

PASSION & PURPOSE

SARA-KEYS CHAPTER



The Key Page Sara-Keys Chapter Newsletter

President's Corner

By: Kim Stafford, CAP

As your Chapter President, I would like to welcome all of you to a new year of **Passion & Purpose** and creating ways to spruce up your career. Your new Board is working hard planning the year as we get back to basics. One of our most important tasks will be to provide challenging and interesting programs to encourage current member participation. Our next important task will be to recruit new members. As far as our community service projects, we have 3 drives and 3 hands-on community service projects planned for the new year. And of course, as our past president always said, "We're going to have lots of fun!"

What can you do for the Chapter? One thing is sign up to either be a committee Chair or a committee member. I will be passing the committee sign up sheets at the next Chapter meeting. We need member participation to keep the Chapter vibrant. The longevity of any organization depends on the involvement of its members. Another thing you can do is invite a friend to join us at a meeting and encourage them to join our organization. New members bring with them new ideas and a fresh look on an organization's functions. New members can also provide a sense of renewed purpose that energizes those who are longstanding members of the group. I challenge each and every one of you to stir your creative juices

and help the Sara-Keys Chapter develop ways to infuse its family with new membership.

I look forward to your continued support in striving to make the Sara-Keys Chapter one of the best chapters in Florida! See you at our Chapter meeting on August 17th.

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Summer Office Attire

By Beverly West, Monster Contributing Writer

Those hazy, lazy days of summer can make a business suit feel as comfortable as a suit of armor. Fortunately, you can make a professional statement and still beat the heat with these tips

How Casual Is Summer Business Casual?

Even some of the most formal workplaces -- such as those within the financial and legal industries -- now institute a "casual Friday" policy all summer long. But what does "casual" mean in the workplace?

"You don't want the emphasis placed on the word 'casual' instead of the word 'business,'" says Sherry Maysonave, author of *Casual Power*. "Casual could be jeans, sneakers, T-shirts and shorts, whereas business casual is a relaxed version of business dress. It's how you might dress to go out to a nice dinner on the weekend, not how you would go to the grocery store."

Business casual may include chino trousers; pencil skirts; relaxed button-down shirts; and linen, polo or knitted shirts.

Especially Tricky for Women

"Women face a particular challenge in nailing the right look for the workplace," Maysonave says. "That's because it's still a male business world. Fashion bombards women with more social attire than business attire. What a man would wear to a social event or a party, he could also probably wear to the office. That's not true for a woman."

According to Mary Lou Andre, founder and president of Organization by Design, a Needham, Massachusetts-based wardrobe-management consulting firm for corporations and individuals, "For the past few years, there has been a trend toward showing off a little more leg and leaving the hose at home. Many office environments, however, require that you wear hose and closed-toe shoes with skirts, dresses and dress shorts. Hosiery automatically sets a business tone and creates a nice business boundary, as does a closed-toe shoe. But some employers allow you to forgo hose and socks."

Office-Fashion Don'ts

While every workplace has its own rules, Maysonave suggests there are a few fashion statements men and women should avoid in any workplace:

- Shorts or capri pants.
- Tank tops or sleeveless shirts.
- Halter tops.
- Flip-flops.
- Overly revealing attire.
- Jogging suits.
- T-shirts, especially with logos or offensive print.

Look Around

As acceptable forms of summer business-casual attire may vary from industry to industry and office to office, it's important to get to know the fashion sense of your particular workplace. When in doubt, take note of what others are wearing in your office or consult your HR department. Also, consider whether you are behind the scenes (less-formal attire) or interacting with clients or the public (more-formal attire). Regardless of your role, become familiar with your company's dress code and -- no matter how hot it gets -- don't push it.



The following jobs are available in our area:

Boars Head Brand

Sarasota, FL

Contact: Apply through Sarasota Herald:

<http://jobview.heraldtribune.monster.com/IT-Administrative-Assistant-Job-Sarasota-FL-US-88912400.aspx>

Position: IT Administrative Assistant

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

Kerkering, Barberio & Co.

Sarasota, FL

Contact: Visit website at Kerkering, Barberio & Co. <http://www.kbgrp.com/>

Position: Administrative Assistant

Salary Range: Commensurate with experience

Northern Trust Bank

Bradenton, FL

Contact:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=ILKGV0A&ff=21&APath=2.21.21.0.0&job_id=J8H2HX72RN7C7R_PYNSY

Position: Personal Banking Assistant

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



Meeting Recap

No Meeting was held in July



Community Service

As the new school year approaches, we have decided to help out with donations of school supplies. Due to the difficult financial times, there are families that are unable to provide their children with the appropriate supplies needed to begin their new school year. The following is a list of common things needed for each class (Kindergarten – 5th grade): *(Bring to August Meeting)*

- Pencil boxes (small)
- Pencils (#2 – no mechanical)
- 24 pack crayons
- 8 pack crayons
- Fiskars brand scissors
- 8.5x11 copy paper
- Loose leaf notebook paper (3 holed, lined, and wide-ruled)
- 3x5 index cards
- Colored pencils
- Plastic pencil sharpeners
- Pencil tip erasers
- Glue sticks
- Rulers
- Highlighters
- 3-pronged folders with pockets (red, yellow, green, blue, purple, orange)

August Chapter Meeting

Date: August 17, 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: Office Technology of the Future
presented by April Irwin, Digital Design, SCTI

Recertification Point (approval pending)

Cost: \$15.00 per person

RSVP by noon on Friday, 8/13 to Pat Whitesel CAP at pwhitesel@gmail.com

Anniversaries



Pam Gleason CPS/CAP 15 years

Never Never

From the Office Professional Newsletter

Never use *was* in a *wish* clause with the verb *to be*. Always use *were*. For example:

INCORRECT: I wish I *was* you.

CORRECT: I wish I *were* you.

INCORRECT: I wish she *was* more conscientious.

CORRECT: I wish she *were* more conscientious.

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>

The next exams will be given May 6-7, 2011.

Calendar of Events

September 10-11, 2010 - Leadership & Education Conference (LEC)

Marriott Courtyard
Cocoa Beach, FL

October 17-20, 2010 - IAAP Fall Conference

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.

February 5, 2011 - Gulf Coast Chapters Pre-Spring Seminar

February 19, 2011 - Florida Division Spring Seminar

March 6-9, 2011 - International Spring Conference

Hyatt Regency Hotel
Tampa, FL

April 24-30, 2011 - Administrative Professionals Week

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

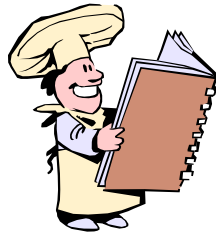
"Gator Heaven in Twenty-Eleven"

Best Western Gateway Grand Hotel
Gainesville, FL

Quotes

To find what you seek in the road of life, the best proverb of all is that which says:
"Leave no stone unturned."
Edward Bulwer Lytton

If we all did the things we are capable of, we would astound ourselves.
Thomas Edison



Recipe Corner

From Kraftrecipes.com



Peaches & Greens Salad

- 6 cups torn mixed salad greens
- 2 fresh peaches, thinly sliced
- 2 cups Sugar snap peas
- 1 cup fresh blueberries
- 1/4 cup KRAFT CATALINA Dressing
- 3/4 cup ATHENOS Crumbled Reduced Fat Feta Cheese

COMBINE all ingredients except cheese.

TOP with cheese.

Substitute
Substitute baby spinach for the mixed greens.



Garden-Fresh Farfalle

Pasta & Chicken

- 3 cups Farfalle (bow-tie pasta), uncooked
- 1 cup Baby carrots, diagonally sliced
- 1 cup Frozen peas
- 1 lb. Boneless skinless chicken breasts, cut into thin strips
- 1 Onion, thinly sliced
- 1/4 cup KRAFT Tuscan House Italian Dressing and Marinade
- 1 can (14 oz.) fat-free reduced-sodium chicken broth

- 1/4 cup chopped fresh basil
- 1/2 cup KRAFT Finely Shredded Italian* Five Cheese Blend

COOK pasta in large saucepan as directed on package, adding carrots and peas to boiling water the last 3 min.

MEANWHILE, cook and stir chicken in large nonstick skillet 3 to 4 min. or until no longer pink. Remove from skillet; cover to keep warm. Add onions and dressing to skillet; cook 5 min. or until onions are crisp-tender, stirring frequently. Return chicken to skillet. Stir in broth. Bring to boil; simmer on medium-low heat 3 min. or until chicken is done, stirring occasionally.

DRAIN pasta mixture. Add to skillet with basil; stir. Serve topped with cheese.

2010-2011 Officers

PRESIDENT
Kim Stafford CAP 861-0923
kstaffor@scgov.net

VICE PRESIDENT
Rhonda Miller CAP 861-5481
rhmill@scgov.net

RECORDING SECRETARY
Donna Chipman CPS/CAP 316-1966
Chipman430@yahoo.com

CORRESPONDING SECRETARY
Pat Whitesel CAP 552-9595
pwhitesel@gmail.com

TREASURER
Sandy Korfanta CPS 861-0751
skorfant@scgov.net

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
pwhitesel@gmail.com

Chapter/Member of Excellence
Bernadette Azai CPS/CAP
bernadette.azai@pbsg.com

Community Service
Rick Musior, Jr. CAP
rmusior@scgov.net

Education and Program/Seminar
Kim Stafford CAP
kstaffor@scgov.net

Membership
Doris DeMaria CAP
ddemaria@scgov.net

Newsletter
Donna Chipman CPS/CAP
Chipman430@yahoo.com

Publicity
Pat Whitesel CAP
pwhitesel@gmail.com

Retirement Trust Foundation
Bernadette Azai CPS/CAP
bernadette.azai@pbsg.com

Ways and Means/Scholarship
Sandy Korfanta CPS
skorfant@scgov.net

Website
Kathleen Hall CPS/CAP
kmh258@msn.com

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