



**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

March 2011

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The Key Page



Sara-Keys Chapter Newsletter

President's Corner by Kim Stafford CAP

The recent IAAP Florida Division Spring Education Conference was great! It was structured with the opportunity to choose which topic we wanted to attend. For each session there were 2 choices. So I am going to give you brief highlights about the sessions I attended.

Importance of Ergonomics

Your chair should have arms so that your arms and elbows have a place to rest. Monitors should be an arms length (specifically 23") away from your eyes. Your legs should be at a 90 degree angle and the chair seat should be 2 fingers away from the back of your knee. Foot rests are highly recommended if you sit so high that your feet don't touch the ground comfortably. This was a very informative session and the presenter was extremely knowledgeable and very engaging.

Social Networking

This session started out with a very informative slideshow with all kinds of facts and figures about the 3 social networking programs: Twitter, Facebook and LinkedIn. The most startling was that if Facebook were a nation, it would be the 3rd largest in the world! The presenter was in management at IBM and he gave great tips about what to do and more importantly, what not to do, on these social network programs. The best tip he gave was to always remember that a future employer may look at your accounts on these social network programs so always be cognizant of what you post

Turn Your Turf Through IT

Tips and Tricks were given for the Microsoft® Office 2007 applications of Outlook, Excel, Word and Powerpoint. The presenter was very patient and not only answered our questions but actually demonstrated the answers. She handed out quick reference cards for all of the programs in the 2010 version. I will send them to our Webmaster to post on our website.

Land of Ah's

This session was all about how to use storytelling as a powerful new business communications tool. It was stated that sometimes listeners learn better by stories than by charts and laborious dialogue. Storytelling can also help in persuading a group to get enthusiastic about major change.

Overall, the 2011 Spring Education Conference was a success and as usual, I learned new things. I saw familiar faces and spent too much money at the Ways and Means tables. I spent most of my money buying tickets hoping to win the Purple Passion basket. I really can't remember what was in the basket, but everything was purple!



President's Article (con't)

And by the way, we made \$93 on our Italian themed basket! Thanks to all who contributed and special thanks to Rhonda Miller who put the basket together and made it look so beautiful and appealing.

Don't forget to register yourself and spread the word about our Administrative Professional's Week event on April 19, 2011.

Chapter Garage Sale

The Sara-Keys Chapter Garage Sale was held on Saturday, February 12, 2011, at Kim Stafford's house. The sale was held to help raise money for the IAAP Retirement Trust Foundation and our Chapter. As a result of everyone's donations, the Chapter raised over \$590! Thank you to everyone who donated items, helped with setup, and assisted with the sale.



Ways and Means Baskets

We are in need of items for future Ways and Means baskets. If you have items that you wish to donate, please bring to our monthly meetings. Depending upon what we get will determine the themes for each basket.

March Chapter Meeting

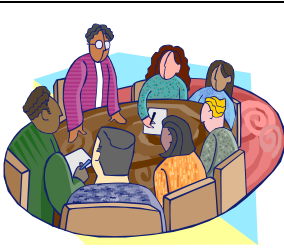
Sara-Keys Chapter Meetings are held the third Tuesday of each month

RSVP by noon on Friday, 3/11 to Pat Whitesel CAP at pwhitesel@gmail.com

- Date:** March 15, 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:** “*Tips and Tricks for PowerPoint 2003 and 2007*”
(One recertification point will be awarded)
- Cost:** \$15.00 per person



Please remember that if you RSVP for the meeting and need to cancel, please do so by noon on 3/14; otherwise, you will be responsible for payment of your dinner.



Meeting Recap for February 15, 2011

The meeting began with an informational presentation by Judy Johnston on *Self-Awareness and Safety*. She provided the members with valuable information on gaining personal control over your life, security of information provided over the internet, identity theft, and abusive and emotional situations.

During the business meeting the main focus was on preparations for the Administrative Professional's Day (APD) Event being held on April 19, 2011. The flyer has been distributed and Pam Gleason CPS/CAP, APD Event Chair, requested that everyone post the flyer in their offices. Rick Musior CAP noted he has set up a PayPal account to accommodate online registration. Also discussed was a proclamation being presented by the Sarasota County Board of County Commissioners acknowledging our APD event.

Florida Division Egroups

Kathleen Hall CPS/CAP mentioned during the February 15th meeting that she had received an email from Florida Division noting that only seven members have registered to participate in the Florida Division egroups. She encouraged everyone to register as the Chapter would receive a point towards the "*Chapter of Excellence*" award depending on the number of members registered. If you wish to participate, follow these steps to register:

1. Click on the following link: <http://www.iaap-sarakeys.org/IAAPHQ/SaraKeys/Home/Default.aspx?C=4783f2d7-76fd-48d9-8806-9155adb298e4&CLK=1ed2d150-76e6-46bf-b8c9-c2f9e502ebd6>
2. Look at the top right and click on: **"Login to see members only content"**
3. Log into the site using your username and password
4. Once logged in you should be back at the "Sara-Keys" home page
5. Click on the **"eGroup"** tab above "Spruce up your Career" logo
6. Go to the left-hand side and click on "My Subscriptions"
7. Under the "My Subscriptions" title, look to the right and make sure that the "Mail HTML"
8. Review the eGroups and decide which ones you would like to sign-up for
9. Click on "Daily Digest" for each eGroup you would like to join (you will be sent one email per day if there is any dialogue on the eGroup)
 - a. Make sure that you check the **"Florida Division"** and **"Sara-Keys"** if nothing else! :o)
10. Scroll to the bottom and click "Save"





Volunteering by Rick Musior, Jr. CAP, Community Service Chair

When we think of “Sprucing Up your Career”, we tend to think of it as self-improvement to add value to the workplace through increasing our efficiency and knowledge. In looking at the big picture, sprucing up your career should go beyond what we do for ourselves and expand to what we can do for others in our own community. Volunteering is perhaps one of the best ways to spruce up your career! Not only does it make you feel good, but it looks good on your resume too. Some employers consider knowledge gained through volunteering as credible work experience. Volunteering shows that you care and are willing to help.

Sara-Keys Chapter IAAP is an organization that prides itself with helping its community. Sara-Keys members have always been ready to roll up their sleeves and pitch at our community service events. Community service events promote friendships, teamwork and giving. The events are fun, well organized and fulfilling. I personally, have become more involved in volunteer activities since having become a member of IAAP and enjoy improving our community.

Please consider joining me in any (or all) of the upcoming community service events for 2011.

Habitat for Humanity ~March 26th. Registration deadline is March 17th. If you can paint, clean, or twist a screwdriver or even if you can't ...come on out and have fun! Time/Location to be determined as the date nears. Please pre-register at <http://www.volunteerup.com/Login.asp?ProjectDayID=196679&o=140&CurrentDate=3/2/2011%208:27:20%20AM>). If IAAP is not listed in organizations on the bottom of the form, please note your association with IAAP in the text box above the list.

Also scheduled are:

The Great American Clean Up, Gillespie Park in April
Postal Worker Food Drive, Bee Ridge Rd. in May.

For more information or to suggest an event, please contact me at rmusior@scgov.net.

Hope to see you there!

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.



How to Start a New Job on the Right Foot

Doug White, Robert Half International, Monster+HotJobs

Whether you're a recent graduate who recently accepted your [first "real" job](#) or a seasoned professional, walking into a new workplace for the first time can be very stressful. Keeping track of new people, processes, policies, and priorities is taxing. These tips can help you make a positive impression during your first weeks on the job:

Don't be a stranger. You could get off on the wrong foot with others if you sit back and wait for them to reach out to you. Shyness can come across as unfriendliness or even snobbery. Be sure to make the rounds in your first week on the job and introduce yourself to new colleagues, even those you may be working with only in a limited capacity. The more affable and outgoing you are, the quicker you'll be able to build rapport and gain access to valuable information and resources.

Get a read on the company. Company handbooks aren't necessarily page-turners, but you can't afford to ignore the content within. Making incorrect assumptions about personal web usage, electronic security, the social media policy, or the dress code can cause problems. While many of these issues will likely have been touched upon during your orientation, taking the time to read up on all protocols and procedures will keep you from accidentally running afoul of rules.

Pay attention to the unwritten rules, too. The nuances of the prevailing corporate culture aren't always spelled out in black and white. Does the boss like to receive updates via email or in-person chats? Are laptops typically brought to meetings? Do people actually observe "casual Friday"? Astutely observing people's behaviors, work styles, and communication preferences--and adjusting yours accordingly--will make your adjustment smoother.

Practice proper diplomacy. Your manager will expect you to offer fresh perspectives and solutions. But be cautious about how and when you present your ideas and feedback. It's wise to give your thoughts when asked or to occasionally share some initial impressions, but do so in a tactful and respectful manner. There's no better way to alienate yourself than to come across as a brash know-it-all. In addition, avoid overt criticism and comparisons to your previous workplace.

Pace yourself. It's admirable to want to immediately establish yourself as a capable go-getter. But you won't impress anyone if you over-promise and under-deliver. Give yourself some time to get a firm handle on your core duties and responsibilities before volunteering to tackle every side project you hear about. By biting off more than you can chew, you could burn out or set an unsustainable precedent when it comes to your workload.

Finally, cut yourself some slack. Don't beat yourself up if you make a mistake or have to ask lots of questions during your first weeks on the job. And when you encounter those inevitable moments of self-doubt, remember that your new manager and colleagues know it's difficult to be the new kid on the block. Chances are, they're granting you a grace period to get up to speed.

Be sure to make the rounds in your first week on the job and introduce yourself to new colleagues, even those you may be working with only in a limited capacity.

Give yourself some time to get a firm handle on your core duties and responsibilities before volunteering to tackle every side project you hear about.



Calendar of Events



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

Hyatt Regency Hotel
Tampa, FL

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

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

Hosted by the Lakeland Chapter
8:30 am to Noon

Lakeland Regional Medical Center Auditorium
1324 Lakeland Hills Blvd, Lakeland, FL

RSVP by March 15th to
RSVP@iaaplakeland.com

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

Hosted by the Fort Myers and Cape Coral Chapters

9:00 am to 12:30 pm
Cape Coral Hospital Aux. Meeting Room
636 Del Prado Blvd

Cape Coral, FL
RSVP by March 23rd to
iaapcapecoral@yahoo.com

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

Fundraiser sponsored by the First Coast Chapter

<http://www.iaapfirstcoast.com/CruiseInfo.html>

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

➤ **April 19, 2011 - Administrative Professionals Day Event**

Sponsored by the Sara-Keys Chapter
8:00am – Noon

Sarasota County Public Works Building
1001 Sarasota Center Blvd, Sarasota, FL
\$20.00 Early Registration (by March 31st)
\$30.00 After March 31st.

Presentation by Sandy Geroux

<http://sandygeroux.com/>

For registration and payment options,
please visit www.iaap-sarakeys.org

➤ **April 21, 2011 – IMPACT 2011 Educational Seminar**

Sponsored by the Lake Buena Vista Chapter and Sea World Orlando-Ports of Call

Orlando, FL

[Flyer & Registration Information](#)

Registration Deadline: April 8

➤ **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

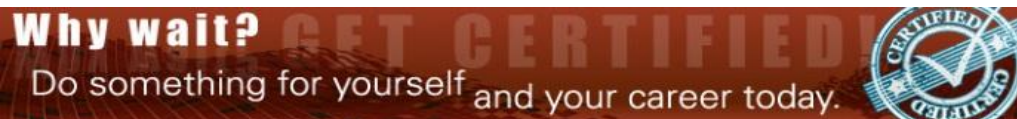
Registration Payment Plan-Payment #2 due April 1, 2011

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



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.

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 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

Committee Chairs

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

Bylaws and Standing Rules
Myrtle Owings CPS/CAP
m.owings@verizon.net

Certification
Pat Whitesel CAP
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Chapter/Member of
Excellence
Bernadette Azai CPS/CAP
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Education and
Program/Seminar
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Membership
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Newsletter
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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
kmh258@msn.com

We're on the Web!

See us at:

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



March Birthdays

Victoria Morgan CPS/CAP *March 19*
Bernadette Azai CPS/CAP *March 28*



Anniversaries

Sandra Nall CPS/CAP
11 years



Inspirational Quotes

An Irish Prayer

*May God give you...
For every storm, a rainbow,
For every tear, a smile,
For every care, a promise,
And a blessing in each trial.
For every problem life sends,
A faithful friend to share,
For every sigh, a sweet song,
And an answer for each prayer.*



Recipe Corner

Recipes for St. Patrick's Day



Irish Soda Bread

Ingredients

- 3 cups flour
- 3 teaspoons baking powder
- 2 eggs
- 2 tablespoons caraway seeds
- 1/2 stick margarine or butter
- 1 cup raisins
- 1/2 teaspoon salt
- 1/4 cup sugar
- 1 teaspoon baking soda
- 1 cup buttermilk

Directions

- Mix ingredients thoroughly (by hand). Add 1 cup buttermilk while mixing. Knead in bowl. Shape into ball. Grease and flour cast iron skillet. Place bread in pan and flatten to about 1 inch. Cut a cross 1/2 inch deep across the top. Add buttermilk on top (enough to moisten).
- Bake at 350 degrees for 35 minutes, then at 325 degrees for 5-10 minutes longer.



Beef and Guinness Stew

Ingredients

- 2 pounds stewing beef
- 3 tablespoons oil
- 2 tablespoons flour
- Salt and freshly ground black pepper
- Pinch of cayenne
- 2 large onions, coarsely chopped
- 1 garlic clove, crushed
- 2 tablespoons tomato puree, dissolved in 4 tablespoons water
- 1 1/4 cups Guinness
- 2 cups largely diced carrots
- Sprig of fresh thyme
- Chopped parsley, for garnish

Trim the meat of any fat or gristle, and cut into 2 inch cubes. Toss beef with 1 tablespoon of the oil. In a small bowl, season the flour with salt, pepper, and cayenne. Toss meat with seasoned flour. Heat remaining 2 tablespoons oil in a large skillet over high heat. Brown the meat on all sides. Reduce the heat; add the onions, crushed garlic and tomato puree to the skillet. Cover and cook gently for 5 minutes. Transfer the contents of the skillet to a casserole and pour half of the Guinness into the skillet. Bring Guinness to a boil and stir to dissolve the caramelized meat juices on the pan. Pour over the meat, along with the remaining Guinness. Add the carrots and thyme. Stir and adjust seasonings. Cover the casserole and simmer over low heat or in a 300 degree oven until the meat is tender, 2 to 3 hours. Garnish the beef with parsley and serve.



The following jobs are
available in our area:

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

The Oaks Club

Osprey, FL

Contact: Submit resume, cover letter and
application before March 28th to Mitzi Rojas at

mrojas@theoaksclub.com

Application may be downloaded at
www.theoaksclub.com

Position: *Administrative Assistant*

Salary Range: *Not provided*

Pinnacle Medical Group

Bradenton, FL

Contact:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=ILKGV0C&ff=21&APath=2.31.0.0&job_id=J3I6Y76ZS6PX1X8TCYD

Position: *Administrative Assistant*

Salary Range: *Not provided*

Stetson University College of Law

Gulfport, FL

Contact: Resumes and/or applications and salary
requirements should be sent to Human Resources
Office at 1401 61st Street S, Gulfport, FL 33707 or
email to hr@law.stetson.edu

Position: *Administrative Assistant-Registrar's Office*

Salary Range: *Not provided*

****NOTE:** They also have A/P Specialist and
Administrative Specialist openings available. View at:
<http://www.law.stetson.edu/HumanResources/?status=Staff-NonExempt#ASBO>

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