



December 2011 - Cape Cod Connection

## And now a word from your President

*Rosemary E. Servis, CAP-OM*

Dear Chapter Members,

It is that time of year again when I always hope that I have gotten the right gift for those that are on my shopping list. Of course I know that they can return it but I would like to think that I know them well enough to get something they would enjoy and not have to return.

Then I realized that the best gift I could give someone is not something from Best Buy, WalMart or Toys R Us. It is a thank you note, an encouraging word, a smile or just taking a moment to call and let them know I was thinking of them.

These are the gifts that will be remembered long after the holidays are over. What a great opportunity in gift giving we have during this season. I hope I don't waste it.



## 2011/2012 Chapter Board of Directors

President

Rosemary E. Servis, CAP-OM  
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**[www.iaap-capecod.org](http://www.iaap-capecod.org)**

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Past President

Peggy Rose, CAP-OM  
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This list called "How to Work Better" appeared on Facebook. It comes from a 1991 work of art by the Swiss artist duo Fischler/Weiss. Attached is a version that can be used as desktop art for inspiration!

### How to Work Better:

1. Do one thing at a time
2. Know the problem
3. Learn to listen
4. Learn to ask questions
5. Distinguish sense from nonsense
6. Accept change as inevitable
7. Admit mistakes
8. Say it simple
9. Be calm
10. Smile

You can find the art version for your desktop here if you are interested:

<https://www.chuckhansen.com/2011/12/09/how-to-work-better/>

# NOTE WORTHY NEWS & INFORMATION

## **IAAP RETIREMENT TRUST FOUNDATION (THE TRUST)**

**Sharon K. McPherson, CAP-OM**

*Happy Holidays! Here we are at the hustle bustle time of year when we celebrate with family and friends, sharing gifts from the heart to those who mean so much to us.*

*Many of us also remember those who struggle for resources this time of year with gifts of financial support. If your giving includes remembering your favorite charities, consider adding the Retirement Trust Foundation to your list.*

*If you are planning your end-of-year giving, please consider a tax deductible donation to the RTF. Go to [www.iaap-rtf.org](http://www.iaap-rtf.org) for more information or to complete an online donation.*

*Your contribution will not only help to provide housing assistance for administrative professionals, age 55 and older, who are in need, but will also be used for the maintenance and upkeep of Vista Grande, the world's first – and only – retirement community for administrative professionals!*

*We collected \$118.78 from Sept-Dec. Thanks for your support and contributions.*



International Association of  
Administrative Professionals®  
Cape Cod Chapter

The Cape Cod Chapter was chartered in September of 2000 with 12 members from various organizations.

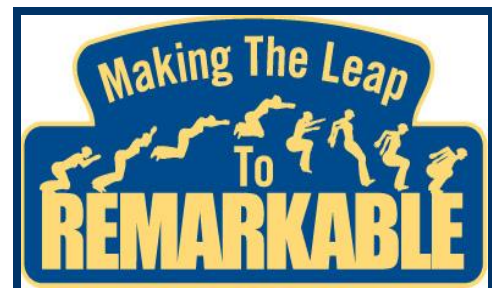
***Happy Anniversary***  
to the following members:

**6 Years**

Deborah Thew

**2 Years**

Nancy Roy





We are participating in the 2011/2012 Avery Box Tops Challenge and will be supporting the Ezra H. Baker Elementary School located in West Dennis.

The IAAP/Avery "Box Tops Challenge" program is available to IAAP chapters only as a community-based initiative. The program provides chapters with a recommended community service program to support local schools through the Avery "Box Tops for Education" initiative in accordance with the Avery program parameters.

Bring your box tops to any meeting or mail them to Lillian Lomba at: 76 Ashton Ave., East Falmouth, MA 02536

**BOX TOPS UPDATE: We have collected 528 box tops to date. KEEP UP THE GOOD WORK!!!!**



### **Toy Drive for Children's Cove**

On Sunday December 11th, Chapter President Rosemary Servis, CAP-OM and chapter members Sandra Cashen, CAP-OM and Sharon McPherson, CAP-OM delivered the toys and gift items donated by chapter members to Children's Cove. Staff member, Katie Partin, Family Advocate, took time out of her busy weekend schedule to meet us and accept the items. Katie also gave us a tour of the facility and provided a better understanding of the services provided to Cape Cod Children who are victims of sexual abuse.

## **IAAP - Cape Cod Chapter 2012 Schedule of Meetings & Events**

**January 12, 2012**

**6:00 pm - 8:00 pm**

**Team Building Webinar**

Barnstable School Administration Bldg.

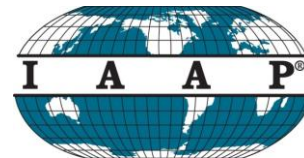
Presented by  
Rhonda Scharf  
On the Right Track, Inc.

**February 9, 2012**

**6:00 pm - 8:00 pm**

**Access Your Power**  
Location TBD

Presented by  
Laurie McAnaugh, M.Ed.  
Certified Professional Life Coach



International Association of  
Administrative Professionals®  
*Cape Cod Chapter*



**Merry Christmas &  
Happy New Year!**