



# The Key Page

## Sara-Keys Chapter Newsletter

Volume 7, Issue 11

International Association of Administrative Professionals

June 2010

### President's Corner

By: Sandy Nall CPS/CAP

June has arrived! June 14 is Flag Day; June 20 is Father's Day and June 21 is the first day of summer. June is also a time of reflection for me; reflection of the past two years as president of Sara-Keys; reflection of past years as an officer of Sara-Keys in one capacity or another; reflection on graduations come and gone; and last but by no means least, reflection on my life with the most wonderful husband a woman could ever have.

Reflection, too, on each and every member who has touched my life. I hope and pray that I have touched those lives as well and for the better. What a fantastic group of people with whom I have had the opportunity and privilege to work! All I can say is WOOOOO HOOOOO!!!!

The incoming officers are a great group of individuals, each with their own strengths and abilities. I feel confident they will continue to lead us onward and upward as has been the tradition with Sara-Keys. I also feel confident that each and every past officer will be more than happy to answer questions or lend a hand when, and if, asked.

Au revoir,  
Sandy

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### More Than Just a Secretary

By Anya Martin, *Monster Contributing Writer*

Anyone in the [administrative profession](#) knows that the job of the traditional secretary has evolved substantially to include much more than typing, filing and pouring coffee. But even as admins take on more and more managerial skills and bosses type their own emails, many report that old stereotype still lives on in the workplace.

"Years ago, you were that piece of furniture that sat outside the boss's office and didn't have a brain," says Lynda Boulay, CPS/CAP, an executive assistant at the St. Paul-based Joint Commission on Allied Health Personnel in Ophthalmology. "Now a lot of people are still afraid to use the skills that we bring to the table, because we are still being stereotyped as just a secretary.

How can you overcome this sentiment? Follow these tips from two admins who've been there.

### Show Your Strengths

While the media promotes its share of "dumb" secretaries, some of pop culture's most famous admins have been strong, brainy women who

managed their bosses -- think *9 to 5* and *The Devil Wears Prada*. Likewise, the best way to overcome people's prejudices is to take on extra responsibilities and excel at them, Boulay says.

"You have to rewrite your resume," she says. "Once you've proven yourself, then you'll be accepted as being able to manage projects."

Whether or not you encounter stereotypes has less to do with what industry you're in than your boss's mind-set, Boulay says. While working at the same company, she had two different bosses -- one who valued and used the full spectrum of her skills and another who micromanaged her every task.

### Take the Lead

When Heather Myers started a new job as a project administrator for a Maryland contractor who was building military housing, she says she just assumed that, as with her previous employers, she would be empowered to make project-management decisions. Instead, her new boss just kept sending her to the copier.

"Although my boss was only 43, she comes from a world where 'you do what I tell you to do, because you're not capable of making these decisions yourself,'" Myers says.

In such situations, Myers recommends going to your boss and being frank -- but not rude -- about your abilities and how using them more fully could support company goals. Many supervisors may be happy to let you take on more responsibility.

Myers ended up being terminated but says she's happy to have the chance to find another job with an employer who will appreciate all the skills she brings to the table. If your boss seems likely to stay close-minded but you can't afford to take a chance right now, you may wish to just [discreetly start looking for another job](#).

### One Small Step

Despite these types of problems, both Boulay and Myers say that one part of the secretarial stereotype seems mostly to have disappeared: That of the pretty young thing who can't type but was hired to provide eye candy for the boss, AKA the buxom blonde filing her nails at the front desk.

However, just in case you face a boss or coworker who makes you uncomfortable, the International Association of Administrative Professionals' "Complete Office Handbook" suggests you should be familiar with your company's [sexual harassment](#) policy. If confronted with unwelcome behavior, you should follow your employer's established guidelines for addressing the incident, and if the problem is not satisfactorily resolved internally, file a formal complaint with your state's department of labor or human resources. A final recourse is to consult a lawyer.



The following jobs are available in our area:

The following positions were found on Monster.com:

#### Risk Services

Sarasota, FL

Contact: Submit resume to

[riskjobs@riskcompanies.com](mailto:riskjobs@riskcompanies.com)

Position: *Administrative Assistant*

Salary Range: *Not provided*

#### The Silverstein Institute

Sarasota, FL

Contact: Email a letter of introduction and your resume to [emilligan@earsinus.com](mailto:emilligan@earsinus.com)

Position: *Medical Office Manager*

Salary Range: *Commensurate with experience*

## Michael Saunders & Company

Sarasota, FL

Contact: Send resume to

[Personnel@michaelsaunders.com](mailto:Personnel@michaelsaunders.com)

*Position: Administrative Assistant (One full time and one part time)*

*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)*



### Meeting Recap

May 18, 2010

*Provided by Pat Whitesel CAP*

### June Chapter Meeting

**Date:** June 15, 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:** Installation of Chapter Officers for 2010-11 (*Patti Clark CPS/CAP, Florida Division Secretary will be installing our new officers*)

**Cost:** \$15.00 per person

**RSVP by noon on Friday, 6/11 to Rhonda Miller CAP at [rhmillier@scgov.net](mailto:rhmillier@scgov.net)**

*The theme for the FDAM Ways and Means basket is, "Everything but the Kitchen Sink." We have a large tote to fill with new/unopened/not used yet items. If you have items lying around that you don't want, such as bath gels, knick knacks, office items, books, etc., please bring to the meeting to put in our basket.*

- **APD/APW Events** – Pam Gleason CPS/CAP, APD/APW Committee chair, reported that the May seminar event had to be canceled due to lack of interest. She announced that plans are in the works for changing the format for the rescheduled educational seminar. More news will be forthcoming.
- **Community Service** – Rhonda Miller CAP, Community Service Chair, and Kim Stafford CAP reported that the All Faith's Food Bank Annual Food Drive held on May 8, 2010 was a very successful volunteer event. Two large trucks were filled by members and the other All Faiths Food Bank staff and volunteers present.
- **Financial Aid/Scholarship Committee** – Pam Gleason CAP researched and contacted various staff at USF to offer the availability of scholarship funds from our chapter for students enrolled in a Business Degree or related course of study. She reported that USF has posted our chapter link to their website for students to access and apply for scholarship funds from the Sara-Keys Chapter. Pam Bloking CAP was interested in the possibility of the State College of Florida also offering this scholarship opportunity to their students.
- **Election of 2010 Election of Officers** - President Nall announced the 2010-2011 Sara-Keys Chapter Slate of

Officers. A motion to accept the nominations as read was made by Lynn Mison CAP and Rick Musior CAP seconded the motion. President Nall called for a vote to accept those nominated. A unanimous vote was received from the members present. The new Slate of Officers will be officially sworn in at the June 15, 2010 membership meeting.

**Good of the Order**

- Kathleen Hall CPS/CAP announced that she has taken over the administration and updating of the Sara-Keys Chapter website. She asked for photos and information relating to events, program meetings and workshops.
- President Nall reminded members of the Member of Excellence and encouraged the attainment of this worthwhile recognition.
- Fort Myers Chapter Spring Workshop – May 22 is being held at the Hilton Garden Inn, Fort Meyers FL.
- Florida Division Annual Meeting is being held on June 25-27, 2010 in Lakeland FL. The chapter is accepting items for an “Everything but the Kitchen Sink” themed basket to be raffled off at this meeting.



**Community Service**

**SOS - Summer Volunteers Needed!!**

Are you interested in becoming a volunteer at SPARCC, or are you a volunteer looking for a new way to get involved? We need you at the Treasure Chest! Shifts available

Visit <http://www.IAAP-sarakeys.org> or [www.iaap-hq.org](http://www.iaap-hq.org)

daily (morning and afternoon) and training is provided. It's a fun way to help SPARCC and you might find a few "treasures" while you're there! Now that many of our seasonal residents have gone North for the summer, we are in need of volunteers at the Treasure Chest. The days we are short-staffed are Tuesdays, Fridays, and Saturdays. To find out more or to sign up, please call Jessica at 365-0208 ext. 106

*Please keep The Treasure Chest in mind when you are cleaning out your closets or buying new furniture. We continuously need new donations. Furniture, pots & pans, dishes, clothing - we need it all! And don't forget to tell your friends. Shopping and donating are a win-win for everyone!*

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**Anniversaries**



Debbie Klassen CPS/CAP	9 years
Patricia Whitesel CAP	5 years
Donna Chipman CPS/CAP	4 years
Pamela Bloking CAP	3 years
Doris DeMaria	3 years
Glenna Fleming	3 years
Sue Garland	3 years
Dorothy Manning CAP	3 years
Richard Musior CAP	3 years
Janet Parsells	3 years
Kim Stafford CAP	3 years

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**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.

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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**

#### **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.

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Visit <http://www.IAAP-sarakeys.org> or [www.iaap-hq.org](http://www.iaap-hq.org)

### **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**

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Tears are the summer showers to the soul.  
- Alfred Austin

"Being a child at home alone in the summer is a high-risk occupation. If you call your mother at work thirteen times an hour, she can hurt you."

-Erma Bombeck



### **Recipe Corner**

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#### **Summer Chopped Salad with Ranch Dressing**

*From Food Network Kitchens Cookbook, Meredith, 2003*

Prep Time: 20 min

Cook Time: 7 min

Level: Easy

Serves: 4 servings



### **Ingredients**

#### **Salad:**

- 8 ounces small red-skinned potatoes, halved
- Kosher salt
- 1 cup fresh corn kernels (from 2 ears of corn)
- 1 cup chopped fresh green or wax beans
- 1 cup small broccoli florets
- 1 cup cherry tomatoes, halved
- 1 kirby cucumber with peel, chopped
- Ranch Dressing, recipe follows
- Freshly ground black pepper
- 4 cups torn mixed greens, such as arugula, romaine, and watercress
- 1 cup sprouts, such as alfalfa, broccoli, radish, or pea, optional

### **Directions**

Put the potatoes in a small saucepan with enough cold water to cover and season with salt. Bring to a boil and then simmer, uncovered, until just tender, about 5 minutes. Drain and put in a large bowl.

Bring a medium pot of water to a boil and salt it generously. Fill a medium bowl with ice water and salt it as well. Add the corn, beans, and broccoli to the boiling water and cook until crisp-tender, about 2 minutes. Use a slotted spoon or strainer to scoop out the vegetables and plunge them immediately into the ice water. Drain the vegetables, pat them dry, and add to the bowl of potatoes along with the tomatoes and cucumber. Toss the salad with 1/2 cup of the dressing. Taste, and add more salt and pepper, if desired. (The salad may be prepared up to this point 2 hours ahead and refrigerated.)

When ready to serve, toss the salad with the greens and the sprouts, if desired, and with a bit more dressing if you like your salad on the well-dressed side. Pass the remaining dressing at the table.

**Know-How:** Immersing vegetables in boiling salted water and then plunging them into ice water is called blanching and refreshing. Having the water at a full rolling boil before adding the vegetables, as well as cooking uncovered, is the key to keeping green vegetables vibrant.

### **Ranch Dressing:**

- 1 clove garlic
- 1/2 teaspoon kosher salt
- 1 cup mayonnaise
- 1/3 cup buttermilk
- 2 tablespoons minced fresh flat-leaf parsley
- 2 tablespoons minced fresh chives
- 1 scallion (white and green parts), thinly sliced
- 1 teaspoon white wine vinegar
- Freshly ground black pepper

Smash the garlic clove, sprinkle with the salt, and, with the side of a large knife, mash and smear the mixture to a coarse paste. Scrape the paste into a small bowl, add the remaining ingredients, and whisk well to make a creamy dressing. Use immediately or refrigerate in a tightly sealed container for up to 3 days.

Yield: about 1 1/3 cups

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### **Lemon-Garlic Chick Pea Dip with Veggies and Chips**

*Recipe courtesy Rachael Ray*

Prep Time: 5 min

Level: Easy

Serves: 4 servings



### **Ingredients**

- 1 (15-ounce) can chick peas, drained
- 1 clove garlic, cracked from skin
- 1 lemon, zested and juiced
- 4 to 5 sprigs fresh thyme leaves, stripped from stems
- Coarse salt and pepper
- A few drops hot sauce, to taste
- 1/4 cup extra-virgin olive oil eyeball it
- 4 ribs celery from the heart cut into dipping sticks, 4 inches long
- 1/2 seedless cucumber, cut into sticks
- 1 red bell pepper, trimmed and cut into sticks
- 1/2 pint grape tomatoes
- 1 sack reduced fat gourmet chips (recommended: Terra brand Garlic and Onion Yukon Gold flavor potato chips (50 percent less fat than regular chips))

### **Directions**

Combine the chick peas, garlic, lemon zest and juice, thyme, salt and pepper and hot sauce in food processor. Turn processor on and stream in the extra-virgin olive oil. Transfer the dip to a dish and surround with veggies and chips. That'll keep the munching going on until dinner!

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### **2009-2010 Officers**

#### **PRESIDENT**

Sandra Nall CPS/CAP            379-3307  
[bluwildcat1@verizon.net](mailto:bluwildcat1@verizon.net)

#### **VICE PRESIDENT**

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

#### **RECORDING SECRETARY**

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

#### **CORRESPONDING SECRETARY**

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

#### **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  
[rhmillier@scgov.net](mailto:rhmillier@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  
Kathleen Hall CPS/CAP  
[kmh258@msn.com](mailto:kmh258@msn.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)