



The Key Page Sara-Keys Chapter Newsletter

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International Association of Administrative Professionals

March 2009

President's Corner

By Sandra Nall CPS/CAP

What a spectacular month February was! We had an awesome speaker, Dr. Delaney Kirk, for February. She spoke to us on matters concerning questions we could and could not ask when hiring someone. It was a very timely topic with lots of audience participation! What a delight she was!

Plans continue for our Administrative Professional Day celebration. Please mark your calendars now to attend April 22, 2009, USF Sarasota-Manatee campus, 11:30 to 2:00, lunch, comedy and presentation by the Innergized Team (Pam Williams and Marci Moore), 2 re-certification points will be awarded. A flyer will be available by the end of this week, March 7. It's going to be a FABULOUS event!

Pam Gleason CPS/CAP and I attended the Clearwater Chapter Fashion Show! What fun we had with renewing old friendships and making new friendships; the lunch was fantastic (have you ever had brie mushroom soup?), and the fashions for spring were awesome (so much so Pam and I stopped on the way home in Ellenton and did some spur-of-the-moment shopping!) It was a great day!

Be sure to attend our March 17 meeting. Peggy Poole CPS is going to be our featured speaker on the topic "Customer Service – As Rare as Gold." One re-certification point will be awarded. Peggy is our immediate past Florida Division President and is a great

speaker as well as a tremendous person. She is delightful!

See you March 17!
Sandy

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MEMBER OF EXCELLENCE

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)

4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues n or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Conduct a public presentation, program or training
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review



Meeting Recap

During the February 17, 2009, SaraKeys Chapter meeting, in addition to our guest speaker, the following items were discussed:

- ❖ In the last newsletter, President Sandy Nall had asked for a volunteer to chair the Certification Committee. Pat Whitesel CAP offered to chair the committee for the remainder of the year.
- ❖ Bernadette Azai CPS/CAP provided an overview of the *'Pathways to Excellence, Member of Excellence'* program.
- ❖ President Sandy Nall encouraged the committee chairs and others to attend the Chapter Board meetings, which are held the first Monday of each month at 6:00 pm at Sandy's home.
- ❖ There was discussion regarding the Administrative Professionals Day activities scheduled at the USF Sarasota-Manatee Campus on Wednesday, April 22nd. The guest speakers will be the 'Innergized Team' and the title of the program is "Managing Conflict with Confidence". Cost will be \$25 for members and \$35 for non-members. A box lunch will be provided by Boston Market. Program is from 11:30 am to 2:00 pm.

Log onto <http://www.iaapnet.org>
 Sign in using your user name and password.
 Select: International Members' Place \
 Pathways to Excellence \ Home \ Member of
 Excellence \ Member of Excellence
 Validation Spreadsheet.

For further assistance, contact the Chapter's
 Awards Program Chairman, Bernadette Azai
 at 941-742-2325 or
Bernadette.Azai@PBSG.com.

Each committee will be designated a table and will provide information on their respective committees. The Chapter decided, in lieu of a regular meeting, that we would meet on April 21st from 6:00 to 9:00 pm at the USF facility to setup for the APD event.

If you know of anyone that might be interested in attending, please provide your list of invitees to Pam Gleason CPS/CAP.

March Chapter Meeting

Date: March 17, 2009

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: 'Customer Service-As Rare as Gold' presented by immediate Past Florida Division President, Peggy Poole CPS
(One Recertification Point awarded)

Cost: \$15 per person

RSVP by noon on Thursday, 3/12 to Dorothy Manning at dmanning@scgov.net

Community Service

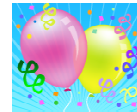
Volunteers are needed for the Habitat for Humanity project being held on March 28th. If you are interested, please complete and return your forms to Kim Stafford CAP.

Volunteers are also needed on May 9th for the All Faiths Food Bank. Please contact Kim Stafford CAP if you are interested.

Multiple Sclerosis Walk being held on Saturday, March 14th beginning at 9:00 am from Sarasota-Main Street at JD Hamel Park. You can walk either a 3K or 5K walk, and you will need to sign a waiver form. There is no entry fee, but donations are accepted (make checks payable to MS Society). All forms need to be completed and turned in by March 6th to Bernadette Azai CAP. If you have questions, please contact Bernadette at Bernadette.azai@pbsg.com.

Begin collecting your food donations for the All Faiths Food Bank. Food drive will be held during the May Chapter meeting.

Anniversaries



Sandra Nall CPS/CAP 9 years



Birthdays

Bernadette Azai CPS/CAP March 28

Never Never

From the Office Professional Newsletter

Never confuse your readers by writing sentences containing *this*, *that*, *they*, *it* or *which* when these pronouns can refer to more than one noun in the sentence. If a sentence sounds confusing, repeat the noun to clarify what you are referring to. **For example:**

CONFUSING: The third-quarter results were very disappointing to our shareholders. **They** were sent to the CEO. (Were the shareholders or the results sent to the CEO?)

CLEARER: The third-quarter results were very disappointing to our shareholders. The results were sent to the CEO.

Calendar of Events

Palm Beach IAAP Chapter
Educational/IMPACT Meeting
March 7, 2009
Boca Raton High School
Recertification points available. Registration is \$30 through February 28, 2009, and includes continental breakfast. The seminar begins at 8:00 AM and ends at 1:00 PM.

Lake Buena Vista IAAP Chapter's
IMPACT meeting
March 25, 2009
Sea World Orlando, Ports of Call
The Education Seminar (including snacks, lunch, vendor show and door prizes) is \$89 and also offers 5 recertification points. Registration begins at 7:30 AM.


Florida Division Spring Seminar
April 18, 2009 8:00 am to 4:30 pm
Cocoa Beach, Florida
-Speakers include Florida Division Past Presidents; 6 recertification points awarded
Cost is \$49.00 and includes continental breakfast and lunch
<http://www.iaap-floridadivision.org/Default.aspx?pid=5330&u=TtoUEJtv/vQ=>

2008-2009
57th Florida Division Annual Meeting (FDAM)
June 26-28, 2009
Host: Winter Park Chapter
Location: Hilton at Walt Disney World
Hotel Rate: \$149/night
Registration Fee: \$175

Visit <http://www.IAAP-sarakeys.org> or www.iaap-hq.org

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

Quotes



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

Irish Blessing

May your heart be light and happy,
May your smile be big and wide,
And may your pockets always have
a coin or two inside!



Recipe Corner

Irish Soda Bread

Submitted by Donna Chipman CPS/CAP (passed down from my grandmother, Anne Duffy)

Ingredients:

- 3 cups flour
- 3 tsp. baking powder
- 2 eggs
- 2 Tbsp. caraway seeds
- 1/2 stick margarine
- 1 cup raisins

- 1/2 tsp. salt
- 1/4 cup sugar
- 1 tsp. baking soda
- 1 cup buttermilk

Instructions:

Heat oven to 350°F.

Mix ingredients thoroughly (by hand). Add 1 cup buttermilk while mixing. Knead in bowl. Shape into ball. Grease and flour cast iron skillet. Place soda bread in pan and flatten to about one inch. Mark sign of the Cross on top before cooking. Add buttermilk on top (enough to moisten).

Bake at 350°F for 35 minutes, then at 325°F for 5-10 minutes longer.

Cottage Pie

Submitted by Donna Chipman CPS/CAP (passed down from my grandmother, Anne Duffy)

Ingredients:

- 1 Tbsp. oil
- 1 onion, finely chopped
- 1/2 lb. carrots, peeled and chopped
- 1.5 lb. lean ground beef
- 1.5 cups of beef stock
- Salt and freshly ground black pepper
- 1.5 lb. potatoes, peeled and cut into chunks
- 3 Tbsp. horseradish sauce
- 4 Tbsp. milk
- 2 Tbsp. fresh parsley

Instructions:

Heat the oil in a large non-stick frying pan. Fry the onion and carrots over low heat for 5-6 minutes. Add the ground beef and cook for 10 minutes or until browned. Stir in the stock, cover and reduce the

heat. Gently simmer for 15-20 minutes stirring occasionally. Season to taste.

Preheat the oven to 350°F. Place the potatoes in a pan and cover with cold water. Bring to a boil, season with salt, and simmer for 10-15 minutes, or until the potatoes are tender. Drain, return to the pan and mash, beating in the horseradish, milk and chopped parsley.

Transfer the meat to an ovenproof dish. Spoon the mashed potatoes over the meat to cover and use a fork to score the top. Cook for 25-20 minutes until crisp, golden brown and piping hot.

Lima Bean Casserole

Submitted by

Myrtle Owings CPS/CAP & Kim Stafford CAP

- 1 can Lima Beans (drained)
- 1 small can corn
- 3/4 cup Cream of Mushroom Soup
- 4 ounces Philadelphia Cream Cheese
- Small can French Fried Onions
- Crumbled bacon or slivered Almonds (for topping)

Warm cream of mushroom soup and cream cheese thoroughly mixing together. Add the drained lima beans and corn. Stir in French Fried onions. Pour mixture into baking dish. Top with crumbled bacon or slivered almonds.

Bake at 375 degrees F. for 20-30 minutes. Enjoy!

Crescent Roll Cheesecake

Submitted by Kim Stafford CAP

- 2 tubes of crescent rolls
- 2 8 oz. pkg. cream cheese
- 3/4 cups sugar

1 tsp. real lemon juice
1 Tbsp. vanilla
1 egg yolk (reserve egg white)

Preheat oven to 350 degrees.

Spread one package of crescent rolls on 9x13 pan. Mix cream cheese, sugar, lemon juice, vanilla, and egg yolk with mixer until smooth. Spread mixture over rolls in pan and place second tube of crescent rolls on top. Brush egg white on top and bake for 30-40 minutes until golden on top. Sprinkle with confectioners sugar while warm (optional).

Note: This recipe may be cut in half using an 8x10 pan. Use same amount of lemon juice, whole egg yolk, and 3/4 Tbsp. vanilla.

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

2008-2009 Officers

PRESIDENT

Sandra Nall CPS/CAP 379-3307
runaway2@comcast.net

VICE PRESIDENT

Pamela Gleason CPS/CAP 359-4603
pgleason@sar.usf.edu

TREASURER

Judi Seel 951-7838
midnite283@comcast.net

CORRESPONDING SECRETARY

Dorothy Manning 861-6868
dmanning@scgov.net

RECORDING SECRETARY

Kim Stafford 861-0923
kstaffor@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

Community Service
Kim Stafford CAP
kstaffor@scgov.net

Education and Program/Seminar
Pamela Gleason CPS/CAP
pgleason@sar.usf.edu

Membership
Cindy Kish
ckish@sar.usf.edu

Newsletter
Donna Chipman CPS/CAP
Chipman430@yahoo.com

Publicity
Rick Musior, Jr. CAP
rmusior@scgov.net

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

Ways and Means/Scholarship
Judi Seel CAP
Midnite283@comcast.net

Website
Sue Garland
sue-garland@hotmail.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