



# The Key Page

## Sara-Keys Chapter Newsletter

Volume 7, Issue 9

International Association of Administrative Professionals

April 2010

### President's Corner

By: Sandy Nall CPS/CAP

Oh my GOSH!!! April is here! Isn't it great to have the warmer weather back! The trees are blooming (sneeze), the weeds are blooming (sneeze), the birds are singing and building nests ... well you get the picture ... spring has SPRUNG!!

On April 13 the Sarasota Board of County Commissioners is issuing a proclamation recognizing Administrative Professionals Week. I am honored to be accepting the proclamation on behalf of the Sara-Keys Chapter and to be able to make a few remarks to them and the County Administrator. I would really like to have as many of our members present as possible, especially those from the County, to be recognized as a group.

Your Board is hard at work making plans for the May 1 Seminar/Fashion Show at the Hyatt Regency Boat House. If you've been reading the flyers Rick has been sending, you KNOW we have 3, count 'em **THREE**, FANTASTIC speakers, a WONDERFUL plated lunch, a fashion show with BEAUTIFUL fashions from the Dress Barn and the BEST of all (drum roll please) FOUR re-certification points! What more could you ask for the small price of \$69.00? I want to CHALLENGE each of you to invite every admin you know, **whether they**

**are a member or not**, to come and enjoy the excitement, education, tips and most of all ...

**FUN!** The Hyatt Regency Boat House is **THE ONLY** place to be on May 1!!

Y'all are a fantastic team and you make me proud to serve as your president! Thank you!!!

'Til next time,  
Sandy

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### How to leave work at the office

*From CNN.com*

Feeling frazzled lately? You may need to look further than your new baby to find the culprit.

The truth is, women are working harder and longer at the office than ever before -- nearly 20 hours more a month than they did two decades ago, according to the U.S. Bureau of Labor Statistics. Many of these extra hours are

the result of more women working full-time, of course. But in these lean, mean, and competitive times, companies are also demanding more from their employees. One recent survey, for example, found that a third of office workers routinely take work home at night. In addition, the proliferation of so-called convenience technologies -- cell phones, home computers, and pagers -- has blurred the once-sacred line between personal and professional time.

In this age of "technology creep" and increased workloads, parents have to be vigilant about separating their work and family lives or risk burning out, says stress expert Jack Aiello, a professor of psychology at Rutgers University. Here are five tools to help stem the encroaching tide of work into your home life.

### **1. Set clear priorities.**

The first step is to ask yourself, "What's important to me?" says Shirley Long, a contributor to the classic time-management book "The Time Trap."

"If you don't know what your priorities are, then all activities have equal weight, and chance, accident, or your environment will make decisions for you," says Long.

Make a list of your responsibilities: those of mother, worker, wife, daughter, and volunteer, for example, and then rank them. If you have a clear idea of what's most important to you, the next time a crisis occurs -- your baby comes down with an ear infection on the day of an important meeting, say -- you'll have an easier time deciding how to handle it. [Parenting: Balancing work and kid time when you work from home](#)

You can also apply this technique to your tasks at work. List all of your duties, rank them in order of importance, and then look for those

you can cut back on or cut out altogether. Before her daughter, Isabel, was born last year, Elizabeth Coleman, a communications consultant for the Ford Foundation in New York City, used to pick up the slack for coworkers. No more. "Now I'm apt to say, 'That's not my problem,'" Coleman admits.

### **2. Be realistic with yourself -- and with your boss.**

Few women can pull off being a supermom and a super professional.

"Anticipate the real requirements of your job," advises psychologist Aiello, and then make the necessary adjustments. Can you handle the same hours and workload that you had before becoming a mother, or do you need to scale back?

Coleman, for instance, decided that she wanted to ease into work after her maternity leave ended, and she arranged a new schedule with her boss. They agreed that six weeks after Isabel was born, Coleman would start working at home a few hours a week. Six weeks after that, she would go back to the office and work three days a week. Coleman also arranged to place Isabel in a daycare center a few blocks from her office so that she could make nursing visits during the day.

To guarantee that her work doesn't suffer under this fragmented schedule, "I make sure that I'm focusing on job priorities during office hours," Coleman says. "I ask myself each week, 'Am I doing what's expected of me?'"

In addition to reevaluating your schedule, Shirley Long suggests espousing the following

mantra: "Do nothing that you can delegate." Take a hard look at everything you do, she says, from proofreading memos to making travel arrangements, and find duties that you

can hand off to an ambitious assistant or junior colleague.

This may not be easy at first, since women who are committed to their jobs often have a hard time letting go of even the smallest tasks. But if you're a working mother, you need to accept the fact that something has got to give. Would you rather it be the minutiae of your job or time with your baby? Learn to make the break in order to keep your hours reasonable and maintain your sanity. [Parenting: Can you afford to quit your job and stay home with the kids?](#)

### **3. Organize your time.**

Want to wring a couple of extra hours out of your workday? Become a ruthless time manager.

"Having a baby made me much more efficient," says Christina Wood, a magazine editor in San Francisco. Before her son, Cole, was born, Wood put in what she describes as "crazy hours." Now she keeps meetings and conversations short and focused and doesn't spend endless hours fine-tuning an article. "I also used to be more passive," she adds. "Now I'm decisive on the job."

According to Jeffrey Mayer, author of "Time Management for Dummies," to get your work done better and faster, "tackle your most important tasks early in the day and schedule blocks of uninterrupted time in which to get them done."

Declare an hour of private time each morning, for instance. If you have an office door, close it. If not, you might consider tacking a "Do Not Disturb" sign outside your cubicle. Also, let voice mail take your calls, ignore e-mail, and allow work-related brush fires to smolder while you buckle down to the task at hand. If that makes you feel panicky, consider this wisdom:

"Very few things that go on at work are of such a high level of importance that you have to drop everything to deal with them," Mayer says.

Finally, in order to get out of the office on time, let the phone go unanswered and turn off your computer 15 minutes before you call it a day. If a colleague asks for your help or wants to chat as you're heading for the door, ask, "Can this wait till morning?" It usually can.

### **4. Use technology, but don't let it use you.**

Your pager, laptop, or cell phone can be your best friend -- or your worst enemy. You decide.

If you must work at home or from the road, create protected time for yourself. Tell colleagues that you can't be reached between 6 p.m. and 8 p.m., for instance, and if the phone rings, let your answering machine pick it up.

Aiello also suggests keeping your home office physically and psychologically separate from your living quarters -- even if that means merely putting an inexpensive screen in front of your desk. That way, you're less likely to be distracted by the sight of an incoming fax or be tempted to check your e-mail at dinnertime.

Christina Wood uses her pager to increase her sense of freedom rather than restrict it. Wood, who works primarily from home, leaves her pager number on her voice-mail message. Then, if she wants to take a break and visit the zoo with Cole, for example, she can do so without guilt. "I don't feel so tied to the house," she says. [Parenting: Make the most of your weekend](#)

### **5. Form a support network.**

As Shirley Long, who grew up on a farm where neighbors frequently pitched in to help

with harvests and home improvements, says, "Without support systems, you're doomed to stress and panic."

That system can start with your family and extend to friends and colleagues. The goal is to have a circle of people you can call on in a pinch and with whom you can swap coping tips and other ideas. Long suggests that you band together with other working mothers in your office to discuss individual dilemmas and cover for one another when necessary. After all, no matter how organized, clearheaded, and efficient you become, you can't always control the chaos that inevitably comes with having children. You need your own personal rescue team to swoop down when your well-constructed dam is in danger of breaking.



The following jobs are available in our area:

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

### **Ringling Museum of Art**

Sarasota, FL  
Contact: 941-359-5700 ext. 2603 Apply online at: <http://jobs.fsu.edu> (use Ringling as a keyword to search and apply)  
*Position: Compensation & Benefits Specialist*  
*Salary Range: Not provided*

### **Integra Click**

Sarasota, FL  
Contact: Delia Arteaga-Bussalleu  
Email: [Delia@clickbooth.com](mailto:Delia@clickbooth.com)  
Phone: (941) 584-6558 ext. 214  
<http://www.integraclick.com/info/careers.html#job2>  
*Position: Administrative Assistant*  
*Salary Range: Not provided*

### **Venice Regional Medical Center**

Venice, FL  
Contact: Joyce Melchild, Administrative Assistant (941) 480-2836; or Stacey McIntire, Office Coordinator (941) 488-1906, [Stacey.McIntire@hma.com](mailto:Stacey.McIntire@hma.com)  
*Position: Office Assistant-Gulf Coast Pulmonology Associates*  
*Salary Range: Not provided*

*If you know of anyone looking for employment, please pass this information along. If you know of any openings, please email Donna Chipman CPS/CAP with the information at [Chipman430@yahoo.com](mailto:Chipman430@yahoo.com)*

### **April Chapter Meeting**

**Date:** April 20, 2010

**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:** Jill from All Faiths Food Bank

**Cost:** \$15.00 per person

**RSVP by noon on Friday, 4/16 to Rhonda Miller CAP at [rhmillier@scgov.net](mailto:rhmillier@scgov.net)**



## Meeting Recap

March 16, 2010

*Provided by Pat Whitesel CAP*

- **Ad Hoc Committee** – Kim Stafford CAP reported that the Garage Sale brought in \$370.00 in profits. The day went well with steady sales of donated items and baked goods. The left over jewelry items will be donated to SPARCC
- **APD/APW Events** – Kim Stafford CAP presented an outline of Sandy Geroux’s presentation for the Race for Excellence Spring Seminar for the membership in attendance to review. She commended Rick Musior CAP who has been sending out reminders and flyers for the Spring Seminar.
- **Community Service** – Kim Stafford CAP reported that Rhonda Miller CAP, Community Service Chair, is soliciting volunteers for the AllFaith’s Annual Food Drive to be held on May 8, 2010. A sign up sheet was distributed to the members in attendance. Workers are needed to help with sorting and loading of food donations dropped off by the postal carriers. Two shifts need to be covered. The time slots are 11 a.m. to 2 p.m. and 1 p.m. to 4 p.m. More information will be distributed regarding the Keep Sarasota Beautiful community service event which is scheduled for April 17, 2010. More details as to how our chapter can be involved will be forthcoming



Kim Stafford CAP, Rick Musior CAP and Donna Chipman CPS/CAP attended the Florida Division 2010 Spring Seminar in Ocala, Florida on Saturday, March 27, 2010. Our Spring Gardening Basket raised \$116 for our chapter.

## 2010 Spring Seminar – March 27, 2010

*Submitted by Kim Stafford CAP*

What a great Spring Seminar! Donna Chipman, Rick Musior and Kim Stafford attended the 2010 Spring Seminar. The most amazing thing that happened was we made \$116 on our Spring Garden Basket!

Anita Kinsler, who is a Training and Recruiting Manager from Marion County, presented the topic called The Spirit of Leadership. Anita was a very dynamic speaker and really got us thinking about leadership and what role we all play as leaders in our community, business and chapters. Below are some highlights of the presentation:

*The definition of Leadership is the ability to get things done through other people.*

There are basically two kinds of leadership power. One is the formal authority that results from position; the other is the personal influence that results from one’s skill and ability. Position power is given -- and taken away – by those with higher rank and power. However, no one can lead unless someone is willing to follow. Personal power must be obtained from the people you lead. Successful

leaders must have the ability to make people want to give them power.

Remember to avoid “*my way or the highway*” thinking and behaviors. They’re counter-productive and limit the possibilities of discovering new and better ways to do things. Remember that with authority comes the responsibility to use it wisely, sparingly, and to the benefit of your entire team and organization.

It’s really very BASIC.

**Be** real, be real honest, be a real learner, be a real teacher, be a real colleague, be a real listener, be real ethical, be a real team player...just be real.

**Always** recognize others. Everyone wants to be extraordinary; we just have to give them permission, let them and tell them.

**Smiles** and laughter are the energizers that warm our soul. Humor works. Laugh at yourself. You can see humor everywhere.

**Inspire** good things to happen with a sense of urgency. Inspired leadership is a process ordinary people use when they are bringing forth the best from themselves and others.

**Care** about people in a sincere way. What do they see when they see you coming? Are you a warlord or a colleague? Do they see a dictator or a coach?

How people behave day in and day out, ultimately determines organizational performance because it drives absolutely everything else.



### Community Service

**Saturday, April 17, 2010**, is the Keep Sarasota County Beautiful Great American Cleanup from 8:00 am to 12:00 noon. If you are

interested in participating, please contact Rhonda Miller CAP. Family and friends are welcome to participate.



### **Birthdays**

Sandy Nall CPS/CAP	April 5
Patricia Whitesel CAP	April 16
Donna Chipman CPS/CAP	April 28

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### **Never Never**

*From the Office Professional Newsletter*

Never confuse the verbs **lay** (meaning to put or place) with **lie** (meaning to be in a reclining or resting position). If you are unsure whether to use **lay** or **lie** in a sentence, substitute the word **place** for **lay** or **lie**. If the sentence still reads appropriately, then **lay** is the correct choice. If the sentence doesn’t make sense, use the correct form of **lie**. For example:

**INCORRECT:** I was so tired, I just had to **lay** down for a few minutes. (If we substitute **place** for the word **lay**, the sentence doesn’t sound right, so **lie** is the correct choice.)

**CORRECT:** I was so tired, I just had to **lie** down for a few minutes.

**INCORRECT:** Since you weren’t in your office, I decided to **lie** the document on your desk.

**CORRECT:** Since you weren’t in your office, I decided to **lay** the document on your desk.

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### **CPS / CAP Exam Information**

For those interested in applying for the CPS/CAP exams for November 5-6, 2010, the deadline for submittal of your registration forms is August 15, 2010. The CAP exam

will be given on Friday, November 5, 2010 and the CPS exam will be given on Saturday, November 6, 2010. You can obtain the forms through the IAAP website at <http://www.iaap-hq.org/prodev/certification/exams.html>

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### **Calendar of Events**

#### **Annual Educational Seminar**

*Hosted by the Palm Beaches Chapter*

April 10, 2010

Program to include speakers, networking, door prizes, and breakfast

(More information to follow in the spring)

#### **2009-2010**

#### **58<sup>th</sup> Florida Division Annual Meeting**

(FDAM)

June 25-27, 2010

Hosted by IAAP Bartow & Lakeland Chapters

Hilton Garden Inn

3839 Don Emerson Drive

Lakeland, FL 32811

<http://iaapfdam2010.webs.com/registration.htm>

#### **International Education Forum & Annual Meeting (EFAM)**

July 18-21, 2010

Hynes Convention Center

Boston, MA

The [International Education Forum & Annual Meeting](#) is IAAP's premier event taking place during the summer with over 1,800 attendees. This event offers more than 50 education workshops focusing on topics from management skills to leadership development.

Attendees will have the opportunity to see the inner workings of the association by attending the business sessions that highlight the association leadership.

#### **IAAP Fall Conference**

October 17-20, 2010

Hilton Seelbach Hotel

Louisville, KY

The IAAP Fall Conference provides opportunities to network, share ideas, problems and solutions with other admins. You will have the opportunity to hear top-notch

presenters and return to your job with renewed energy and vitality. You will also receive recertification points if you are an active CPS and/or CAP holder. You can receive CEU as an alternative to recertification points.

### **Quotes**

It's easy to have faith in yourself when you're a winner, when you're number one.

What you've got to have is faith in yourself when you're not a winner.

**- Vince Lombardi**

Believe that problems do have answers, that they can be overcome, and that you can solve them.

**- Norman Vincent Peale**



### **Recipe Corner**



#### **Cappuccino Cupcakes**

*From Kraftrecipes.com*

Makes 24 servings

#### **What You Need!**

1 pkg. (2-layer size) chocolate cake mix

Brewed strong coffee, cooled

1/2 cup Sour Cream

2 tsp. ground cinnamon

**HEAT** oven to 350°F.

**PREPARE** cake batter as directed on package, substituting coffee for the water and

blending sour cream and cinnamon into batter before spooning into paper-lined muffin cups.

**BAKE** as directed on package for cupcakes; cool completely.

**MEANWHILE**, prepare Vanilla Creme Frosting or Sour Cream Ganache Frosting (see Tips). Spread onto cupcakes.

### Vanilla Creme Frosting

Beat 4 oz. softened PHILADELPHIA Cream Cheese, 1 jar (7 oz.) JET-PUFFED Marshmallow Creme and 1 tsp. vanilla in large bowl with mixer until well blended. Add 1 tub (8 oz.) thawed COOL WHIP Whipped Topping; beat just until blended.

Or

### Sour Cream Ganache Frosting

Melt 1-1/4 pkg. (8 squares each) BAKER'S Semi-Sweet Chocolate (10 oz.) as directed on package. Stir in 1-1/2 cups Sour Cream (at room temperature). Stir in 1 tsp. vanilla and 1/8 tsp. salt until well blended.

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**Ham & Cheddar in a Loaf**

*From Kraftrecipes.com*

Makes 6 servings

### What You Need!

1 lb. frozen bread dough, thawed  
1 pkg. (9 oz.) OSCAR MAYER Deli Fresh Shaved Smoked Ham  
1 cup KRAFT Shredded Cheddar Cheese  
1/4 cup MIRACLE WHIP Dressing  
1 egg, beaten  
1 Tbsp. KRAFT Grated Parmesan Cheese

### Make It!

**HEAT** oven to 350°F.

**FLATTEN** dough on lightly floured surface. Roll into 12x8-inch rectangle with rolling pin. (If dough is difficult to roll, cover with plastic wrap and let stand at room temperature for 30 min. before rolling out.) Top with ham to within 1/2 inch of edges. Mix Cheddar and dressing; spread over ham.

**MOISTEN** edges of dough with water. Fold lengthwise into thirds; pinch seams together to seal. Place, seam-side down, on lightly greased baking sheet. Cut several slits in top. Brush with egg; sprinkle with Parmesan.

**BAKE** 35 to 40 min. or until golden brown. Cool 10 min. before slicing.

### Kraft Kitchens Tips

#### Healthy Living

Cut 30 calories and 4 grams of fat per serving by preparing with KRAFT 2% Milk Shredded Cheddar Cheese and MIRACLE WHIP Light Dressing.

Prepare using frozen pizza dough.

### Variations

Omit Parmesan Cheese. Prepare as directed, using one of the following flavor options:

**Tex-Mex:** Use OSCAR MAYER Deli Fresh Shaved Smoked Turkey Breast and substitute TACO BELL® HOME ORIGINALS® Thick 'N Chunky Salsa for the dressing.

**Pizza:** Substitute 16 slices OSCAR MAYER Pepperoni for the ham, KRAFT Shredded Mozzarella Cheese for the Cheddar cheese and 1/3 cup pizza sauce for the 1/4 cup dressing.

**Veggie Lover's:** Use OSCAR MAYER Deli Fresh Shaved Smoked Turkey Breast, substitute PHILADELPHIA Cream Cheese Spread for the dressing and add 1/2 cup shredded carrots to the filling.

*If anyone would like to share their favorite recipe, please email to Donna Chipman at [Chipman430@yahoo.com](mailto:Chipman430@yahoo.com)*



**International Association of  
Administrative Professionals®**

## **Sara-Keys Chapter ♦ Sarasota, FL**

**4-38-270**

March 23, 2010

Board of Directors  
Sara-Keys Chapter, IAAP

The Nominating Committee is pleased to report that the following members have accepted nomination for election to the 2010-2011 terms:

President	Kimberly Stafford, CAP
Vice President	Rhonda Miller, CAP
Corresponding Secretary	Patricia Whitesel, CAP
Recording Secretary	Donna Chipman, CPS/CAP
Treasurer	Sandy Korfanta, CPS

The Committee nominates these members for the positions listed and requests the Board publish/announce the slate twice before the May election meeting as required by our bylaws.

Thank you for the opportunity to serve the Chapter as your Nominations Committee.

Pamela Gleason, CPS/CAP

Myrtle Owings, CPS/CAP

Bernadette Azai, CPS/CAP

## 2009-2010 Officers

### PRESIDENT

Sandra Nall CPS/CAP 379-3307  
[bluewildcat1@verizon.net](mailto:bluewildcat1@verizon.net)

### VICE PRESIDENT

Kim Stafford CAP 861-0923  
[kstaffor@scgov.net](mailto:kstaffor@scgov.net)

### CORRESPONDING SECRETARY

Rhonda Miller CAP 861-5481  
[rhmillr@scgov.net](mailto:rhmillr@scgov.net)

### RECORDING SECRETARY

Pat Whitesel CAP 552-9595  
[pwhitesel@gmail.com](mailto:pwhitesel@gmail.com)

### TREASURER

Sandy Korfanta CPS 861-0751  
[skorfant@scgov.net](mailto:skorfant@scgov.net)

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## 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)

Community Service  
Rhonda Miller CAP  
[rhmillr@scgov.net](mailto:rhmillr@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

Sue Garland  
[sue-garland@hotmail.com](mailto:sue-garland@hotmail.com)

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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)