document: Confidentiality Agreement and Conflict of Interest Statement.

Retirement Trust Foundation Committee applications should be e-mailed to Retirement Trust Foundation Chairman Kelly Reggio, CAP-OM, [reggio@chartermi.net](mailto:reggio@chartermi.net), and to the governance coordinator at [governancecoordinator@iaap-hq](mailto:governancecoordinator@iaap-hq).

# For the *Love* of Food

The honored month of **love** is upon us.

[ConnectToCatering.com](http://ConnectToCatering.com)'s catering partners pride themselves on their love of food and delivering delicious meals for you to connect with co-workers, family and friends. Here are some featured menu items we love, perfect for celebrating the month of February in or out of the office:

**For the love of making everyone happy:** Ms. Jalapenos-are-my-favorite-food-group, Mr. Just-say-no-to-meat and Ms. None-of-my-foods-can-touch can't complain because everyone can customize their own meal with Moe's nacho, taco, salad or fajita bars.

**For the love of something different:** With their versatile kitchen, Rogue Tavern offers a great variety of over 25 fresh salads and 20 sandwiches, including their famed burgers.

**For the love of chicken:** Love me tender, love me sweet, you'll never let Full Moon BBQ's Love Me Tenders go. Available from 25-100 pieces, their always-fresh chicken tenders are hand-seasoned and crisp-fried to perfection (original or Buffalo-style) with your choice of sauce.

**For the love of something healthy:** There's nothing like Momma's Love sandwich tray (\$50 for 10 people) from Momma Goldberg's Deli that includes roast beef, ham, smoked turkey and Munster cheese served hot on white hoagies or cold on French rolls. They're spreading even more love by giving you a \$20 gift certificate with every \$300 order.



**For the love of a sweet deal:** Did you know that Lunch Box Express and Salvatore's Pizza & Pasta consistently offer FREE delivery with a minimum order?

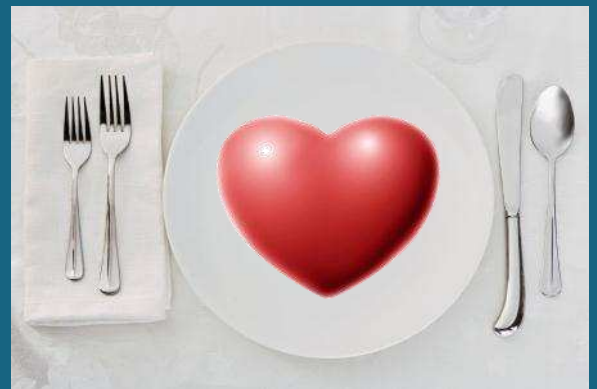
For a complete list of [ConnectToCatering.com](http://ConnectToCatering.com)'s monthly specials and promotions, visit our FAQs page at [ConnectToCatering.com/page/faq.php](http://ConnectToCatering.com/page/faq.php).



**Ask your Family, Friends and Co-workers to help us reach our goal of 5,000 Box Tops!**

**An education grant in the amount of \$2,000** will be provided by Avery to the chapter that collects the largest number of Box Tops coupons in support of the program.

**An education grant in the amount of \$500** will be provided by Avery to the chapter collecting the second largest number of Box Top coupons in support of the program. All Box Tops coupons, not just those from Avery products, will be eligible.



## Ways & Means Committee

*Anita Wilson*

The chapter needs items for our monthly Ways & Means drawings. If you can donate anything, please contact Anita at [avwilson@hotmail.com](mailto:avwilson@hotmail.com).

# Committee Reports

## Administrative Professional of the Year 2012

*Melissa Cooper, CAP/PLS*

We have three (3) well-deserving participants in the APY program to be held on February 21. Please come support your colleagues as they participate in this annual event.

## Seminar Committee

*Melissa Cooper, CAP/PLS*

The annual seminar is our chance to gain work skills while supporting a good cause. All proceeds from the seminar are dedicated to our scholarship program giving money to deserving students in the business field. Sometimes it is truly the difference in being able to continue on with their education and the encouragement they need to succeed. We have awarded over \$9,000 in the last 5 years.

We have confirmed Donna Gilliland as speaker and she will be expanding on her November program as well as adding additional "cloud computing" applications to increase productivity. **YOU DO NOT WANT TO MISS THIS SEMINAR!!** See page 4 for more details or download the brochure from our Annual Seminar page at [www.iaapbirmingham.org](http://www.iaapbirmingham.org).

## Scholarship Committee

*Sandy Short, CAP-OM*

Both the high school and college scholarship applications have been updated for the next year. The applications will be posted on the Web site by next month. The postmark deadline for next year's applications will be February 15, 2012.

Applications will be sent to administrators, instructors, and counselors at area high schools and colleges at the beginning of January 2012.

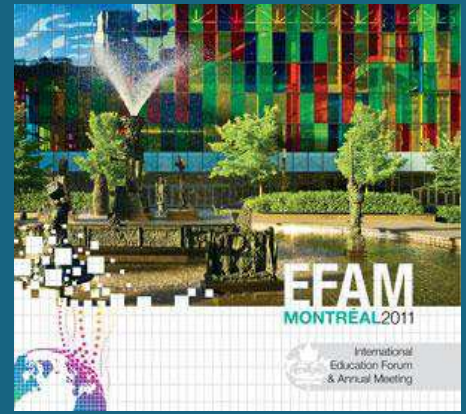
After the deadline, the Scholarship Committee will meet to review the applications and will select 3-4 students to interview from both the high school applications and the collegiate applications.

## Membership Committee

*Wanda Jackson*

**We are so excited to welcome our newest member, Christina Kiel of Warren, Averett, Kimbrough, & Marion.**

April will be our official membership recruitment month. Stay tuned for more information and incentives!



*More tips from EFAM 2011...*

## MS Word 2010

You can use building blocks to add preformatted content to your documents. Building blocks can also help save you time by allowing you to recycle content that you frequently use.

When you are working on a document from a particular template type, such as a report, you can select a gallery of preformatted cover pages, pull quotes, and headers and footers to make your document look more polished.

If you want to customize preformatted content, you can create your own building blocks that you select from the gallery with a single click.

## *A Kick in the Attitude* *Sam Glenn*

Find ways to recognize that you are an original and there is no one like you. You were born with potential, abilities, gifts and talents. Recognize your strengths and celebrate them by acting with them. Don't be afraid to be yourself because of the fear that others may not like it. We can't please everyone. But, why not try to like yourself a little more today and see how that plays out?

# Are you a Member of Excellence?

## Answer the following questions to find out:

- ◇ Will you attend 8 IAAP sponsored meetings?
- ◇ Are you serving as an officer, committee chair or committee member at any level?
- ◇ Have/will you conduct a 1-hour public presentation, program or training session?
- ◇ Do you have a degree/certificate from an accredited college/university or hold the MOS?
- ◇ Have you attended or plan to attend a 1-hr seminar or workshop?
- ◇ Can you sign your name?
- ◇ Do you hold an IAAP Certification?
- ◇ Did you pay your membership dues on or before your anniversary date? (Mandatory)
- ◇ Will you recruit at least one new member?
- ◇ Will you Integrate IAAP involvement into annual performance plan or review.
- ◇ Have you written a newsletter article or participated in a web community forum discussion?

A member of excellence will attain at least 8 of the above 11 criteria!

*Meetings, seminars or training sessions may only be counted once across all criteria.*

*You must pay your membership renewal dues on or before your anniversary date to qualify.*



## CoE Deadlines

✓	#1	October 1, 2011 Post Meeting Calendar
✓	#2	December 31, 2011 Submit 2010-2011 Financial Review
✓	#3	June 1, 2012 Membership Drive
	#4	June 25, 2012 Hold New Member Orientation
	#5	April 30, 2012 Develop & Update a Business Plan
	#6	Set by Division Send Delegate to 2012 ADAM
✓	#7	July 4, 2011 Send Delegate to 2012 EFAM
	#8	June 30, 2012 7% of Chapter are Members of Excellence

## HONEYBAKED.

**PASS IT ON...That's all there is to it!**

Order HoneyBaked products and gifts online and you'll get FREE standard shipping! Pre-order and specify a delivery date.

**20% of the proceeds benefit our cause!**

Use our special link and forward it to your friends and business associates! [IAAP Promo 992002](http://www.iaap.org/Promo/992002)

**PROGRAM EXTENDED THROUGH EASTER 2012!**

<http://www.honeybakedonline.com/HBOnline/Shop/ItemList8.asp?CATID=7000&Promo=992002>



## March Technical Seminar

March, 2012 • 9:00-11:00 a.m.

### ***Navigating Microsoft Word 2010***

Hoover High School Computer Lab. Pricing is as follows:

Birmingham Chapter Member: \$ 5.00  
Alabama Division Member: \$10.00  
Non-Member: \$20.00

Contact Jami Wilson, CAP, [jwilson@volkert.com](mailto:jwilson@volkert.com), 205.441.8448



## Professional Certification

**Exam Date:** May 5, 2012

IAAP's Certification Program has changed effective November 2011.

**Deadline Date:** Feb. 15, 2012

For more information visit:  
[www.iaap-hq.org/certification](http://www.iaap-hq.org/certification)

**Why wait? GET CERTIFIED!**

Do something for yourself and your career today.



## Upcoming Events

### February 21, 2012—APY Event

**Location: Hoover High School, Hoover Hall**

The Administrative Professional of the Year (APY) event has a long history and is a very respected tradition in the Birmingham Chapter. We have three (3) well-deserving participants in the APY program to be held on February 21. Please come support your colleagues as they participate in this annual event.

### February 21, 2012— New Member Orientation

Immediately following the monthly program, President-Elect, Jami Wilson, CAP-OM, will provide orientation for all who seek more information about IAAP. Learn about board and committee duties, the scholarship program, pathways to excellence, community projects and chapter interactions with division and international.

### March—Quarterly Tech Tips 9:00-11:00 a.m.

**Program:** Navigating Microsoft Word 2010

**Speaker:** TBD

**Location:** TBD

### March 10, 2012—Seminar

**Program:** Put Your Head in the Cloud

**Speaker:** Donna Gilliland, MOSTraining

**Location:** Hoover High School, Hoover Hall



### March 20, 2012—Monthly Program

**Program:** Résumé Writing Tips

**Location:** Hoover High School, Hoover Hall

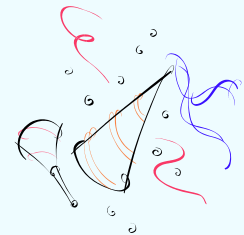
## Casual Corner

### February Birthdays

2 Yukonda Thomas

9 Wanda Jackson

13 Brenda Fischer, CAP-OM



Birmingham Meetings are held on the 3rd Tuesday of each month (exc. July, Aug, & Dec) at 5:45 p.m. at:

Hoover Hall  
(formerly Crossroads School)  
1035 Buccaneer Drive  
Hoover, AL 35244

## Newsletter Editor

Jami Wilson, CAP-OM  
2 20th Street N., Ste. 300  
Birmingham, AL 35203

205.441.8448 ph  
[jjwilson@volkert.com](mailto:jjwilson@volkert.com)





RETIREMENT TRUST  
FOUNDATION

10502 NW Ambassador Drive • PO Box 20404 • Kansas City MO 64195-0404 • 816-891-6600

Form BD-R  
Rev.11/11

November 2011

## Application for Appointment to Retirement Trust Foundation Committee

Please Type

### Part I Directory Information

Name \_\_\_\_\_  CPS  CAP

Member ID No. \_\_\_\_\_ Year joined IAAP \_\_\_\_\_

Address \_\_\_\_\_

City/State/Province \_\_\_\_\_ Zip/PC \_\_\_\_\_ Country \_\_\_\_\_

Employer/Company Name \_\_\_\_\_

Tel (H) \_\_\_\_\_ (B) \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Chapter \_\_\_\_\_ ID No. \_\_\_\_\_

Division \_\_\_\_\_ District \_\_\_\_\_

### Part II IAAP Experience

List past international and division activities by date in chronological descending order (use reverse to give complete information):

Year	Level	Office or Committee (chairman/member)

### Part III

Why are you interested in serving on this committee?

\_\_\_\_\_

### Part IV Consent to Serve

I am willing to serve if appointed and to spend the time required to perform necessary duties to the best of my ability. I understand that I am not to accept any other major IAAP responsibilities (including serving in any elected position) during my service at the International level. All committee members are expected to sign and adhere to the following document: Confidentiality Agreement and Conflict of Interest Statement. Also, if for any reason I am unable to participate actively in the assigned work, I understand that I shall be expected to resign.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Distribution: E-mail the entire application no later than 4:00 p.m. CST February 1, 2012 to the Retirement Trust Foundation Chairman Kelly Reggio, CAP ([reggio@chartermi.net](mailto:reggio@chartermi.net)) and copy Governance Coordinator ([governancecoordinator@iaap-hq.org](mailto:governancecoordinator@iaap-hq.org))

**Functions/Responsibilities of International Groups  
Requiring Annual Appointments**

**Appointments Effective at Close of  
International Education Forum and Annual Meeting**

**Retirement Trust Foundation Committee** is composed of six members, one from each district, appointed by the RTF Board of Trustees. This committee is directed by the Retirement Trust Foundation international trustees to promote fund-raising activities, projects and contributions to the RTF to support its mission statement to provide assistance for housing to administrative professionals age 55 and older, who are in need.