

**MESSAGE FROM OUR PRESIDENT**

**Pacing Like a Big Sister**



Ever since the possibility of a sister chapter being chartered in Cape Coral, I have been pacing, asking lots of questions, answering questions and preparing for the arrival.

Delivery date for the Cape Coral Chapter is expected in May 2009 and the Fort Myers Chapter Board has been working with the temporary officers of the Cape Coral Chapter to plan for the big event.

The Cape Coral Chapter and the Fort Myers Chapter will work together on various events through the year and be able to share the demands of planning events. The two chapters will not compete but will compliment each other as it gives administrative professionals in the Southwest Florida area another opportunity for convenience of meeting date, location and type of meeting.

We have often encountered concerns from members and prospective members for those living and/or working in Cape Coral. This new chapter will enable local professionals to join and attend chapter events that best fit their location and schedule.

The addition of a chapter will also broaden the opportunities for members to serve in various capacities and to serve chapters with, at least initially, fewer members.

We have struggled in the past with meeting locations due to our size, and the amount we felt we could afford to pay for monthly meetings. The changes in our chapter membership will open more avenues to consider in the future.

While we do not intend to charter a chapter on every corner, the concept of a new chapter in our area is very similar to the bank branching concept, convenience to our members.

Vickie Lane CPS/CAP  
Fort Myers Chapter President

*Lil Sister*

*Big Sister*



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**Many of us living in Florida are from somewhere else. Where are you from?**

I was born and raised in New York City. We still go back to see our family. We enjoy the food, and we do travel on the train to visit different parts of the city. We do a lot of walking, that way we get to see more of the city and do some shopping.

**What brought you to Florida, specifically Cape Coral/Fort Myers?**

My husband and I traveled to Florida on vacation and we loved it. We thought it would be nice to raise the children in Florida and we liked the weather. We never visited or heard of Cape Coral, and we also didn't know anyone living here. We came to Cape Coral because my husband was offered a job, and we have been here since.

**Briefly describe your work history and how it brought you to this point in your career.**

I began working at the Brooklyn Union Gas company in New York. It was a great company. I held three positions while working at the gas company. The first department I worked for was Human Resources. It was an entry level position, but I learned a lot in the year that I spent in the department. I was promoted and moved on to the Office of Area Development. In this department I really learned how to multi-task. It was a very small department. They dealt with the community and provided grants for refurbishing buildings. It was a great program. Then again I was promoted and moved to the Research, Development and Demonstration Department where I worked for engineers. It was a

very busy department, but I really enjoyed the work I was doing. I assisted with speeches, agreements, contracts and also worked on specialized forms and reports. The knowledge I gained being in an administrative position helped me when I applied for my first job with the City of Cape Coral. This position was in the fire department. I worked in the Fire Prevention Division as a Secretary and then promoted to an Administrative Secretary. I gained many years of experience and education working in this division and performed multiple tasks. I enjoyed the job I was doing which included creating forms and doing research. I assisted in preparing the budget and training many of the secretaries. I also worked in the Support Services Division. I worked with the Training Bureau assisting with the hiring process and various other tasks. I am now retired from the fire department. I hope to utilize my experience and education in the future.

**As an administrative professional, what do you perceive to be the biggest misconception about the profession?**

I think people do not realize how much we do and far we've come in our profession. It is not just sitting at a desk answering the phones. As long as we take advantage of the education and training that is afforded to us, we will be able to stand out as administrative professionals.

**What role does IAAP play in supporting the administrative professional role in the workplace?**

IAAP provides us with the support and continuing education needed for us to be able to shine and



move ahead in our careers. It has provided us with information and tools that are helpful in the workplace. The networking is great. IAAP has helped me personally grow from the quiet and shy person I was to a more involved person.

**Have you taken a DISC behavioral profile? If so, are you a D, I, S or C?**

I did take it awhile ago. I am not sure which one it was.

**Do you have a hobby? If so, what it is?**

I enjoy taking care of my roses and orchids; watching them bloom is beautiful. I like decorating and making jewelry.

**Do you have a favorite book(s)?**

I've read a lot of different books, but I like reading John Grisham's books.

**Do you have a favorite self-help or career oriented book?**

No; any recommendations?

**What is your favorite way to spend leisure time?**

I like taking drives with my husband and enjoying the beautiful weather, relaxing in my patio listening to music and reading a book. I also like spending time with family and friends watching movies, going out to eat and playing games.

**Plans or goals for the future?**

I am looking forward to learning something new and do some traveling.

## Fashion Show - February 7, 2009



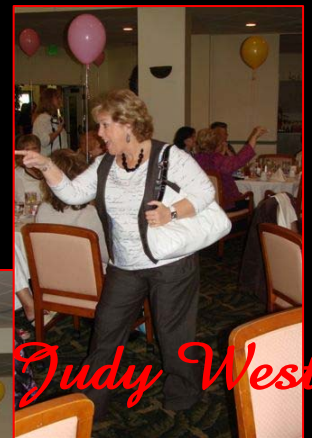
*Chris Dorn*



*Ann Kirby*



*Gerri Ferrara*



*Judy West*



*Genny White*



*Karen Royal*



*Jeanelle Havlin*

## Fort Myers Chapter Annual Fashion Show & Luncheon *A Good Time Was Had By All!*

By Ann Kirby CPS/CAP  
2008-2009 Ways & Means Team Leader

The Fort Myers Chapter held its Annual Fashion Show & Luncheon on Saturday, February 7, at Palmetto Pine Country Club in Cape Coral. Without even considering how much money we raised for our scholarship fund, I consider the event to be a wonderful success. In my eyes, the teamwork of our chapter is unsurpassed. Everyone involved really stepped up. Each person that I asked to help with any of the details did not hesitate and I can't thank you enough. The many hours of planning were well worth the effort.

There was plenty of action to keep our guests entertained. The food was tasty - and let me tell you, the vanilla mousse was light and scrumptious! The raffle baskets were beautiful. Many of them I hadn't seen until that day and they were really spectacular. We sold almost \$600 in raffle tickets and 50/50 chances. The basket that sold the most tickets was the Tuscan Trattoria basket. I had to look up "trattoria" and I think it means small Italian restaurant. That seemed appropriate because there were all kinds of wonderful Italian goodies in the basket. This one was put together by Maria Fiore, Norma Shanhai, Geri Ferrara, Cris Rieth and Teresa Alicea.

The vendor booths drew a lot of attention, including our chapter booth. My thanks to Margery Duncan CPS/CAP for manning our booth. We sold our cookbooks and jewelry and brought in \$72. We also had a Party Lite representative, Noemi Ruiz had a table for Mary Kay Cosmetics, beautiful jewelry created by Maria Fiore and Norma Shanhai, and our breast cancer walking team raised money for their 60 mile walk.

Our models did a fabulous job - I like to refer to them as "*the brave and the beautiful.*" The Belk store manager, Corliss Kazemba, really captured the audience's attention. This woman knows how to tell a story and we were truly entertained. We even learned how the "Little Black Dress" came to be, and I was surprised to hear how tragic the story was.

**All in all we raised just under \$700 for our scholarship fund.**

As I said before, none of this could have been accomplished without a tremendous amount of help and TEAMWORK! On behalf of the chapter, my sincere appreciation goes to the following members and volunteers who did everything from modeling, creating and donating baskets, proofreading, cutting out paper hearts, taking photos, decorating, and many other favors small and big...

Teresa Alicea, Janet Baxter, Karen Distelrath CPS/CAP, Chris Dorn, Margery Duncan CPS/CAP, Geri Ferrara, Maria Fiore, Scott Grove, Nan Grover, Jeanelle Havlin CPS, Wanda Heit CPS/CAP, Vickie Lane CPS/CAP, Deanna Livingston, Cindy McKay CPS/CAP, Catherine Nelsen, Jayne Parker CPS, Peggy Poole CPS, Lisa Prechel, Dianne Reed, Cris Rieth, Carol Robb CPS/CAP, Karen Royal, Elsie Sambrato CPS/CAP, Stacy Schmitt, Kathy Schuster, Norma Shanhai, Vicki Simpson, Lori Smith, Christina Toomey, Stella Toomey CPS/CAP, Genny White CPS/CAP.



## Cool Little Tidbits

Submitted by: Ann Kirby CPS/CAP



*Stewardesses* is the longest word typed with only the left hand.

*Lollipop* is the longest word typed with your right hand.

No word in the English language rhymes with month, orange, silver or purple.

*Dreamt* is the only English word that ends in the letters *mt*.

Our eyes are always the same size from birth but our nose and ears never stop growing.

The sentence: *The quick brown fox jumps over the lazy dog* uses every letter of the alphabet.

The words *racecar*, *kayak*, and *level* are the same whether they are read left to right or right to left (palindrome.)

There are only four words in the English language which end in *dous*: *tremendous*, *horrendous*, *stupendous*, and *hazardous*.

*Typewriter* is the longest word that can be made using the letters only on one row of the keyboard.

A cat has 32 muscles in each ear.

A goldfish has a memory span of three seconds.

A *jiffy* is an actual unit of time for 1/100<sup>th</sup> of a second.

Almonds are a member of the peach family.

An ostrich's eye is bigger than its brain.

## CREATING OUR LEGACIES

Some of you may remember that on February 17<sup>th</sup> I sent you an email that said "Today, February 17 is Random Act of Kindness Day" I hope that each of you was encouraged to do something good for someone else without expecting anything in return. The secret is - you WILL receive something - a feeling so incredible it is beyond description!

Random Act of Kindness Day brought to mind the "legacy" discussion shared by Chief Van Helden at our Executive of the Year celebration. Have you ever "paid it forward"? For those of you who don't know the concept of paying forward it is done something like this: Find three people who are in need of your help; do something for them that will truly help them (it doesn't have to be a big thing but it can just seem that way to the person you do it for). Tell them the way to repay your kindness is to Pay it Forward to three more people. Can you imagine the impact something so simple can have on the world...and yourself? Think of how you feel when someone does something so simple as holding the door open for you or lets you get in front of them at the grocery store; now think of that being done on a grand scale. Maybe you don't tell them to repay your kindness by doing it for three other people but by your actions they do it anyway...remember: "*What you leave behind is not what is engraved in stone monuments, but what is woven into the lives of others.*" Pericles.

Vickie



INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS  
Fort Myers Chapter

*You Are Invited!*

The Fort Myers Chapter of the International Association of Administrative Professionals  
Cordially Invites You to Attend Our

**2009**

**ADMINISTRATIVE PROFESSIONAL OF THE YEAR  
(APOTY)  
AWARD BREAKFAST**

**Monday, April 20, 2009, 7:30 AM**

Palmetto Pine Country Club • 1940 S.W. 9<sup>th</sup> Court, Cape Coral

**Come and Celebrate Administrative Professionals Week® (APW) with us,  
highlighted by  
the announcement of the Fort Myers Chapter's Administrative Professional  
of the Year!**

*~ We are also very proud to announce our Annual Scholarship Recipients ~*

*~ Menu ~*

A plated breakfast will be served.

**Eggs Benedict**

Home Fries • Fruit Cup

Coffee • Water • Orange Juice • Hot

Tea

*~ Featured Guest Speaker ~*

**C.B. Rebsamen, M.D.**

Chief Medical Officer

Ambulatory and Strategic Services

Lee Memorial Health System

*Networking! • Door Prizes! • Learn about IAAP! • Celebrate APW! • Bring a Guest!*

— Reservations and Pre-Payments Are Now Being Accepted —

**RSVP by Tuesday, April 14**

*Advance payment is preferred.*

Please contact Wanda Heit CPS/CAP

(239) 772-6553, wanda.heit@leememorial.org



*[We apologize for any last-minute adjustments which are not reflected in this invitation.]*

**APOTY Awards Breakfast Reservation • RSVP Deadline: Tuesday, April 14,**

**2009**

***Advance payment is preferred.***

Payment in full will be expected for no-shows or cancellations received after April 14.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name(s) of your  
guest(s): \_\_\_\_\_

# of reservations \_\_\_\_\_ @ \$12.00 per person = \_\_\_\_\_

You may bring this coupon with your cash or check (payable to IAAP Ft. Myers Chapter) to our March or April chapter meeting,  
or mail to Wanda Heit CPS/CAP, 1932 Savona Parkway, Cape Coral, FL 33904.

***Advance payment is preferred. However, if you must pay at the door, please be sure to RSVP to Wanda before the deadline to ensure we know the correct number of guests.***



**2008-2009 Fort Myers Board**

Vickie Lane CPS/CAP  
President

Wanda Heit CPS/CAP  
President Elect

Karen Distelrath CPS/CAP  
Recording Secretary

Genny White CPS/CAP  
Corresponding Secretary

Dianne Reed  
Treasurer

Maria Fiore  
Director

Peggy Poole CPS  
Director



Fort Myers Chapter

## 2009 Administrative Professional of the Year

Please return no later than March 10, 2009 to:

Wanda Heit CPS/CAP

1932 Savona Parkway, Cape Coral, FL 33904 or email to [wanda.heit@leememorial.org](mailto:wanda.heit@leememorial.org)

IN ORDER TO APPLY, YOU MUST ATTEND THE APRIL CHAPTER MEETING & THE BREAKFAST CELEBRATION ON APRIL 20, 2009.

<b>Name</b>	
<b>Job Title</b>	
<b>How long have you been a member of IAAP?</b>	
<b>1. Certified Professional Secretary® (CPS®) or Certified Administrative Professional® (CAP®)</b>	Up to 10 pts
Choose <b>one</b> : <input type="checkbox"/> Are you a CPS? <input type="checkbox"/> Are you a CAP? <input type="checkbox"/> Are you a CPS/CAP?	
<b>If you are not certified</b> , have you passed any part of the exams? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which parts have you passed?	
Are you currently studying for the CPS or CAP exam? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you registered to sit for the exam? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what date?	
<b>2. Education</b>	Up to 6 pts
What courses have you taken related to your professional development from May 1, 2008 to present? For all courses taken, please list title, date and hours (including those on company time).	
(Use an additional sheet of paper if needed.)	
<b>3. Professional Achievement</b>	Up to 4 pts
List any major accomplishments / awards related to your position	

(Use an additional sheet of paper if needed.)	
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<b>4. Fort Myers Chapter Activities</b> (Chapter Year July 2008 – present)	Up to 6 pts
Are you a chapter officer or director? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, list office:	
Are you serving as a Team Leader? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, list committees you are leading:	
Are you serving on a committee? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, list committees you are serving on:	

<b>5. Attendance at IAAP Functions</b>	Up to 7 pts
How many chapter meetings have you attended during the period of March 2008 to February 2009?	
Did you attend the 2008 APOTY Breakfast? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you attend the 2008 Executive of the Year Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you attend the Florida Division Annual Meeting in June 2008? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you attend the International Convention & Education Forum in July 2008? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you attend the Florida Division LEC Seminar in the Fall of 2008? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you attend the Florida Division Seminar in the Spring of 2009? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>6. Community Service Contributions</b> (from April 2008 – Present)	Up to 8 pts
Did you participate in the MDA Telethon? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you participate in the Making Strides for Breast Walk <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you participate in Project Linus? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you participate in the American Heart Association Walk? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List any other community service activities you participated in that are not listed above.	

<b>7. Other Activities on behalf of/in support of IAAP</b>	Up to 9 pts.
<p>Have you participated in any IAAP Fund Raisers in 2008-2009? <input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, which ones and how have you participated?</p>	
<p>Have you promoted the Fort Myers Chapter in the community by bringing a visitor, attending recruitment meetings, speaking opportunities, teaching, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, list how the Chapter was promoted:</p>	
<p>List any other activities on behalf of/in support of IAAP:</p>	

<b>8. Essay (of at least 250 words)</b>	Up to 20 pts
<p>On a separate sheet of paper, please tell us what qualities you feel are necessary for the Administrative Professional of the Year and how you feel you demonstrate them. <u>Points will be awarded for structure, grammar, usage and style.</u></p>	

<b>9. Final Judging Segment</b> (held at the April 14, 2009 chapter meeting and scored by independent judges)	Up to 30 pts
<p>A pre-selected question will be presented to each finalist (while the other finalists wait in a separate room).          In this segment, each finalist will be judged on:</p> <p style="padding-left: 40px;">Content of Answer          Professional Demeanor          Professional Appearance</p>	