



The Key Page Sara-Keys Chapter Newsletter

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International Association of Administrative Professionals

December 2010

President's Corner

By: Kim Stafford, CAP

Life is ever-changing. Everyday brings about new challenges in every aspect of our lives. Whether it be our health, family, or job, change is inevitable. It is how we adapt to these changes that determine our success.

The same is true for organizations. With all the new ideas and technologies, an organization's success depends on its ability to meet and adapt to these challenges. This means that an organization must generate new ideas and reinvent itself to appeal to forthcoming generations in order to survive.

I would like take a moment to share how successful the recent Fall FLAN was that we hosted. It was well attended and members of the Florida Division Board said it was "perfect." The food was phenomenal, the atmosphere was relaxed, the site was good and I think everyone felt it turned out great! I want to thank all the members who contributed their time and resources and helped to make the Fall FLAN a huge success. The Sara-Keys Chapter members who were present heard many new

ideas from other Chapters that will give the Sara-Keys Board a lot of fresh ideas to be considered at our next board meeting. Topics discussed included attracting new members, retaining current members, fundraising, and meeting enhancements.

As with any organization, change is best met with the full support of all the chapter's members and I encourage everyone to share your ideas, bring friends to the meetings, spread the word, and actively participate in chapter activities. Let's look into the future with renewed passion and purpose.

I look forward to seeing you at our December Chapter meeting where we will be mixing it up a little and instead of having our usual raffle, we will have a silent auction for the prizes. So bring those items that you wish to re-gift and join in the fun!

I hope all of you have a wonderful, loving holiday season.

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Keep the right perspective on work during the holidays

By Marie Stempinski, Special to the St. Petersburg Times

You just walked into work and noticed decorations are up, poinsettias abound and the mood is lighter. Yes, it's holiday time. While this can be an opportunity to share happy tidings and a joyous spirit with your co-workers, there are a few things that will alleviate stress and help keep your career on track these next few weeks.

Things to remember

You are still at work: Even though the mood may be lighter and the atmosphere less formal, the reason you're there hasn't changed. Deadlines must be met, projects completed, meetings held and products and services delivered.

Respect the religious beliefs or nonbeliefs of your co-workers: Not everyone is a Christian and not everyone celebrates Christmas. Other religious groups have other traditions at this time of year and some folks don't celebrate at all.

Avoiding the pitfalls

Here are tips to help you enjoy the season and avoid holiday work stress inducers.

Gift giving: What is your company's policy about giving gifts? Many set a dollar limit on gift giving and others have policies as to the type of gifts exchanged (for example, some say

no alcoholic beverages allowed). Follow the rules and this won't be an issue.

Do you draw names for a Secret Santa exchange, or gift associates to show appreciation, or is there a set policy for monetary bonuses? If there's no policy and you want to gift your co-workers, be discreet and exchange gifts in private.

Here are some gift ideas that are gender neutral and may help you:

- Gift cards for restaurants, movies, department stores and music, book or electronic stores.
- Gift cards for specialty items like coffees or teas. Also for popcorn, specialty candies or baked goods (taking into account the recipient's health status and food allergies).
- Gift cards to museums, theaters, parks and local attractions.

Holiday goodies: About.com suggests that you can keep the holiday feeding frenzy to a minimum in the office with just a few preventive measures. Stick to your healthy eating plan by:

- Bringing your own snacks to work so you won't find all the cookies, candies and other goodies so tempting.
- Helping to establish a policy that asks one person a day to provide the decadent delights. Then there's never too much at one time.
- If you wish to bring food in for the group, consider a fruit or cheese and cracker tray.

Office parties: Ah, the office party. It can be a fun time to socialize and a career builder, or it can be a slippery slope to employment disaster.

Here are some tips that will keep you employed and your career on track:

- No matter how relaxed the atmosphere, you are being watched. Your behavior and that of your date, significant other or spouse will be under scrutiny. Gauge your level of relaxation depending on the place, time and circumstances. That doesn't mean you can't be friendly and have a good time, just remember that perception is important and that colleagues and bosses have long memories.

- Your dress: Nothing too revealing or outlandish. Use sequins or jewelry to brighten an outfit, or wear special holiday sweaters, ties and other accessories to the event without going overboard.

- Your alcohol intake: Too much and your judgment, tact and good manners could go out the window. Remember the saying "loose lips sink ships." They can also scuttle careers. This is not the time to dance on tables, make a pass at the co-worker you have a crush on, or tell the boss how you feel about his or her management style!

Keep these tips in mind during the next few weeks and you should enjoy happy holidays at work!



The following jobs are available in our area:

The following positions were found on Monster.com:

Tara Golf and Country Club

Bradenton, FL

Contact: Fax resume to: 941-751-4637 or email: lperkins6602@yahoo.com

Position: Secretary

Salary Range: Not provided

Westfield Property Group

Bradenton, FL

Contact:

<http://jobview.monster.com/Administrative-Assistant-Sarasota-Job-Sarasota-FL-94450543.aspx>

Position: Administrative Assistant

Salary Range: Not provided

UTC Fire and Security

8985 Town Center Parkway

Lakewood Ranch, FL

Contact: <http://jobview.monster.com/Exec-Sec-Exec-Asst-Admin-Supp-Job-Bradenton-FL-94406467.aspx>

Position: Executive 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

December Chapter Meeting

****PLEASE NOTE CHANGE IN DATE****

Date: December 14, 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: “Holiday Party” – We will be holding a silent auction so please bring new or slightly used items for donation

Cost: \$15.00 per person

RSVP by noon on Friday, 12/10 to Pat Whitesel CAP at pwhitesel@gmail.com

Please remember that if you RSVP for the meeting and need to cancel, please do so by noon on 12/13; otherwise, you will be responsible for payment of your dinner.



Meeting Recap

During the November 16, 2010 meeting, some of the items discussed were:

- President Stafford discussed the results of the FLAN that the Sara-Keys Chapter hosted on November 13th. We had a great turnout and everyone received a lot of valuable information from other chapters.
- There was discussion of including a disclaimer on the meeting notices to inform those who sign up for, but do not attend, chapter meetings to be charged for not providing one-day cancellation notice.
- The December meeting would be the Chapter's holiday meeting and would include a silent auction.
- There was a request for members to provide donations for future Ways and Means baskets. Themes would be based upon items received.
- Kathleen Hall CAP discussed the members joining the various egroups on the IAAP Web Community. She noted that members would receive one point towards their Member of Excellence certificate. Kathy Sorrell, CPS/CAP, Florida Division

Secretary, pointed out that the point related to joining a Florida Division egroup.

- Kathleen Hall CAP mentioned that she would like to have a logo for the Chapter's website. Jutta Tolbert CAP offered to redesign the key from the Chapter's newsletter for the logo.



Community Service

Please bring your food donations for the All Faiths Food Bank to the December meeting.

To All My Friends,

True to my community service article back in October, I am once again overwhelmed by the generosity and thoughtfulness of our members when it comes to pitching in to helping out our community food drive this holiday season. To date, Sara-Keys IAAP has donated 201 lbs of non perishable food to All Faiths Food Bank! That's a lotta food!!! I personally think we could top 300 lbs in a final push at next weeks chapter meeting! With this in mind, I challenge those who have not yet participated, to join me in meeting or exceeding the 300 lb. mark! Take a few moments to clean out your pantry or cupboard or pick up a few of those buy one get one free deals and know that your contribution will keep someone from going hungry this holiday season.

The greatest gift is knowing someone cared!
Happy Holidays To All!

Sincerely,

Rick Musior, Jr. CAP



Birthdays

Kim Stafford

Dec 29

Never Never

From the Office Professional Newsletter

Do not capitalize nouns such as mother, father, aunt and uncle unless they stand alone as formal names or are followed by a personal name.

INCORRECT: My Mother and Father will attend my graduation ceremony.

CORRECT: My mother and father will attend my graduation ceremony.

CORRECT: Mother and Father will attend my graduation ceremony.

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>

The next exams will be given November 4-5, 2011.

Calendar of Events

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

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=2501572

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

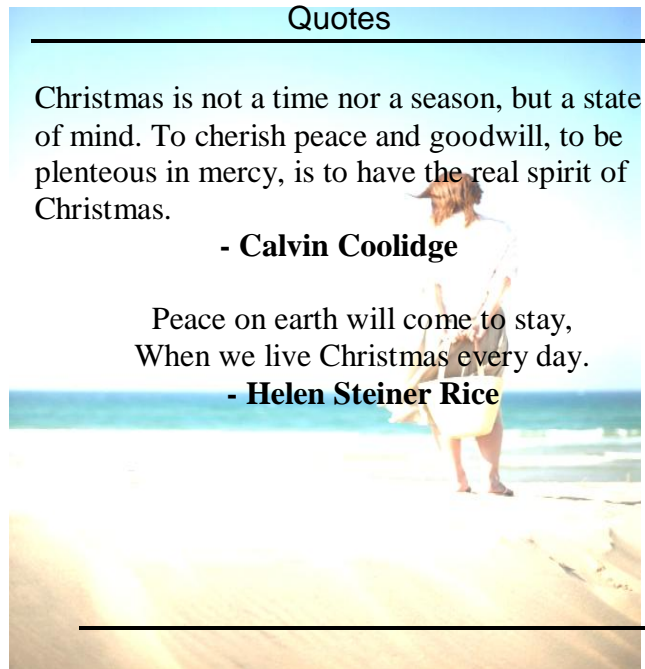
Quotes

Christmas is not a time nor a season, but a state of mind. To cherish peace and goodwill, to be plenteous in mercy, is to have the real spirit of Christmas.

- Calvin Coolidge

Peace on earth will come to stay,
When we live Christmas every day.

- Helen Steiner Rice





Recipe Corner



Spinach and Goat Cheese Tartlets

Recipe courtesy Susan Stockton for Food Network Magazine

Prep Time: 15 min
Cook Time: 35 min
Level: Easy
Serves: 24 tartlets

Ingredients

- 4 tablespoons unsalted butter
- 3 sheets frozen phyllo [dough](#), thawed
- 2 tablespoons grated parmesan cheese
- Vegetable oil, for brushing
- 1 large [shallot](#), minced
- 1 [clove](#) garlic, minced
- 1 teaspoon all-purpose flour
- 1/4 cup milk
- [Pinch](#) of freshly grated nutmeg
- [Kosher salt](#) and freshly ground pepper
- 3 1/2 ounces mild goat cheese, softened
- 2 teaspoons finely grated lemon [zest](#)
- 1 tablespoon [white wine vinegar](#)
- 2 large [eggs](#), separated
- 1 10-ounce box frozen chopped spinach, thawed and squeezed dry
- Chopped chives, for [garnish](#)

Directions

Preheat the oven to 350 degrees. [Melt](#) 1 tablespoon butter. Place 1 phyllo sheet on a clean surface (cover the other sheets with a

damp towel), brush with melted butter and sprinkle with 1 teaspoon parmesan. Cover with another phyllo sheet, brush with more butter and sprinkle with another teaspoon [parmesan](#). Top with the remaining phyllo sheet and brush with butter. Cut the phyllo stack into 24 squares, about 3 inches each. Brush a 24-cup mini muffin tin with oil, then firmly press a [phyllo](#) square, buttered-side down, into each cup. Bake until golden, 10 minutes.

Meanwhile, heat the remaining 3 tablespoons butter in a [saucepan](#) over medium heat. Add the shallot and [garlic](#) and cook until translucent. Stir in the flour, then add the [milk](#) and stir until the mixture is smooth, 1 minute. Add the [nutmeg](#), 1/2 teaspoon salt, and pepper to taste. Stir in the goat cheese, [lemon](#) zest and vinegar until the cheese melts. Remove from the heat and mix in the egg yolks, then the [spinach](#).

Beat the egg whites to stiff peaks and fold into the spinach filling. Spoon about 1 tablespoon filling into each phyllo cup and top with the remaining parmesan. Bake until the filling is set, 15 minutes. Cool slightly in the pan; remove and top with the [chives](#).



Christmas Pasta

Recipe courtesy Rachael Ray

Prep Time: 15 min
Cook Time: 20 min
Level: Intermediate
Serves: 4 large servings

Ingredients

- 2 tablespoons extra-virgin olive oil
- 4 cloves garlic, crushed

- 1 [bay leaf](#), fresh or dried
- 1/4 pound [pancetta](#), thick cut, chopped into small bits (Italian cured [pork](#), ask at deli counter)
- 1/2 pound bulk hot [Italian sausage](#)
- 1 pound combined [ground beef](#), pork and [veal](#)
- 1 medium [carrot](#), peeled and finely chopped
- 1 rib [celery](#), chopped
- 1 medium [onion](#), chopped
- 1 cup good quality dry red wine
- 1 cup prepared beef [stock](#), paper container or canned
- 2 (32-ounce) cans chunky style crushed tomatoes
- A handful chopped flat leaf [parsley](#) leaves
- 1/4 teaspoon (a couple of pinches) [allspice](#) or cinnamon
- Coarse salt and black pepper
- 2 pounds penne rigate, cooked to [al dente](#)
- Grated [Pecorino Romano](#), as an accompaniment
- Fresh, crusty bread, for mopping

Directions

Heat a deep pot over medium high heat. Add oil, [garlic](#), bay, and pancetta bits and brown for 1 minute. Add meats and brown and [crumble](#) them for 5 minutes.

[Chop](#) carrot, celery, and onions near the stove and add to the pot as you work. Cook vegetables with meat 5 minutes and add [wine](#). Cook for 1 minute; add stock and tomatoes to the pot.

Stir in parsley, allspice, or [cinnamon](#) and season sauce with salt and pepper, to taste. Bring sauce to a [boil](#), reduce heat to medium low, and cook 10 to 15 minutes minimum before serving. Reheated sauce only improves.

Toss [pasta](#) (cook off only as much pasta as you need at the time: half a pound for every 3 people) with a couple of ladles of [sauce](#) to coat, then top bowl with extra sauce. Top pasta with lots of [cheese](#) and pass bread at the table.

The sauce will cover up to 2 pounds of pasta.



Gingerbread with Spiced Creme Anglaise

Recipe courtesy Emeril Lagasse

Prep Time: 20 min
 Inactive Prep Time: 2 hr 0 min
 Cook Time: 35 min
 Level: Intermediate
 Serves: 12 servings

Ingredients

- 1 stick unsalted butter
- 1 cup turbinado sugar (recommended: Sugar in the Raw)
- 3 large eggs
- 2 cups all-purpose flour
- 2 teaspoons ground ginger
- 1 1/2 teaspoons baking soda
- 1 teaspoon cinnamon
- 1/2 teaspoon salt
- 1/2 teaspoon ground cloves
- 1/4 teaspoon freshly grated nutmeg
- 1 cup molasses
- 1 cup Guinness, or other dark beer
- Spiced Creme Anglaise, recipe follows
- Confectioners' sugar, for dusting

Directions

Preheat the oven to 350 degrees F. Grease a 13 by 9-inch cake pan and line with parchment paper. Grease the parchment paper and set aside.

In a large bowl, cream together the butter and sugar. Beat in the eggs 1 at a time. In a medium bowl, sift together the flour, ginger, baking soda, cinnamon, salt, cloves, and nutmeg. In a third bowl, combine the molasses and beer and stir to dissolve. Add the dry

ingredients and beer mixture alternately to the egg mixture, beating after the addition of each.

Pour into the prepared pan and bake until puffed and set, about 35 minutes. Remove from the oven and let cool in the pan on a wire rack. Spoon the Creme Anglaise onto the middle of 12 dessert plates. Cut the gingerbread into 12 equal portions and place on plates. Sprinkle with confectioners' sugar and serve.

Spiced Creme Anglaise:

- 2 cups heavy cream
- 1/2 teaspoon orange zest
- 1/4 teaspoon ground cinnamon
- 1/8 teaspoon grated nutmeg
- 1/8 teaspoon ground ginger
- 3 large egg yolks
- 1/4 cup sugar

Combine the cream, the zest, cinnamon, nutmeg, and ginger in a medium saucepan and bring to a simmer over medium heat. Remove from the heat.

In a medium bowl, beat the egg yolks and sugar until pale and frothy, about 2 minutes. Slowly drizzle in 1/2 cup of the hot cream, whisking constantly. Return the mixture to warm milk and stirring constantly, cook over medium heat until thick, about 4 minutes. Remove from the heat and serve warm. (Or, to serve chilled, place in an ice bath to cool, then cover with plastic wrap, pressing down against the surface to prevent a skin from forming. Refrigerate until well chilled, about 2 hours.)

Yield: 2 cups Prep Time: 10 minutes Cook Time: 6 minutes Inactive Prep Time: if chilled, 2 hours

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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