



The Key Page Sara-Keys Chapter Newsletter

Volume 8, Issue 2

International Association of Administrative Professionals

September 2010

President's Corner

By: Kim Stafford, CAP

As stated in the last newsletter, this year's Board is working hard to provide the Chapter with: 1) challenging and interesting programs, 2) recruiting new members, 3) community service projects, and 4) the most important – FUN!

Boy did we have an extremely challenging and interesting program at our August Chapter meeting. For those of you who were not able to attend, our speaker was April Irwin from the Sarasota "County Technical Institute. April is a Digital Design Teacher and she showed us many new social media programs such as Twitter and Facebook. I know I learned an awful lot. So much so that I am now on a small social media committee to try and launch a Twitter page for my business center. We were able to obtain a recertification point for the program so I will make sure and hand them out at the next meeting.

Our next important task is recruiting new members. The Chapter is holding a "Bring a Friend" meeting on September 21, 2010, starting at 6PM at the North County Library. Our past President, Sandy Nall CPS/CAP will be presenting IAAP 101 to help our new friends learn all about IAAP. Please bring as many friends as you like. This event will be a potluck so contact Rhonda Miller at rhmillier@scgov.net and let her know what you will be bringing. The Board has graciously offered to bring pulled pork, pulled beef and chicken.

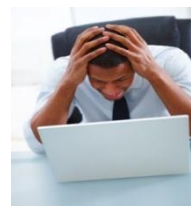
As far as our community service projects, our school supply drive was a great success. Our next drive will be a food drive in preparation for the upcoming holidays.

And whenever we are all together, we always have fun.

Please check out our website at www.iaap-sarakeys.org/ where we have upcoming events, announcements and so much more posted for your information. Kathleen Hall CPS/CAP does a great job keeping the website up to date.

Hope to see you and your friends on September 21st.

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



Tips to Beat Job Burnout

By Shelly Field, Monster Contributing Writer

One of the best ways to defeat burnout is to make your job more enjoyable. "That's impossible," you say. Not necessarily.

Sometimes you just have to change how you think.

No matter how boring or depressing your job may be at times, you have to find chances to laugh. Laughter breaks the tension of difficult situations. It helps cut the stress you feel and the tension you may be under. The more you laugh, the better you will deal with work, and the less burned out you'll be. Many people aren't aware that stress-related hormones are suppressed by laughter -- so you know what you have to do.

Try to become more social. Talk to people. Find activities to do with coworkers, friends and family members. Feeling connected to others is a great way to reduce stress and burnout.

Many people in my seminars tell me that by the time they get done working for the day, they are often so exhausted that they just want to go home and be left alone. I understand and often feel the same way.

However, a number of studies indicate that adults who have the fewest friendships and are least active socially are most likely to die prematurely. If that's not enough to make you want to get out and have fun, I don't know what is.

Listen to conversations in your workplace. You might notice that a good percentage of discussions are negative. Work on training yourself to see the positive in situations -- see the humor and knock out negative thoughts and conversation. Negativity just makes you feel worse.

Adding fun to your day will help decrease burnout. Here are several simple ideas you can incorporate into your workplace:

- If you have a break room, consider filling it with toys and games. Coloring books will bring you back to your childhood. A puzzle will take your mind off things. Games are fun too.

- If you don't have a break room, get some little toys and games and keep them on your desk. You'll be surprised how many people stop for a moment to play with your Silly Putty, shake a snow globe or put the magnetic beard on the man.
- Consider putting up a bulletin board in a break room or employee lounge. Ask everyone from entry-level employees up to administrators and supervisors to bring in baby pictures. Post the pictures on the board. Everyone will enjoy looking at the photos and laughing at each other. It's fun to guess who's who. It also shows that no matter where anyone is in the hierarchy of the facility, everyone started out as someone's baby.
- Create a stress-free zone for when employees are feeling burned out. It doesn't have to be a big space -- even just a hallway outside a conference room. Consider putting in a hammock or a lounge chair and perhaps an inflatable palm tree and picture of the ocean.
- Schedule activities you enjoy in your day and week. Buy one perfect flower, and keep it in your workspace to view. Take a walk outside during a break. Take a mini visualization vacation and go where you want to go, even if it's only for five minutes.
- Plan a visit to the zoo, the movies, the gym, a spa or a local cafe. Go window-shopping by yourself or with a friend. What's important is having something to look forward to doing after work.

You can't control everything, but you can control what you are able to and forget the rest. You can beat burnout before it beats you. You just have to try.



The following jobs are available in our area:

The following positions were found on Monster.com:

Ringling College of Art & Design

Sarasota, FL

Contact: Apply by 9/24/10 at

<https://ringling.simplehire.com/>

Position: Administrative Assistant/Admissions Office

Salary Range: Not provided

Alternative Care Staffing

Sarasota, FL

Contact: Schedule an interview Monday – Friday, 10:00 am to 4:00 pm, at 941-592-1541

Position: Part-time

Receptionist/Administrative Assistant

Salary Range: Not provided

Jewish Housing Council Foundation

Sarasota, FL

Contact: Qualified candidates should send a resume, references, cover letter and salary expectations to mparu@kobernickanchin.org

Position: Office and Administrative Support Worker

Salary Range: \$13.00-14.00 per hour

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
“Bring a Friend” Night**

Date: September 21, 2010

Time: Potluck Dinner 6:00 – 6:30 PM
Program 6:30 – 7:00 PM
Business Meeting 7:00 – 7:45 PM

Location: North Sarasota Library
2801 Newtown Boulevard
Sarasota, Florida

Program: IAAP 101 presented by Sandy Nall
CPS/CAP, past president of the
Sara-Keys Chapter

Cost: Bring a dish to share

RSVP by noon on Friday, 9/17 to Pat Whitesel CAP at pwhitesel@gmail.com

All members are invited to bring a friend who might be interested in becoming a member of the Sara-Keys Chapter of IAAP



Meeting Recap

The program for the August meeting was Office Technology of the Future, presented by April Irwin, Digital Design, SCTI. Ms. Irwin provided the membership with an informative presentation of the various social and professional networking sites available on the internet. She also provided tips for keeping your information safe on some of the sites.

CPS / CAP Exam Information



Community Service

Start setting aside your food donations for the All Faiths Food Bank. We will begin collecting during the October meeting for the upcoming holidays.



Anniversaries

Myrtle Owings CPS/CAP 23 years

Never Never

From the Office Professional Newsletter

Never confuse **everyday** (an adjective meaning “ordinary” or “daily”) with **every day** (an adverbial phrase meaning “each day”). For example:

INCORRECT: Please check in with me **everyday** while you are out of town.

CORRECT: Please check in with me **every day** while you are out of town.

INCORRECT: The shredder we are using is not meant for **every day** use in an office setting and frequently overheats.

CORRECT: The shredder we are using is not meant for **everyday** use in an office setting and frequently overheats.

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

October 17-20, 2010 - IAAP Fall Conference

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.

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
Tampa, FL

April 24-30, 2011 - Administrative Professionals Week

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

"Gator Heaven in Twenty-Eleven"

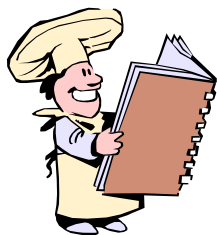
Best Western Gateway Grand Hotel
Gainesville, FL

Quotes

Wisdom doesn't necessarily come with age.
Sometimes age just shows up all by itself.
-Tom Wilson

Don't believe that winning is really everything.
It's more important to stand for something.
If you don't stand for something, what do you
win?

-Lane Kirkland



Recipe Corner

From SouthernLiving.com



Grilled Pork Roast with Fruit Compote

Preparation Time: 15 minutes

Cooking Time: 1 hour 5 minutes

Other Time: 10 minutes

Yield: Makes 8 servings

1 (4-lb.) boneless pork loin roast, trimmed
Kitchen string
2 teaspoons salt
1 teaspoon pepper
2 tablespoons chopped garlic
1 tablespoon finely chopped fresh rosemary
1 tablespoon chopped fresh thyme
2 tablespoons olive oil

1. Tie pork with kitchen string, securing at 2-inch intervals. Sprinkle pork with salt and pepper. Stir together garlic and next 3 ingredients. Rub over pork.

2. Light 1 side of a grill, heating to 350° to 400° (medium-high); leave other side unlit. Place pork over lit side, and grill, covered with grill lid, 8 to 10 minutes on each side or until browned. Move pork over unlit side, and grill, covered with grill lid, 45 minutes or until a meat thermometer inserted into thickest portion registers 145° to 150°. Let stand 10 minutes before slicing. Serve with Fruit Compote.

Fruit Compote:

Yield: Makes 2 cups

16 dried Mission figlets, quartered*
1 Granny Smith apple, diced
12 dried apricots, thinly sliced
1/2 cup seedless red grapes, halved
1/2 cup chopped red onion
1/2 cup dry white wine
1/2 cup cider vinegar
1 cup sugar
1/2 teaspoon salt
1/2 teaspoon pepper

Combine all ingredients in a 3-qt. saucepan, and cook over medium heat, stirring occasionally, 25 minutes or until thickened and liquid is reduced by three-fourths. (Mixture will continue to thicken as it cools.) Serve warm or at room temperature.

*12 dried Mission figs, coarsely chopped, may be substituted.



Granola-Ginger

Baked Apples

Prep: 20 min., Bake: 45 min., Cook: 6 min.

Yield: Makes 8 servings

- 4 large Golden Delicious or Jonagold apples
- 3 (1.5-oz.) oat-and-honey granola bars, finely crushed
- 1/2 cup roasted salted almonds, chopped
- 1/4 cup finely chopped crystallized ginger
- 1/4 cup butter, softened
- 3/4 teaspoon ground cinnamon
- 1 3/4 cups apple cider
- 1/3 cup cherry preserves
- 1 (7-oz.) container Greek yogurt

1. Preheat oven to 375°. Cut apples in half, cutting through stem and bottom ends. Scoop out core and pulp, leaving a 3/4-inch shell. Cut about 1/4 inch from opposite side of apple, forming a flat base.
2. Stir together crushed granola bars and next 4 ingredients. Spoon mixture into apple shells, pressing to gently pack. Arrange apples in a 13- x 9-inch pan. Pour cider around apples in pan.
3. Bake at 375° for 25 to 45 minutes or until apples are tender, basting twice with pan juices.
4. Place apples on a serving plate. Add preserves to pan juices, and cook, over medium-high heat, stirring constantly, 5 to 6 minutes or until thickened. Serve apples with warm sauce and Greek yogurt.

Granola-Ginger Baked Pears: Substitute 4 Bosc pears for apples. Proceed with recipe as directed.

Note: Baking times will vary greatly due to the ripeness of your fruit. Begin testing for doneness by inserting a wooden pick directly into the fruit (not granola mixture) after 25 minutes of baking. A wooden pick should be able to pierce the fruit easily with just a little resistance. Overcooking will lead to the fruit losing its natural shape and becoming mushy. For testing purposes only, we used Nature Valley Oats 'N Honey Crunchy Granola Bars.

2010-2011 Officers

PRESIDENT

Kim Stafford CAP 861-0923
kstaffor@scgov.net

VICE PRESIDENT

Rhonda Miller CAP 861-5481
rhmillr@scgov.net

RECORDING SECRETARY

Donna Chipman CPS/CAP 316-1966
Chipman430@yahoo.com

CORRESPONDING SECRETARY

Pat Whitesel CAP 552-9595
pwhitesel@gmail.com

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

Chapter/Member of Excellence
Bernadette Azai CPS/CAP
bernadette.azai@pbsg.com

Community Service
Rick Musior, Jr. CAP
rmusior@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
Pat Whitesel CAP
pwhitesel@gmail.com

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

Ways and Means/Scholarship
Sandy Korfanta CPS
skorfant@scgov.net

Website
Kathleen Hall CPS/CAP
kmh258@msn.com

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

Vision

To inspire and equip all office professionals to attain excellence.