

Charlotte Connections

Volume 2, Issue 1, July 2003



Message From Millie

Millie Woods - President

Most of us joined this professional organization for a purpose, whatever the reasons . . . the only way to enhance and realize those goals is to be involved. In my incoming president's message, I asked for your continued cooperation throughout this year and said I would assign everyone to a committee. I thought by assigning everyone to a committee,

it would continue to strengthen our chapter; however, after thinking this through more thoroughly, I am not so sure you would benefit; therefore, the Chapter would not benefit. I would rather you contact the Directors and Chairs of the committees in which you have an interest. By volunteering your time and expertise to the committee of your choice, I expect you would not only do a good job, you would also put forth the extra bit of effort needed to do an outstanding job.

One of our missions for this IAAP year is to continue our membership growth. Ronda Dwyer, Membership Director, and her committee will make membership retention one of their priorities. However, you, as a Chapter Member, can also help by mentoring one another. At the meetings, extend a hand of friendship to all. Call a member:

- Wish him/her happy birthday.
- Tell them you have been missing them at the meetings.



"A great step toward independence is a good humored stomach."

— Lucius Annaeus Seneca (4BC?-AD 65)

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Monthly Meeting

July 14, 2003

Hilton Executive Park

5:30 p.m. - Networking

6:00 p.m. - Dinner

Speaker: Naomi Skarzinski

Topic: Virtual Assistance 101

Menu: (See Reservation Form)

Cost: \$17.00

Absolute Deadline for Reservations: e-mailed, faxed, or telephoned to Amber Smith by high noon, July 9, 2003. (See reservation form.)

Important Reservation Information: Cancellations after noon on July 9, 2003, will be invoiced to you within a week of the meeting. Once the guarantee is submitted the meals cannot be cancelled. If you have questions, please call Marion at (704) 367-1801.

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Message from Millie
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- If they are ill . . . let me know so we can send them a card and give them a call.
- Share your ideas and experiences with us.

Everyone should be made to feel a vital part of the Charlotte Chapter. Together, we can make this the best IAAP year the Charlotte Chapter has ever enjoyed.

Charlotte Chapter, you can make this an extraordinarily successful year. ■

Our Mission: Possible

**If Birds Were
Congressmen**

Betsy Lawson

My feathered friends, we are hereby convened

To discuss what most believe is an ironic scene

Those who have the most share the least

Those who are fat are having the feast

I would like to introduce Proposition Thirteen
Whereby mankind is remembered in between
The hubbub of everyday sky stress, which means
Scrimping, scraping, bowing and raking
Foraging, pilfering, stowing and gleaning

For it is at those times, when we're breathlessly tired
From providing for our progeny
The times when we birds have nothing better to do
Than roost and rest our anthology

I propose no singing for our suppers
Let them hear a silent sky
Miss our colorful splash in the birdbath
Wonder why their world is so dull

After all, didn't the powers Almighty
Give us rise to instinct that keeps us aflight
And didn't we survive centuries of progress
With never a seed scattered out of their hands?

And this was long before birding was a sport
This was when Eden was in flower
When dinosaurs ruled the earth
When glaciers carved out the huge abyss
That represents the minds of most men

Since when are we beholding
To these humans, these selfish ones
We're not here on earth for their amusement
But rather for our own infusion

We need to care better for our own
What say you, Hillary Bluejay?
How about you, Joseph Owl?
And you, Edward Eagle?

And one more thing
If your feeder runs over, and you don't mind sharing

The ducks would appreciate your
intention of caring
The doves only want what's best for
peace
But wouldn't mind having some
seeds in the least

And just to raise your awareness
Our country cousins the chickens
Are raised to be slaughtered
And turkeys are fattened
To be dressed, tied and fettered

**"I love cats. I love their grace
and their elegance. I love
their independence and their
arrogance, and the way they
lie and look at you, summing
you up, surely to your
detriment, with that
unnerving, unwinking,
appraising stare."**

— Joyce Stranger

You've got to decide where you stand on these issues
Or before you know it you'll be an entrée
Like Our Brother Pheasant, may he rest in peace
This session is adjourned your consciences to meet. ■

IAAP Anniversaries

Carol Reger CPS/CAP	July 2000
Naomi Skarzinski	July 2001
Deborah vanWitzenburg	July 2001

IAAP Birthdays

Marti Davis CPS	July 12
Jeannie Strother CPS	July 17
Carolyn Waddell	July 26
Debra Winn	July 10
Millie Woods	July 5



Member Extraordinaire Donna Straus

I appreciate being selected as Member Extraordinaire for June. It was a real surprise! To be recognized for “helping out” is just great. It was that extra “thank you” that truly brightened my Monday night, Tuesday, Wednesday, Thursday . . .

After reading about IAAP and then attending a few meetings, I joined this chapter. I am so glad I did. I had been in and out of the administrative field throughout my working years. I spent 14 years with the State of Illinois in secretarial positions, and for most of those years I took college classes for the extra challenge. Then, I decided to quit my job and continue college full time. I earned a Masters in dietetics, a “non-office” degree. This was a major challenge! I worked in the health/nutrition area for several years, then with marriage and moving to Charlotte, I gradually drifted back into office work. I decided I must find ways to “bloom where I am planted,” as Carol Wolf CPS/CAP, NCD President, said in her own words at our June meeting. My husband also gave me a card several years ago, that said the same thing and I have always remembered that phrase.

I joined in the middle of the 2000-2001 year, so I had the opportunity to be an observer that first year. I attended the monthly meetings and began to feel comfortable among all my new friends. During the 2001-2002 year, I was involved in the new mentoring program, attended a leadership seminar in Greensboro and contributed to the community service projects. This past year, 2002-2003, I was a member of the Board holding the By-Laws and Standing Rules Directorship. I attended many of the Board meetings and enjoyed being involved in the planning of the monthly Chapter

meetings. I continued with the mentoring program, took over the job of updating the membership data, and chaired the nomination committee.

Being an IAAP member and being involved in its activities has added another dimension to my work life. Thanks again for this award. ■

Mornings Most Productive for Job Interviews

Office Team

Job seekers who land morning interviews may have an advantage in the hiring process, a new survey suggests. More than two-thirds (69 percent) of executives polled recently said the most productive time for meeting with applicants is between 9:00 and 11:00 a.m.

The survey was developed by our company and conducted by an independent research firm. It includes responses from 1,400 executives from a stratified random sample of U.S. companies with more than 20 employees.

Many managers prefer to schedule interviews before the other responsibilities of the day begin. After a full slate of meetings and regular work activities, their energy level and focus may not be as strong in the afternoon. For job candidates seeking an edge in a highly competitive labor market, scheduling a morning interview can be a valuable first step.

Other tips for a successful interview include:

- **Practice.** An interview is like an audition, so make time to rehearse with a friend or family member standing in as the interviewer. Audio or videotaping these sessions can provide additional insight.
- **Be prepared.** Have a clear idea of what the company does and how you can contribute to the organization. The more thoroughly you prepare, the higher your confidence level will be during the interview.



Donna Straus
Member
Extraordinaire



Great participation
from the Charlotte
Chapter at the NCD
2002 Annual Meeting

“If money is your hope for independence you will never have it. The only real security that a man will have in this world is a reserve of knowledge, experience, and ability.”

— Henry Ford (1863-1947)

Mornings Most Productive for Job Interviews
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- **Don't be late.** Tardiness always creates a bad impression — even if you have a good excuse. Find out in advance exactly how to get to the interview location and if you've never been there before, do a trial run. If possible, try to get there at the same time as your interview is scheduled for — this way you'll know what kind of traffic conditions you'll likely experience when you go for the actual meeting. Asking about appropriate places to park beforehand can also help ensure you arrive on time when it really counts. ■

Submitted by OfficeTeam. OfficeTeam is the world's leading staffing service specializing in highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact a staffing manager at (800) 804-8367.

“Marriage is that relation between man and woman in which the independence is equal, the dependence mutual, and the obligation reciprocal.”

— Louis K. Anspacher

Editor's Couch

Editor: Naomi Skarzinski

I will be short and sweet this month. Calling all members who are interested in taking over the newsletter and website next year, please call me!

Welcome New Members

We want to welcome all our new members, you may be on this list, we may have already reconized you; however, we want to make sure everyone is welcomed!

Courtney Curry

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Angela Glover

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Madeline Schuler

madeline@schuler@cpcc.edu

Annastacia Tooke (Staci)

stooke@ci.charlotte.nc.us

Bonnie Wallsh

Naomi Weatherly

nweatherly@healthcareinteriors.com ■

Recognition

Naomi Weatherly

I would like to recognize my boss, Mary Anne Hammond, for her hard work and achievement. She has received one of the 2003 Top 25 Women in Business Achievement Awards. She will be featured in the July 18, 2003 issue of The Business Journal.

Congratulations Mary! ■

The Technology Box

HELP, HELP, HELP, HELP!

I need your help to fill this box. Do you have any tidbits to share with your fellow members. Do you know some piece of technology, or office procedures you are sure will help everyone in their day-to-day work environment. If you do, we would love to hear from you. We just need a few paragraphs from you. We promise, it won't hurt too badly. Big smile!

Check in next month to see what is new in the technology box.

IAAP	International Association of Administrative Professionals
CPS	Certified Professional Secretary
CAP	Certified Administrative Professional
NCD	North Carolina Division
SED	Southeast District
LDCEF	Leadership Development Conference and Education Forum (NCD Spring Conference)
APW/APD	Administrative Professionals Week/Day (formerly Professional Secretaries Week/Day)
RTF	Retirement Trust Foundation—supports our Retirement Center at Vista Grande and all retired members (merited members)
PEC	Professional Education Conferences—3-day Spring Conference, open to all members



Virtual Assistance 101

July 14, 2003

Hilton Executive Park

Guest Speaker

Naomi Skarzinski

Top Shelf VA Services

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Dinner Reservations Form

Reservations due by: Wednesday, July 9, 2003 (No later than high noon.)

Contact: Amber Smith
e-mail: amber.smith@carolinashealthcare.org
Telephone: (704) 697-7407
Fax: (704) 697-7422

Menu: TBD

Cost: **\$17.00** (To help with congestion at the registration table, please have check (payable to "Charlotte Chapter IAAP") or money ready. Please also indicate whether you have your own name tag or not. We will have one available if you do not already have one.)

Attendee Information:

Name: _____

Company: _____

Telephone/e-mail/fax: _____

Guests: _____

Name: _____

Company: _____

Guest Telephone Number: _____

Upcoming Events

August 2003
August Gathering
Location and Date TBD

September 8, 2003
Lorraine Dawson
CPS/CAP Certification

**Contact Editor for
submissions of
articles, corrections:**
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