



# The Key Page Sara-Keys Chapter Newsletter

Volume 7, Issue 8

International Association of Administrative Professionals

March 2010

## President's Corner

By: Sandy Nall CPS/CAP

Can someone tell me where February went? Yes, we have been busy, and busy-ness makes the time go faster, but GOSH, were we that busy? YES!!!!

We began the month with a board meeting that covered a lot, i.e., details for the garage sale and making decisions about our APW event. Have you marked your calendars for May 1 to be at the Hyatt Regency in downtown Sarasota to have a plated lunch, a fashion show, hear three great speakers AND earn FOUR re-certification points? Pam Gleason, CPS/CAP, Doris DeMaria CAP, Bernadette Azai CPS/CAP, Dorothy Manning CAP, Rhonda Miller CAP, and Kim Stafford CAP are going to be our models. Details about men's wear are still in progress.

We had a fantastic speaker, Helen Adams CAP, in February talking to us about Assertive Communication skills. We earned a re-cert point for listening to her. What great tips she gave us and very timely, too!

Our next event was the set-up for our garage sale. We had a fun pot-luck hamburger/hot dog supper for those helping to set up and what fun we had on Saturday during the garage sale. If you haven't heard the numbers, we earned \$358.85! WOOOOO

HOOOOO!!!! We engaged our customers with the fun we were having and I have to believe that's one of the reasons we were so successful! Thank you all for your contributions and for working with such enthusiasm the entire time!

Now is the time we're going to be "bucklin' down" to continue with our plans to make May 1 a successful or BETTER event! Yes, consider that a CHALLENGE to all of you to invite every admin you know, whether or not they are a member, to come and enjoy the fun! The Hyatt Regency is THE 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

<b>In this Issue:</b>	
President's Message	Birthdays
Committees	Anniversaries
Officers	Calendar of Events
Mission	Recipe Corner
Monthly Meeting	
Notice	

**Being good at your job isn't good enough**  
**— 4 smart ways to become indispensable**

*From HR Specialist*

*Provided by Pat Whitesel CAP*

In this tight employment market, just doing your job isn't enough. (Workplace superstars have always known that.)

It's also a myth that good work makes a good career. So, what does make a good career? Good office politics.

Here are four ways that career columnist Penelope Trunk recommends that you use office politics in building your career:

**1. Realize that it's basically about being nice.** Your task: Figure out what people have a hard time with, what you are particularly skilled at and where those circles intersect.

“This means you need a lot of self-knowledge about your strengths, and you need a lot of emotional intelligence to understand what other people struggle with,” Trunk says.

Then take the extra time to help someone, even if it's not part of your job description. Maybe it means staying late with co-workers to work on an Excel spreadsheet. Maybe it's showing them how to use an office system.

**2. Don't rely solely on your job competence.** Why? Because research shows that people would rather work with someone who is likable and incompetent than someone who is competent but not likable.

What does this mean for you? Make sure you take opportunities to get to know people and let them get to know you. *Examples:* Rather than send an e-mail, deliver a message in person. Volunteer to work on a committee where you'll meet people from other departments.

**3. Cast a wide net.** Look at the range of people you get along with. Are they a diverse

bunch? “People with empathy have a strong tendency to want to understand *all* people, not just the people who are scintillating and competent and fun,” says Trunk. So figure out how to get along with all people by understanding what motivates them.

**4. Be your true self.** “If you want to be good at office politics, you must genuinely want to help people. And you must get personal pleasure out of figuring out people's strengths and weaknesses.” Besides, when all is said and done, office politics is about making real connections with people.



The following jobs are available in our area:

The following positions were found on CareerBuilder.com:

**Pat Cook Construction**

Bradenton, FL

Contact: Fax resume 941-746-8475.

*Position: Office Assistant*

*Salary Range: Not provided*

**Healix Infusion Therapy**

Sarasota, FL

Contact: [www.healix.net](http://www.healix.net)

TEL: 1.866.654.2614 FAX RESUME:

1.866.618.3646

*Position: Medical Administrative Assistant*

*Salary Range: Not provided*

**Adecco**

Sarasota, FL

Contact:

[http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=QHKCVGV&ff=21&APath=2.21.21.0.0&job\\_did=J3I22M6KD2J8NY9BX4N](http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=QHKCVGV&ff=21&APath=2.21.21.0.0&job_did=J3I22M6KD2J8NY9BX4N)

*Position: Processing Assistant*

*Salary Range: \$13.00 – 14.00 per hour*

**Marlow Marine Sales Incorporated**  
Palmetto, FL (Snead Island)  
Contact: Fax resume 941-729-4955.  
*Position: Receptionist/Office 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](mailto:Chipman430@yahoo.com)*

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### **Meeting Recap**

February 16, 2010

*Provided by Pat Whitesel CAP*

### **March Chapter Meeting**

**Date:** March 16, 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:** “Turning Whiners into Winners” presented by Linda Dillon, past Georgia Division president  
*(One Recertification point will be awarded)*

**Cost:** \$15.00 per person

*For our Ways and Means basket for the Florida Division Spring Seminar on March 27th, we will be putting together a Spring Gardening Basket. Please bring in gardening gloves, packets of seeds, visors, gardening tools, etc.*

**RSVP by noon on Friday, 3/12 to Rhonda Miller CAP at [rhmillier@scgov.net](mailto:rhmillier@scgov.net)**

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Pam Gleason CPS/CAP reported that she has confirmed three presenters for the Race for Excellence seminar and APW event to be held on May 1, 2010. The flyer was distributed to Sara-Keys membership and other Florida chapters. She has been contacting various organizations and companies to purchase a table resulting in their company or organization being acknowledged on flyers, programs, table signs, etc. As a result, USF has signed up as a sponsor. Members present were asked to distribute the flyer to anyone who might be interested in attending. Please contact her if you have any suggestions for sponsors. She received a suggestion to have the chapter work on an office tips handout as something an attendee would take back to their workplace. This would further market the chapter and listed sponsors, as well as, serve as a learning tool and reference guide. Donna Chipman CPS/CAP offered to prepare the handout. President Nall reported that she visited the seminar site at the Hyatt Regency. The renovations are complete and she has been working with the hotel staff on the details for room set up, registration and sponsor tables and available changing rooms for models.

Rhonda Miller CAP, Community Service Chair, reported that she has collected items to be donated to SPARCC and can continue to accept donations until the end of the month. She announced that the next proposed chapter community service event is Keep Sarasota

Beautiful which is scheduled for April 10, 2010.

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### **Community Service**

Upcoming Community Service Projects:

**Saturday, April 17, 2010:** Keep Sarasota County Beautiful Great American Cleanup

**Saturday, May 8, 2010:** USPS/All Faiths Food Drive

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### **Anniversaries**



Sandra Nall CPS/CAP                      10 years

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### **Birthdays**

Victoria Morgan                              March 19

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### **Never Never**

*From the Office Professional Newsletter*

Never put a question mark at the end of a statement containing an indirect question. For example:

INCORRECT: I have been wondering whether I should consider applying for a promotion?

CORRECT: I have been wondering whether I should consider applying for a promotion

CORRECT: I have been wondering: Should I consider applying for a promotion?

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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**

### **March 17, 2010 – Annual IMPACT Conference**

Hosted by IAAP Lake Buena Vista Chapter  
Sea World Orlando-Ports of Call  
Orlando, FL

An educational, fun-filled day designed for all professionals. Visit with vendors of office products and services providing a wealth of information and take-a-ways! Click [here](#) for more information and registration.

**Registration deadline: March 12, 2010**

### **March 27, 2010 - Florida Division Spring Seminar**

Ocala Hilton  
Ocala, FL

<http://www.iaap-floridadivision.org/IAAPHQ/FloridaDivision/UploadedImages/SpringSeminarFlyer.pdf>

### **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**

May St. Patrick guard you wherever you go,  
and guide you in whatever you do – and  
may his loving protection be a blessing to  
you always.

**-Irish Blessing**

May the road rise up to meet you.  
May the wind always be at your back.  
May the sun shine warm upon your face,  
and rains fall soft upon your fields.  
And until we meet again,  
May God hold you in the palm of His hand.-

**-Old Irish Proverb**



## **Recipe Corner**

### **Potato Chip Cookies**

*Submitted by Virginia Rzepecki  
(Pam Gleason's Mom)*

2 cups (4 sticks) margarine, softened  
1 cup sugar  
3 cups all-purpose flour  
1 teaspoon vanilla  
2 cups potato chips (crushed)  
Powdered sugar

Beat margarine and sugar until creamy. Add remaining ingredients except powdered sugar. Mix well.

Heat oven to 350 degrees.

Drop rounded teaspoonfuls of dough 2 inches apart onto ungreased cookie sheet. Bake 10-13 minutes or until set and edges just begin to brown. Cool 1 minute; remove from cookie sheet to wire rack. Cool completely and sprinkle with powdered sugar, if desired.

Makes about 4 ½ dozen cookies.

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### **NILLA Apple Crisp**

*Submitted by Kim Stafford CAP*

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

4 large Granny Smith apples (2 lb.), peeled, thinly sliced  
1/2 cup packed brown sugar, divided  
2 tsp. ground cinnamon, divided  
1/3 cup old-fashioned or quick-cooking oats  
1/4 cup (1/2 stick) cold margarine  
25 Reduced Fat NILLA Wafers, crushed (about 1 cup crumbs)  
1-1/2 cups thawed COOL WHIP LITE Whipped Topping

**Make It!**

**HEAT** oven to 350°F.

**TOSS** apples with 1/4 cup sugar and 1 tsp. cinnamon. Spoon into 8- or 9-inch square baking dish.

**COMBINE** oats, remaining brown sugar and cinnamon in medium bowl. Cut in margarine with pastry blender or 2 knives until mixture resembles coarse crumbs. Stir in wafer crumbs; sprinkle over apples.

**BAKE** 30 to 35 min. or until apples are tender. Serve topped with COOL WHIP.

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**Big Brownie Oatmeal Drops**

*Submitted by Bernadette Azai CPS/CAP*

Woman’s Day Magazine 5/30/06

Makes 32

Active: 5 min / Total: About 1 hour 10 min includes 30 min standing)

The edges are crunchy and the centers are soft. Great with a glass of milk.

1 family-size box brownie mix with syrup pouch (22.5 oz), prepared as directed on box, using 2 eggs

1 1/2 cups uncooked oats, regular or quick

1 cup walnuts, chopped (optional)

Heat oven to 350°F. Lightly grease baking sheet(s).

Mix all ingredients until well blended. Cover and let stand 30 minutes for oats to absorb liquid. Drop rounded tablespoons 1 1/2 inch apart on baking sheet(s).

Bake 10 to 12 minutes until tops look cracked and satiny. Remove with spatula to a wire rack to cool.

Per cookie (without nuts): 117 cal, 2 g protein, 10 g carbohydrates, 1 g fiber, 4 g fat (1g sat fat), 1 mg chol, 78 mg sod

*If anyone would like to share their favorite recipe, please email to Donna Chipman at Chipman430@yahoo.com*

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**2009-2010 Officers**

**PRESIDENT**

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**VICE PRESIDENT**

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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  
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**Certification**

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## 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)

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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.