



The Key Page

Sara-Keys Chapter Newsletter

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International Association of Administrative Professionals

September 2009

President's Corner

By: Sandy Nall CPS/CAP

Here it is September already ... where did August go????

The plans for our fashion show are proceeding very well. Sometimes it feels as though the plans are going at lightning speed and other times at a snail's pace, but that goes with planning any event. September 19 will be here before we know it! To keep all of you up to date on what's happening: I have received enough "goodies" from STAPLES to make TWO door prize baskets AND permission to use the Staples logo on the baskets. The manager of the store is also interested in attending the event ...

WOOOOO HOOOOO!!!! We have models from The Men's Wearhouse and models from the Funny Diva Show, at this point 4 men and 4 women. There will be coupons from the Dressbarn and something from the Men's Wearhouse. The menu from the Hyatt Regency has been selected as well as the table coverings, centerpieces and assorted linens. Trinkets will be placed at each setting. Flyers have been sent to all chapter presidents in the State of Florida as well as interested parties outside the IAAP family. I believe we are well beyond the **READY**, now it's on to **SET** and then **GO!!!!**

We have had a few changes in our (Sara-Keys) leadership. Judi Seel CAP has stepped down from the position of Treasurer; Sandy Korfanta CPS has stepped up to serve the remainder of Judi's term. Cindy Kish is no longer our Membership Chair; Doris DeMaria

CAP has stepped up to serve the remainder of Cindy's term. All documents will be transitioned within the next two weeks.

LEC is right around the corner. The dates for the event are September 25 and 26. The fee for attending is \$89 for members, \$99 for non-members. Hotel rates are \$109 (including breakfast) for up to 2 people per room and \$119 (including breakfast) for 3 or 4 people per room. On Friday there is a Committee Forum beginning at 3:00 to 5:30 p.m. followed by a cookout and building activity. On Saturday the topic is "Building Careers – Communication *Getting the Message Across To Your Team*. The Keynote speaker is Valerie Tutor and **recertification points will be available for the event**. Registration **deadline is September 18**. The *white chocolate bus* is leaving Sarasota at 12:00 on Friday for those wanting to ride. By the way LEC is being held at Ocala Hilton, 3600 SW 26th Avenue, Ocala. We will have a Ways and Means basket, the theme for which is FOOTBALL, and we're trying to keep it non-team specific to generate more interest! If you have items you would like to include in the basket, please bring them to our working pot luck meeting at my house on September 15.

That's about all for now.

Until next time,
Sandy

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Report on Visit to City Center Chapter, Tampa

Submitted by Sandy Nall CPS/CAP

On August 20, I had the distinct pleasure of visiting City Center Chapter's meeting. It was a luncheon meeting so I was particularly interested in how their meeting was conducted having a speaker and a business meeting, etc.

The meeting was held at the Tampa Club on the 42nd floor of the Bank of America building in downtown Tampa (terrific view!). Members came from all over Hillsborough County and were all present by noon. The meeting began at precisely 12:00 and ended at 12:45! An informative and FUN presentation was given by two representatives from Office Depot and was, basically, a "Daytimer Seminar." Lunch was beautifully served and included a Greek salad, flank steak atop a mound of garlic mashed potatoes, surrounded by fresh carrots, broccoli, fresh mushrooms all topped with a tasty "thin" beef gravy/sauce. Dessert was a variation of key lime pie. Hot rolls, butter, ice tea and coffee were also served.

I had the opportunity to speak to the current president, Josephine Light, and she said one of the drawbacks to a luncheon meeting was that there was not an opportunity to earn recertification point at their meetings because meetings last only one hour. They make up for that by attending as many Division events as possible or occasionally have a special

Saturday event. The meeting was VERY well organized and they kept to a strict timetable.

City Center Chapter was a delightful experience and I look forward to attending other Chapter meetings in our area to get more ideas about how to improve our meetings. The networking opportunities are absolutely amazing!

The Top 10 Web Sites for Admins

By Anya Martin, Monster Contributing Writer

Chasing down information on the Internet can leave you at one dead end after another. So how do you find a direct route to the answers you need? That's where this list of the 10 best sites for administrative professionals comes in. Think of it as your roadmap for the Web, provided by administrative assistants just like you.

CEOExpress

This is a treasure trove of links to just about every bit of info you can imagine, including local/international newspapers, trade journals, news wires, business knowledge research areas, weather updates, currency statistics and conversions, company research sites, SEC, financial markets, health topics and more. "It offers a wealth of information you can access without having to search through numerous databases," says Karen Davis, secretary to the CFO and senior vice president of Oklahoma City-based C.H. Guernsey & Company.

Refdesk

At this site, another links clearinghouse, admins can access everything from official clock times around the world and a "word of the day" vocabulary builder to the latest news, stock quotes and computer virus alerts. It's "the best source for facts," says Deborah Farley, CAP, assistant vice president, loan administration, for Commerce Bank in Mount Laurel, New Jersey.

Microsoft Design Gallery

Pam Brogan, office coordinator for HelpPeople EAP in Syracuse, New York, says she adores this mecca for Microsoft Office users, because she can use its easy-to-download clip art, sound effects and moving graphics to enhance brochures, articles and email correspondence. "People are more likely to read something that is punctuated with a picture over simply straight text," she says.

USPS

The US Postal Service's Web site offers much more than an easy way to check zip codes, buy stamps and track mailings. Connie Myers, principal administrative staff associate at Albuquerque-based Sandia National Laboratories, says she uses the site for "package rates and expected delivery schedules, insurance info, rates for foreign destinations and size restrictions for letters."

BrainyBetty

Download thousands of free PowerPoint templates and images at BrainyBetty, a great find from Janis Petersen, CPS, senior clerk at Seminis Vegetable Seeds Inc. in Nampa, Idaho.

XE.com

If your boss travels overseas, this universal currency converter can be invaluable for quick and easy conversion of expenses into US dollars, says Phyllis McMullen, executive secretary at Nationwide Financial Services in Columbus, Ohio.

Virtually There

While other travel and airline Web sites are great for buying and pricing tickets, Virtually There "gives you real-time flight delays, plus you can download your trip plans directly to your desktop," says Camille Petrocco, CPS, a

senior administrative assistant at Bridgewater, New Jersey's Aventis Pharmaceuticals.

Free-Ed Ltd.

Ohio-based Free-Ed Ltd. provides links to more than 120 courses and tutorials on everything from software to academic disciplines, says Deborah James, owner of Deborah James Secretarial Services in Oakland, California.

IAAP

The International Association of Administrative Professionals' official Web site includes links to *OfficePRO* magazine, online training resources, a message board, info on how to obtain CPS (Certified Professional Secretary) and CAP (Certified Administrative Professional) certifications and much more.

Monster Admin/Support Community

The industry-specific message board is designed not just to help you on the job hunt, but also to provide invaluable advice on a range of topics, including career advancement and sticky office situations. You can ask questions and peruse posts from our experts as well as other Monster members.



The following jobs are available in our area:

The following positions were found on CareerBuilder.com and Indeed.com:

Consulate Health Care
4783 Fruitville Rd.
Sarasota, FL 34232
(941) 378-8000 main
Position: *Customer Service Associate / Receptionist*

Sarasota Yacht Club
1100 John Ringling Blvd.
Sarasota, FL 34236
(941) 365-4191 main
Contact: Rose Mattran - rose@scsarasota.com
Position: *Membership Services Coordinator*



Meeting Recap

During the August 18, 2009, meeting, President Sandy Nall CPS/CAP informed the members that the SaraKeys Chapter has decided to adopt the same theme as the Florida Division for the coming year, which is 'Power of Commitment'.

Members reviewed the program for the 2009-2010 year. It was decided, due to policy changes with the Hilton Garden Inn which included charging us for the meeting room, meetings would take place at the Holiday Inn-Lakewood Ranch as they do not charge us for the room.

Discussion took place regarding the 'Member of Excellence' program through IAAP. Members were encouraged to visit the IAAP website to obtain the forms and become a Member of Excellence. Members should attain a minimum of 8 of the 11 criteria set forth in the program to obtain a certificate.
<http://pathways.iaap-hq.org/IAAPHQ/Pathways/MemberofExcellence>

The members discussed the Fall Fashion Show and the program for the event. The 'Funny Divas' would be modeling clothing from the DressBarn, and there would also be models from the Mens Wearhouse. The 'Funny Divas' will be providing the entertainment, and attendees will be provided a plated lunch. The September meeting will be held at Sandy Nall's house in order to prepare for the show and put together gift boxes.

Sovereign Healthcare
Riviera Palms Rehabilitation Center
926 Haben Blvd.
Bradenton, FL
Fax Resumes to: Barbara Finelli HRC at 941-723-9309
Position: *Admissions Coordinator*

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

September Chapter Meeting

Date: September 15, 2009

Time: 6:00 PM

Location: Sandy Nall's House
5645 Cynthia Lane
Sarasota, FL
941-379-3307

Program: Preparations for Fall Fashion Show on September 19th

Cost: Pot Luck (*Sandy is providing hamburgers/hot dogs, and everyone is to bring a side dish. When RSVP, let Rhonda know what you will bring*)

RSVP by noon on Thursday, 9/10 to Rhonda Miller CAP at rhmillier@scgov.net

For the LEC on September 26th in Ocala, the Chapter's Ways and Means basket will have a non-specific football theme. For members who wish to provide items for the basket, please bring to the September meeting.



Community Service

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

Anniversaries



Myrtle Owings	22 years
Andrea Burr	1 year
Cheryl Swenney	1 year

Never Never

From the Office Professional Newsletter

With common gender nouns, never use the phrase "he or she" or "his or hers" when you can avoid it. Use of these phrases makes a sentence cumbersome and awkward. Reword sentences containing these phrases by using plurals. For Example:

AWKWARD: Each employee may take his or her vacation whenever he or she wishes.

BETTER: Employees may take vacation whenever they wish.

CPS / CAP Exam Information

The deadline has passed for the November exams, but for those interested in applying for the CPS/CAP exams for May 7-8, 2010, the deadline for submittal of your registration forms is February 15, 2010. The CAP exam will be given on Friday, May 7, 2010 and the

CPS exam will be given on Saturday, May 8, 2010. You can obtain the forms through the IAAP website at <http://www.iaap-hq.org/prodev/certification/exams.html>

Calendar of Events

SaraKeys Fall Fashion Show 2009

11:30 am
Hyatt Regency
Sarasota, Florida
Saturday, September 19, 2009
Cost: \$35 includes lunch

Leadership Education Forum (LEC)

Ocala Hilton
Ocala, Florida
September 26, 2009
<http://www.iaap-floridadivision.org/IAAPHQ/FloridaDivision/MeetingsEvents/LEC/>

Cape Coral Chapter Fall Workshop

Saturday, October 10, 2009
Cape Coral Hospital
Auxiliary Meeting Room
636 Del Prado Boulevard
Cape Coral, Florida
Cost: \$49.00 includes continental breakfast and lunch.

Paula Avery CPS/CAP, from the Tifton, Georgia Chapter, will be the speaker during lunch. She provided a great presentation at the FDAM in June. Recertification points will also be available for this event.

Hotel information –
Holiday Inn Express – (239) 542-2121
\$90+tax (breakfast included – 5.49 miles from CCH)
Hampton Inn – (239) 540-1050 \$89+tax
(breakfast included – 6.46 miles from CCH)
(Tell them you are with Cape Coral Hospital for the discount rate)

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>

Quotes

"Neither smiles nor frowns, neither good intentions nor harsh words, are a substitute for strength."

John F. Kennedy

"I feel that the most important requirement in success is learning to overcome failure."

Reggie Jackson



Recipe Corner

The following are recipes for your Labor Day picnic from *Taste of Home*:

Grilled Shrimp with Cilantro Sauce

Ingredients:

- 1-1/2 cups fresh cilantro leaves
- 4 teaspoons minced fresh gingerroot
- 2 garlic cloves, peeled
- 3 tablespoons plus 1-1/2 teaspoons canola oil
- 1-1/2 teaspoons lemon juice
- 6 uncooked jumbo shrimp (about 1/3 pound), peeled and deveined
- 1 teaspoon lemon-pepper seasoning

Directions:

In a small food processor, combine the cilantro, ginger and garlic; cover and process until cilantro and garlic are chopped. While processing, gradually add oil and lemon juice in a steady stream until smooth. Transfer to a small serving bowl; set aside.

Coat grill rack with cooking spray before starting the grill. Thread shrimp onto two metal or soaked wooden skewers. Sprinkle with lemon-pepper. Grill, uncovered, over medium heat for 5-8 minutes on each side or until shrimp turn pink. Serve with cilantro sauce. **Yield:** 2 servings.

Garlic-Butter Parmesan Corn

Ingredients:

- 8 medium ears sweet corn in husks
- 1/3 cup butter, cubed
- 1/2 teaspoon minced garlic
- 1/4 teaspoon salt
- 1/4 cup grated Parmesan cheese

Directions:

Soak corn in cold water for 20 minutes. Meanwhile, in a small saucepan, combine the butter, garlic and salt. Cook and stir over

medium heat until butter is melted; set aside 2 tablespoons.

Carefully peel back corn husks to within 1 in. of bottoms; remove silk. Brush with remaining butter mixture. Rewrap corn in husks and secure with kitchen string.

Grill corn, covered, over medium heat for 25-30 minutes or until tender, turning occasionally. Cut string and peel back husks. Drizzle corn with reserved butter mixture; sprinkle with Parmesan cheese. **Yield:** 8 servings.

Bacon-Wrapped Beef Patties

Ingredients:

- 1 cup (4 ounces) shredded cheddar cheese
- 2/3 cup chopped onion
- 1/4 cup ketchup
- 2 eggs, lightly beaten
- 3 tablespoons Worcestershire sauce
- 2 tablespoons grated Parmesan cheese
- 1 teaspoon seasoned salt
- 1/4 teaspoon pepper
- 2 pounds ground beef
- 10 bacon strips
- 10 hamburger buns, split, optional

Directions:

In a large bowl, combine the first eight ingredients. Crumble beef over mixture and mix well. Shape into ten 3/4-in.-thick patties. Wrap each patty with a bacon strip; secure with wooden toothpicks.

Grill patties, uncovered, over medium heat for 5-6 minutes on each side or until juices run clear and a meat thermometer reads 160°. Discard toothpicks. Serve on buns if desired. **Yield:** 10 servings.

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

2009-2010 Officers

PRESIDENT

Sandra Nall CPS/CAP 379-3307
bluewildcat1@verizon.net

VICE PRESIDENT

Kim Stafford CAP 861-0923
kstaffor@scgov.net

RECORDING SECRETARY

Pat Whitesel CAP 309-5189
pwhitesel@gmail.com

CORRESPONDING SECRETARY

Rhonda Miller CAP 861-5481
rhmillier@scgov.net

TREASURER

Sandy Korfanta CPS 861-0751
skorfant@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

Rhonda Miller CAP
rhmillier@scgov.net

Education and Program/Seminar

Kim Stafford CAP
kstaffor@scgov.net

Membership
Doris DeMaria CAP
ddemaria@scgov.net

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
Sandy Korfanta CPS
skorfant@scgov.net

Website
Sue Garland
sue-garland@hotmail.com

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

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.