



The Key Page

Sara-Keys Chapter Newsletter

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International Association of Administrative Professionals

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President's Corner

By: Sandy Nall CPS/CAP

Report from Florida Division Meeting

WOW!!! What an exciting weekend we had in Orlando! I am extremely proud of our Chapter; we “won” (read “earned”) one of 17 Silver Certificates! There are 31 chapters in the Florida Division and only 17 of the chapters earned the Certificate! It is very impressive and I will have it at our next meeting August 18, place yet to be determined.

Nine members attended the meeting and, I believe, that is a record for our chapter for a meeting away from Sarasota! Of those nine, six were recognized for getting their CPS/CAP certification. They are, in no particular order: Doris DeMaria CAP; Kim Stafford CAP; Lynn Mison CAP; Dorothy Manning CAP; Rick Musior CAP and Rhonda Miller CAP. Am I proud of them? You bet I am! So proud, it can't be put into words! Donna Chipman CPS/CAP and Pam Gleason CPS/CAP were our “official” picture takers, and they were EVERYWHERE!

All of the speakers had fantastic messages. All were very upbeat, positive and inspiring. Speaking for myself, I came away with so much energy from the whole experience; I think the “white chocolate bus” could have run on my energy alone. It didn't seem to take near as long to come home as it did going to the meeting!

We had a wonderful “Krewe” wagon that everyone was oohing and aaahing over.

Thank you Rhonda, Kim and Rick for such a great float. Doris, you were amazing as the “Queen.”

I cannot thank Pam, Rhonda, Kim, Rick, Dorothy, Lynn, Doris and Donna enough for making my “job” so much easier at the meeting. There were so many details to handle and without each one of them, I could not have done it! Guys, you are AWESOME!!! Wooooo Hooooo!!!!

This year our Board contact will be Patti Clark CPS/CAP, Division Secretary. I have already invited her to install our new chapter officers in June 2010 ... and she agreed! She will also be attending our APD/APW celebration in April!

We have a lot to do this year, and I am counting on each and every one of you to help me make this the best year ever for Sara-Keys! Without each and every one of you, we could not have accomplished the amazing things we did this past year! I want to continue woo-hoo-ing at every meeting and event we put together or attend this coming year! Please sign up to work on a committee this year. Your involvement will not only help the chapter, but will give YOU enormous rewards, too!

Please remember...I love each and every one of you.

Until next time,
Sandy

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Laid Off? Eight Effective Ways to Respond

By Ian Christie, Monster Career Changers Coach

If you've been laid off recently or think you might lose your job in the near future, you need to respond strategically and massively. The hard reality about layoffs, though, is that how you respond may depend on your financial and emotional state.

You may have predicted this event and prepared for it, or you may view the layoff as a blessing in disguise if it forces you to make a change you've wanted to make for some time. In these cases, it's time to crank up your search efforts with focus and confidence.

If, on the other hand, you are totally blindsided by the layoff and/or unprepared for it, your first step is to take stock. What is your cash position? Do you feel strong, and can you see the situation as an opportunity to move into something better? Or are you at a loss about what to do next? What kind of support can you get to help you through? What do you have to do to ensure that you survive -- financially and emotionally?

While feelings of panic and uncertainty are normal, remember that the most effective job searches are not scattershot approaches but rather targeted strategies that leverage your past experience.

In either situation, a strategic job search is in order. Based on my new report, "How to Manage Your Career in Scary Times," here

are eight top-level tips to ensure your response to a layoff is focused and effective.

1. Breathe

Find your center. You are a professional and there is a place for you out there. You will get through this. And the best way to do so is to focus on what you offer and take massive action.

2. Get Out the Contact List

Make a record of the people you worked with and dealt with. Put that address information into your own system and contact people using your personal email address.

3. Inventory What You Offer

Take time to develop a sound understanding of your abilities, skills, experience and fit. This includes really analyzing your professional background to identify stories, evidence and data about your job performance that you can use to better market yourself and prove your candidacy. What are you interested in doing next? What is the next logical step for you? Depending on your position and situation, you may be looking to move forward or you may need to focus on where you are most employable.

4. Define Your Targets

You are not equally valuable everywhere. Define A, B and C target groups. A is the perfect home for your offering. B is acceptable. C will pay the bills. Use information like job title, organization type, organization size, industry and market to make your targets as defined as possible.

5. Cultivate Multiple Channels

Work more than one channel to find those target opportunities. By all means, use online job postings and apply selectively to jobs. But realize this is only one channel. Develop a

multichannel strategy and invest your time accordingly. Those channels might include recruitment agencies, professional associations and, of course, your network.

6. Create Channels for People to Find You

Nothing is better than receiving a call about an opportunity. It puts you in the driver's seat, at least for a bit. Ensure your network contacts know what you're looking for so you are top of mind when they can make a referral. Use social networking sites as another way to accomplish this.

7. Follow the Pareto Principle

This is otherwise known as the 80/20 rule. Analyze your network for the people who are hubs of contacts and information. Who do you know who can hire or refer you? When you're ready, get in touch with them. And remember, the actions you might resist are usually the most valuable, high-impact ones. In my experience, successful job searches are often the result of that one, right call.

8. Get Out and Talk to People

The worst place to conduct a job search is in your pajamas at your family computer. Yes, there are a lot of important activities you can do from your computer, but schedule them outside of prime meeting time. You must get out there -- every day.

The best time to dig a well is before you're thirsty. So, if you're at all concerned about the state of your career this year or are working on furthering your career in these difficult economic times, download my free report, "[How to Manage Your Career in Scary Times](#)." The report discusses the four common career traps, strategies to minimize risk and expand personal opportunity as well as worksheets to help you conduct your own [personal SWOT analysis](#).



Meeting Recap

During our June meeting, Candy Puls CAP, Florida Division Vice-President, installed our officers for 2009-2010.



Sandy Nall CPS/CAP, President; Kim Stafford CAP, Vice-President; Pat Whitesel CAP, Recording Secretary; Rhonda Miller CAP, Corresponding Secretary; and Judi Seel CAP, Treasurer

CPS/CAP Celebration
By Sandy Nall CPS/CAP

The place to be on July 1 was at my house! What fun we had! Rick Musior CAP still holds the honor of the best griller in the Sara-Keys Chapter. He kept hamburgers and hot dogs flowing all evening! Rick, you are FANTASTIC. Sandy Korfanta CPS/CAP provided us with delicious baked beans; Donna Chipman CPS/CAP provided us with Oriental Slaw and a FABULOUS chocolate brownie trifle. Rhonda Miller CAP, even though she couldn't be present because of a family emergency, sent the fixins (that's a Kentucky-ism for ingredients) for her wonderful sweet and sour broccoli salad and brownies, Kathleen Hall CPS/CAP provided us with beverages and ICE. Rick, in addition to his grilling expertise, provided paper products so we didn't have to do dishes. Wooooo Hooooo! Pam Gleason CPS/CAP provided us with a beautiful fruit salad. Pat Whitesel CAP provided us with potato salad. Myrtle Owings CPS/CAP provided us with various chips and buns for the burgers and dogs. Bernadette Azai CPS/CAP provided us with a wonderful tray of fresh veggies with a delicious spinach dip. Judi Seel CAP provided us with an extra grill and her expertise at making hamburgers that don't fall apart on the grill (by the way that's an art...one that I still haven't mastered after MANY eons)! Kim Stafford CAP provided us with her dreamy cream cheese puffs and condiments. Jutta Tolbert CPS/CAP joined in the celebration with her witticism and stories. I sincerely hope I haven't left anyone out. At times it was like a swinging door there were so many here...and I am NOT complaining one little bit. **I absolutely LOVE having my house filled with people I love, respect and care about deeply!**

It was a wonderful evening of celebrating CPS/CAP candidates/holders and I really didn't want it to end! What camaraderie there

was and the energy in my house that night could have lit the whole of Sarasota County and even parts of Manatee County!

All of you give me such energy and enthusiasm for which I am very thankful. In my opinion (which could be a wee bit prejudiced) Sara-Keys Chapter is absolutely THE BEST in the whole of Florida. Without all of you and your support, I could not begin to possibly do the job to which you have elected me! I love each and every one of you so very much. Thank you for your hard work and ALL that you do for us!

Community Service

Continue collecting your food donations for the All Faiths Food Bank. Bring donations to the August meeting.

August Chapter Meeting

Date: August 18, 2009

Time: Networking at 6:00 p.m.
Dinner at 6:30 PM
Program at 7 PM

Location: TBD

Program: TBD

Cost: \$15 per person

RSVP by noon on Thursday, 8/13 to Rhonda Miller CAP at rhmill@scgov.net

Anniversaries



Kathleen Hall CPS/CAP	1 year
Tracy Krueger	1 year
Jutta Tolbert CAP	1 year



Birthdays

Rhonda Miller CAP July 17

Richard Musior CAP July 19

Never Never

From the Office Professional Newsletter

Never write *a while* as one word when it is used as a noun. Do write it as one word when it is used as an adverb (modifying an adjective or verb). For example:

INCORRECT: Our flight has been delayed so you will have to wait *a while* to meet us at the airport.

CORRECT: Our flight has been delayed so you will have to wait *awhile* to meet us at the airport. (*Awhile* is an adverb modifying *wait*).

INCORRECT: Since our flight has been delayed, you will have to wait for *awhile* to meet us at the airport.

CORRECT: Since our flight has been delayed, you will have to wait for *a while* to meet us at the airport. (*A while* is a noun).

CPS / CAP Exam Information

For those interested in applying for the CPS/CAP exams for November 6-7, 2009, the deadline for submittal of your registration forms is August 15, 2009. The CAP exam will be given on Friday, November 6, 2009 and the CPS exam will be given on Saturday, November 7, 2009. You can obtain the forms through the IAAP website at <http://www.iaap-hq.org/Cert/CertAppPacket.pdf>

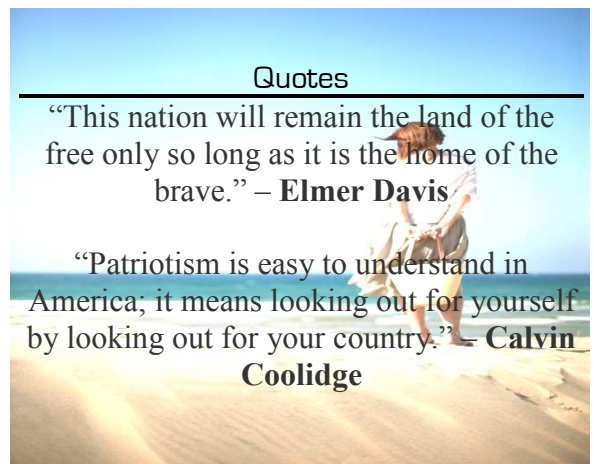
Calendar of Events

Leadership Education Forum (LEC)-
Ocala
September 25-26, 2009

Professional Education Conference (PEC)
March 8-10, 2010
Grand Sierra Resort & Casino in Reno, Nevada. **Projected early bird registration fees:** \$525 for IAAP members; \$615 for nonmembers. Room rates are from \$89 to \$119 plus tax & fees per night.
<http://www.iaap-hq.org/events/pec>

2009-2010
58th Florida Division Annual Meeting (FDAM)
Host Chapters: Bartow and Lakeland

First Coast Chapter
5-day Bahamas Cruise
May 10-15, 2010
<http://www.yourcruiseagents.com/rw/group/IAAP+2010>



Recipe Corner



Brownie Trifle

Submitted by Donna Chipman CPS/CAP

- 1 box brownie mix (13x9 size-plain)
- 1 large Hershey's Special Dark bar, chopped
- 1 small box instant Chocolate pudding mix
- 1 12 oz. container Cool Whip

Prepare brownie mix as directed. Let cool. Prepare instant pudding mix as directed. In a trifle dish, place half the pan of brownies in bottom, top with half of the pudding, then one-third of the candy bar, and then half the container of Cool Whip. Repeat layers and finish with the remaining third of candy bar on top (will have two layers). Enjoy!

Note: if you only want one layer, then leave brownies in 13x9 pan, top with pudding, half candy bar, entire container of Cool Whip, and then finish with remaining half of candy bar.

Oriental Chicken Slaw

*Submitted by Donna Chipman CPS/CAP
From 'Better Homes and Gardens Hometown
Potluck Favorites'*

For 8 servings:

- 1/2 cup salad oil
- 1/2 cup rice vinegar
- 1/4 cup sugar
- 1/4 tsp. crushed red pepper
- 2 3-oz. pkgs. chicken-flavored Ramen Noodles
- 4 cups packaged shredded cole slaw mix
- 3/4 cup sliced almonds, toasted
- 1/2 cup sliced green onions

For 4 servings:

- 1/4 cup salad oil
- 1/4 cup rice vinegar
- 2 Tbsp. sugar
- 1/8 tsp. crushed red pepper
- 1 3-oz pkg. chicken-flavored Ramen Noodles
- 2 cups packaged shredded cole slaw mix
- 1/3 cup sliced almonds, toasted
- 1/4 cup sliced green onions.

For dressing, in a small bowl whisk together oil, vinegar, sugar, red pepper, and contents of seasoning packet(s) from ramen noodles. Set dressing aside.

In a large saucepan, cook ramen noodles in boiling water for 2 to 3 minutes or just until tender; drain. Transfer noodles to a large bowl. Pour 1/4 cup of the dressing over the cooked noodles; toss to coat. Add cabbage, almonds, and green onions to noodle mixture; mix well. Pour the remaining dressing over the salad; toss to combine. Cover and chill for 2 to 24 hours.

Note: If desired, the recipe calls for finely chopped cooked chicken. 4 cups for 8 servings or 2 cups for 4 servings.

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

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