

It's A Shore Thing!

Tri-County Chapter Newsletter

Serving Wicomico, Worcester and Somerset Counties!



Winter 2012

From the President's desk...

I would like to welcome you to the first edition of the Tri-County Chapter Newsletter!

A lot of work goes into leading a chapter, as my predecessors can attest to. But it is YOU, the members of the Tri-County Chapter, who keep it going. Your commitment to the administrative profession inspires me, and YOU make the difference in the chapter! As someone once said, "There is no self-made man. You will reach your goals with the help of others." Though we are a small chapter, we are mightier than

many. We have always worked together as a team to achieve our chapter's goals, as well as our personal goals - so thank you for being on this journey with me as I serve as your President for the 2011-2012 year.

Throughout my life I have met many people who:

- ◆ can accept failure and who can't accept not trying;
- ◆ have failed over and over and over again in life – but their failure is why they have succeeded;
- ◆ have expected things of

themselves before they could do them.

Through passion, determination and being part of IAAP, it gives everyone the opportunity to lead a more successful and fulfilling life.

So as we continue our incredible year together, remember -

**Be bold. Have courage.
Your dreams,
they're waiting
for you.**

- Nora



New theme chosen for 2011-2012 year!

One of the tasks assigned to new the Tri-County Chapter President, Nora Lebois, was the opportunity to select the chapter's theme for the new year.

After much consideration, the theme of "*Dare to Dream and Achieve*" was chosen. This theme reflects the Tri-County Chapter's commitment to helping inspire their members achieve success in

both their careers and personal life!

So, if you've been thinking about finishing your degree, pursuing another career or living a healthier life - set your goals, make a plan and remember - *If you can dream it, you can achieve it!*

There's no better time to start then right **NOW!**



If you have information or ideas for our upcoming newsletter, please forward them to our Newsletter Coordinator Melissa Davis at: madavis@worwic.edu

Thank you for your interest in the Tri-County Chapter!

Happy Winter!

Meet the 2011-2012 Board Members!

Tri-County Chapter, President

Nora has been in the administrative field for over 20 years and currently works at Wor-Wic Community College as an Executive Associate to the Vice President for Academic & Student Affairs.

Realizing the importance of networking with other administrative professionals and learning how they dealt with some of the same issues she encountered in her job, Nora joined the IAAP Tri-County Chapter in 2005. She has served as the chapter's Program/Education/Certification Chairperson, Vice President, Treasurer and currently as President.

In her 'free' time she enjoys running, cycling, baking cookies and spending family time with hubby Gus, her son Ryan and his wife Erin, and flying to Atlanta to visit with her other son, Evan.



Standing (from left to right): Sandie Perry, Nora Lebois.
Seated (from left to right): Jennifer Ward, Melissa Davis

Tri-County Chapter, Secretary

Sandie Perry works as Administrative Assistant for the City of Salisbury, Public Works Department at the City Yard. Sandie joined IAAP in 2007 after then-President Ruth Ann Jenkins extended an invitation. Ruth Ann promised Sandie that she would love it, make wonderful friends, learn from other Admins, improve herself and her job skills and just have fun. Ruth Ann was absolutely correct! Sandie lives in Delmar, MD with hubby and two spoiled dogs.

Tri-County Chapter, Treasurer

Melissa is currently employed as an Administrative Associate at Wor-Wic Community College. She has over seven years of administrative experience. Melissa joined the IAAP in April 2010. This is her first year serving as a Board Member for the Tri-County Chapter. She is excited about the up-coming year with the Tri-County Chapter and all the opportunities that membership can bring. During her free time she enjoys reading, watching movies and spending time with her boyfriend Padraic and family.

Tri-County Chapter, Membership/Program Chair

Jennifer Ward is employed as Administrative Assistant in the Public Works Department for the City of Salisbury. Jennifer originally learned about the IAAP while attending Del-Tech Community College as an Office Technology major. She was gifted an IAAP membership and joined the Tri-County Chapter in April 2010. She graduated in May 2010 with her Associate's Degree. Jen enjoys spending time with her husband and two daughters and is expecting another child at the end of April.

Quick Tips to save on your electricity bill this winter!

- ◆ **Lighten up:** Open your blinds on north facing windows to help let in the warmth of the sun
- ◆ **Block drafts:** Make sure that your house is sealed and insulated properly. Check for window leaks.
- ◆ **Lower Thermostat:** Lower the temperature by two degrees and bundle up with a blanket and slippers.
- ◆ **Change Air Filters:** Remember to clean or replace your air filters every winter and summer.
- ◆ **Exercise:** When you exercise, your body temperature goes up, you drink water and you feel better!

"If we had no winter, the spring would not be so pleasant: if we did not sometimes taste of adversity, prosperity would not be so welcome."

-Anne Bradstreet

Fall Education Conference!

Five members of the Tri-County Chapter attended the DE-MD-DC 2011 Fall Education Conference and Open Board meeting held on Saturday, October 8th at the Dover Downs Conference Center in Dover, Delaware. This was a very informational and exciting event hosted by the First State Chapter!

Attendees were treated to a free lapis tote for early registration, as well as both a morning and afternoon presentation, buffet lunch and access to several vendor tables throughout the day.

During the morning session, Tara Simpson, from Beebe Medical Center, gave an engaging presentation on emotional intelligence (EQ). We learned how our feelings and subsequent reactions can greatly affect both our professional and personal lives. This program was eligible for 3 recertification points!

For the afternoon session, we were treated to some quick lessons on Microsoft Word and Excel by Stephanie Foster of Goldey-Beacom College. Many new tips and tricks were discovered through this presentation. Two recertification points were received from this program.

At the conference, the Tri-County Chapter hosted a fundraising table. We raffled off a "Spa-licious" gift basket and raised a total of \$55.00 for our chapter!! We also started an on-going raffle of a beautiful, quilted wall hanging (provided by Jen Ward). The proceeds of this on-going raffle, which will be raffled off in April 2012, will benefit the DE-MD-DC Division.

It was a very exciting and rewarding day for all who attended!!!



Membership Drive

On Sunday, October 23rd, the Tri-County Chapter held a Membership Drive at the Runaway Bay Apartment Community Center in Salisbury, Maryland.

This informal meeting was advertised externally to area administrative professionals, through the local newspaper and several other area venues. Light refreshments were served during the event.

We were pleased to have in attendance, Susi Benson, CAP/Division President and Marsha Kremzier, CAP/Division VP.

Jennifer Ward, Membership Coordinator, gave a short presentation about the history of the IAAP, as well as the benefits of an IAAP membership. Ruth Ann Jenkins spoke as one of the chartering members of the Tri-County Chapter. Treasurer, Melissa Davis, offered a viewpoint from a newer member of the chapter.

Although no new members were recruited through this event, the Tri-County Chapter is continuing to work towards growing our chapter.

A big THANK YOU to all those who helped put this event together!

Office Organization Tips

Returning to work after a vacation or long weekend rarely goes smoothly. You're oblivious to the chaos because you're still in a vacation haze on your first day back and the mayhem usually settles in on day two or three. Your to-do list is more extensive than usual, the backlog of email seems overwhelming, and your reaction time to even the smallest of problems is as if you are immersed in a bowl of thick maple syrup. These strategies can help you to regain order and your sanity:



- Arrive an hour early to work so you can find your footing before everyone else arrives in the office.
- Scan the contents of your physical inbox, your email inbox, your calendar, and anything else that has appeared on your desk. Get an idea of all of the new items that you'll have to do and what old items are still on your task list.
- Gracefully bow out of as many obligations as possible that would take you away from your desk for the day (or next few days).
- Schedule deadlines for all of your new action items on your calendar — and keep these deadlines realistic.
- As you're working, alternate between old action items and new action items and between mindful and mindless tasks. Take a break at least once an hour, and don't forget to eat (your brain and body need the fuel).
- Mind other people's expectations of when to receive work from you. Now is the time to under promise and over deliver.

Use these tips make your next return to work a smooth one!

Up-Coming Educational Opportunities!

Spring Education Conference & Open Board Meeting

In March, the DE-MD-DC Division will meet at Harbortowne Resort in St. Michael's, MD for the Spring Education Conference and Open Board Meeting.

The event will be on March 9-10, 2012. Please visit the [Division website](#) for more information.

The conference starts at 6:00pm on Friday and is scheduled to end at 4:00pm on Saturday. Up to eight recertification points will be available to those with their CAP or CAP-OM certification.



Registration is required for this event and must be made in advance. No registrations will be accepted at the door.

Chapters are invited to request a fundraising table for the event. In addition, outside vendors will have resources available to the attendees.

The theme of this event is "Making the Leap to Remarkable, the Power of Communication." You don't want to miss this great event!!

Administrative Professionals Week!

It's almost that time of the year!

Make sure you mark your calendars for the week of April 23rd-27th. That is this year's Administrative Professionals Week.

In an effort to recognize the achievements and importance of Administrative Professionals in the Eastern Shore area, the Tri-County Chapter is organizing an APW event, scheduled for Wednesday, April 25, 2012.

This event will be held at the Fountains Conference Center in Salisbury, MD from 10:00am - 2:00pm.

Participants will be treated to a guest speaker presentation, lunch, a fashion show and will have access to several vendor tables throughout the day.

It will be a fun, exciting day for all involved. Please make sure to register for this fabulous event!



More information to come!



Monthly Meetings

Please join us for our monthly meetings, held on the 2nd Tuesday of every month. Here are the details:

- 5:30 - 6:30 - Networking / Program
- 6:30 - 7:00 - Business Meeting & Updates
- 7:00 - Adjourn

Location: Wicomico County Library Meeting Room #2, 122 S. Division Street, Salisbury, MD.



Division Fundraiser

The Tri-County Chapter is holding an on-going raffle to help support the DE-MD-DC Division. The winner of this raffle will be selected at our Administrative Professionals Gala on April 25, 2012.

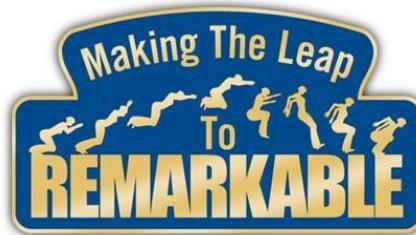
We are selling tickets for this beautiful, hand-sewn quilted wall hanging! This is a very large quilt, approximate size: 45"H x 50"W. Gorgeous, bright colors and soft, quilted fabric.

Ticket prices are:

1 ticket for \$1.00 OR 6 tickets for \$5.00

If you would like purchase a ticket (or two), please contact Melissa Davis at madavis@worwic.edu or (443) 735-0605.

The Tri-County Chapter thanks you for your support!!!



Important Dates to Remember...

JANUARY

- * **Sunday, January 1st**
New Years Day
- * **Tuesday, January 3rd**
TCC Board Meeting
- * **Tuesday, January 10th**
TCC Monthly Meeting
- * **Monday, January 16th**
Martin Luther King Jr. Birthday
- * **Saturday, January 21st**
DE-MD-DC President's Forum II
(Crofton MD)



FEBRUARY

- * **Tuesday, February 7th**
TCC Board Meeting
- * **Tuesday, February 14th**
Valentine's Day
- * **Wednesday, February 15th**
TCC Monthly Meeting
- * **Monday, February 20th**
President's Day



MARCH

- * **Sun.- Wed., March 4th-7th**
IAAP 2012 National Spring
Conference (Las Vegas!)
- * **Tuesday, March 6th**
TCC Board Meeting
- * **Fri. & Sat., March 9th & 10th**
DE-MD-DC Division Spring
Education Conference
(St. Michael's, MD)
- * **Tuesday, March 13th**
TCC Monthly Meeting

