



VISIONS

Happy Halloween



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President's Message

Submitted by: Tonia Edwards CPS

October is my favorite month of the year. I love the bright colored leaves, the excitement of UT football, craft fairs, and the fast approaching holidays. Here in Oak Ridge we've been really busy. After all, we have awarded four scholarships of \$500 each; we had sixteen participate in the Professional Development Conference, and fifteen walkers for the Alzheimer's Memory Walk.

Things aren't slowing down either; September 25 was the date for our New Members' Orientation. Then, we blasted into October as we prepared for our informal IMPACT meeting which was held on October 9. This was the first of two efforts this IAAP year to really get out there and work hard for new members. During this informal meeting we shared IAAP and OfficeTeam videos, got to know one another better, and then wrapped it all up with pizza and a weekend wear fashion show. We were very fortunate to have three of our Tennessee Division Board Contacts (President Elect Margaret Ivens CPS, Treasurer Pat Row CPS, and Secretary Melinda Samuels CPS). This provided members with an opportunity to sit down and talk with them and to ask questions about the Association, Southeast District, or the Tennessee

Division. This IMPACT meeting entitled, "No Tricks, Just Treats," offered something to improve both your professional and personal life.



On October 10 our educational seminar was conducted by internationally known speaker, Bonnie Dean. She presented "No Deposit, No Return," a program that was an activity-based team event that taught participants how to make deposits in the emotional bank accounts of others that would pay big dividends in their own.

Don't worry about running out of things to do, November will be busy too. There's the Southeast District Conference on November 3-5 in West Virginia; the fundraiser on November 9, and the Retirement Centers Trust Program at our November 13 Chapter meeting presented by Ellen Queener CPS. Make plans now to participating in these exciting upcoming events.

Tonia

October 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>Board Mtg.</i>	3	4	5	6	7
8 <i>Fire Prevention</i>	9 <i>Chapter Mtg.</i>	10 <i>Seminar</i>	11	12	13	14
15	16 <i>National Boss Day</i>	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 <i>Halloween</i>				

Schedule of Events

- November 3-5 — Southeast District Conference, White Sulphur Springs, VA
- November 6 — Executive Advisory Board Meeting
- November 9—Wine and Food Sampler and Auction
- November 13 — Chapter Meeting, Retirement Center Trust
- December 4 — Board Meeting
- December 11— Christmas Social

Judging Books By Their Covers

Sometimes book orders tell a lot about the person ordering the books. Take these real book requests:



One order for two books: *How to Win in Every Argument* and *Conversations with God*.

Another Order: *For My Only True Love*. Note: Please send three copies.

Stashing Away Money

Here are a few quick ways to save some cash quickly—and not think about it too much.

Empty your pockets. Stash all loose change in a jar or piggy bank. It's likely you'll bank more than a dollar a day.

Use your coupons. Remember to use coupons only for the things you would normally buy. Take the money you saved and stash it away. This could amount to almost \$2 a day.

Stash a dollar a wash. Whenever you do a load of laundry, put a dollar in a jar. Use the accumulated money to pay your electric bill and buy laundry detergent.

VISIT OUR WEB PAGE!

<http://www.epm.ornl.gov/~darland/IAAP/oakridgeTN.html>



FIVE GREAT LESSONS: Some Important Lessons Life Teaches You . . .

Submitted by: Gail Owens CPS

Most Important Lesson

During my second month of nursing school, our professor gave us a pop quiz. I was a conscientious student and had breezed through the questions, until I read the last one: "What is the first name of the woman who cleans the school?" Surely this was some kind of joke. I had seen the cleaning woman several times. She was tall, dark-haired and in her 50s, but how would I know her name? I handed in my paper, leaving the last question blank. Just before class ended, one student asked if the last question would count toward our quiz grade. "Absolutely," said the professor. "In your careers, you will meet many people. All are significant. They deserve your attention and care, even if all you do is smile and say 'hello'." I've never forgotten that lesson. I also learned her name was Dorothy.

Second Important Lesson Pickup in the Rain

One night, at 11:30 PM, an older African American woman was standing on the side of an Alabama highway trying to endure a lashing rainstorm. Her car had broken down, and she desperately needed a ride. Soaking wet, she decided to flag down the next car. A young white man stopped to help her, generally unheard of in those conflict-filled 1960s. The man took her to safety, helped her get assistance, and put her into a taxicab. She seemed to be in a big hurry, but wrote down his address and thanked him. Seven days went by and a knock came on the man's door. To his surprise, a giant console color TV was delivered to his home. A special note was attached. It read: "Thank you so much for assisting me on the highway the other night. The rain drenched not only my clothes, but also my spirits. Then you came along. Because of you, I was able to make it to my dying husband's bedside just before he passed away. God bless you for helping me and unselfishly serving others." Sincerely, Mrs. Nat King Cole.

Third Important Lesson Always Remember Those Who Serve You.

In the days when an ice cream sundae cost much less, a 10 year-old boy entered a hotel coffee shop and sat at a table. A waitress put a glass of water in front of him. "How much is an ice cream sundae?" he asked. "Fifty cents," replied the waitress. The little boy pulled his hand out of his pocket and studied the coins in it. "Well, how much is a plain dish of ice cream?" he inquired. By now more people were waiting for a table and the waitress was growing impatient. "Thirty-five cents," she brusquely replied. The little boy again counted his coins. "I'll have the plain ice cream," he said. The waitress brought the ice cream, put the bill on the table and walked away. The boy finished the ice cream, paid the cashier and left. When the waitress came back, she began to cry as she wiped down the table. There, placed neatly beside the empty dish, were two nickels and five pennies. You see, he couldn't have the sundae, because he had to have enough left to leave her a tip.

Fourth Important Lesson The Obstacle in Our Path

In ancient times, a King had a boulder placed on a roadway. Then he hid himself and watched to see if anyone would remove the huge rock. Some of the king's wealthiest merchants and courtiers came by and simply walked around it. Many loudly blamed the king for not keeping the roads clear. But none did anything about getting the stone out of the way. Then a peasant came along carrying a load of vegetables. Upon approaching the boulder, the peasant laid down his burden and tried to move the stone to the side of the road. After much pushing and straining, he finally succeeded. After the peasant picked up his load of vegetables, he noticed a purse lying in the road where the boulder had been. The purse contained many gold coins and a note from the king indicating that the gold

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Five Great Lessons

(Continued from page 3)

was for the person who removed the boulder from the roadway. The peasant learned what many of us never understand. Every obstacle presents an opportunity to improve our condition.

Fifth Important Lesson Giving When It Counts

Many years ago, when I worked as a volunteer at a hospital, I got to know a little girl named Liz, who was suffering from a rare and serious disease. Her only chance of recovery appeared to be a blood transfusion from her five-year old brother, who had miraculously survived the same

disease and had developed the antibodies needed to combat the illness. The doctor explained the situation to her little brother, and asked the little boy if he would be willing to give his blood to his sister. I saw him hesitate for only a moment before taking a deep breath and saying, "Yes, I'll do it if it will save her." As the transfusion progressed, he lay in bed next to his sister and smiled, as we all did, seeing the color returning to her cheeks. Then his face grew pale and his smile faded. He looked up at the doctor and asked with a trembling voice, "Will I start to die right away?" Being young, the little boy had misunderstood the doctor; he thought he was going to have to give his sister all of his blood in order to save her. You see understanding and attitude, after all, is everything.

New Member Orientation Is Great Success

Submitted by: Melissa Martin CPS

Thirteen members attended the New Member Orientation meeting conducted by the Past President's Council on September 25. New members in attendance were Annette Eldridge, Kim Brown, Paula Merriman and Mary "Jean" Harrison CPS. Carol Carroll and Mary Mason CPS, while not new members, attended to refresh what they had previously learned. Others in attendance were Gail Owens CPS, Linda Spitzer CPS, Tonia Edwards CPS, Pat Row CPS, Jean Norris CPS, Jane Otte CPS, Janice Allgood CPS and Melissa Martin CPS.

During refreshments, each attendee introduced themselves and gave a brief bio.

In an effort to provide members a picture of where they fit into the association, Melissa Martin started the orientation with a look at the Oak Ridge Chapter including an overview of the Membership Manual. Information from the Tennessee Division with a comparison of the chapter and division levels was provided by Pat Row. Jean Norris discussed information about the Southeast District with an explanation of what it encompasses and its purpose. Linda Spitzer spoke on International with a description of the overall organization and its' responsibilities.

A New Member Orientation is a perfect way to begin a membership that will make you feel more comfortable with the association and the opportunities it provides.

Parliamentary Procedure

Submitted by: Ellen Queener CPS

After watching some local meetings (Oak Ridge City Council and Anderson County Commission) on cable TV recently, I decided to share thoughts regarding one of the most misused subsidiary motions--*Lay on the Table*.

The motion to *Lay on the Table* enables the assembly to lay the pending question aside temporarily *when something else of immediate urgency has arisen*, in such a way that:

- ♦ There is *no set time* for taking up the matter up again;
- ♦ but its consideration *can be resumed at the will of a majority* and in preference to any new questions that may then be competing with it for consideration.

This motion is commonly misused in ordinary assemblies—in place of the motion to *Postpone Indefinitely*, to *Postpone to a Certain Time* or other motions. Particularly in such misuses, it also is known as a motion "*to table*."



The motion to *lay on the table* is undebatable because its legitimate purpose would be defeated if it were debatable, and because its adoption in no way interferes with the right of the majority to take the question from the table and resume debate. A two-thirds vote is required to pass.

Alzheimer Walk

Submitted by: Sherry Crass CPS

On Sunday, September 24, members of the Oak Ridge Chapter took time out of their busy schedules to participate in a community activity. Fifteen chapter members participated in the Alzheimer's Association Memory Walk.



Alzheimer is the term used to describe a dementing disorder marked by certain brain changes, regardless of the age of onset. It is not a normal part of aging, and it is not something that inevitably happens in later life. The disorder, whose whole cause is

unknown, affects a small but significant percentage of older Americans. While most individuals affected are over 65, a very small minority of Alzheimer patients are under 50 years of age.

The onset of the disease is usually very slow and gradual, seldom occurring before age 65. However, over time it follows a progressively more serious course.

Though Alzheimer's disease cannot at present be cured, reversed, or stopped in its progression, much can be done to help both the patient and the family.

Motivate Your Coworkers

Managers are not the only people in your workplace who can motivate employees. If you are part of a team, you can help give your colleagues that extra boost. Here are some of the skills that the best motivators have:

1. **Ability to think clearly and be impartial.** It is important — some say essential— to be able to separate what people need and what people want.

2. **Ability to be understood.** That means having the ability to convey what you think verbally and nonverbally (body language). Most people have poor listening skills, so a successful motivator knows how to get to a point clearly and quickly — and how to gauge when a point made its target or missed it.



Five Ways to Clarify Your Business Writing

There are no greater opportunities for miscommunication than through the written word. So when you are writing memos or e-mail, take extra care and observe some of these ways you can clarify your writing:

1. **Let readers know it is in their best interest to read on.** Answer the question: "What's in it for them?"
2. **Be conversational.** Write as if the readers were sitting across from you. How would you hope they'd respond?
3. **Anticipate and answer questions and objections.** Make your meaning clear to eliminate any twisting or misinterpreting of your words. Specify your reasons until it's difficult to find holes in what you have written.
4. **Work in a reference to previous discussion on the matter.** Of course, when applicable.
5. **Try to use "you" and "your" rather than "I" and "my".** This lets the readers know you have them in mind. Be sure not to sound insincere.



Historian's Corner: Christopher Columbus

Submitted by: Sherry Crass CPS



In 1492 Columbus sailed the ocean blue and so the story goes. Whether you realize it or not, there are many controversies surrounding the history of Columbus' discovery of America. Many individuals believe that because people had lived here for thousands of years

that Columbus really should not have been given credit for its discovery. However, Columbus did discover America in every important respect. Columbus' arrival in America brought it to the

attention of the civilized world. Prior to 1492, America was sparsely inhabited, unused, and underdeveloped. It was inhabited primarily by hunters who wandered the land and lived day to day. For thousands of years there had been no growth — no written language, no inventions, no division of labor, etc. So whatever problems Columbus' discovery of America brought, it also brought many enormous and undreamed-of benefits. For this reason, we should take a few moments this month to thank Christopher Columbus and his efforts. To do so is to not only honor Christopher Columbus but to also honor Western civilization.

Get Meetings to Move Along

How to keep meetings effective, and help people stop thinking of them as disorganized timewasters? Here are five tips:

1. **Set an agenda.** Write it down and give it to participants in advance. This lets everyone know the parameters of the meeting and helps people stick to the point.
2. **Restrict the number of participants.** The more people, the more likelihood of chaos. It's better to have two smaller meetings than one large one.
3. **Set a time limit. Stick to it.** Otherwise, there'll be no end to the meeting.
4. **Schedule meetings for late in the day.** Almost everyone is anxious to get out of the office at a reasonable time, so scheduling a meeting about an hour before the end of the regular work day cuts down the chances that a meeting will drag on.
5. **Always start on time.** Even when some people are running late. Make it known that you got there on time, and that you expect everyone else to do so.

Do It Anyway

The cliché that you can't please everyone is a simple lesson dealing with criticism. You'll always have detractors, so you may as well follow your heart and do what's right.

That's what Julia Butterfly Hill learned. Hill made headlines a couple of years ago when she climbed into a California redwood and lived there for two years to protest logging in the

ancient woods. After she came down, she wrote a book about her experience, *The Legacy of Luna* (Luna is the name she gave to her tree home). With it came publicity and criticism. There were the loggers whose livelihood she was curtailing. And there were the other environmentalists who accused her of selling out. "For every action, there's an equal and opposite criticism," Hill said. So, do it anyway.



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