

# News and Views

## *Municipal Employees Chapter Lawrenceville, Georgia*



### President's Corner

*By: Doris Davis CPS/CAP*

As 2008 ends and the New Year begins, I like to take time to reflect back on all the things we accomplished. As a chapter we hosted a successful GA Division Annual Meeting in June, added our first Associate Member, sponsored a Boss' Day Luncheon, and participated in several community service events. We also kept strong with our annual projects such as helping with the Gwinnett County Fair as a Ways & Means fundraiser and proctoring the CPS/CAP exams.

But as the New Year is upon us, we should not only be satisfied with looking in the past of what we've done, but also continue to look ahead. 2009 is shaping up to be a busy year for us as well. In March we are sponsoring an educational seminar. Then in June we are also looking forward when our own Donna Mitchell CPS/CAP will be installed as the GA Division President for the 2009 – 2010 year. Our chapter has supported Donna as she has moved up on the GA Division Board, and we want her to know she has our continued support. We're proud of you Donna with all you have accomplished and continued to contribute to our chapter.

*"Excellence in Action... A Treasure Chest of Success"* is not only our theme for the 2008-2009 year, but it is our way of conducting business. As administrative professionals, we must continue to strive to do our best and be committed to our chapter and our careers. Let's all get excited about what we can do in 2009!

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Doris Davis CPS/CAP  
Editor



International Association of  
Administrative Professionals®

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## EXTRA! EXTRA!

Announcing March Educational Seminar  
Hosted by the Municipal Employees Chapter

**Save the date—March 13, 2009**

Speakers: **Harriett Laurence** - back by popular demand, Harriett captivated the audience at the 2008 GA Division meeting. Don't miss the chance to experience her wit and humor again.

**Captain Greg Schaffer** - is a much sought after nationally known speaker and Franklin Covey facilitator. He has spoken to our chapter before on Leadership and was very well received.

Watch for registration information coming out soon. Space will be limited.

## Dress for Success

*Excerpt from Dear Abby*

DEAR ABBY: You're in a position to do young people a great service by educating a generation that has grown up in a casual-dress world that there's a line between how one dresses in one's personal life and how one dresses for work. Cross it, and it could negatively affect your career.

I work for a large multinational company, and I am often shocked at the way people dress. Although there are clear business/casual guidelines, these lines are crossed by men and women alike. Talks behind closed doors have no effect. Sending out the corporate dress code to the staff has yielded no change in behavior.

I finally consulted the HR department and came up with an approved solution. The dress code was again sent out to all employees in my department, with the warning that the next violation would mean being sent home and deducting the time as a vacation day.

Sure enough, "Disco Dolly" showed up in a sheer, low-cut, sleeveless blouse with a micro-mini skirt and strappy sandals. When I sent her home, she complained that she was saving her vacation days. I told her she had violated the company's dress code -- again.

I also pointed out that her chances of promotion were now compromised thanks to the demonstration she had given that following simple instructions was beyond her capabilities. If you want to be regarded as a serious professional, dress like one! Some "suggestions":

1. DRESS FOR SUCCESS, not sex. Women should not dress like streetwalkers. Leave the sexy, short, filmy dresses, cleavage-baring blouses and spaghetti straps for your personal life. This is an office, not a cocktail party.
2. COVER UP. No sandals or designer flip-flops. We don't want to see your pedicure, your toe rings, the crust on your heels, or smell your feet.

3. MAKE IT FIT. Anything that hugs the body too tightly is not right for the office. We have a woman working here who looks like a sausage stuffed in a floral polyester casing. It's hard to take her seriously. The same goes for a man whose pants are so tight that you can tell his religion. Ditto for pants that are so loose and low-slung you can see his underwear or her thong.

4. DON'T POLLUTE. By this I mean go easy on the fragrance. Some people have breathing problems and allergies. Do not pollute the office with a scent that arrives 10 minutes before you do and lingers hours after you've gone. This applies to men as well as women.

5. BATHE. There seems to be a new "natural" cult popping up whose adherents believe that washing removes vital oils from the skin and should be avoided. This phenomenon is more often, but not always, a male habit. Anyone in close contact with others should bathe or shower DAILY. -- TRYING TO RUN A BUSINESS IN FLORIDA

DEAR TRYING: I'm willing to wager that your letter will be posted on millions of bulletin boards in the business world. Your "suggestions" make good sense. While many companies allow employees to dress down on "casual Fridays," any business that wants the people it hires to be taken seriously should impress upon them that they must present themselves in a professional manner. Some companies do this in the form of an employee manual that lays it out in black and white. Because your directive was ignored, you were right to let "Disco Dolly" know there would be a penalty for noncompliance.

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 Dear Abby is written by Abigail Van Buren, also known as Jeanne Phillips, and was founded by her mother, Pauline Phillips. Write Dear Abby at [www.DearAbby.com](http://www.DearAbby.com) or P.O. Box 69440, Los Angeles, CA 90069.

## Fall Seminar

By: Rena Blackstock CPS/CAP

Picture it – Fall has arrived with nice cool mornings and temperatures staying in the high 70's to low 80's most days. Perfect weather for all the fall festivals occurring, plus football games, etc. Hum, Saturday, September 27 – there are several fall festivals happening that would be good to attend, plus Georgia is playing at home and it will be televised. Good day to take it easy, enjoy the weather and family. But wait, Georgia Division is holding their annual Fall Seminar Saturday and I am registered to attend. So I won't get to enjoy the weather but I'll get to spend time with my IAAP sisters instead.

4:32 a.m. – Time to get up and get ready to go. I have to meet Lorraine and Phyllis at Fire HQ as we are going to carpool to the seminar. Suppose to meet at 6:15 a.m. but I am a little late. By 6:32 we are on our way....Atlanta here we come!

We arrive safely, after driving around the hotel once. The bellman directs us to the location of the seminar and we sign in. Then we find a seat to leave our book and bags, and visit the vendors. Vendors are still setting up so for now we just look to see what they have and who will be there.

8 a.m. and it's time to find our seats and get ready for the day to start. 8:25 and the seminar is underway with our first presenter Sharita Robinson. Sharita spoke on "Virtual Assistants" and how to determine if this is a career choice for you.

"Weaving a Stronger Network" with Rhonda C. Hight is next. Rhonda spoke on how to improve and maintain our network. Then it was time for "The DUH Factor: Overcoming Generational Differences" by Sandra Moaney Wright. Sandra spoke on generational differences and steps we can take to overcome these differences.

Break time – Time to visit the vendors, get a cup of coffee (it is freezing in the room), visit with other members.

"Positive Image Builders" by Lisa Harris is next. Lisa spoke on what a wardrobe consists of, what

to wear (and not to wear) to work to create the image you want to present. Then Celeste Jonson spoke on "D.A.R.E. to Succeed: No More Excuses. It's Time To EXCEL!" Celeste offered tips on how we can succeed in whatever we do.

Lunch Time and IAAP Georgia Division JEOPARDY! Lorraine and I both were called upon to answer a question. Fortunately we did get ours correct and won a small prize.

Sherry Lee Denton then talked with us about "Juggling" with Organization – tips on how to become better organized. Anita Jefferson spoke to "Raise Your Voice" so you are heard. Then Evelyn Watkins presented "Igniting Your Passion" helping us regain our passion for work and explaining the impact passion (and the lack thereof) has on your performance and commitment.

Break Time again – Visit more vendors, visit with IAAP members.

Donna Satchell presented "Just Get Serious™ About Creating Excellence" explaining how we can create excellence in everything we do. Greg Creech ended the presentations with "Office 2007: New Features, More Productivity."

It was then time for the vendor prizes, 50/50 raffle, and chapter ways and means. Congratulations to Vickie Huxford CPS/CAP who won the RTF 50/50 raffle (Vickie sat with us at our table). Congratulations also to Lorraine, Phyllis, and me – we each won at least one vendor prize.

5:25 p.m. – Time to pack up and head home. 6 p.m. (or thereabouts) we arrive back at Fire HQ and everyone heads home – tired but with a new energy for the upcoming work week, excited about the opportunity to put into play things learned today, and looking forward to our next IAAP adventure....CDW!



## What Lies Within

By: Donna Mitchell CPS/CAP

*What lies behinds us,  
And what lies before us  
Are tiny matters  
compared to  
what lies within us.*  
Emerson

A very special friend gave me this poem when I began my journey on the Georgia Division Board and I keep it on my desk at work. Every time I read it I am reminded of our Chapter. We have always been fairly small in numbers, but mighty in strength. In January we will celebrate our 14<sup>th</sup> anniversary and I think it is amazing that we continue to be a close knit group of professionals dedicated to giving 100% to whatever task we undertake. Whether it's a community project, proctoring an exam, hosting Student Conference or Annual meeting, or honoring our bosses at a luncheon, our Chapter has always been successful because of "what lies within us"; dedicated, caring, members.

The members of our chapter definitely display *Excellence in Action* by their unselfish giving to others. I was so proud to see our members in action on November 7<sup>th</sup> and 8<sup>th</sup> when we proctored the CPS and CAP exams. Many members were at the test site before 7:00 a.m. Saturday morning making sure the candidates had hot coffee and something to eat before the first test. Other members prepared and served a hot lunch, and throughout the day members dropped by to offer words of encouragement. Because of the Municipal Employees Chapter those sitting for the exams were able to relax, laugh, and enjoy good food and fellowship between the tests. Thank you to each member who played a part in making this possible!

As I look back over the last 14 years, I remember the obstacles we overcame to establish this chapter and the successes we have enjoyed. No one knows what lies before us, but I am confident that "what lies within us" will enable our chapter to continue being successful!

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### Get Organized Now! Newsletter

by Maria Gracia

<http://www.getorganizednow.com>

Issue: December 21-27, 2008

We're exactly one week away from the start of a brand new year--another perfect opportunity to reduce the clutter, simplify, better manage your time and reach your goals. Here are 7 simple ways to start the new year off on the right foot:

1. Don't set too many resolutions. So many resolutions are started at the beginning of each year, and so many of those are broken before the noisemakers are stored away. Why not make a list of three resolutions that you want to work on this year and focus on those?

*(Continued on page 5)*

## Boss' Day Luncheon

By: Doris Davis CPS/CAP

### Boss' Day Luncheon

Once again Municipal Employees Chapter members showed what we are made of. We also showed our bosses what we can do by hosting a Boss' Day Luncheon to thank them for their support of us as professionals and our chapter.

We incorporated our 2008-2009 theme of "Excellence in Action...A Treasure Chest of Success" to communicate what we need to be successful as administrative professionals. Katherine Sherrington was our keynote speaker and she gave us "10 Helpful Things to Say to Your Boss". These were valuable ideas to put in our "treasure chests" and will be used again and again.



Katherine Sherrington  
Gwinnett County Tax Commissioner



Boss' Day Luncheon  
October 16, 2008

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### Get Organized Now! Newsletter

2. Keep your goals realistic. When you set your resolutions, don't set them way out of your reach. For instance, if you want to take off a few pounds this year, rather than promising yourself you'll lose 20, instead focus on losing 1 or 2 in January. Then, reset your goals for February, March and so on.
3. Catch up. Spend this week getting rid of things you no longer need--donate them if that makes you feel better about it. Finish your laundry pile and clean any dirty dishes. Weed out old toys, old appliances, old cosmetics or anything else you no longer use. If you have way more than you can handle, consider hiring a professional organizer and/or a cleaning service. Either would be a good investment to help you start the new year fresh.
4. Promise you'll be nice. That is, nice to yourself. This means that amongst all the chores, work and projects you have to do, always add fun things that you enjoy doing when you're writing up your schedule. Why not pull out your 2009 calendar and fill in at least two fun activities, ranging from working on your hobby at home to going out on the town.

## Member's Page

### Happy Birthday



Jody Jones—November 27  
Margaret Goss—January 15

### Congratulations

A special congratulations goes to our newest professional member Cheryl Goodwin CAP for obtaining her certification. Cheryl passed her exam in November. Way to go!



To Doris Davis CPS/CAP for obtaining her certification as a Microsoft Office Specialist in PowerPoint. Doris previously obtained her MOS in Word and Excel.



### Quotes...

“Whenever two people meet, there are really six people present. There is each man as he sees himself, each man as the other person sees him, and each man as he really is.”  
- William James, psychologist

“The most important thing in communication is to hear what isn't being said.”  
-Peter F. Drucker, management consultant