



**2010-2011  
Chapter  
Officers**

President  
Kim Stafford CAP

Vice President  
Rhonda Miller CAP

Recording  
Secretary  
Donna Chipman  
CPS/CAP

Corresponding  
Secretary  
Pat Whitesel CAP

Treasurer  
Sandy Korfanta  
CPS

February 2011  
Volume 8, Issue 7

# The Key Page

## Sara-Keys Chapter Newsletter

### **President's Corner** by Kim Stafford CAP

I had to have a blood test this morning. The doctor wants to check my blood sugar, thyroid, and overall health. Like everyone else, I don't really like having a blood test for several reasons. The physical pain is probably the least of my worries. The biggest reason I don't like having a blood test is that it will really tell me the truth about my health. And the truth can sometimes be unpleasant to hear. But without the blood test, I wouldn't know my true health.

What does this have to do with Sara-Keys Chapter? Like the human body, every organization needs to have a check up now and then. And it's time for our Chapter to have a blood test! A blood test that will show the overall health of our chapter. But our blood test won't hurt. The results will help us determine the best treatment for bettering the health of our chapter. The Board really wants to know your true thoughts about our Chapter's performance. So we will be developing a survey that will ask some pretty forward questions. And we really want to know the truth about how you feel.

Sara-Keys Chapter Strategic Plan is to increase membership by 10%, retain current members, and provide informative programs offering recertification points. The Board is working very hard to achieve our strategic plan but we don't seem to be doing very well. Our January Chapter meeting was held at a public place and it was pot luck so there was no cost to members. It was a fantastic meeting with fantastic food. But we still only had 10 members show up.

So we need your help. When you receive your survey, please take the time to complete it and be brutally honest. We can take it!



## Chapter Garage Sale

The Sara-Keys Chapter will be holding its annual garage sale on Saturday, February 12, 2011, at Kim Stafford's house. The address is 2703 Waldemere Street, Sarasota, FL. If you get lost, her phone number is 330-9868. Set up will be the night before around 6pm.

The garage sale will be from 8am to 2pm on Saturday and we need lots of help. We are also going to be selling baked goods and coffee. So start gathering up all the items you no longer use or want and come on over to help raise money for the IAAP Retirement Trust Fund and our Chapter budget.

**PLEASE** do not bring clothes to sell. Make sure to pre-price your items before donating them for the sale. Baked goods should also be prepackaged and pre-priced.



## Ways and Means Basket

We are in need of items for our Ways and Means basket that will be raffled off at the Florida Division Spring Education Conference in late February. Our basket theme is an Italian dinner so pasta, wine, tablecloth, jar of parmesan cheese, etc. are all needed. Rhonda Miller CAP will be putting our basket together. Please bring items to her at the February Chapter meeting.

## February Chapter Meeting

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

*RSVP by noon on Friday, 2/11 to Pat Whitesel CAP at [pwhitesel@gmail.com](mailto:pwhitesel@gmail.com)*

<b>Date:</b>	<b>February 15, 2011</b>
<b>Time:</b>	<b>Networking at 6:00 p.m. Dinner at 6:30 PM Program at 7 PM</b>
<b>Location:</b>	<b>Holiday Inn – Lakewood Ranch 6321 Lake Osprey Drive Sarasota, FL 34240 Phone: 941-782-4400 for directions</b>
<b>Program:</b>	<b>“Self Awareness and Safety”</b>
<b>Cost:</b>	<b>\$15.00 per person</b>



***Please remember that if you RSVP for the meeting and need to cancel, please do so by noon on 2/14; otherwise, you will be responsible for payment of your dinner.***



## **Meeting Recap** for January 18, 2011

The January meeting started off with a wonderful pot luck dinner. There were ten members in attendance. The meeting was brought to order at 8:10 pm and discussion took place concerning the Chapter's budget; the annual garage sale; scheduling meetings at the Sarasota County Administration Center with pot luck dinners; Kathy Sorrell, Florida Division Secretary, will be conducting our Installation of Officers during our June meeting; our Administrative Professionals' Day event on April 19, 2011; and future Community Service projects, including serving at the Salvation Army, Habitat for Humanity, Postal Workers' Food Drive, and collection of school supplies.



## **SPARCC Paper Shower** by Rick Musior, Jr. CAP, Community Services Chair

They say charity begins at home. Whoever coined this phrase knew the value of the village concept of taking care of those in need within a community.

Communities rely on help from its charitable organizations. Safe Place and Rape Crisis Center (SPARCC) is one of those organizations. Formed in 1979, it is the only state-certified center for domestic violence and sexual assault services for Sarasota and DeSoto Counties. All of SPARCC's services are free and confidential. SPARCC promotes social change through community awareness and education and serves its clients through an Outreach Center in downtown Sarasota, satellite offices in south Sarasota and DeSoto Counties, a shelter operating 24 hours a day/365 days a year and at the local courthouses.

How can Sara-Keys Chapter of IAAP contribute toward the village effort you ask? As the community service chair, again I call on our members to support SPARCC in helping those in our community. From now until March 15<sup>th</sup>, 2011 our chapter will be collecting items for the SPARCC Paper Shower. Please consider donating paper products and disposable diapers to this worthy cause. As an option, monetary donations will be accepted and used to purchase paper products for the drive. You may bring your donations to the February and March chapter meetings or contact me directly for a scheduled pickup.

Because a community relies on help from its charitable partners, charities rely on the generosity individuals and associations within the community. Sara-Keys is a proven organization of community service champions. We netted a total of 269 lbs of food for the All Faiths Food Bank food drive. I want to personally thank each and every one of you for making the food drive a huge success. Having joined Sara-Keys IAAP, I feel part of something bigger than myself, surrounded by a family of caring people that are willing to help at the drop of a hat!

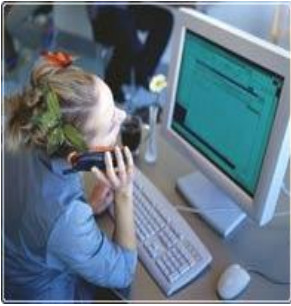
As long as we are living, we can never stop giving!

Visit <http://www.IAAP-sarakeys.org> or [www.iaap-hq.org](http://www.iaap-hq.org)



*With your support,  
SPARCC can  
continue  
to help heal the  
damage caused by  
domestic violence  
and break the cycle  
in our community.  
Please help us  
continue these  
vital programs by  
making a  
contribution.  
Together, we are  
saving lives today  
and tomorrow...*

February 2011



## How to Leave the Office at 5:00

Sara Eckel, PayScale.com, Monster+HotJobs

The recession has certainly been hard on the people who have lost their jobs, but it's also taken its toll on those left behind. As staff sizes shrink, employees are under more pressure than ever to do more work in less time. So the ability to say no at strategic times is crucial. "Time management isn't about magically finding more hours in the day. It's about making the most of the ones you have," says Laura Stack, a productivity expert and the author of "Super Competent: The Six Keys to Perform at Your Productive Best." "So stop hunting for spare minutes and start refusing to fill your calendar in the first place." Here are some ways to start doing that:

**Don't assume it's urgent.** Your boss hands you a novel-length binder at 4:30 in the afternoon and says, "Would you take a look at this?" Guess you can kiss that after-work softball game good-bye. Not necessarily, says Stack. "Many times we assume people mean 'right now' when they make requests, so ask them specifically, 'Do you need it today, or will Monday be okay?'"

**Make your manager manage you.** If your laid-off colleagues' work is piling up in your in-box, ask your boss to help you prioritize. It's a great no-complaint way to show just how thinly you're being stretched, and it will enable you to devote the bulk of your time to the projects that matter most to her. "Where most managers and employees bump heads is when something the manager felt was of critical importance gets overlooked," says Debra Yergen, the author of Creating Job Security: Resource Guide.

**Save everyone's time.** If you find that the weekly staff meeting is mostly a repetition of things that everyone already knows, you're probably not alone. So instead of telling your boss you're too busy to attend the meeting, Stack suggests pointing out that it might be a better use of the group's time if you met monthly instead. Newsletters, reports and conference calls can also be right-sized to a more reasonable time frame.

**Say yes to something.** Shift the focus from what you *won't* do to what you *will* do. "Say no with an alternative," says Diane Gottsman, etiquette expert and owner of The Protocol School of Texas--for instance, "I won't be able to stay late tonight but will be happy to take lunch at my desk tomorrow to spend dedicated time on this project."

**Don't "have a minute."** Interruptions are one of the biggest office time-wasters, which is why Stack says it's important to teach your coworkers that, no, you won't just drop everything each time they want help. "When a co-worker pops his head in your office and says, 'Hi, gotta minute?' you can reply, 'I have just one. Will that be enough?' And do not smile."

After he sheepishly admits that he probably needs fifteen or so, Stack says you should either ask him to schedule a meeting or tell explain that you're busy and suggest a time that's convenient--for you!

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## Calendar of Events



➤ **February 26, 2011 - Florida Division Spring Education Conference**

Orlando Marriott – Lake Mary  
1501 International Parkway  
Lake Mary, FL  
Cost: \$49.00

*Four recertification points awarded*

Room rates: \$85.00 rate available until January 26, 2011. Call for reservation for IAAP group rate: Conference ID code – iaapsec2011. Diane Nelson, Director of Sales: 407-995-1100 or 1-800-380-7724

<http://iaapfirstcoast.com/2011-SEC.html>

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➤ **March 6-9, 2011 - International Spring Conference**

Hyatt Regency Hotel  
Tampa, FL

<http://www.iaap-hq.org/events/conferences/spring>

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➤ **March 19, 2011 – Florida Local Area Network Meeting (FLAN)**

Hosted by the Lakeland Chapter

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➤ **March 26, 2011 – Florida Local Area Network Meeting (FLAN)**

Hosted by the Fort Myers and Cape Coral Chapters

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➤ **March 31-April 4, 2011 - IAAP Cruise**

Fundraiser sponsored by the First Coast Chapter

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➤ **April 24-30, 2011 - Administrative Professionals Week**

➤ **Administrative Professionals Day Event**

Sponsored by the Sara-Keys Chapter  
Tuesday, April 19, 2011 8:00am – Noon

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➤ **June 24-25, 2011 - Florida Division Annual Meeting (FDAM) –**

Best Western Gateway Grand Hotel  
Gainesville, FL

[Order](#) your personalized "Gator Heaven in 2011" FDAM polo shirt!

Registration Opens: January 12, 2011

Early Registration Fee: \$175 (paid by April 30, 2011)

Regular Registration Fee: \$200 (paid after April 30, 2011)

*Hotel Registration Deadline: April 30, 2011*  
*Registration Payment Plan-Payment #1 due March 1, 2011*

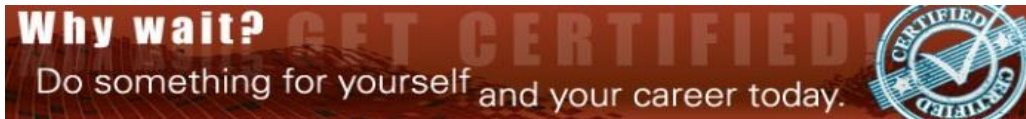
*Registration Payment Plan-Payment #2 due April 1, 2011*

*Registration Payment Plan-Payment #3 due May 1, 2011*



## CPS/CAP Exam Information

For those interested in applying for the CPS/CAP exams for May 6-7, 2011, the deadline for submittal of your registration forms is February 15, 2011. The CAP exam will be given on Friday, May 6, 2011 and the CPS exam will be given on Saturday, May 7, 2011. You can obtain the forms through the IAAP website at <http://www.iaap-hq.org/prodev/certification/exams.html>



## Pathways to Excellence Program

Deadline for Online Submissions is  
11:59pm Central Time on June 30, 2011

The Pathways to Excellence year coincides with the IAAP fiscal year of July 1, 2010, through June 30, 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. Be a current CPS and/or CAP holder
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 and have it published in an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars or conference
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.
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) chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review

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.

## Committee Chairs

Administrative Professionals  
Week  
Pamela Gleason CPS/CAP  
[pgleason@sar.usf.edu](mailto:pgleason@sar.usf.edu)

Bylaws and Standing Rules  
Myrtle Owings CPS/CAP  
[m.owings@verizon.net](mailto:m.owings@verizon.net)

Certification  
Pat Whitesel CAP  
[pwhitesel@gmail.com](mailto:pwhitesel@gmail.com)

Chapter/Member of  
Excellence  
Bernadette Azai CPS/CAP  
[bernadette.azai@pbsg.com](mailto:bernadette.azai@pbsg.com)

Community Service  
Rick Musior, Jr. CAP  
[rmusior@scgov.net](mailto:rmusior@scgov.net)

Education and  
Program/Seminar  
Kim Stafford CAP  
[kstaffor@scgov.net](mailto:kstaffor@scgov.net)

Membership  
Doris DeMaria CAP  
[ddemaria@scgov.net](mailto:ddemaria@scgov.net)

Newsletter  
Donna Chipman CPS/CAP  
[Chipman430@yahoo.com](mailto:Chipman430@yahoo.com)

Publicity  
Rick Musior, Jr. CAP  
[rmusior@scgov.net](mailto:rmusior@scgov.net)

Retirement Trust Foundation  
Bernadette Azai CPS/CAP  
[bernadette.azai@pbsg.com](mailto:bernadette.azai@pbsg.com)

Ways and Means/Scholarship  
Sandy Korfanta CPS  
[skorfant@scgov.net](mailto:skorfant@scgov.net)

Website  
Kathleen Hall CPS/CAP  
[knh258@msn.com](mailto:knh258@msn.com)

We're on the Web!

See us at:

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



## February Birthdays

Helen Wagner CPS/CAP Feb 1.  
Pam Gleason CPS/CAP Feb 12



## Anniversaries

No anniversaries in  
February



## Inspirational Quotes

*However often the thread may be torn out of your hands, you must develop enough persistence to wind it up again and again.*

-Walter Gropius

*The control center of your life is your attitude."*

-Norman Cousins



## Recipe Corner

Here are some recipes for your Super Bowl party:



**Baked Onion Cheese Dip**  
From Taste of Home

12 Servings Prep/Total Time: 30 min.

### Ingredients

- 2 cups (8 ounces) shredded cheddar cheese
- 1 cup (4 ounces) shredded pepper Jack cheese
- 4 ounces cream cheese, cubed
- 1/2 cup mayonnaise
- 1/4 teaspoon dried thyme
- 2 cups chopped sweet onions, *divided*
- Assorted crackers

### Directions

- In a food processor, combine the cheeses, mayonnaise, thyme and 1 cup onions; cover and process until blended. Stir in remaining onions.
- Transfer to a greased 3-cup baking dish. Bake, uncovered, at 375°
- for 20-25 minutes or until bubbly. Serve with crackers. Yield: 3 cups.

**Nutrition Facts:** 1/4 cup (calculated without crackers) equals 208 calories, 19 g fat (9 g saturated fat), 44 mg cholesterol, 248 mg sodium, 2 g carbohydrate, trace fiber, 7 g protein.



**Sliders w/ Chipotle Mayo**

From Food Network  
Recipe from Bobby Flay

### Ingredients

#### Chipotle Mayonnaise:

- 1 cup mayonnaise
- 2 chipotles in adobo sauce
- 1 tablespoon adobo sauce
- 1/2 lime, juice
- Salt and freshly ground black pepper

Add all the ingredients to a food processor and puree. Season, to taste, with salt and pepper.

#### Sliders:

- 1 to 1 1/2 pounds ground chuck, 80/20
- Salt and freshly ground black pepper
- Cheese slices, your choice
- Mini burger buns

Preheat grill over medium-high heat. Form the meat into 2 to 3-ounce portions, packed tightly. Season with salt and pepper. Place the sliders on the grill. Wait until they are nice and crusty on the first side, about 4 to 5 minutes and then flip and cook another 4 minutes. When the sliders are about done, top with desired cheese and close the grill, allowing the cheese to melt. Place the slider on mini burger buns and top with chipotle mayonnaise and any other desired toppings



The following jobs are  
available in our area:

The following positions were found on  
*CareerBuilder.com* and *Monster.com*:

**New College of Florida**  
**Office of Admissions & Financial Aid**

Sarasota, FL

Contact:

<https://ncf.simplehire.com/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1296450582475>

*Position: Office Assistant*

*Salary Range: \$24,000*

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**Michael Saunders & Company**

Sarasota, FL

Contact: Paula Rees- fax resume to 941-308.3200.

*Position: Administrative Assistant (part-time - Hours are Monday-Friday, 8:30am – 1:00pm but can be flexible)*

*Salary Range: Not provided*

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**Maximus Auto Group**

Bradenton, FL

Contact: Sean Sparks at 941-739-0044

*Position: Operations & Administrative Assistant (part-time leading to full-time)*

*Salary Range: \$8.00 to \$10.00 per hour*

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**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  
[Chipman430@yahoo.com](mailto:Chipman430@yahoo.com)