

News and Views

Municipal Employees Chapter Lawrenceville, Georgia

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2010-2011 Chapter Officers

- President Doris Davis, CPS/CAP
- Vice President Debbie Boyd
- Secretary Mary Beth Bender, CPS/CAP
- Treasurer Cheryl Goodwin, CAP

Doris Davis CPS/CAP
Editor



PASSION & PURPOSE
MUNICIPAL EMPLOYEES CHAPTER

President's Corner

By: Doris Davis, CPS/CAP

CORE TIP: Focus on Resources

Webster Dictionary defines resource as “**a**: a source of supply or support: an available means —usually used in plural **b**: a natural source of wealth or revenue —often used in plural”.

I like that it states “usually used in plural”. Our membership in IAAP is a wealth of multiple resources we have available and should not hesitate to use. Especially as companies try to get the most out of their budgets, IAAP can offer quality training at lower cost. But training is not the only resource we have available. People are a valuable resource that is often underused. Take time to make that connection with other members. You may be surprised at what you’ve been missing. Not only take advantage of your networking connections, but be a connection for someone else. That is what it is all about, helping each other to succeed.



2010 - 2011
Strengthening the Core

C - commitment
O - opportunities
R - resources
E - excellence

Thanksgiving



The weather is getting cooler and the holiday season is approaching. This is one of my favorite times of the year. It also one of the busiest times. Every year I tell myself I am going to slow down and not get caught up in the commercialism that is promoted. Every year it seems I am right there with everyone else, fighting the lines at the stores, trying to get my shopping done. This year, we should all take

Christmas



time at Thanksgiving and Christmas to reflect on the blessings we have and not complain for what we don’t have. I plan on trying to focus on what really matters most, family and friends.

So, however your family celebrates the season, take time to be thankful. I am thankful for my IAAP sisters. Happy Thanksgiving and Merry Christmas from your chapter president.

Taking Care of You

Water is a Secret Ingredient Water: The Wild Card of Weight Loss

-- By Zach Van Hart, SparkPeople Staff Writer



Is water important? Well let's see, other than making up 50%-60% of our bodies, regulating body temperature, helping our breathing, transporting nutrients, carrying away waste and helping our muscles function, water is pretty much useless. Oh, and you need water or, after three days without it, you'll die.

So in other words, water is pretty darn essential. It can even be an extremely important (and often unappreciated) weight loss factor.

Somehow, though, water is one of the most neglected parts of our diet. Some of us possibly go an entire day at times without one glass! Every part of your body is dependent on and comprised of water, and the most important parts need even more. Your brain is made up of 75% water, your blood 82% and your lungs nearly 90%.

Besides being a vital component of your body, water also helps to reduce weight. The more hydrated you are, the quicker your metabolism works. When you are dehydrated – even before you start becoming thirsty – your liver has to help the kidneys function and can't metabolize fat as quickly. Your metabolism slows down, causing some unwanted fat to remain. If your body is used to not getting water, it actually stores more in ankles, hips and thighs. In other words, it doesn't trust you to keep bringing water, so it keeps what it can get, like a thirsty cactus. Once it realizes

the water will keep coming, your body will get rid of the stores and you'll lose weight! Plus, if you're suffering from cravings or having trouble controlling hunger, drinking water is a quick, healthy way to feel full. Drink a glass when you normally snack, and have one before your meal and right before going out.

Staying hydrated is not restricted to drinking water; milk, juice and other liquids – even some fruits and vegetables – are good sources of water. But avoid caffeinated beverages (coffee, soda), as they actually cause you to lose fluids and become dehydrated.

The recommended daily amount of water is eight cups a day, but don't feel bad if you have neglected your water intake.

Even if you constantly drink coffee or soda, you can make some simple changes to increase the water in your diet. Here are just a few ways to get more water every day:

- Find the water bottles with pop tops. They're easier to carry around and use than twist off caps.
- Keep a water bottle in the car.
- Take a water break instead of a smoke break at work.
- Set a rule with your water glass: once it's empty, it gets filled back up right away.
- Drink orange juice or eat fruit in the morning.

(Continued on page 3)

COMMITTEE UPDATE – COMMUNITY SERVICE

*By Donna Mitchell, CPS/CAP
Community Service Chair*

Thank you members for supporting our first Community Service Project this IAAP year! I know our Community Service Projects usually support our immediate community, but this time the Municipal Employees Chapter reached out to the Appalachian Mountain area of Eastern Kentucky. This area holds some of the poorest counties in the United States. In fact, Central Appalachia has been described as the "poverty pocket of America."

Hebron Church Women's Ministry will be taking items to the Appalachian Mountain area the end of October. When I contacted them to see if they could use the travel size items we had collected they were very excited. I was told that the last time the church delivered items to the area the schools specifically requested small items in order to make individual hygiene packages to distribute to the students. Travel size items were one thing the Women's Ministry did not have.

I am happy to report that because of your donations individual hygiene packages will be distributed to students at the local schools in that area! The following is a break down of items donated.

Bars of Soap	145
Bottles of Shampoo	80
Bottles of Conditioner	60
Bottles of Lotion	70
Packages of Tissue	22
Shower Caps	14
Bottles of Mouth Wash	5
Sewing Kits	8

Thank you again members for making a difference in the lives of the students who will receive your gift!

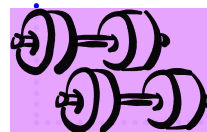
Taking Care of You (Continued from page 2)

- Get two water bottles, one for work and one for home. Fill up one every day when you leave to go home, and fill up the other before you go to bed each night.
- Order water at restaurants instead of soda. Even if you have something else to drink, have water too.
- Weekends are the toughest, so be aware of your water and fluid intake throughout Saturday and Sunday. Keep more than one water bottle in the fridge so you always have a cold one.

Benefits of Exercise

Here are seven benefits of exercise listed by the Mayo Clinic. Go to their website at www.mayoclinic.com/health/exercise for the complete article.

1. Exercise improves your mood.
2. Exercise combats chronic diseases.
3. Exercise can help manage your weight.
4. Exercise boosts your energy level.
5. Exercise promotes better sleep.
6. Exercise can put the spark back into your sex life.
7. Exercise can be—gasp—fun!



Basic Business Writing

Taken from *emPowered Business Writing*; 2006

HYPHEN

Use a hyphen to join two words that serve as a single adjective preceding a noun.

Only **double-insulated** wire should be used.
She usually takes a **middle-of-the-road** position.

FYI – Do not use a hyphen when the words forming the adjective follow the noun.

Use only wire that is **double insulated**.

NEVER NEVER

Taken from *The Office Professional*; August 2004

Never use *who* and *that* interchangeably as relative pronouns. Use *who* when referring to an individual person's identity within a group. Use *that* when a class, species, or type is meant.

INCORRECT: He is the only one that can handle this project.

CORRECT: He is the only one who can handle this project.

INCORRECT: She is the kind of boss who I have always wanted.

CORRECT: She is the kind of boss that I have always wanted.

Just a thought...

Even if you are on the right track,
you'll get run over if you just sit
there.

Speaking of Hyphens...

Test your skills with this quiz. Read each sentence and insert hyphens where you think they should be.

1. This is the tenth year she is celebrating her twenty ninth birthday.
2. I enjoy a hard hitting game of table tennis.
3. His long winded speech was enough to put anyone to sleep.
4. Only the best qualified applicants will be called for interviews.
5. I don't think I would enjoy that job over the long term.
6. I resorted and filed the documents.
7. A handwritten thank you note has much more impact than an electronic message.
8. His can do spirit is a real inspiration to the rest of the team.
9. I prefer to stick with old fashioned tried and true methods.
10. If you want to be a leader, you need strong decision making skills.

Answers to Hyphen Quiz

1. twenty-ninth
2. hard-hitting
3. long-winded
4. Best-qualified
5. correct
6. re-sorted
7. thank-you
8. can-do
9. old-fashioned, tried-and-true
10. decision-making

Members Matter –
Where do you fit in?

