



August 2011
Volume 9, Issue 1

The Key Page

Sara-Keys Chapter Newsletter

President's Corner by Kim Stafford CAP

2011-2012 Chapter Officers

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As your Chapter President, I would like to welcome all of you to a new year of **Making The Leap To Remarkable** and creating ways to **Cook Up Your Career**. Your new Board is working hard planning the upcoming year. Our challenge is to provide you with interesting programs to help you spice up your job and to stir up interest in member participation. We also want to come up with ways to add more flavor to our chapter by recruiting new members. And of course, we want to continue to provide comfort to our current members and keep them interested.

The Board is in the process of developing our Chapter budget and the Chapter business plan. We hope to present these to the membership in the next few months.

The Board also wants to help Chapter members achieve their pathways to excellence. The criteria recently changed to achieve Chapter of Excellence and one of the criteria is to have 7% of our Chapter members achieve Member of Excellence. We welcome suggestions on how we can help you achieve your Member of Excellence.

One of the ways you can help the board is by filling out the survey that was recently sent to you via email. Please take the time and let us know your thoughts and ideas. I look forward to your continued support in striving to make the Sara-Keys Chapter one of the best chapters in Florida!

See you at our Chapter meeting on August 16th.

Please take a few minutes to answer the questions in the attached survey. We want your input to help us make the Sara-Keys Chapter of IAAP a great Chapter for you.

<http://www.surveymonkey.com/s/5STQNHQ>

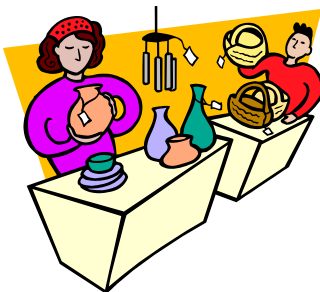


August Chapter Meeting

Sara-Keys Chapter Meetings are held the third Tuesday of each month

RSVP by noon on Friday, 8/12 to Rick Musior CAP at rmusior@scgov.net (Even if you are only wishing to attend the program)

PLEASE BRING YOUR SCHOOL SUPPLIES AND FOOD DONATIONS TO THIS MEETING!



Date:	August 16, 2011
Time:	Networking at 6:00 p.m. Dinner at 6:30 PM Program at 7 PM
Location:	Holiday Inn – Lakewood Ranch 6321 Lake Osprey Drive Sarasota, FL 34240 Phone: 941-782-4400 for directions
Program:	“Motivational Skills for Yourself and Others” Presented by Carol Robb CPS/CAP, Florida Division Treasurer (One Recertification Point will be awarded)
Cost:	\$15.00 per person
Dinner Choice:	Deli Sandwich <i>(Slices of Turkey, Ham, and Roast Beef with Cheddar and Swiss Cheeses on a Hoagie Roll and Deli Condiments; served with Chef's selection of bound salad. Includes fresh brewed coffee, iced tea, and a fresh baked cookie)</i>



Please remember that if you RSVP for the meeting and need to cancel, please do so by noon on 8/15; otherwise, you will be responsible for payment of your dinner.

Ways and Means

The Chapter will be putting together a Ways and Means basket for the LEC on September 24, 2011, in Winter Park, Florida.

The theme will be cooking, and we are requesting that members provide items such as cooking utensils, spices, mixing bowls, specialty sauces or condiments, pot holders, or anything you think would be nice to have in a kitchen for cooking.

Please bring any items you wish to donate to the August or September meetings.



Meeting Recap for June 21, 2011

- There was discussion on membership renewal and locating information on the website. Kathy Sorrell, Florida Division Secretary, offered to send us the link for the reports.
- Pat Whitesel CAP has recently recertified.
- President Stafford announced that the Sara-Keys Chapter was celebrating their 40th anniversary as a Chapter. She read a letter received from Kathy Sorrell congratulating the Chapter on this milestone.
- Kathy Sorrell noted that during the FDAM there would be information provided on the revisions to the Chapter of Excellence criteria; and related to the EFAM, the Chapter needed to ensure if a representative was attending they had their credentials; or if no one was attending, that the Chapter provided their proxy.
- President Stafford distributed a committee sign-up sheet and urged the members to participate in at least one committee.
- Myrtle Owings CPS/CAP and Pat Whitesel CAP were appointed to the Audit Committee.

FLORIDA DIVISION EGROUPS

REMINDER



We continue to encourage everyone to register to participate in the Florida Division Egroups, as the Chapter could receive a point towards the "Chapter of Excellence" award depending on the number of members registered.

If you need assistance in registering, please contact Kathleen Hall CPS/CAP at kmh258@msn.com.



**Installation of Officers for 2011-2012
June 21, 2011**



2011-2012 Sara-Keys Chapter Officers

Pictured from left to right:
 Kim Stafford CAP, President;
 Donna Chipman CPS/CAP, Vice President;
 Pat Whitesel CAP, Recording Secretary;
 Rick Musior CAP, Corresponding Secretary;
 and, Kathleen Hall CPS/CAP, Treasurer

2011-2012 Sara-Keys Chapter Officers with
 Kathy Sorrell, Florida Division Secretary



Cake prepared by Donna Chipman CPS/CAP to
 celebrate Sara-Keys Chapter's 40th Anniversary
 as a member of IAAP

President Kim Stafford CAP presents Donna
 Chipman CPS/CAP with a Member of the Year
 Award for 2010-2011





HEALTH BEAT

Managing Chronic Pain at Work

More people are trying to stay on the job despite chronic pain. Find out how you can integrate your pain management plan into your workday.

By Dennis Thompson Jr.

Medically reviewed by Pat F. Bass III, MD, MPH

Besides providing the benefits of a regular paycheck, working can be very important to people living with chronic pain and dealing with chronic pain management. Remaining on the job is a tremendous boost to the self-esteem of people with chronic pain. The challenges of work and the social interactions that take place on the job may even serve to distract you from your pain. Research has found that those who return to work enjoy greater success in their pain management. A recent survey found that one of every four working people in the United States experiences chronic pain — an increase of nearly 40 percent from a decade earlier, yet nearly 9 out of 10 people living with chronic pain choose to remain on the job rather than stay home. Nearly all said only severe pain would keep them home from work. Unfortunately, pain can keep you from being an effective employee. That same survey found that about half of chronic pain patients who remain in the workplace engage in "presenteeism" — they are present at work, but their chronic pain sometimes or often prevents them from performing their job.

Manage Pain in the Workplace

Pain management on the job is possible, but requires that employees with chronic pain take a proactive approach to the challenges they face. Effective coping skills include:

- **Advocate for yourself.** Don't feel as though you have to manage pain in silence. Talk to your human resources department about accommodations that could help minimize your pain and maximize your productivity. If you feel comfortable, talk with your boss and co-workers about your pain so they can understand and possibly assist in your pain management practices.
- **Set priorities.** Be aware of your limitations and your health, and don't push yourself in ways that will cause a setback in your pain management efforts. Say no when you need to.
- **Take breaks.** Use regular breaks as a way to bring your pain management practices into the workplace. If getting up and stretching helps your chronic pain, be sure to do so. Some people find that taking a few minutes to meditate in a quiet place helps them manage pain. Others squeeze in a short walk during lunch to gain the benefits of additional exercise.
- **Adopt healthy habits.** On or off the job, you can help your pain management efforts by eating well and exercising. Inquire about any wellness programs offered by your employer; these can be a valuable source of information about healthy living. And be sure to stay on top of taking your prescribed pain medications.
- **Tweak your workspace.** Examine your work area for ways to minimize pain and make you more comfortable. Ergonomic tools like special office chairs, hand rests, foot rests, keyboard trays, and telephone headsets can be tremendously helpful, and many employers will provide these items for you, especially if they understand the benefits.
- **Be aware of pain management options.** Ask your doctor about new ways to deal with your chronic pain and if sessions with an occupational therapist could help you make on-the-job pain management strategies more effective. A therapist also can provide exercises and coping skills tailored to your particular ailment.

Staying at or returning to work can be a helpful component of pain management. By following certain strategies, you can be more productive and experience less pain while benefiting from being around other people on the job.



Community Service Project by Rhonda Miller CAP, Community Service Chair

As the new school year approaches, we have decided to help out with donations of school supplies. Due to the difficult financial times, there are families that are unable to provide their children with the appropriate supplies needed to begin their new school year. The following is a list of commons things needed for each class (Kindergarten – 5th grade): (*Bring to August Meeting*)

- Pencil boxes (small)
- Pencils (#2 – no mechanical)
- 24 pack crayons
- 8 pack crayons
- Fiskars brand scissors
- 8.5x11 copy paper
- Loose leaf notebook paper (3 holed, lined, and wide-ruled)
- 3x5 index cards
- Colored pencils
- Plastic pencil sharpeners
- Pencil tip erasers
- Glue sticks
- Rulers
- Highlighters
- 3-pronged folders with pockets (red, yellow, green, blue, purple, orange)

Manatee County Food Bank seeking emergency donations – (Excerpt from the Bradenton Herald July 19, 2011 edition)

The Manatee County Food Bank is reaching out to the community for help as its supplies are almost depleted. The food bank requested emergency help from United Way, which noted that the situation is worse than in 2008 when similar aid was needed. Donations are lower than normal, and children of low-income families are not receiving breakfast and lunch meals that are provided during the school year,” noted Jerry Koontz, United Way president. Organizations are being asked to donate non-perishable food and money to purchase perishable food.

The United Way is providing food drive kits to help companies conduct their own food drives. Non-perishable food and monetary donations should be delivered to the food bank at 811 23rd Ave. E, Bradenton, 34208. All contributions are tax-deductible. Publix plans to have food barrels in each of its Manatee stores for collecting donated food as it is purchased. One suggestion: Use Publix’s Buy One Get One Free specials, and donate the free item.

To arrange for a food barrel to be delivered or picked up, please call food bank director Cindy Sloan with the food bank at 747-FOOD (3663).



Volunteering is the practice of people working on behalf of others or a particular cause without payment for their time and services.

Volunteering is generally considered an altruistic activity, intended to promote good or improve human quality of life, but people also volunteer for their own skill development, to meet others, to make contacts for possible employment, to have fun, and a variety of other reasons that could be considered self-serving.



Meet Your Deadlines with These Tips

By Margot Carmichael Lester, *Monster Contributing Writer*

Not meeting deadlines can spiral into project or career failure. Yet deadlines are one of the most vexing pieces of the time-management puzzle. But there are ways to manage your deadlines, according to Jeffrey Ford, co-author of [Deadline Busting](#).

Five Deadline-Busting Tips

- **Create and Maintain a Due List of All Deadlines:** Write down any promised result, communication, product or service -- even the things that don't have specific due dates but are due sometime. "We have found that this is one of the single greatest stress reducers, because it shows you everything due to others," Ford says.
- **Plan and Schedule Your Work:** For each deadline on your due list, identify the action items (tasks, communications, research, etc.). Put these in order and estimate how long each will take. Then transfer this information to your schedule or calendar. "Even when I do just a little work on an assignment, if I know that according to the schedule the day's work has moved me closer to completing the article, then I've got nothing to be anxious about," explains Duncan Murrell, a freelance writer and editor in Pittsboro, North Carolina.
- **Negotiate Due Dates:** Most deadlines are not set in stone, so propose alternatives if necessary. This gives you more control over when things are due, enables you to meet more of your deadlines and creates less stress. "I always look for a little wiggle room," explains Benson Shinn, a legal temp in Seattle. "The key is to sound reasonable, not whiny or plaintive. And if you don't get your way, you just have to stud up and try to meet it anyway."
- **Learn to Say No:** Sometimes deadlines are utterly unworkable. When this happens, it's better to say no up front than to accept the assignment, fail to do it and then make an excuse for why you couldn't get it done. "People won't remember how good your excuse was, but they will remember you didn't do whatever you said you would do," says Ford. "Although there may be some stress in telling someone no, it is nowhere near as stressful as the worry associated with not doing what you said you would."
- **Ask for Help:** "Most of us do not like to admit we're having problems or that there is something we don't know or can't do," Ford suggests. "Too often, when problems arise, we become like turtles and pull back into our shells pretending things are fine." If you're crunched for time, ask other people to do specific things that will help you pick up the pace.

For each deadline on your due list, identify the action items (tasks, communications, research, etc.)

If you're crunched for time, ask other people to do specific things that will help you pick up the pace.

Missed-Deadline Damage Control

What if, despite your best efforts, you miss the deadline? "Keep working, albeit a little faster," Murrell says. "Make no excuses unless your excuse is you're in the hospital. Give them the earliest possible time that you can have the project ready, and meet that deadline. Do not blow the second deadline."



Calendar of Events



- **September 24, 2011 –**
Florida Division Leadership Education Conference (LEC)
Winter Park, FL

- **October 9-12, 2011 -**
International Fall Conference
Sheraton San Diego Hotel & Marina
San Diego, California
<http://www.iaap-hq.org/events/conferences/fall>

- **November 5, 2011 –**
Certified Administrative Professional (CAP) & Organizational Management Specialty Exams
<http://www.iaap-hq.org/certification>

- **November 12, 2011 –**
Florida Local Area Networking (FLAN) Meeting
Hosted by the St. Petersburg Chapter
St. Petersburg, FL

- **January 28, 2012 –**
Florida Local Area Networking (FLAN) Meeting
Hosted by the Port Orange Chapter
Port Orange, FL

- **March 4-7, 2012-**
International Spring Conference
Harrah's Las Vegas
Las Vegas, Nevada
<http://www.iaap-hq.org/events/conferences/spring>

- **March 12-17, 2012 –**
IAAP Fundraiser Cruise to Haiti & Jamaica
Hosted by the First Coast Chapter
<http://www.iaapfirstcoast.com/CruiseInfo.html>

- **May 12, 2012 –**
Florida Local Area Networking (FLAN) Meeting
Hosted by the Melbourne Chapter

- **June 22-24, 2012 –**
Florida Division Annual Meeting (FDAM) –
Omni Hotel
Jacksonville, FL

- **July 22-25, 2012 –**
International Education Forum and Annual Meeting (EFAM) –
Grapevine, Texas



CAP/CAP-OM Exam Information

The new certification changes take effect November 2011. Both exams are given on the first Saturday of November. The CAP exam is administered Saturday morning and the CAP-OM exam is administered Saturday afternoon. For those interested in applying for the CAP/CAP-OM exams for November 5, 2011, the deadline for submittal of your registration form is August 15, 2011. You can obtain the forms through the IAAP website at <http://www.iaap-hq.org/prodev/certification/exams.html>

Why wait?

Do something for yourself and your career today.



The Options Office Skills Training Program provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.

With Options Technology hands-on learning, you get comprehensive technology training that will increase your productivity as you move from the basic to advanced levels. Hone your skills and prove your competency with Microsoft Office certification. Options Technology gives you everything you'll need to prepare for the Microsoft certification exams. Options Technology has earned one of the highest scores of any instructional materials. Be confident in your knowledge of Microsoft Office as you use the post assessments to measure your readiness to take your certification exams.

For more information go to: <http://www.iaap-hq.org/events/options>



Pathways to Excellence Program



Please sign up on the IAAP Florida Division website and join an eGroup. One of the criteria to be a Chapter of Excellence is to have 75% of our Chapter join an eGroup. There are plenty to choose from. Please contact our webmaster, Kathleen Hall CPS/CAP, and she will tell you how to join an eGroup. But it really is very easy to figure out. If Kim Stafford can do it, anyone can.

Member of Excellence

Revised to take effect for 2011-2012 IAAP Year

Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.

Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text. IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2011

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year). A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. **Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)**
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (**minimum 200 words**), and have it published in an IAAP publication (chapter, division, or international level.) **Recommending another author's article does not qualify.**
4. Attend **at least one** professional educational workshop, seminar or conference (**at least 60 minutes in length**) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. **This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.**
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) **IAAP** chapter, division or international sponsored meetings, programs or events (any combination.) **These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.**
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.



Committee Chairs

Administrative Professionals
Week
Pamela Gleason CPS/CAP
pgleason@sar.usf.edu

Bylaws and Standing Rules
Myrtle Owings CPS/CAP
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Certification
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Publicity
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Retirement Trust Foundation
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Ways and Means/Scholarship
Sandy Korfanta CPS
skorfant@scgov.net

Website
Kathleen Hall CPS/CAP
knh258@msn.com

We're on the Web!

See us at:

<http://www.iaap-sarakeys.org/IAAPHQ/Sarakeys/Home/>

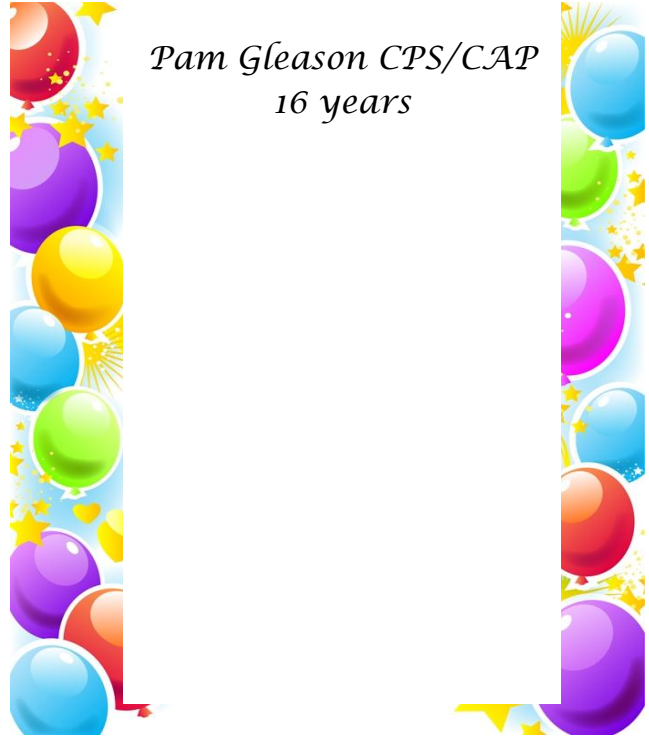


August Birthdays

No August birthdays

Anniversaries

*Pam Gleason CPS/CAP
16 years*



Inspirational Quotes

*Creativity is inventing, experimenting,
growing, taking risks, breaking rules, making
mistakes and having fun.*

Mary Lou Cook

*When you are laboring for others, let it be
with the same zeal as if it were for yourself.*

Confucius



Recipe Corner



Jamaican Jerk Turkey Wraps

Ingredients 4 Servings

- 2 cups broccoli coleslaw mix
- 1 medium tomato, seeded and chopped
- 3 tablespoons reduced-fat coleslaw dressing
- 1 jalapeno pepper, seeded and chopped
- 1 tablespoon prepared mustard
- 1-1/2 teaspoons Caribbean jerk seasoning
- 2 turkey breast tenderloins (8 ounces each)
- 4 fat-free flour tortillas (8 inches)

Directions:

- In a large bowl, toss the coleslaw mix, tomato, coleslaw dressing, jalapeno and mustard; set aside. Rub the seasoning over turkey tenderloins.
- Using long-handled tongs, moisten a paper towel with cooking oil and lightly coat the grill rack. Grill tenderloins, covered, over medium heat or broil 4 in. from the heat for 8-10 minutes on each side or until a meat thermometer reads 170°. Let stand for 5 minutes.
- Grill tortillas, uncovered, over medium heat for 45-55 seconds on each side or until warmed. Thinly slice turkey; place down the center of tortillas. Top with coleslaw mixture and roll up.

Editor's Note: We recommend wearing disposable gloves when cutting hot peppers. Avoid touching your face.



Grilled Pineapple Butterscotch Sundaes

Ingredients 6 Servings

- 2 fresh pineapples
- 6 tablespoons plus 1/2 cup butter, divided
- 2 tablespoons sugar
- 1/4 teaspoon ground nutmeg
- 1 cup packed brown sugar
- 1/2 cup heavy whipping cream
- 1/2 teaspoon vanilla extract
- Dash salt
- 3 cups *vanilla ice cream*

Directions:

- Peel, core and cut each pineapple into six spears. In a small saucepan, melt 6 tablespoons butter with sugar and nutmeg. Brush over pineapple. Grill, covered, over medium heat or broil 4 in. from the heat for 7-10 minutes or until lightly browned, turning occasionally.
- For sauce, in a small saucepan, melt remaining butter. Stir in brown sugar and cream. Bring to a boil, stirring constantly. Remove from the heat; stir in vanilla and salt. Serve sauce with ice cream and grilled pineapple.



The following jobs are
available in our area:

Pinnacle Medical Group

Bradenton, FL

Contact: Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=ILKGV0B&ff=21&APath=2.31.0.0&job_id=J3I4V679GRTHJ21GDF9

Position: Administrative Assistant

Salary Range: Not provided

Clickbooth.com LLC

Sarasota, FL

Contact: Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=ILKGV0T&ff=21&APath=2.31.0.0&job_id=J8E6736LHNL811X1Y6M

Position: Executive Assistant/Personal Assistant

Salary Range: \$30,000-\$40,000 per year

Unknown (landscape construction firm)

Bradenton, FL

Contact: Staff Builders HR at 863-701-8690

Or Apply online at:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=ILKGV0B&ff=21&APath=2.21.2.1.0&job_id=J8A27S6RNYVCZ47FWQ7

Position: Administrative Assistant (Bi-Lingual)

Salary Range: \$12.00-\$15.00 per hour

Hoveround Corporation

Sarasota, FL

Contact: Email at hr@hoveround.com (Fax: 941-739-5342)

Information at:

<http://www.hoveround.com/hoveround-careers/job-postings/administrative-assistant>

Position: Administrative Assistant

Salary Range: Not provided

Vision

To inspire and equip all office professionals to attain excellence.

Purpose

To provide education and training, and set standards of excellence recognized by the business community on a global perspective.

Chapter's Mission

To be the acknowledged, recognized leader of office professionals and to enhance their individual and collective value, image, competence and influence.

Articles Submission

To contribute articles, ideas, quotes and anything to share with members, please submit them to the Newsletter

Chairman,
Donna Chipman CPS/CAP at
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