



October 2011
Volume 9, Issue 3

The Key Page

Sara-Keys Chapter Newsletter

President's Corner by Kim Stafford CAP

Happy Fall everyone! For a few short days, we had the most beautiful weather didn't we? The season is upon us and it sure did come fast this year. We're going to blink and it will be 2012 before we know it. So before our Chapter year is half over, I want to give you a status on what your Board is up to.

First, thanks to you, the Chapter members, we have 3 new members! That is huge. You really made our Membership Committee's job a whole lot easier. Not that they aren't going to continue the push. The Board invited the Membership Committee to our September Board meeting and we provided them with a whole lot of information like our survey results and the new Chapter of Excellence criteria that require us to hold a membership drive and a new member orientation.

The Board will be conducting the new member orientation at our October Chapter meeting. I hope you plan on attending as we welcome our new members.

Second, the Board just finished developing the Chapter budget. It will be presented to the Chapter at the October Chapter meeting.

Third, the Board finished the Chapter's Business Plan and it will also be presented at the October Chapter meeting.

As Chapter members, you play a key role by giving the Board feedback and lots of new ideas and suggestions. So I hope you plan on attending the October 18th Chapter meeting. I was recently reading the Sunny Isles Chapter newsletter and thought the following was worth sharing:

Ten Reasons to Attend a Chapter Function Even When You Don't Feel Like Going

1. You are important to the chapter; your absence will be felt.
2. It's vital to support your teammates. You might need them to support your ventures in the future.
3. You never know when and where opportunity will be knocking.
4. Your presence is essential for relationship building.
5. Valuing IAAP activities is imperative for future growth.
6. We owe it to fellow members to participate.
7. Joining IAAP at the chapter level is a commitment to the group.
8. Get a full return on the investment.
9. There's always something new to learn and experience.
10. Voice your concerns and give suggestions before the chapter is committed to a course of action. Create, don't just critique!

Next issue, let's hear from the Committees.

2011-2012 Chapter Officers

President
Kim Stafford CAP
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Vice President
Donna Chipman
CPS/CAP
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Pat Whitesel CAP
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Treasurer
Kathleen Hall CPS/CAP
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October Chapter Meeting

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

RSVP by noon on Friday, 10/14 to Rick Musior CAP at rmusior@scgov.net (Even if you are only wishing to attend the program)

**PLEASE BRING
YOUR FOOD
DONATIONS TO THIS
MEETING!**

Date: October 18, 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: New Member Orientation

Cost: \$15.00 per person

Dinner Choice: Turkey Croissant
(Large croissant filled with smoked turkey, crisp bacon, lettuce and tomato. Served with Chef's selection of bound salad. Includes fresh brewed coffee, iced tea, and a fresh baked cookie)



Please remember that if you RSVP for the meeting and need to cancel, please do so by noon on 10/17; otherwise, you will be responsible for payment of your dinner.

Welcome



Please join us in welcoming the following new member to the Sara-Keys Chapter:

Cheryl Boland



HEALTH BEAT

As most of you know, October is “Breast Cancer Awareness Month.” The following is an article I came across providing ten steps to prevent breast cancer.

Dr. Ann's 10-Steps to Prevent Breast Cancer

From [Ann Kulze, M.D.](#),

Updated October 30, 2009

About.com Health's Disease and Condition content is reviewed by the [Medical Review Board](#)

Ann Kulze, M.D. is the author of [Dr. Ann's 10-Step Diet](#)¹ (Top Ten Wellness and Fitness, October 2004), a primary care physician, spokesperson for Ruby Tuesday's Restaurant and mother of four. Dr. Ann designed these ten steps to show you how YOU can prevent breast cancer in your life.

- 1. Maintain a healthy body weight (BMI less than 25) throughout your life.** Weight gain in midlife, independent of BMI, has been shown to significantly increase breast cancer risk. Additionally, an elevated BMI has been conclusively shown to increase the risk of post-menopausal breast cancer.
- 2. Minimize or avoid alcohol.** Alcohol use is the most well established dietary risk factor for breast cancer. The Harvard Nurses' Health study, along with several others, has shown consuming more than one alcoholic beverage a day can increase breast cancer risk by as much as 20-25 percent.
- 3. Consume as many fruits and vegetables as possible.** Eat seven or more servings daily. The superstars for breast cancer protection include all cruciferous vegetables (broccoli, cabbage, brussels sprouts, cauliflower); dark leafy greens (collards, kale, spinach); carrots and tomatoes. The superstar fruits include citrus, berries and cherries. **Note:** it is best to eat cruciferous vegetables raw or lightly cooked, as some of the phytochemicals believed to offer protection against breast cancer are destroyed by heat.
- 4. Exercise regularly the rest of your life.** Many studies have shown that regular exercise provides powerful protection against breast cancer. Aim for 30 minutes or more of moderate aerobic activity (brisk walking) five or more days a week. Consistency and duration, not intensity, are key!
- 5. Do your fats right!** The type of fat in your diet can affect your breast cancer risk. Minimize consumption of omega-6 fats (sunflower, safflower, corn and cottonseed oils), saturated fats and trans fats. Maximize your intake of omega-3 fats, especially from oily fish (salmon, tuna, mackerel, sardines, lake trout and herring). Consume monounsaturated oils (canola, olive oil, nuts/seeds, avocados) as your primary fat source, as these foods have potential anticancer properties. Specifically, canola oil is a good source of omega-3 fats; extra virgin olive oil is a potent source of antioxidant polyphenols, including squalene; and nuts and seeds provide you with the cancer protective mineral, selenium.



6. **Do your carbs right!** Minimize consumption of the high glycemic index, "Great White Hazards" - white flour, white rice, white potatoes, sugar and products containing them. These foods trigger hormonal changes that promote cellular growth in breast tissue. Replace these "wrong" carbs with whole grains and beans/legumes. Beans/legumes because of their high fiber and lignan content are especially special.
7. **Consume whole food soy products regularly, such as tofu, tempeh, edamame, roasted soy nuts, soy milk and miso.** Only consume organic, non-GMO (genetically modified) soy. Epidemiologic studies have shown a positive association between soy consumption and reduced breast cancer risk.
8. **Minimize exposure to pharmacologic estrogens and xeno-estrogens.** Do not take prescription estrogens unless medically indicated. Lifetime exposure to estrogen plays a fundamental role in the development of breast cancer. Also avoid estrogen-like compounds found in environmental pollutants, such as pesticides and industrial chemicals. Buy organic produce if you can afford it; otherwise, thoroughly wash all non-organic produce. Minimize exposure to residual hormones found in non-organic dairy products, meat and poultry.
9. **Take your supplements daily.** A multivitamin, 500-1,000 mg of vitamin C in divided doses, 200-400 IUs of vitamin E as mixed tocopherols, and pharmaceutical grade fish oil. Also take 200 mcg of the mineral selenium or eat one to two Brazil nuts as an alternative. If you have a chronic medical condition or take prescription drugs, consult your physician first.
10. **Maintain a positive mental outlook.** Engage in self-nurturing behaviors regularly. Develop rich, warm and mutually beneficial relationships with family and friends. Get adequate sleep (7-8 hours per night). The mind-body associations with breast cancer are significant.



JOIN
US IN THE
FIGHT



Community Service Project by Rhonda Miller CAP, Community Service Chair



We will continue collections for the All Faiths Food Bank for the holidays. Please bring your donations to the next several meetings.

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

Show Your School Spirit
Join Avery in the support of education



Did you know many of your favorite Avery products help support your local schools?



Also don't forget to clip your Box Tops for Education, not only from food items, but also from Avery Office Supplies

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.



Seven Tips to Stay Sane at Work

By Megan Malugani, Monster Contributing Writer



When [office politics](#), [annoying coworkers](#) and rude customers are getting on your nerves, there are healthy and not-so-healthy ways to react. Experts offer seven tips on how to roll with the punches (without throwing any!) when [stress at work](#) threatens your mental health.

1. Stay Calm

The average person faces around 30 frustrations (or micrisis) every day, and a high proportion of those frustrations occur at work, says St. Paul-based licensed psychologist Anna Maravelas, founder of Thera Rising, a conflict resolution and organizational development consultancy, and author of [How to Reduce Workplace Conflict and Stress](#). But overreacting to a faulty copy machine or an insulting colleague by going into high-drama mode and losing your temper will end up hurting far more than it helps. The cortisone, adrenaline and other chemicals released when you have a temper tantrum will linger for at least two hours after your outburst, Maravelas says. “You don’t want to bring all that toxic energy home with you,” she says.

The average person faces around 30 frustrations (or micrisis) every day, and a high proportion of those frustrations occur at work.

2. Have Some Empathy

Remember, those 30 daily frustrations aren’t just happening to you, but to every person you encounter during your workday, from the rude customer (who isn’t always right, by the way) to your flighty boss. “People are worried about their kids, mortgage, job loss and health insurance,” Maravelas says. With so many stressors in the world today, she suggests cutting people some slack and assuming there’s a reason they’re not behaving perfectly. “Be hard on the problem, but soft on the people,” she says. “That creates positive reciprocity. They’ll remember how you gave them the benefit of the doubt and will pay you back someday when you need it.”

Don’t leave issues unresolved at the end of your workday.

3. Tune Out

Another technique for managing stress is to simply limit your exposure to office drama. “Close your door if you have a door, or close your mind if you have a mind,” says Simma Lieberman, an Albany, California-based organizational development consultant. “Unless you find it cathartic to get into arguments, when you feel tempted to get involved in office politics, plug in your iPod or music player, stick your headphones in you ears, and just act oblivious.”



4. Perfect the Art of the Blow Off

Don't get sucked into conversations with irritating coworkers. If someone walks up to you to purposely get a rise out of you, Lieberman says, a good response is, "Wow, really. I've got to get back to work. See you later." If they're gossiping, say, "Wow, interesting, but I've got to go," or "Why are you saying that?" If they're just always in your face, trying to interact socially (like a grandma constantly showing photos of her grandkids or selling their cookies), walk away or -- better yet -- ask them to do a favor for you. "They'll run away," Lieberman says.

5. Break the Bad Mood Cycle

Good moods at work are contagious, but so are bad moods, says Long Island-based Debbie Mandel, author of Addicted to Stress and a radio host and stress-management expert. "You don't have to internalize a colleague's bad mood," she says. "Either physically move away to break the negative energy, or else get immersed in your work because negativity is contagious."

6. Look for Humor

Mandel is also a believer in humor as a stress reliever at work. "Don't take yourself and everyone else so seriously," she says. "Pretend it's a sitcom. If it happens to someone else on TV, we're laughing, but when it happens to us, we take everything so seriously." So have a little fun at work. People who make others laugh are "positive magnets who are the life of the party," Mandel says. Even something as simple as putting up a funny screen saver can lighten your mood and others' moods.

7. Close the Door at the End of the Day

Don't leave issues unresolved at the end of your workday. "If you've made a mistake or gotten into a hassle, take the time to apologize in a nonobsequious way," Lieberman says. "If you go home with stuff left unresolved, it's hard to feel sane." On your way home, visualize the door to your workplace closed, and start thinking about what you're looking forward to at home," Lieberman says. Then, start fresh the next morning. Mandel agrees. "Every day is a new chance to shine," she says. "The slate is clean. It's a new beginning, a fresh start."

Calendar of Events



- **November 12, 2011 –**
Florida Local Area Networking (FLAN) Meeting
Hosted by the St. Petersburg Chapter
Carillon Office Center
780 Carillon Parkway #780
St. Petersburg, FL

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

- **February 18, 2012**
Gulf Coast Pre-Spring Conference
Suncoast Hospice
5771 Roosevelt Blvd (The Gathering Place)
Clearwater, Florida
Registration: Early Bird \$49.00; At the door, or after January 6, 2012, \$59.00
Recertification Points will be awarded

- **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>

- **March 23-24, 2012 –**
Spring Education Conference
Lake Buena Vista, FL

- **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.



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 knh258@msn.com.



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
Pat Whitsel CAP
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Bylaws and Standing Rules
Doris DeMaria CAP
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Certification

Chapter/Member of
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We're on the Web!

See us at:

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



September Birthdays

No October birthdays



Anniversaries

No Anniversaries in the month of October



Inspirational Quotes

Credit to the fullest the good qualities to be found in others, even though they may far outshine your own.

William Peck

All of us are born for a reason, but all of us don't discover why. Success in life has nothing to do with what you gain in life or accomplish for yourself. It's what you do for others.

Danny Thomas



Recipe Corner



**Rolled Italian
Meatloaf**

Ingredients 8 Servings

- 1 1/4 lb extra-lean (at least 90%) ground beef
- 3/4 lb bulk Italian sausage
- 1 egg
- 1 can (8 oz) pizza sauce
- 1/4 cup Progresso® Italian style bread crumbs
- 1/4 teaspoon pepper
- 2 cups shredded 6 cheese Italian cheese blend (8 oz)
- 2 cups loosely packed fresh spinach leaves

Directions:

Heat oven to 350°F.

In large bowl, mix ground beef, sausage, egg, 1/2 cup of the pizza sauce, the bread crumbs and pepper. On foil, pat mixture to 12x8-inch rectangle. Sprinkle evenly with cheese; gently press into meat. Top with spinach. Starting at short end, roll up tightly, using foil to start roll and tucking in spinach leaves; seal ends. Place seam side down in ungreased 12x8-inch (2 quart) glass baking dish. Bake 1 hour. Spread remaining pizza sauce over top. Bake 15 minutes longer or until thermometer inserted in meat loaf reads 160°F. Let stand 5 to 10 minutes before serving.



**Summer
Squash
Casserole**

Ingredients 10 Servings

- 2 medium yellow summer squash, diced
- 1 large zucchini, diced
- 1/2 pound sliced fresh mushrooms
- 1 cup chopped onion
- 2 tablespoons olive oil
- 2 cups (8 ounces) shredded cheddar cheese
- 1 can (10-3/4 ounces) condensed cream of mushroom soup, undiluted
- 1/2 cup sour cream
- 1/2 teaspoon salt
- 1 cup crushed butter-flavored crackers (about 25 crackers)
- 1 tablespoon butter, melted

Directions:

In a large skillet, saute the summer squash, zucchini, mushrooms and onion in oil until tender; drain. In a large bowl, combine the vegetable mixture, cheese, soup, sour cream and salt. Transfer to a greased 11-in. x 7-in. baking dish. Combine cracker crumbs and butter. Sprinkle over vegetable mixture.

Bake, uncovered, at 350° for 25-30 minutes or until bubbly.



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=ILKGV0G&ff=21&APath=2.31.0.0&job_id=J314LM7358L4F9GV71S

Position: Admitting Registration Clerical & Scheduling

Salary Range: Not provided

Benderson Development Company

Sarasota, FL

Contact: <http://www.benderson.com>

Position: Secretary

Salary Range: Not provided

Town of Longboat Key

Longboat Key, FL

Contact: Lisa Silvertooth, HR Manager at 941-316-1966 or apply online at www.longboatkey.org

Position: Administrative Aide I – Part Time

Planning, Zoning & Building Department

Salary Range: Not provided

Sarasota Bay Estuary Program

Sarasota, FL

Contact: Respond with cover letter and resume to Marian Pomeroy at marian@sarasotabay.org

Position: Secretary

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

Chipman430@yahoo.com