



The Key Page Sara-Keys Chapter Newsletter

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International Association of Administrative Professionals

November 2010

President's Corner

By: Kim Stafford, CAP

Happy November to all members. I just love the holiday season. My daughter's birthday is October 23rd and it seems like once that occurs, the season flies by.

The article this month is about life balance between work and all the other parts of our life. I tend to divide my life into five parts: spirit, health, family, friends, and work. At a staff meeting recently, an Executive Director told all attendees that during the upcoming holiday season, to remember to take the time off needed and spend time with the family. I was glad to hear him say that because with the current situation at most work places, we are all working harder and doing more than our share of work and we can forget to devote just as much time, energy and effort into the other parts of our life besides work.

I found the following tips on WebMD for 5 practical steps toward better work-life balance:

1. Figure out what really matters to you in life. – Make a list of what matters most

and then your priorities in life become clear.

2. Drop unnecessary activities – Check your list of what matters most and you may discover you're devoting too much time to activities that aren't a priority and you can adjust your schedule accordingly.
3. Protect your private time – Your private time deserves the same respect you would give work, a parent-teacher conference or a doctor's appointment.
4. Accept help to balance your life – Allow yourself to rely on your partner, family members, or friends – anyone who can watch the kids or run an errand while you focus on other top priorities.
5. Plan fun and relaxation – Sounds odd doesn't it but many people don't schedule fun into their life. But fun and relaxation are an essential part of living a well-balanced life.

So I wish all of you a happy, healthy, fun and well-balanced holiday season.

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The Relationship Between Executive and Assistant

By Chrissy Scivicque

Published: October 17, 2007

on Office Arrow.com

Remember the movie, "Devil Wears Prada"? Believe it or not, I used to think that the relationship between executive and assistant typically looked something like that. Sure, it was a little exaggerated. But overall, I thought that being an assistant meant generally being walked on, taking abuse and getting the coffee. Of course, good sense then took over and I realized that the relationship shown in that movie (a wonderful, funny movie everyone should see!) was not a healthy, productive or appropriate one.

Many people still think of "executive assistants" and their role as something similar to what is seen in that movie - an underling who is so driven to get a "foot in the door" that they are willing to be stepped on and treated like dirt. Unfortunately, that's an image that's been around for a while and it may be hard to shake. But there's no reason any of us have to live up to that ridiculous representation. Neither executives nor their assistants should fall into the idea of thinking that their relationship is one of "master and servant". It most certainly is not. Below, I have outlined a few things the relationship *should* be.

Remember that when I refer to the relationship between executive and assistant, I am simply referring to any working relationship where one party supports the work of another party. The "assistant" could be called an

administrative person, secretary, or any other title that indicates the role is supportive of one or many "executive(s)" - which could be managers, team leaders, supervisors, etc.

1. The relationship should be.....***A Partnership***

When you break it down, the sole duty of the assistant is to help the executive (and the business) succeed. In reality, most executives could not achieve their success without their loyal, hardworking assistants. Both parties must realize that they need each other. They are stronger as a team. They must both support each other and understand that they are a partnership. Just as the assistant supports the goals of the executive, the executive must know, understand and truly support those of the assistant. Ideally, their goals will work synergistically together, meaning that when one person achieves their goal it helps propel the other towards theirs and vice versa. Synergy is when the result is greater than the sum of the individual efforts. Together they both go further towards reaching their goals than either would separately. Understanding this critical fact is the essential foundation on which this relationship should be built.

2. The relationship should be....***Mutually Respectful***

Along with the understanding of the above described partnership, a mutual respect for one another is vital. This means, among other things, recognizing and appreciating one another's personal limitations, strengths, weaknesses, and abilities **AND** accepting these things without judgment. Respect means that you place value on them as a person. You consider everything about them - even their flaws - *valuable*. You don't yell, act rudely or criticize. Because you respect them, you try to resolve differences and problems in a productive way that preserves their worth and does not degrade them.

3. The relationship should be....**Rewarding for Both Parties**

The relationship must provide benefit for both the executive and the assistant. It can't simply be a one way street. As an assistant, you provide an enormous amount of benefit for the executive. However, it must go both ways. The position must benefit your personal goals and must meet your required expectations in terms of the salary, education, lifestyle and personal satisfaction it affords you. The benefit should not be one sided.

4. The relationship should be....**Loyal and Trusting**

Without trust and loyalty, the relationship will always falter. You both must be willing to stick it out. Day to day, things can get hectic. Situations can occur where you will need to stand up for one another. Because you are a team, it's important to know you each other's "back". Once that loyalty is in place, it is often a rock solid bond that causes executives to bring their assistant's with them wherever they go - a nice arrangement IF the relationship is right.

5. The relationship should be....**Honest and Open**

Communication is often the trickiest piece of the puzzle when it comes to the relationship. It's important that both parties keep the lines of communication wide open. Grievances and disagreements should be discussed and handled in an appropriate way. Question one another and get to know everything you can about your counterpart. Talk a lot. Don't hold back and certainly *do not ever lie* to one another. That will break the loyalty and trust that you both work so hard to maintain. Always communicate with respect for the partnership.

Season of Giving
*Submitted by Rick Musior CAP
Community Service Committee Chair
Sara-Keys Chapter*

The season of giving is approaching fast and will be here in no time at all. For most, it is a joyous time of year that is spent with family and friends. For others, unemployment and a slow economy will paint a less than happy holiday picture.

Since joining the Sara-Keys Chapter of IAAP, I have admired the spirit of giving members have shown through our past community service projects. Think back on those that gave of their time to help us study for our certification! The attendance and attitude of those that chose to contribute is what makes this chapter so great to be a part of! As a Community Services Committee Chair, I call not only on my chapter but on all chapters to once again help make a change in our communities this holiday season by giving.

Giving can be accomplished in many ways. Offering time at a local soup kitchen or food bank, donating food, toys, or clothing, or sharing time with those who may need a shoulder to lean on are just some ways we can all make a difference. Giving not only helps to make a change in those who need it most, but it also leaves us with a warm feeling of sharing and caring for those less fortunate than us.

This year, the Sara-Keys Chapter has decided to focus on one holiday community service event and has chosen to donate non-perishable food to our local food bank, All Faiths Food Bank. All Faiths is an outstanding community resource that provides food to those in need right here in our own neighborhoods! Did you know that 38% of the people they serve are children and that 16% of the people they serve are elderly? Even more interesting is the fact that 40% of the people All Faiths serves have one working member in the family and that many are a single parent trying to raise a family on one income.

As the holiday season draws ever nearer, the need for food will be at an all time high. I ask each member to consider donating whatever you can to such a worthy cause no matter the quantity. Great bargains can be found everywhere to help lessen the financial impact. Try these tips when buying for charity: Use buy one get one free items. If it is an item that you use regularly, you can keep one for you and donate the other. Discount stores like the Dollar Store, Everything's A Dollar, Big Lots, or Dollar General have great prices on everyday food products! Clean out your pantry and donate unopened, unused items that you aren't using! Please remember to donate items with good expiration dates. Give it only as if you would use it! If you're not a shopper but would still like to give, consider a cash donation or contributing your time.

No one can guarantee a happy holiday, but if we all give back, even just a little... then we are that much closer to guarantying it will be!

Happy Holidays!



The following jobs are available in our area:

The following positions were found on CareerBuilder:

National Medical Consulting Company
Sarasota, FL

Contact: Frances Cericola, Fax resume to 954-489-6468

Position: Executive Assistant/Office Manager
Salary Range: Not provided

Florida Cancer Specialists
Bradenton, FL

Contact:

http://www.flcancer.com/Position_Details.aspx?id=116

Position: Front Office – Patient Services Specialist

Salary Range: Not provided

McConnaughay, Duffy, Coonrod, Pope & Weaver, P.A.

6010 Cattleridge Drive
Suite 102

Sarasota, FL 34232

Contact: www.mcconnaughay.com

Position: Receptionist/Legal Secretary

Salary Range: Commensurate with experience

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

November Chapter Meeting

Date: November 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: "Business Etiquette for the Business Professional"
by Kathy Sorrell CPS/CAP
Florida Division Secretary

One Recertification Point pending

Cost: \$15.00 per person

RSVP by noon on Friday, 11/12 to Pat Whitesel CAP at pwhitesel@gmail.com





Meeting Recap

During the October 19, 2010 meeting, some of the items discussed were:

- President Stafford would be sending out a request for members to volunteer for committee chairs and committees.
- Rick Musior CAP informed the members that the Community Service project for the holiday season would be collection of food donations for the All Faiths Food Bank.
- Members discussed the plans for the Chapter FLAN on November 13, 2010.



Community Service

Please bring your food donations for the All Faiths Food Bank to the November meeting.

Anniversaries



Sandy Korfanta CPS 3 years



Birthdays

Lynn Mison

Nov 20

Never Never

From the Office Professional Newsletter

Never capitalize the directions *north*, *south*, *east* or *west* unless they are part of a proper name or designate definite geographic nations.

INCORRECT: Our offices are relocating to the *North* end of town.

CORRECT: Our offices are relocating to the *north* end of town.

INCORRECT: Our offices are relocating to *north* Dakota.

CORRECT: Our offices are relocating to *North* Dakota.



About the Retirement Trust Foundation

The Retirement Trust Foundation was created in 2000. This independent, non-profit organization is administered by a six member International Board of Trustees, four of whom are elected at large from the membership of the International Association of Administrative Professionals and serve with the IAAP International President and Treasurer.

The IAAP Retirement Trust Foundation is a 501(c)(3) tax-exempt charitable organization. Contributions made to the Foundation are deductible as provided in Section 170 of the IRS code. Bequests, legacies, devises, transfers

or gifts to or for the Trust's use are deductible for Federal estate and gift tax purposes.

The Trust was formed and operates exclusively for charitable purposes; i.e., for the primary purpose of acquiring, maintaining and operating homes for needy and elderly administrative professionals and otherwise assisting needy and elderly administrative professionals.

As a result, IAAP, through the Trust, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What's more, Vista Grande

(the world's only retirement center for administrative professionals) was built entirely through donations to the Trust, with no corporate or association sponsorship.

However, the Trust realizes that not every elderly or needy administrative professional can (or wants to) live at Vista Grande. As a result, in 2003, the Foundation's Board of Trustees began a new program: the Financial Assistance Program.

Through this new service, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need).

Like Vista Grande, the Financial Assistance Program is funded through your contributions.

For more information on the International Association of Administrative Professionals, please visit <http://www.iaap-hq.org>.

CPS / CAP Exam Information

For those interested in applying for the CPS/CAP exams for May 6-7, 2011, the deadline for submittal of your registration

forms is February 15, 2011. The CAP exam will be given on Friday, May 6, 2011 and the CPS exam will be given on Saturday, May 7, 2011. You can obtain the forms through the IAAP website at <http://www.iaap-hq.org/prodev/certification/exams.html>

The next exams will be given November 4-5, 2011.

Calendar of Events

November 13, 2010 -

Florida Local Area Networking (FLAN)

Hosted by the Sara-Keys Chapter

9:00 am – 12:30 pm

North Sarasota Library

2801 Newtown Boulevard

Sarasota, Florida

Please RSVP by Wednesday, November 10th to

Pat Whitesel CAP at pwhitesel@gmail.com or

941-552-9595 (leave a message)

February 5, 2011 - Gulf Coast Chapters

Pre-Spring Seminar

February 19, 2011 - Florida Division Spring Seminar

March 6-9, 2011 - International Spring Conference

Hyatt Regency Hotel

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=2501572

Tampa, FL

April 24-30, 2011 - Administrative Professionals Week

June 24-25, 2011 - Florida Division Annual Meeting (FDAM) –

"Gator Heaven in Twenty-Eleven"

Best Western Gateway Grand Hotel

Gainesville, FL

Quotes

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.

John Fitzgerald Kennedy

Do not get tired of doing what is good. Don't get discouraged and give up, for we will reap a harvest of blessing at the appropriate time.

Galatians 6:9



Recipe Corner

*Paula Deen recipes
submitted by Kim Stafford CAP*

'Ol No. 7 Yams

Ingredients

- 4 large sweet potatoes
- 3 cups water
- 1 1/2 cups brown sugar
- 4 tablespoons butter
- 1 (3 to 4-inch) [cinnamon](#) stick
- 1/4 teaspoon freshly grated [nutmeg](#)
- 1/3 cup [bourbon](#) (recommended: No. 7 Jack Daniels)
- 1 long strip orange peel

Directions

Preheat oven to 400 degrees F.

Wash and dry sweet potatoes and bake for 1 hour or until potatoes are soft to the touch. Remove from the oven and let cool slightly then remove skin from potatoes. Reduce oven temperature to 350 degrees F. While the potatoes are baking, combine remaining ingredients in a [saucepan](#). Bring to a boil, then

reduce the heat and [simmer](#) for 30 to 45 minutes until sauce is slightly thickened. Slice the potatoes 1/2-inch thick into a medium [casserole dish](#). Pour syrup over them and return to the oven and bake for approximately 30 minutes.

Squash Casserole

Ingredients

- 6 cups large diced yellow [squash](#) and [zucchini](#)
- Vegetable oil
- 1 large onion, chopped
- 4 tablespoons butter
- 1/2 cup [sour cream](#)
- 1 teaspoon House seasoning, recipe follows
- 1 cup grated [cheddar](#) cheese
- 1 cup crushed butter crackers (recommended: Ritz)

Directions

Preheat oven to 350 degrees F.

Saute the squash in a little vegetable oil over medium-low heat until it has completely broken down, about 15 to 20 minutes. Line a colander with a clean tea towel. Place the cooked squash in the lined [colander](#). Squeeze excess moisture from the squash. Set aside.

In a medium size skillet, saute the onion in butter for 5 minutes. Remove from pan and mix all ingredients together except cracker crumbs. Pour mixture into a buttered [casserole dish](#) and top with cracker crumbs. Bake for 25 to 30 minutes.

House Seasoning:

- 1 cup salt
- 1/4 cup black pepper
- 1/4 cup garlic powder

Mix ingredients together and store in an airtight container for up to 6 months.

Yield: 1 1/2 cups

Chicken w/Cocoa Tomato Sauce

Ingredients

- 4 boneless, skinless chicken breast halves
- 1/2 teaspoon salt, plus 1/2 teaspoon salt
- 1/4 teaspoon pepper, plus 1/2 teaspoon pepper
- 3 tablespoons olive oil, for cooking
- 1 cup chopped onion
- 1 teaspoon minced garlic
- 1 pint tomato sauce
- 1 pint diced tomatoes
- 1/2 cup chicken broth
- 1 tablespoon unsweetened cocoa powder
- 1 teaspoon dried oregano
- 1 teaspoon dried basil
- 1 teaspoon sugar
- Yellow rice, cooked and kept warm

Directions

Season both sides of chicken breasts with 1/2 teaspoon of salt and 1/4 teaspoon of pepper. In a cast iron skillet, heat 2 tablespoons olive oil over medium heat. Add the chicken and cook until browned, about 10 minutes on each side. Remove the chicken from pan to a plate and set aside.

Add the remaining 1 tablespoon olive oil, onion, and garlic to the skillet and cook for 2 minutes, stirring frequently. Add the tomato sauce, diced tomatoes, chicken broth, cocoa, oregano, basil, sugar, 1/2 teaspoon of salt, and 1/2 teaspoon of pepper. Stir until well blended. Return the chicken to pan, cover and simmer for 15 minutes. Turn chicken over and continue cooking, covered for 15 minutes.

Arrange the chicken on a serving platter and serve over rice.

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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

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.