



BULLDAWG TALES

July/August/September
2010

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Athens, Georgia

ATHENS CHAPTER



2010-2011 Athens Chapter Board

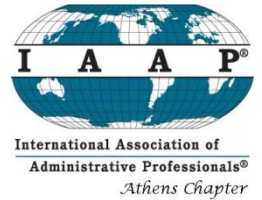
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Message from the president:



You know the old saying "time flies when you're having fun"? Well that is certainly true! I looked



back at some old notes and minutes and realized the last time I was President of the Athens Chapter was the 2006-2007 year. A lot has changed in my life, both personally and professionally...My oldest child has graduated from high school and has a job (yeah) and my youngest just got his learner's license (gasp).

On the professional front, I now have initials after my name...CPS and CAP; and so do several other Athens Chapter members. With the help of our newly appointed Georgia Division Treasurer, LaVonne Goldschmidt, CPS/CAP, Athens Chapter offered its first Review class for the CPS and CAP exams in conjunction with UGA in 2008 and five participants out of that first class, passed the exams. Our "BEACONS" are Evelyn Lee, CPS/CAP, Terry Tripp, CPS/CAP, Tracy Coker, CPS/CAP and Gay Jones, CPS/CAP. Since that first class was so successful, we decided to continue to offer the review classes and are proud to say several more members are sitting for the exam in November. Shine on BEACONS!

Several of our programs will be awarded "re-certification points" this year, and we have applied for more. Our program chair is busy ironing out all the details for this year's programs and so far, the list looks great – everything from computer technology training to leadership development with some fun thrown in, too. Executive Appreciation Day is just around the corner in October, and we always enjoy the breakfast and fellowship with our bosses – stay tuned for more information on the special guest speaker. Before we know it, Thanksgiving will be here; and our November program will be presented by Greg Creech – remember him from CDW? And you know, right after Thanksgiving comes Easter and Spring! Our program for March will be Water Conservation – always educational, and then Nina Hubbard, CAP, Georgia Division President, will shine in Athens in May. Did I say something earlier about "time flying.....?"

Rhonda Bray, CPS/CAP

In this issue:

President's Message	1
Chapter News and Workplace Tips.....	2
Chapter and Community News	3
Health Tips	4
Health Facts & Safety Tips.....	5
Safety Tips.....	6
International News	7
Georgia Division News	8

Personal Challenge for Members

For those who missed our September Chapter Meeting, we had a very informative and challenging presentation made by our very own LaVonne Goldschmidt, CPS/CAP, Georgia Division Treasurer. Here you will find a brief summary of her presentation, "First Things First."

The September Program First Things First was a review of using time management as a tool to move towards a higher competence, personal leadership. LaVonne discussed the necessity of identifying our First Things, important things, our goals and aspirations; developing a plan, and executing the plan using the AAA model.

- Accept – Accept the Challenge
- Assimilate – Think about it, meditate on it and develop a plan
- Apply – Work the plan (a road map to success)

She reviewed the four quadrants where we spend our time with emphasis on quadrant two, "the important but not urgent" quadrant. She took us through the steps of creating a basic plan, and we discussed how having a plan is our road map to success. She explained and demonstrated that the plan makes it easier for us to stay on task. It makes it easier for us to make decisions that support the plan.

She wrapped up with a challenge to select at least one relationship in one of our roles that needs attention. To identify one goal that if accomplished would have a significant impact on the relationship, and to develop a plan using the AAA model.

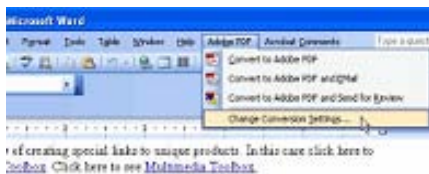
How To Make Sure Adobe Acrobat Shows Your Microsoft Word Hyperlink

Sometimes you'll find that hyperlinks just don't get carried from Microsoft Word to a PDF document. That can be difficult if you don't know how to fix that.

One of the easiest ways to fix that is in the video listed below. But sometimes the real problem is just one check box that has not been checked in Acrobat.

Here's how to make sure your hyperlinks get transferred from Word to Acrobat.

In Word go to the top toolbar and click on Adobe PDF. You'll get the drop down window as shown below. Now click on "Change Conversion Settings..."



The next window that opens is the Acrobat PDF Maker. About half way down that window make sure the "Add links to Adobe PDF" is checked. That should make sure your hyperlinks are transferred directly from Microsoft Word to your PDF document.



If this doesn't fix your problem then follow our video on how to add hyperlinks to a Word document using Adobe Acrobat.

Related Articles

- [Adding Hyperlinks To Your Documents Using Adobe Acrobat \(Video\)](#)
- [Adding Hyperlinks To Your MS Word and PDF Documents Can Be Easy \(Video\)](#)



CHAPTER NEWS AND WORKPLACE TIPS

We're on the WEB!

Athens Chapter invites you to visit us at:

www.iaapathens.org



Let's Celebrate!!!



Birthdays:

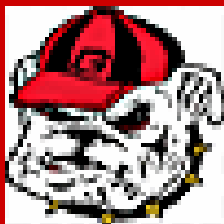
Nancy Cochran*	10/18
Lynn Gosnell	10/26
Gay Jones, CPS/CAP	11/21

Membership

Anniversaries:

Elizabeth Smith	10/02
Juanita Smith*	10/72
Cora Wright	10/02
Evelyn Lee, CPS/CAP	10/00
Barbara Howard, CPS	11/81
Lynn Gosnell	11/02
Nancy Cochran*	11/04

*Former Members Retired



CHAPTER AND COMMUNITY NEWS

Upcoming Events:



Chapter Level

October 14, 2010 – Executive Appreciation Breakfast

SPEAKER: Kathy Pharr, Asst. VP for Finance & Administration, UGA

LOCATION: University of Georgia Center for Continuing Education

TIME: 7:30 a.m.

November 16, 2010 – “How to Win in Office 2010”

SPEAKER: Greg Creech, Techedutainment Services Inc.

LOCATION: University of Georgia Center for Continuing Education

TIME: 5:30 p.m.

December 14, 2010 – Holiday Social and Gift Exchange

LOCATION: TBD

Division Level/ International Level

October 17-20, 2010 –

IAAP 2010 Fall Conference, The Seelbach Hilton Louisville, Louisville, Kentucky. Click this link for [advance reservations](#).

March 6-9, 2011 –

IAAP 2011 Spring Conference, the Hyatt Regency Tampa, Tampa, Florida. Click here for [advance hotel reservations](#).

Congratulations to our latest Grandma!

La Vonne Goldschmidt, CPS/CAP has a new grandson, Jaxton James Davrick Ruiz. Jax was born August 12, 2010. He weighed 6 lb. 13 oz. and was 19½” long. The proud parents are Joshua and Rozlyn Ruiz of Huntington Beach, CA. Grandma Georgia (GiGi) has a trip planned to visit the happy family, October 11 – 18. **Precious, isn't he!!!**



Upcoming Community Projects

Our current project is for Project Safe. We will be collecting individually wrapped toothbrushes and tubes of toothpaste. We'd like for each member to please donate 5 each of both. Our GOAL is 50 of each.



For our November project, we're asking our members to please donate two jars (18 oz jar or less) of peanut butter for the Northeast GA Food Bank to help schoolchildren who are in jeopardy of not having enough to eat during the weekends. Our GOAL for this project is 20 jars.

Our December project will be collecting new, unwrapped toys for the Salvation Army's Toys for Tots campaign. If you would plan to bring at least 1 new, unwrapped toy to our November meeting that would greatly help us contribute to this campaign.

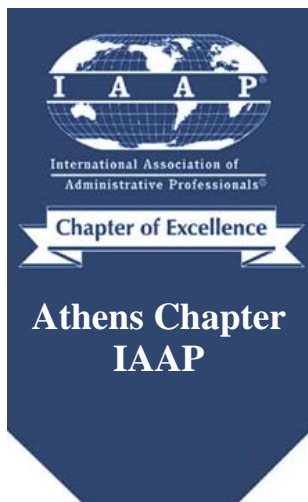


With fall now upon us, our thoughts turn to the Thanksgiving Holiday and how thankful we are for all that we have been blessed with. In October, we'd like to share with others and help to make their Thanksgiving a little bit brighter. Please plan to bring with you to our Executive Appreciation Breakfast a contribution of \$3.00 toward a donation to Our Daily Bread mission to assist in providing Thanksgiving Dinner for those less fortunate. Our goal this year is \$39.00.



Our Chase Street cleanup has begun for our 2010-2011 year. We look forward again this year to making a difference in our community by helping to keep a portion of our roadway clean. The following are the dates for the remainder of this year: January 15, April 2 and June 11. Please plan to participate as often as you can.

Congratulations! Athens Chapter for earning this designation! Thanks to all who have worked so hard last year to make this happen! We may be small, but together we can do mighty things! Let's all do our part to keep this banner for our Athens Chapter!



Fundraiser & Community Service

The Athens Chapter has been chosen as one of twenty Athens area non-profit organizations to assist the University of Georgia in its first “Gameday Recycling Initiative” that will begin when the Dawgs kick off the 2010-2011 football season next week. The University of Georgia Athletic Association is working in conjunction with the Office of Sustainability and the Athens-Clarke County Solid Waste Department - Recycling Division to promote environmental sustainability at home events and facilities. The goal of this program is to prevent 25,000 plastic bottles and cans (per game) from being thrown into the landfill. This is only one of several community service events the Athens Chapter participates in throughout the year. Gooooooooooooo DAWGS!



Eat Well...Feel Well...Be Well...Energizing Foods

When your energy level is high, you feel well and are motivated to exercise. You can increase and stabilize your body's energy by consuming five to six meals a day with 55 percent to 60 percent of your calories coming from complex carbohydrates, including whole grain breads, fruits, beans, pasta, potatoes and vegetables.

These complex carbohydrates keep your blood sugar stable because they are absorbed slowly, producing energy for longer periods than sugary foods like cookies, doughnuts or potato chips. These foods are absorbed quickly for a quick burst of energy, followed by a drop in energy and mood. They also cause the pancreas to produce large amounts of insulin, which decreases blood sugar. Blood sugar levels are also related to the amount of serotonin in your brain. Serotonin is an important chemical in the brain that regulates mood. When your blood sugar and brain serotonin levels are stable, you'll have a sense of vigor and confidence.

Caffeine Reduction

Although caffeine is helpful in producing quick increases in energy, it also affects the amount of insulin produced and can cause dehydration. The effects of caffeine are temporary and will produce a drop in energy and mood once consumed by the body. Instead of consuming caffeine in the morning or before a workout you can try:

- 🍏 Fruit juice in the morning
- 🍏 Whole wheat cereal or toast
- 🍏 Fresh fruit

Maintaining Exercise Motivation

- ☺ Stay hydrated. The average adult should consume 2-2.5 liters of water daily.
- ☺ Eat breakfast. Breakfast should be comprised of whole grains, fruits and juice.
- ☺ Avoid large meals. Eat small meals throughout the day to maintain energy.
- ☺ Don't skip meals. Eating frequently sustains the body's metabolism which in turn stabilizes energy and calorie expenditure.

http://www.acefitness.org/fitfacts/fitfacts_display.aspx?itemid=291



Healthy Muscles and Joints

Did you know that the human body contains more than 600 muscles that make up about 40 percent of a person's weight? It's no wonder then that sprains and strains rank among the most common causes of injury to our employees – both on and off the job.

What Are Muscles and Joints?

When we talk about muscles, most people think about skeletal muscles such as the quadriceps and biceps. But did you know that the heart is also made of muscle? A muscle is a type of tissue that produces force and causes motion. A joint is where bones meet and allows us to bear weight, be flexible and move. A joint consists of cartilage, membranes and fluids.

Caring for Muscles and Joints

Injuries to muscles and joints are quite common. Improper lifting of heavy items or exercising without warming up can lead to a strained or "pulled" muscle. This occurs when the muscle or tendon that connects it to the bone is stretched. A sprain is an injury to a joint (such as the knee, ankle or wrist) and occurs when the ligament (the tissue that connects bones of a joint) is stretched or torn.



HEALTH TIPS

Mosquitoes

Empty out puddles of stagnant water near your home. These are breeding grounds for mosquitoes. They also live in your lawn, so keep the grass short.

A small percentage of mosquitoes carry West Nile virus. Most often, West Nile causes flu-like symptoms. But in rare cases, it can cause encephalitis or meningitis.

Wash mosquito bites with warm soapy water. For itching, you may try over-the-counter anti-itch creams. Don't scratch; it can cause infection.

While you can't escape mosquito bites and stinging insects completely, you can lower your risks by heeding the following tips:



Wear light-colored clothing. Insects like bright pastels, flowery prints and dark colors.



Leave the perfumes, lotions and scented hair products at home. They attract insects.



Don't swat at buzzing insects. They'll sting if they feel threatened.



Use insect repellents. Follow directions carefully.

Please submit articles, pictures, etc. to Wanda Weldon by e-mail: wsweldon@southernco.com

Newsletter Committee: Wanda Weldon and Gay Jones, CPS/CAP.

Deadline for article submission for the October, November, December newsletter is November 15.



HEALTH FACTS & SAFETY TIPS

Ladder Safety

Each year in the U.S., accidents involving ladders cause an estimated 300 deaths and 130,000 injuries requiring emergency medical attention. Be safe around ladders by following these guidelines:

Inspection: Look before you climb

- ✓ Inspect the ladder carefully each time before climbing.
- ✓ Look for missing, damaged or loose components.
- ✓ Make sure that working parts move properly and that all connections are secure.
- ✓ Carefully check components such as spreaders, locks, flippers and safety shoes.
- ✓ Look for split side rails. These can cause splinters or complete failure of the ladder.
- ✓ Missing or damaged rungs will lead to a fall.
- ✓ Never test a ladder by jumping on it. This could damage or weaken the ladder, or you could slip and fall.



Healthy Muscles and Joints (Cont'd from page 4)

To prevent injuries such as sprains and strains, it is important to wear appropriate shoes and protective gear for sports and to always warm up before exercising. Warming up actually heats the muscles, which decreases the risk of tears.

Exercise is an essential aspect of maintaining muscle and joint health. Flexibility exercises, such as stretching, help to elongate muscles, promote range of motion of the joints, and improve coordination and balance. (See stretching exercises) Strengthening exercises, such as weight training, help build strong muscles and joints. Aerobic activity, such as walking, running and biking, helps to strengthen the heart muscle.

Check with your healthcare provider before beginning an exercise program if you have a serious medical condition, have a personal or family history of heart disease, are middle aged or older, have a sedentary lifestyle or are over-weight.

Following a healthy diet, including whole grains, fruits and vegetables, low fat dairy products and lean sources of protein, helps keep muscles strong. Maintaining a healthy weight can help prevent stress on your joints.

www.nlm.nih.gov/medlineplus/ency/article/004015.htm; www.ahealthyme.com/topic/strains; http://training.seer.cancer.gov/module_anatomy/unit4_4_muscle_grp.html

Thyroid Disease

Your thyroid is a butterfly-shaped gland just above your collarbone, in your neck.

Your thyroid sends out hormones that help regulate your metabolism, or how fast your body burns up the calories you eat and drink.

Up to 20 million people in the U.S. have thyroid problems. Most of them are women, but anyone can have thyroid disease.

Hypothyroidism means the thyroid gland does not send out enough hormones. Some symptoms are . . .

- Feeling very tired much of the time
- Being forgetful
- Gaining weight
- Having dry skin and hair
- Having frequent or heavy menstrual periods
- Not being able to stand cold temperatures

Hyperthyroidism means the thyroid gland sends out too many hormones. You might notice these signs . . .

- Feeling irritable or nervous
- Feeling weak or shaky in your muscles
- Losing weight
- Not being able to sleep well
- Skipping menstrual periods or having light ones
- Having vision problems or irritated eyes
- Having an enlarged thyroid gland
- Being sensitive to heat



If you have symptoms of either of these thyroid conditions, talk to your doctor.

A simple blood test can tell how well your thyroid gland is working. Thyroid problems can almost always be treated, and people who have thyroid disease can live long, healthy lives.



I.C.E. on your cell phone - IN CASE OF EMERGENCY

You depend on your cell phone for a lot of things.

It may even be a source of comfort to know you have it in case of an emergency to call 9-1-1. It can also be a lifeline in another sense: It may help paramedics reach your loved ones if you are seriously injured or sick and unable to communicate.

Like most people, you likely store your phone numbers on your cell – friends, acquaintances, spouses, co-workers and others. You know who everyone is, but a paramedic, doctor, police officer or nurse has no idea who to call if you are incapacitated. (Your spouse or significant other is likely to be stored in your phonebook by first name.)

A paramedic in Britain came up with a program that encourages people to enter emergency contacts in their cell phone address books under the name “ICE.” It can be “ICE - Mary” or “ICE - Jane.” That will tell a paramedic or health care provider scrolling through your cell's phone book to contact this person and show his or her name. ICE is a short, easy way to find the information quickly. You could also use “ICE-1” or “ICE-Jane-1.” The numeral tells the health care provider to call that person first.

Source: <https://healthatoz.myuhc.com/portal/bridge/southernco>

Summer is peak season for one of the nation's deadliest phenomenon. –

Lightning. Although, summer is coming to a close, lightning still poses concern for human safety. In the United States, an average of 58 people are killed each year. To date, there have been 19 fatalities in 15 states in 2010. In addition, hundreds of people are permanently injured each year. This year, Georgia tragically tops the chart with three lightning deaths, according to the National Weather Service. Some of these injuries and deaths could be prevented with planning and caution.

If lightning appears far away, am I safe?

Lightning can strike as far as 10 miles from where it is raining. If you hear thunder, you are probably at risk even if you don't see lightning.

Five ways to prevent lightning strikes

1. If you plan to be outdoors, check the local weather forecast, and keep an eye on the weather. Avoid outdoor activities during a thunderstorm.
2. Don't be on or near water during a thunderstorm.
3. Avoid tall structures, such as isolated trees and flagpoles.
4. If you are outside before or during a lightning storm, find shelter as soon as you can. An insulated building with plumbing and wiring is better than an open shed. If there's no building close by, seek shelter in a hardtop vehicle (not a convertible). Don't touch any metal inside the vehicle.
5. When inside, turn off and stay away from electrical appliances, fireplaces, televisions, computers and power tools.

What happens when you are struck by lightning?

Some people survive lightning strikes with only minor injuries while others have long-lasting health problems.

A lightning strike may not cause visible burns or other injuries, but you can have burns inside your body, to the organs and internal tissues.

Lightning strikes can also cause: **Loss of eyesight, Hearing loss, Seizures, Paralysis, Cardiac arrest (heart stops beating)**

Long-term effects can include: **Cataracts (should be checked months after strike), Sleep disturbances, Memory problems & head-aches, Irritability & fatigue, Joint stiffness & muscle spasms, Dry eyes**

What should I do if someone is struck by lightning?

Call 911. With the right treatment, including CPR if necessary, most people survive a lightning strike. You are in no danger helping a lightning victim.

The electrical charge will not affect you.

Sources: <http://www.lightningsafety.noaa.gov/> <https://healthatoz.myuhc.com/>



SAFETY TIPS

Here are some additional tips to help you in case of an emergency:

- Have contact information available in paper form to keep in your wallet or purse. Batteries can go dead, and cell phones may be locked or not always be fully charged.
- Tell the person you have chosen that you have entered his or her name as an ICE contact on your cell phone and what this means.
- Give this person a list of people you would want notified and their phone numbers, including doctors you see regularly and even your place of work.
- Be sure your ICE person's number is easily reachable. You may want to use a cell phone number or work number in addition to his or her home number.
- Give a list of your medical conditions and medications and any allergies, especially to medications, to your ICE person.
- Wear a medical alert bracelet or necklace if you have a critical condition like diabetes or epilepsy that emergency personnel would need to know about.
- If you have an advance directive, give a copy to your ICE person. Be sure family members and your doctors have a copy as well. An advance directive tells everyone how much your doctors should do for you when you can't speak for yourself.





INTERNATIONAL NEWS

IAAP Fall Conference Online Registration Information

Online registration is only available using a credit card. If you have already faxed a registration form to Headquarters, you cannot register online.

2010 Fall Conference Speakers

We have done podcasts with the Fall Conference speakers. We have added the final podcast with Cal LeMon, which are strategic skills important in today's workplace. The three podcasts are available on the Fall Conference [schedule page](#).



Click the following link for more information on RTF and the wonderful benefits available for IAAP members.
<http://www.iaap-rtf.org/>

For more tips & information, enjoy one of the benefits of IAAP membership by logging on to <http://www.iaap-hq.org/publications/officepro/index.html>

Message from the International President



Welcome to 2010-2011! Welcome to Passion and Purpose! I'm excited to be continuing with the momentum of the Power of Commitment Year we just finished. We kicked off Passion and Purpose at the Education Forum at our Annual Meeting in Boston. Connecting with all of you was one of the highlights of the week for me. I'm already thinking about EFAM 2011. Begin planning now to attend EFAM in Montréal.

The beginning of a new year is a perfect time to review the [IAAP Process Plan](#). If you haven't read it already, or if it's been a while, take a few minutes to look it over. The Process Plan will give you a foundational understanding of where we've been and where we're headed as an association. Also, we have Action/Direction from the post-EFAM board meeting in the web community. Log in and search for document No. 973.

Congratulations go out to everyone that participated in last year's Pathways to Excellence program. Here are the final tallies for 2009-2010:

Members of Excellence – 1,488
Chapters of Excellence – 199
Divisions of Excellence – 20

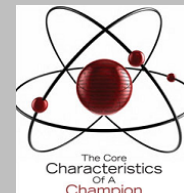
To complete the year, audits on submissions need to be done. Those who are randomly chosen for an audit will be notified by August 15 and you will have until August 31 to return program verification to the auditors. If you are chosen, all the information on procedures will be spelled out for you so you'll know exactly what to do.

Fall Conference registration is now open. You won't want to miss training on [The Core Characteristics of a Champion](#). Today's business climate requires more than a working knowledge of technical skills or a grasp of soft skills. To become a champion in the office you need to master a set of core characteristics. This year's Fall Conference will teach you how with presenters Cal LeMon, Steven Iwersen and Jeff Lanza.

[Click here](#) for the entire message from our 2010-2011 International President.

*Mary Ramsay-Drow, CPS/CAP
International President*

IAAP 2010 Fall Conference, The Seelbach Hilton Louisville Louisville, Kentucky October 17-20, 2010



The Fall Conference is held each October in various locations in North America. This 2½ day conference provides opportunities to network, share ideas, problems and solutions with other admins. You will have the opportunity to hear three to four top-notch presenters and return to your job with renewed energy and vitality. You will also receive recertification points if you are an active CPS and/or CAP holder. Click this link for [advance reservations](#).

PASSION & PURPOSE

GEORGIA DIVISION

"Passion & PURPOSE: The BEACON of Professionalism"

2010-2011 Georgia Division Officers



Left to right: Barbara Wiley, CPS/CAP, President-Elect; Nina Hubbard, CAP, President, Jenny Stewart, CPS/CAP, Vice President; Valerie Carter, CPS/CAP, Secretary; LaVonne Goldschmidt, CPS/CAP, Treasurer.

www.iaap-georgia.org

Hello from the President Nina Hubbard, CAP

In case you missed our New President's message in the special issue of The Peach State Issue ...

Introducing our 2010-2011

Division President

I am so humbled! I am so honored that you have bestowed upon me, the highest honor of serving the Georgia Division membership as your 2010-2011 Georgia Division President. Please know that I do not and will never take this responsibility lightly. I pledge to do my utmost best to be of service to each of you when needed, and truly look forward to building more lifelong friendships. When incoming International President Mary Ramsey-Drow, CPS/CAP, announced the 2010-2011 International theme, I have to admit I was so very excited. What a most fitting theme, especially for the Georgia Division membership. We are passionate about the purpose of this organization; thus, PASSION & PURPOSE. Under the leadership of Immediate Past President Donna Mitchell, CPS/CAP, you heard this team repeat the word "passion" many times. This year, you will continue to not only hear this word, but actually visually "see" it at work.

The Georgia Division Board is passionate regarding the purpose of this organization. We will do what it takes to help each Chapter grow; individually and as a team. BEACON – a bright beam illuminating the path for us to navigate towards the vision of this great organization. We can all be that guiding beam of light; that inspiration; that one little encouraging nudge needed to step out of the "comfort zone." Remember the "we-optic vision" that keeps us working as a team for mutual gain. Let's all strive and focus on being "The BEACON of Professionalism." Working together as a team, for the good of the team. Your Georgia Division Board is here to help you in any way we can. Please do not hesitate to contact your Division Board contact and myself when you need assistance or guidance.

Talk again soon!

Nina Hubbard, CAP

Georgia Division President



GEORGIA DIVISION NEWS

Congratulations Georgia Division!!! We are once again a Division of Excellence.



Certification Corner

The November exam is upon us. This year's date is

November 5-6.

Click this [link](#) to access all the information you'll need to prepare for future exams.

Georgia Division Upcoming 2011 Dates

- Jan. 22 – Mid-year Leadership Forum
- Feb. 25-26 – CDW/Student Conference, hosted by DeKalb Chapter, Michelle Alexander, Coordinator
- June 10-11 – Georgia Division 57th Annual Meeting, Hilton Garden Inn, Albany, Georgia; hosted by Albany Chapter.

