

# Visions



Editors:  
Cristal Case CPS and  
Jean Norris CPS/CAP

## President's Message

Submitted by: Nancy Rasnake CPS/CAP



Here it is—time for the holidays again! I'm more amazed every year at the way the time flies once we get to October 1. Suddenly, it is the month of November; and we think of fall colors, hot cocoa, and cozy nights

by the fire. Many also think of a long weekend, with football, family, and promising food. November graces us with the festive holiday event of Thanksgiving. Over the years, we have found what it means to be thankful, cherishing our families and friends and the beauty that surrounds us everyday. I know it is sometimes difficult to be thankful when you are going through many difficult times in life, but we actually learn and grow through these times. When your annual day of feasting is over, you may bemoan your extra helpings of dressing, mashed potatoes, and pumpkin pie. However, if you can hang on to the "thanks" part of Thanksgiving, you'll be a different person.

While we are thankful for what we have, we need to recognize the needs of others. With this in mind, I want to point out the Chapter's upcoming community projects:

- **Toilettes**—These are collected throughout the year and should be given to Orpha Leitch CPS. She will deliver them to the Abused Women's Center before Christmas.
- **Sweat Suit of Love Campaign**—The Oak Ridge Chapter members are asked once again to purchase sweat suits for area nursing home residents who do not have regular visits from family or friends. Contact Carol Higgs CPS if you would like to make a donation.

- **Food for Kids**—Please bring your items to the December 12 Chapter Social to be donated to the Second Harvest Food Bank. Pat Row CPS/CAP is managing the project and will deliver them.
- **Parade of Trees**—Chapter members have purchased ornaments to decorate a tree for the Girls, Inc. fundraiser. If you would like to help decorate our tree, please contact Jean Norris CPS/CAP.

Being thankful for what we have and sharing that with others is the reason for Thanksgiving.

At our November 13 Chapter meeting, Patsy Williams CPS will present our program on the Retirement Trust Foundation. In lieu of our regular December meeting, we will have our Christmas Social. Our Christmas Social is scheduled for 5:30 p.m. Tuesday, December 12, at United Church, 85 Kentucky Avenue, Oak Ridge. More information will be sent at a later date. Following our meal, we will have a gift swapping extravaganza.

As your Chapter President, I am personally thankful for your friendship, help and support to me and the Chapter.

*Nancy*

## Inside This Issue

- November Program, p. 2
- Parliamentary Note, p. 3
- 2006 Memory Walk Update, p. 3
- 2006 Seminar Update p. 4

## Upcoming Events

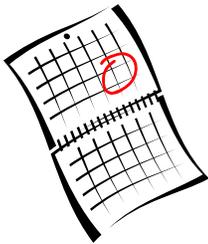
- November 2  
Fundraiser Event
- November 16  
Decoration of the Girls Inc. Christmas tree  
4 p.m. at Crown Court Room at the Oak Ridge Mall
- December 12  
Holiday Social

# November 2006

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  |     |     |

## November Program

Submitted by: **Cristal Case CPS**



williamspat@saic.com.

As November is Retirement Trust Foundation month, Patsy Williams CPS, Oak Ridge Chapter Retirement Trust Foundation Committee Chairman, will be giving a short presentation on the Trust. The meeting will be held on November 13 at 5:30 at SAIC. If you have any questions, please contact Patsy Williams CPS at 425-5190 or

## November Trivia

Adapted from: <http://en.wikipedia.org>

November name is from the Latin novem for "nine." November was the ninth month in the Roman calendar until a month-less winter period (summer in the southern hemisphere) was divided between January and February.

- November begins with the sun in the signs of Scorpio and ends in the sign of Sagittarius.
- November's flower is the chrysanthemum.
- November's birthstone is the topaz.

Events in November:

- Elections are held on the Tuesday after the first Monday of November.
- Veterans' Day is celebrated on November 11.
- Thanksgiving is celebrated on the fourth Thursday of November, with the following Friday being also a day off and the largest Christmas shopping day of the year.
- November is Native American month.

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## *Parliamentary Note*

Submitted by: Jean Norris CPS/CAP

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From **Roberts Rules of Order, Newly Revised**, voting can take the following forms during business meetings:

A **voice vote** is the most commonly used form of voting.

A **rising vote** is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a division of the assembly.

A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies or for a rising vote in very small assemblies **if** no member objects.

A **count** can be ordered by the chair or by a majority vote of the assembly.

**Unanimous consent** is a vote of silent agreement without a single objection.

A **ballot** or **roll call** vote can be ordered by a majority.

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## *Maryville Chapter Fundraiser*

Submitted by: Jean Norris CPS/CAP

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Just in case you don't want to cook on Thursday, November 9, and are planning on being in the Maryville/Alcoa area, please plan to help support the Maryville Chapter with their annual fundraiser.

They will be having a Spaghetti Supper sale that evening. This is a "take out" only dinner and tickets must be ordered by Monday, November 6. For \$5, you get a dinner of baked spaghetti, salad/dressing, rolls, and a homemade dessert. Also, for \$20, you can order a pan of baked spaghetti that you can freeze for later use.

Then, on Thursday, November 9, from 4-6:30 p.m., you can pick up your dinners at the Our Lady of Fatima Catholic Church Education Building, which is across the street from Wal-Mart on Highway 129 in Alcoa.

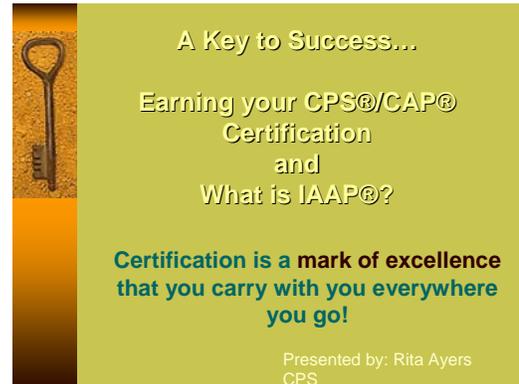
This opportunity sounds delicious and is very reasonable. If you can support the Maryville Chapter, I'm sure they would be very appreciative.

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## *A Key to Success...*

Submitted by: Rita Ayers CPS

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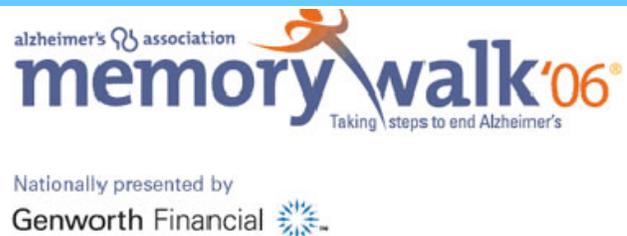
On October 27, the UT Eastern Region Administration Support Staff (approximately 44 admins) met at UT for our semi-annual meeting. We began with an excellent one-hour seminar by Keri Walling of Avery Dennison on "Organization and Business Management." Next, we split into two separate sessions—one on retirement and the other "A Key to Success..." presentation by me. Twenty-one people attended my session, and only three raised their hands when asked if they knew what the CPS/CAP meant or if they had ever heard about IAAP. Questions were asked, and several were quite interested throughout the session. I felt very proud to say that I was part of the Oak Ridge Chapter and my involvement in the Association is what gave me the confidence to stand up there and give this presentation. I thought my hour would go by slowly; but, before I knew it, it was over and everyone was still awake. If any of you were ever thinking about doing something like this yourself, I say "do it"! It was a wonderful experience and has given me much more confidence in myself.

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## *2006 Memory Walk*

Submitted by: Rita Ayers CPS

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The Oak Ridge did a fantastic job collecting funds for the Memory Walk this year. The Alzheimer's Association collected just over \$48,000 at this year's walk, and our team contributed \$750 towards this outstanding amount. Great job! I want to thank each one of you who helped raise money for this worthwhile cause. You made our Chapter proud!

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## Veterans' Day

Submitted by: Nancy Rasnake CPS/CAP

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Each year on November 11, Veterans' Day observances are held throughout the country to pay proper tribute to our American heroes. From parades and ceremonies to military exhibits and tributes to distinguished veterans, these events serve as a thank you to veterans and what they did for us and others.

Veterans' Day is set aside to remember every man and woman who has taken up arms to defend our country. We honor every soldier, sailor, airman, Marine and Coastguardsman who gave some of the best years of their lives to the service of the United States and stood ready to give their life on our behalf. These are the heroes of this nation: our neighbors, colleagues, friends, and family members who answered the call to defend our freedom.

This Veterans' Day and every day, remember those who wear our country's uniform and those that came before them. Our veterans are first-class citizens. We owe them the life we know today. They deserve our respect and gratitude for the freedom that they have given us.



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## Working Under the Weather? Don't Let Guilt Keep You From Taking Care of That Cold

Submitted by: Office Team

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Do you feel guilty staying home with the sniffles? If so, you're not alone. A recent OfficeTeam survey revealed that 80 percent of employees come into work sick rather than take the day off.

People come to the office when ill for a number of reasons. They worry about falling behind on projects or burdening another staff member with their work. Taking time off also can prove difficult if you're saving days off for a trip to Jamaica.

However, showing up at your desk when you'd rather be under it could have considerable consequences. Trading critical rest for nonproductive time in the office can cause your illness to worsen. In some instances, you may even end up taking off more time down the road than if you'd stayed home a day or two at the onset of a cold. Plus, coworkers will not appreciate you introducing them to a bug at the morning meeting.

If you still can't convince yourself to take time off, try a compromise. If it's possible to do so, working from home may keep you on point with your workload and offer the flexibility needed to rest and quarantine germs.

With winter right around the corner, you may want to speak to your supervisor about your organization's sick-day practices. You may learn that even though some bosses drag themselves into work sick, they'd probably prefer that you didn't.

*OfficeTeam is the world's leading staffing service specializing in the placement of 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](http://www.officeteam.com).*

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## 2006 Seminar

Submitted by: Cristal Case CPS

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Sandy Smith presented our annual seminar, "Rediscovering the Power of Purpose...The Real Role of Optimism in Stressful Times" on October 12 at Pollard Auditorium in Oak Ridge.

Mr. Smith is a writer, keynote speaker, motivational speaker and seminar leader who helps organizations thrive on change, improve communication and keep customers happy. He enables managers and employees to create environments that facilitate rapid, profound and lasting changes in individuals and teams.

We had a great turnout, and all participants left high reviews of the speaker. It was an awesome day of networking and learning.

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