



September 2011
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The Key Page

Sara-Keys Chapter Newsletter

President's Corner by Kim Stafford CAP

2011-2012 Chapter Officers

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School has started and, to me, that means summer is officially over. I'm back to the hectic schedule of getting my daughter, Jaryn, to all of her activities after school. She walks to school every morning with her friend. Jaryn told me that sometimes her friend is quiet and the silence makes her uneasy. She is probably used to her mother's constant chatter – LOL. So I told her about a personality test I took a couple of years ago. This particular personality test is called the DOPE test and it assigns birds to the different personality types. DOPE stands for Dove, Owl, Peacock and Eagle. If anyone wants to take the test to see what bird they are, go to www.richardstep.com, click on self-tests then scroll down to Personality Tests (online version). In keeping with the Cook Up Your Career message, I started thinking about spices we could use to identify our different personalities instead of birds. See what you think.

Vanilla (Dove): Peaceful vanilla. Vanilla is people-orientated, loyal, friendly, hard working and a great team player but tends to avoid change, confrontation, risk-taking and assertiveness.

Cinnamon (Owl): Wise Cinnamon. Cinnamon is logical, mathematically minded, methodical and sometimes seen as a perfectionist. Cinnamon can be slow to make decisions and inflexible if rules and logic says otherwise. Cinnamon is not a big risk taker but loves detail.

Ginger (Peacock): Showy Ginger. Ginger loves talking, being the center of attention, has passion/enthusiasm and is happy/optimistic. Ginger can be accused of talking too much, and isn't good with detail or time-control.

Cayenne (Eagle): Bold cayenne. Cayenne is dominant, stimulated by challenge, decisive and direct. Cayenne can be blunt/stubborn, can lose sight of the big-picture and can be insensitive to other people's needs. Cayenne is a natural achiever.

When I took the personality test years ago, one of the most important lessons I learned was that we must learn to appreciate each and every one of the spices. So that's the lesson I was trying to teach my daughter. Maybe she won't be so uneasy when her friend is quiet. She'll just think her friend is a peaceful Dove.

I bet we have all these spices within our Chapter. It's the combination of spices that creates the warm and inviting flavor that makes our Chapter great! I look forward to sharing which spice I am at our next Chapter meeting on September 20, 2011. Hope you get a chance to take the test and share your spice too!



September Chapter Meeting

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

RSVP by noon on Friday, 9/16 to Rick Musior CAP at rmusior@scgov.net (Even if you are only wishing to attend the

PLEASE BRING YOUR FOOD DONATIONS TO THIS MEETING!

Date: September 20, 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: “Business Networking”
Presented by Paul DeClark, president of The Open Network Group, Inc.

(One Recertification Point will be awarded)

Cost: \$15.00 per person

Dinner Choice: Taco Salad
(Seasoned ground beef, lettuce, tomatoes, sour cream and salsa. 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 9/19; otherwise, you will be responsible for payment of your dinner.



Meeting Recap for August 16, 2011

- President Stafford reviewed the results of the membership survey.
- Carol Robb CPS/CAP, Florida Division Treasurer, was the presenter and remained after her presentation for the meeting. She clarified that the Chapter Financial Review and a budget must be submitted to Division by December 2011. It was noted by Kathleen Hall CPS/CAP, Sara-Keys Treasurer, that the Financial Review was completed and submitted in July 2011.
- Vice President Donna Chipman CPS/CAP noted that she continued to review possible speakers and topics for the meetings that would qualify for recertification points
- President Stafford discussed the Member of Excellence criteria and encouraged members to participate.



Welcome



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

Marilyn Rouse

Tanet Simolari



HEALTH BEAT

Understanding the Stages of Hypertension

High blood pressure is classified in one of several categories — and those designations can influence treatment.

By Beth W. Orenstein

Medically reviewed by Lindsey Marcellin, MD, MPH

Doctors classify blood pressure into four categories: normal, prehypertension (mild), stage 1 (moderate) and stage 2 (severe). Treatment depends on which category your pressure consistently falls in when readings are taken. The stages are based on the Joint National Committee 7 report done by the National Heart, Lung and Blood Institute, which is a part of the National Institutes of Health.

How Blood Pressure is Measured

Blood pressure is measured with an instrument called a sphygmomanometer, through which the user listens for the sound of the force of blood in the patient's arteries when the heart beats (systolic pressure). Measured in millimeters of mercury (mm Hg), systolic pressure is the top number in your blood pressure reading. The second, or bottom number, is the pressure in the arteries of the heart at rest — the diastolic pressure. Generally, as an adult, you are considered to have high blood pressure if your systolic pressure reading is greater than or equal to 140 mm Hg or if your diastolic pressure is greater than or equal to 90 mm Hg. But for every 20 mm Hg your systolic pressure raises above 115, and for every 10 mm Hg your diastolic pressure rises over 75, your risk of cardiovascular disease doubles — so lower pressures are generally better.



Stages of Hypertension

Here's a look at the current stages and their recommended treatments:

- **Normal.** Systolic less than 120 mm Hg and diastolic less than 80 mm Hg. No treatment is necessary, but you should monitor your blood pressure to be sure that it remains within the normal range.
- **Prehypertension:** Systolic between 120 and 139 mm Hg or a diastolic between 80 and 89 mm Hg. "Prehypertension designates just what the term sounds like," says Daniel Jones, MD, dean of the school of medicine at the University of Mississippi Medical Center in Jackson, Miss., and past president of the American Heart Association.. "It's before someone crosses the threshold for the definition of hypertension but is at risk for developing hypertension. We don't have evidence that using medications at this range is useful for preventing heart disease and stroke.
- However, because people in this group have some risk of moving on to developing heart disease, we recommend lifestyle measures to try to prevent the onset of hypertension." Lifestyle measures include exercise, managing body weight into a normal range, eating a diet high in fruits and vegetables, and choosing low-fat dairy products.
- **Stage 1:** Systolic between 140 and 159 mm Hg or diastolic 90 and 99 mm Hg. Management includes the same lifestyle measures as with prehypertension and the use of one of a number of drugs that are known to not only reduce blood pressure but also to reduce the risk of heart disease and stroke. Classes of drugs include: thiazide diuretics, ACE inhibitors, angiotensin receptor blockers, beta blockers, and calcium channel blockers. You may have to try different drugs until you find the one that has the best results for you.

If you are African-American, you may be at higher than average risk for complications from hypertension. The JNC guidelines recommend that African Americans start with a regimen of two drugs if their top blood pressure reading is 145 mm Hg or higher.

- **Stage 2:** Systolic 160 mm Hg or higher or diastolic 100 mm Hg or higher. In addition to lifestyle changes, "for many patients, it's recommended that a two-drug therapy chosen from among the five classes of hypertensive agents be used to get their blood pressure down," Dr. Jones says. "Again, you may have to experiment some to determine which combination of drugs works best for your body.

If your systolic and diastolic pressures fall into different stages, the stage with the higher number is the one that counts. For example, if you have a systolic pressure of 150 mm Hg but your diastolic pressure is only 85 mm Hg, you will be classified as stage 1 hypertension, not prehypertension. And if you are over age 50, it is the diastolic number that best predicts your risk of cardiovascular disease.

Left untreated, high blood pressure can lead to coronary heart disease, which can mean a heart attack or stroke. You should have your blood pressure checked regularly, and follow your doctor's advice for keeping it under control.



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.



Sweat the Small Stuff: Leave No Stone Unturned in Meeting Planning

By Toni Breeden

Published: June 2, 2008

I cannot begin to tell you the many instances in which I have set out the day of an event thinking I had laid the foundation for the most seamless and meticulously planned out event of my professional life. Sadly, what I *can* begin to tell you is just how many times this thinking has proven true - and that is *not many*, my friends, *not many at all*.

It's no wonder with all of the stresses involved in booking venues, auditioning caterers and managing a budget that the tiny aspects we tend to take for granted in an office setting would go unnoticed. Because I am a wounded victim of not sweating the small stuff, I have compiled a list that I go by whenever I am faced with planning a large event or meeting, just to be certain that all of the T's have been crossed....oh yeah, and those I's dotted too. See what I mean?

Prepare for the Worst

It is best to assume that no one has done anything to assist you in preparing for a meeting or event. One of the worst things you could do is to assume that venues will have necessary items like pens, silverware for food items, napkins, or anything of the sort for you to utilize. In drafting the outline for your meeting, generate "sub-lists" of all items that will be needed to successfully execute each component of the meeting. In doing so, you are less likely to forget small, yet crucial elements. Your sub-lists will serve as a checklist the day before the meeting or event.

Assume Responsibility and Delegate

I'm not suggesting that you run out to your local supply store to purchase all of these items to have on hand should a crisis arise. It is not your responsibility to purchase a lot of un-needed flatware if your venue will most likely have it available for you to utilize. It is your responsibility, however, to contact the venue or any representatives to ensure they have all materials you will need and that they will be set up ahead of time. If given enough time, most venues will exhaust all efforts in meeting each of your requests.

I would plan to visit the venue the day before to be 100% certain that the delegated duties have been performed to your satisfaction. Of course, if you are hosting the event elsewhere, picking up these items may become your responsibility. You will know which duties you can delegate and which you will have to take on. Just be certain you write out your list of necessities and be obsessive about running over the list and checking items off.

It is best to assume that no one has done anything to assist you in preparing for a meeting or event.

Forgetting even the tiniest of aspects of an event or meeting can cause frustration for the presenter, attendees and venue representatives, among others.



Notorious Forgotten "No-Brainers"

A condensed list of items that I have either been witness to frazzled presenters leaving behind or oversight:

- Enough pens/pencils for all attendees
- Nametags
- Your business cards
- Your business card holder - they don't look as pretty scattered on a skirted table (believe me, I've tried)
- Chairs - especially if it is an expo type of event. Standing at a booth all day is no fun.
- Extra paper for attendees
- Copies of meeting/event itinerary
- Literature pieces
- Napkins/Linens
- Tape, scissors, etc... - general office supplies
- Jump drive, disc or CD that pertinent information is saved on
- Your portfolio, day planner, palm pilot, etc...
- Door prize(s) - advertising a drawing and failing to bring the prize is a real embarrassment
- Your bulleted note cards
- Your meeting agenda/outline

Forgetting even the tiniest of aspects of an event or meeting can cause frustration for the presenter, attendees and venue representatives, among others. By checking your list an obscene amount of times and ensuring you have the assistance of others to count on for such items, you can be certain you will be planning a meeting likely to be carried out with seamless success.



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.



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.



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
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Bylaws and Standing Rules
Doris DeMaria CAP
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We're on the Web!

See us at:

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



September Birthdays

No September birthdays

Anniversaries

*Myrtle Owings
CPS/CAP
24 years*



Inspirational Quotes

It's not the load that breaks you down, it's the way you carry it.

Lena Horne

One can have no smaller or greater mastery than mastery of oneself

Leonardo di Vinci



Recipe Corner



Chicken with Rosemary Butter Sauce

Ingredients 4 Servings

- 4 boneless skinless chicken breast halves (4 ounces *each*)
- 4 tablespoons butter, *divided*
- 1/2 cup white wine *or* chicken broth
- 1/2 cup heavy whipping cream
- 1 tablespoon minced fresh rosemary

Directions:

In a large skillet over medium heat, cook chicken in 1 tablespoon butter for 4-5 minutes on each side or until a meat thermometer reads 170°. Remove and keep warm.

Add wine to the pan; cook over medium-low heat, stirring to loosen browned bits from pan. Add cream and bring to a boil. Reduce heat; cook and stir until slightly thickened. Stir in rosemary and remaining butter until blended. Serve sauce with chicken.

Nutrition Facts: 1 chicken breast half with 3 tablespoons sauce equals 351 calories, 25 g fat (15 g saturated fat), 134 mg cholesterol, 148 mg sodium, 2 g carbohydrate, 0 fiber, 24 g protein.



Triple Berry Crumb Pie

Ingredients 8 Servings

- 1-1/2 cups all-purpose flour
- 1-1/2 cups ground hazelnuts
- 1 cup sugar, *divided*
- 3/4 cup cold butter, cubed
- 2 cups fresh blackberries
- 2 cups fresh blueberries
- 2 cups fresh strawberries, sliced
- 3 tablespoons cornstarch

Directions:

In a large bowl, combine the flour, hazelnuts and 1/2 cup sugar; cut in butter until crumbly. Set aside 1-1/2 cups crumb mixture for topping. Press remaining mixture onto the bottom and up the sides of an ungreased 9-in. deep-dish pie plate.

Place the berries in a large bowl; sprinkle with cornstarch and remaining sugar. Stir until well blended. Spoon into crust. Sprinkle with reserved crumb mixture.

Bake at 375° for 55-60 minutes or until crust is golden brown and filling is bubbly (cover edges with foil during the last 15 minutes to prevent overbrowning if necessary). Cool on a wire rack.

Nutrition Facts: 1 piece equals 480 calories, 26 g fat (11 g saturated fat), 45 mg cholesterol, 123 mg sodium, 59 g carbohydrate, 5 g fiber, 6 g protein.



The following jobs are
available in our area:

Edward Jones

Bradenton, FL

Contact: Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=QHKCVGV0D&ff=21&APath=21.21.0.0&job_id=J3G38B60NXL261N2PBF

Position: Branch Office Administrator

Salary Range: Not provided

A1 Medical Imaging

Sarasota, FL

Contact: Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=ILKGV0S&ff=21&APath=2.21.21.0.0&job_id=J8E08Z6B98RXBXX4KQX

Position: Legal/ Executive Assistant

Salary Range: \$16.00 - \$20.00 per hour

Ringling College of Art & Design

Sarasota, FL

Contact:

<https://ringling.simplehire.com/postings/176>

Position: Facilities Operations Assistant

Salary Range: Not provided

City of Holmes Beach

Holmes Beach, FL

Contact:

<http://www.holmesbeachfl.org/Cities/COHB/employment.asp>

Position: Assistant Deputy Clerk

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

Visit <http://www.IAAP-sarakeys.org> or www.iaap-hq.org

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