

News and Views

Municipal Employees Chapter Lawrenceville, Georgia



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Doris Davis CPS/CAP
Editor



International Association of
Administrative Professionals®

President's Corner

By: Doris Davis CPS/CAP

2007 – 2008 was a challenging year for the Municipal Employees Chapter as we **“Constructed our Careers with IAAP”**. We then continued on the **“Road to Professionalism”** by successfully hosting the 54th Annual Georgia Division Meeting.

The American Heritage Dictionary defines success as: **“The achievement of something desired, planned, or attempted.”** The Municipal Employees Chapter did just that.

To look forward to the 2008-2009 year, I looked back to see what made us successful. We all had different strengths we brought to the table to work as a team. For the upcoming year, I would like to focus on what makes us successful as a chapter as well as individual professionals. **Excellence in Action – A Treasure Chest of Success** is the theme for our chapter's 2008-2009 year.

Mark Twain said, **“Success is a journey, not a destination. It requires constant effort, vigilance, & re-evaluation.”** Come along with me on this journey as I share with you some of the things I feel is important for each of us to have in our “Treasure Chest.” All are important and connect with each other.

Communication – getting your message across

Image – pulling it all together

Attitude – can make or break you

Education – make it a lifelong journey

Commitment – what is important to you

Leadership – be an example

IAAP – tools and resources we need

Throughout the year I will like to take the time to explore each of these in depth. Please feel to share what it is you find helpful to make you successful as I ask, “What's in your treasure chest?”

Michael Korda said, “To succeed, we must first believe that we can.” I believe we can.

2008 Annual Meeting Final Update:

Construction Completed

By: Jody Jones



The 54th Georgia Division Annual Meeting was a great success. We traveled the "Road to Professionalism" with over 200 attendees at this year's meeting. Our Friday afternoon speaker, Harriett Laurence offered insightful way to Overcome Potholes in the workplace. Friday night's Open House had everyone putting their thinking caps on with trivia games as well as putting their dancing shoes on with entertainment provided by JB Jams. A great time was had by all!

Saturday continued with the Division's business meeting and division awards. Municipal Employees Chapter walked away with 3 awards! At lunch, Tamra Goodall encouraged us to get the most out of our "GPS - Great Professional Self". Saturday night's banquet introduced us to our incoming division board. We are looking forward to next year's annual meeting with Atlanta Healthcare hosting the event. It was hard work but very rewarding.

2008 International Meeting Update

*By: Donna Mitchell CPS/CAP
Georgia Division President Elect*



International Convention 2008 was great! President Clayton and I left Atlanta bright and early on Friday July 25 and returned Thursday night August 31. We were on the move non stop the entire time and what a great experience! The first day we were able to do a little sight seeing around the hotel and boy did I get my exercise that day. We were walking most of the time. There was also a mall connected to the hotel that sold great ice cream so we ended the day with their fantastic huge ice cream special. The area we were in on the river has been restored so there were no signs of the devastation the city suffered in 2006. But there is still a lot of work to be done in the other

areas.

Through out the conference we heard the phrase *Laissez Les Bon Temps Rouler- Let the Good times Roll!* The Host Committee and their many volunteers did an excellent job ensuring that we did just that! The evening of welcome was a time for us to hear some N'awlins music and have fun. The opening ceremony was a very moving experience for me. I love seeing the Parade of Nations and the inspiration presented by a band of students from a local school was awesome! The director explained that in New

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2008-2009 Chapter Officers

- Doris Davis CPS/CAP—*President*
- Jody Jones—*Vice President*
- Debbie Boyd—*Secretary*
- Rena Blackstock CPS/CAP—*Treasurer*

2008-2009 Committees Chairs

- | | |
|--|---|
| Awards – <i>Margaret Goss CPS</i> | Membership – <i>Faye Williams</i> |
| By-Laws and Standing Rules – <i>Jan Brumbelow CPS/CAP</i> | Newsletter – <i>Doris Davis CPS/CAP</i> |
| Community Service – <i>Jody Jones</i> | Programs – <i>Phyllis Lowe CPS/CAP</i> |
| Education – <i>Brenda Gower CPS/CAP</i> | RTF – <i>Phyllis Lowe CPS/CAP</i> |
| Hospitality – <i>Nancy Miller</i> | Scrapbook – <i>Lorraine Powell CPS/CAP</i> |
| | Ways and Means – <i>Debbie Boyd</i> |

2008 Monthly Program Schedule

July

Laura Stapp; *“Declutter Your Locker”*

August

Greg Schaffer; *“Inside Out: The Little Things In the Middle”*

September

Marty McCormick, Randstad; *“2008 World of Work”*

October—Boss’ Day Luncheon

Katherine Sherrington; *“Ten Helpful Things to Say to Your Boss”*

November

Jim Connah; Myers Brazell & Associates

December—Chapter Christmas Gathering

No Monthly Meeting





Have you found your place to serve? Phyllis Lowe CPS/CAP is the Georgia Division Retirement Trust Foundation Chair. If you would like to be a part of her team, please contact her at phyllisblowe@hotmail.com or call 770.963.9671.

In Memory of Helen Schamel CPS/CAP

By: *Donna Mitchell CPS/CAP*
Georgia Division President Elect

As all of you know we lost a very special member and friend on July 21, 2008. Helen Schamel CPS/CAP, Atlanta Chapter member and daughter of Jackie Atwood CPS, Atlanta Chapter member, passed away. It was such a shock to hear of her passing and she will be missed by everyone.

For all of you who knew Helen I think you will agree that she was energetic and a true professional who really supported IAAP. She was a very active member of the Atlanta Chapter and Georgia Division, most recently serving as Past President Linda Dillon's scrap book chair. Helen was always taking pictures and documenting events through her photos. She was also a very positive person who always seemed to have a smile on her face.

What many of you may not know is that she helped our chapter when we hosted the Student Conference many years ago. At the time I was chapter president. When Helen learned that we were hosting the event, she contacted



me to let me know that she had IAAP signs that were used by Atlanta Chapter a previous year and we could have them. I met Helen and her mother Jackie one Saturday to get the signs. But she didn't just have signs. She had other items for us to use as door prizes. The signs alone were a great help to us and saved us money, but what a great surprise it was to receive the donated door prizes.

I didn't get to attend her funeral, but I was told there was standing room only. I know the funeral home was covered with IAAP members during visitation. Thank you to all of you who were able to attend the visitation. I know it meant a lot to Jackie and to Helen's other IAAP family members.

2008 International Meeting Update*(Continued from page 2)*

Orleans when there is a death it is traditional to celebrate with a Jazz Funeral. It begins with the band playing a slow song as the funeral procession makes its way to the grave sight. Then at the site a traditional hymn is played (they played the old hymn *Just a Closer Walk With Thee*) and after the ceremony a hymn of celebration is played (they played *As the Saints Go Marching In*) as the procession leaves the grave. I can't put into words how moving this was, especially for members of the Georgia Division. I was told that many members of the Atlanta Chapter had a good cry and were comforted by this inspiration as they embraced each other and remembered Helen Schamel CPS/CAP.

President McCoy opened the business session on Sunday with a review of last year's accomplishments. This will be posted on the International website if you would like to read her remarks. One thing she announced that I thought was great is that IAAP had a net gain of 487 members last year, bringing total membership to 28,291. The 2008-2009 candidates were also introduced during this session.

Monday our keynote speaker was Simon T. Bailey. He was funny and very motivational. He challenged us to build on our personal strengths instead of concentrating on our weaknesses and focus on what matters most. He reminded us that we are all brilliant and we should learn to release our brilliance. Two statements he made during his presentation really stuck with me and I would like to share them with you. (1) People are like elevators; they take you up and they take you down. (2) We need to focus on who will be crying at our

funeral. These two statements reminded me of how important family and friends are and how important it is to pay attention to what kind of a person I am. I want to be one of those elevators that take people up. What about you?

Voting took place Monday afternoon and the following officers were elected:

Treasurer-Karlana Rannals CPS/CAP, Secretary-Janine Riemersma CPS/CAP, Vice President-Mary Ramsay-Drow CPS/CAP, President Elect-Susan Shamali CPS/CAP, and President-Barb Horton CAP.

Monday night Georgia Division gathered for our traditional dinner. This year we had a real treat. President Clayton's family lives not far from where we were staying so they joined us for dinner. Also, President Clayton arranged for us to have a buffet of traditional New Orleans food that was delicious!

Tuesday the new International Board of Directors was installed and our seminars began. This year we once again had outstanding seminars on Tuesday and Wednesday. And the convention ended with the Wednesday night banquet.

For me International is always a great experience. It's a time to meet new friends, learn and have fun. I would encourage you to start now saving and make plans to attend next years International. It will be held July 26-29, 2009 at the Minneapolis Convention Center in Minneapolis Minnesota. By the way, that's where the Mall of America is located and they don't charge sales tax on apparel and shoes!

GA Division Upcoming Event Opportunity

September 27, 2008

3rd Annual Georgia Division Fall Seminar
New Location

Sheraton Atlanta Hotel
165 Courtland Street at Intl. Blvd.
Atlanta, GA 30303

Note: No re-certification points will be given

Go to the GA Division Website at iaap-georgia.org for more information.



Member's Page

July Birthdays

Jan Brumbelow—4th
Phyllis Lowe—11th
Debbie Boyd—19th

August Birthdays
Lorraine Powell—30th



Upcoming Chapter Events

August 16th Community Service Opportunity—Hogs for Dogs

September 8, 9, & 22 Ways & Means Opportunity—Gwinnett County Fair

October 16th—Chapter Member Boss' Day Luncheon

November 7 & 8—Proctor CAP & CPS Exams

November 15th—Alzheimer's Association Memory Walk

2008 Annual Strategic Planning Meeting

Municipal Employees Chapter held their annual strategic planning meeting this year at the Atlanta Hilton NE on August 2. A lot was accomplished as chapter members got down to the business of planning our 2008-2009 year.

President Doris Davis CPS/CAP started the morning off with a mental word search challenge to get us going.

Some main items we focused on were awards programs.

- Chapter level—Treasure Map to Success
- Division Level—Excellence in Action (chapter award)
- Division Level—Circle of Excellence (member award)
- International Level—Pathways to Excellence



Community Service Committee has several projects for us to get involved in this year. Along with some of the regular ones done in the past. Committee Chair Jody Jones submitted new ideas for us. We look forward to being a service to our community in the coming year.

Ways & Means—the Gwinnett County Fair remains our biggest way to raise chapter funds. By each member volunteering a day of their time, our check receives a check from the Gwinnett County Extension Service. We also look for other ways to raise money throughout the year.

This year we voted to host a Boss' Day Luncheon on October 16th for chapter members and their executives. We wanted to say "thank-you" to our bosses for all the support they have given us throughout the year. The program's chair, Phyllis Lowe CPS/CAP also presented the motion to host an educational seminar in March 2009 for administrative assistants. Our chapter is no stranger to taking on challenges and succeeding.

We also took this opportunity for a new member orientation for Deborah Findley. Each member explained their role in the organization and how important it is for us to work as a team. Welcome Deborah to our family!