

Fort Myers

IAAP®

International Association of
Administrative Professionals®

Chatter



HAPPY NEW YEAR!

Vol I, VII
January 2009

A MESSAGE FROM OUR PRESIDENT

Hello once again! It's hard to believe but half of my term has passed! I'm so proud of everything our chapter has accomplished in such a short time that I can't help but feel thankful to have such a wonderful group of intelligent, dedicated, and professional admins in our chapter. In the beginning of my term I was terrified but with the help of all of you I know I had nothing to fear. Thank you all for being there when needed.

In the book "Happiness Is a Decision of the Heart" Donna Krech shares the following concept of the "void balloons" which goes something like this:

In the difficult times we face it is easy to become depressed and discouraged. Before we can know what we need to change in order to be happy again we must look at the five voids in life that contain eight core areas for being happy and feeling successful. If you think of these five areas as balloons that should fly high and be even you will know your life is balanced. The five life voids/balloons are (in no particular order):

- **The Me Balloon** – Take care of yourself and know what your values are emotionally, mentally, and physically, or you'll never be able to achieve your dreams or care for anyone else.
- **The Money Balloon** – Even if money isn't all that matters to us, we all need a roof over our head and food in our belly. That takes fueling with financial helium.
- **The God Balloon** – If you're from the human race, you have a spiritual need within you, a need for inner peace, a need to know you're a part of something much bigger than yourself. Your particular need might be deciding if there even is a God, or it might be moving toward a closer relationship with Him. Whatever your personal situation, a God Void is absolutely a part of happiness.
- **The Relationship Balloon** – We all have the innate need to love and be loved. In social encounters, with friends, colleagues, or with our families, we need closeness, safety, comfort, and acceptance.
- **The Work Balloon** – The void that proves we all need a sense of being. And, our work gives us that. From the homemaker who toils non-stop to care for her family to the executive who makes million dollar decisions, we all have dreams and aspirations of doing better and becoming more in our career.

"If one balloon doesn't have enough helium, and it's looking limp and lifeless, it steals the joy of the whole bouquet."

If you find yourself being drained by someone and they are making one or more of your balloons begin to deflate then maybe it's time for some "spring cleaning" in your life. Many of us look forward to that time of year when we get rid of the "junk" we keep around. We know it is there all year but just never make the time to throw it out. Just like the things that clutter our home we have things that clutter our lives but feel it is easier to leave it alone than confront the culprit. My challenge to you is to "de-clutter" your things in life that are holding you down. Although it may not be easy at first we all need to remember that "Our Attitude determines our Latitude" and strive to reach higher in life.

I hope and pray that each of you find your balance this year. The times we are living in now can be scary but remember that you are not in this alone.

Vickie

Vickie Lane CPS/CAP
Ft. Myers IAAP Chapter¹President

Member of the Month

Chris Dorn



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

Like little 4 year old Kaitlin said on the last season of 'America's Got Talent' (I'm a reality TV junkie), "I'm from America." OK, I'll be serious. I am a true-blue Buckeye. That means I was born and raised in Columbus, Ohio. Go Bucks! And although our college football team can't manage to win the big games these days, we're still some of the best damn fans in the land!

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

I'm sure you don't want to hear all the gory details but suffice to say that I have always loved Florida, vacationing in various locations with my cousin and her family while growing up. When the opportunity arose in April, 1981, at the tender age of 21, I moved down here with no job, no money, and no husband (having just divorced; yes, a young dumb marriage!) - to help a friend plan her June wedding. Having no job, no money and no husband back in Ohio, I decided to stay. Two and a half years and one baby later I

moved back to Ohio. After 10 years of brutal winters and getting more and more depressed with each passing year, in 1995, I once again - with no job (but some money this time) and no husband no. 2 on the horizon - moved back to Florida. It's been almost 14 years now and I STILL have no husband, but I have a job, great friends - and no plans to ever live north again. I often wonder where I'll retire to since I already live in Florida!

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

Plan A was to join the Air Force. (Think I would have been a great WAC, don't you?) Having decided to get married at age 19, Plan B had me going to Columbus Business University and graduating from their Executive Assistant program. I have had some great experiences in my almost 30 years <gulp!> in this field. My first big job was at THE Ohio State University. I had always been interested in education. As a child I used to play 'teacher' in my basement, using my brothers' trading cards to set up my class roster. OK, I digress. Came to Florida for the first time and worked at The Grog Shop on Sanibel Island. LOVED that job, but it certainly wasn't in my field. Went back up north at age 23 and worked at The Ohio Council on Vocational Education for nine years. I learned so much on that job. Had three of the greatest co-workers ever. They let me spread my wings, make mistakes with impunity and get a taste for what this field has to offer. Coming back to Florida more mature and with greater confidence, I worked in insurance briefly (boring) and finally settled in at Shaw Aero Devices. For the next three years, I worked for the Vice President of Engineering and with the Finance Manager (discovering that 300+ line spreadsheets is definitely NOT my thing!). Going from Shaw, where they make airplane parts, I moved across the street to DMJM Aviation, the company selected to build the new airport. What an amazing experience. I was with DMJM from design to completion. I even had my own assistant and best of all didn't have to file for 5 years! The view wasn't bad, either. We were located on site and my window(s) overlooked the project - I



watched the progress from the ground up! My next job was a hardship, too. Leaving DMJM after the airport was complete, I was recruited by Lodge Construction to be the on site admin for the new Sanibel Toll Plaza. Located on site again, one window looked out over the Gulf to Sanibel Island and the other window overlooked Ft. Myers Beach. It was a tough assignment. However, the toll plaza was eventually completed and I am now back in the main office, with no windows - and I do have to file. I know, you feel for me, don't you?



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

The biggest misconception in my opinion is that people don't take us seriously. What they fail to realize is that over the course of a career, we have accumulated so much knowledge, and in such a broad range of topics. I have knowledge in education, construction, engineering and finance. Who else gets that in one career? The smart people tap into those resources and use them.

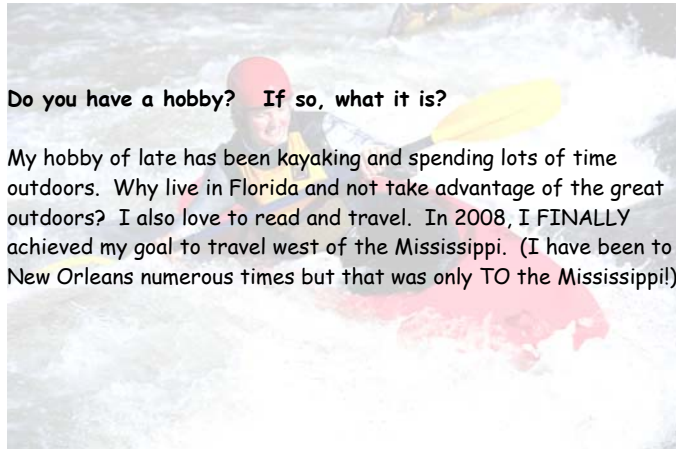


What role does IAAP play in supporting the administrative professional role in the workplace?

IAAP is a great resource for networking, continuing education (beyond your basics, which I daresay, most of us are) and for professional and individual growth.

Have you taken a DISC behavioral profile?

I will be taking this profile in the next week or two - it will be brought into our office. Ask me at the next meeting what I am!



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

My hobby of late has been kayaking and spending lots of time outdoors. Why live in Florida and not take advantage of the great outdoors? I also love to read and travel. In 2008, I FINALLY achieved my goal to travel west of the Mississippi. (I have been to New Orleans numerous times but that was only TO the Mississippi!)



- Share everything
- Play fair
- Don't hit people
- Put things back where you found them
- Clean up your own mess
- Don't take things that aren't yours
- Say you're sorry when you hurt somebody
- Wash your hands before you eat
- Flush
- Warm cookies and cold milk are good for you
- Take a nap every afternoon
- When you go out in the world, watch out for traffic, hold hands and stick together

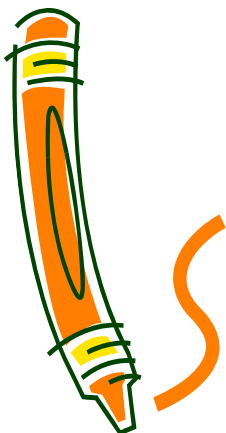
Everything you need to know is in there somewhere. The Golden Rule and love and basic sanitation. Ecology and politics and equality and sane living.

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

Not really. Experience is probably still the greatest teacher. (However, it may have saved me some time and aggravation had I read one or two!)

Do you have a favorite book(s)?

I do not have a favorite. I always have a book, or two or three, nearby. I'm a great supporter of the Library though; make regular contributions (late fees!). I tend to read Mysteries (with a little romance thrown in for interest) and am a fan of Randy Wayne White, a local author. However, there are a lot of truths in the book "All I Really Need to Know I Learned in Kindergarten." For example:



What is your favorite way to spend leisure time?

I love to spend time with people - and I value time with myself. Lately you can find me at the gym, on my bike, on the water, curled up with a book or with friends. And I enjoy watching football during the season. Sadly, I did give up my shopping addiction, but can still be found wandering around art festivals and browsing the isles of the flea market and malls. I can still look!

Plans or goals for the future?

Is this getting too long? First of all, I just want to survive this recession with my home and my retirement intact! I want to purchase and learn to shoot a gun and am hoping to get Microsoft Word Certified this year. Lastly, to see more of the world and spend more time with my family - hopefully at the same time, cause I ain't going up there!

Fashion Show & Luncheon




The calendar is marked - tickets bought
Ready, Set, Go!

**Ft. Myers IAAP Chapter
Fashion Show & Luncheon**

February 7, 2009
11:00 a.m.
\$20

Palmetto Pines Country Club
1940 SW 9th Court
Cape Coral

All proceeds go towards our scholarship
fund.

Contact Maria Fiore
574-9617

Celebrate

Happy IAAP Anniversary

Karan Pepin CPS – 2005

Elsie Sambrato CPS/CAP 2005

Happy Birthday

Myri Del Leon

Wanda Heit CPS/CAP

Barbara Reher

Carol Robb CPS/CAP

Shannalee (Shawn) Small

Florida Division Spring Seminar

Saturday, April 18, 2009
8 a.m. – 4:30 p.m.

Courtyard Marriott
3435 N. Atlantic Avenue
Cocoa Beach 32931
Room Rate - \$115 (up to 4 in a room)

Reservations online or 321-784-4800
Ask for IAAP group rate
Deadline for room reservations: March 18, 2009

6 Recertification Points

Celebrate the Present with the Past
Speakers include FL Division Past Presidents
Sandra P. Chandler CPS, 1997-1998
Diana Strickland CPS/CAP, 1998-1999
Debbie Wilkerson CPS/CAP, 2002-2003
Helen Adams CPS/CAP, 2005-2006
Florence Jandreau CPS, 2006-2007
Peggy Poole CPS, 2007-2008

Ft. Myers Chapter
Board Meetings

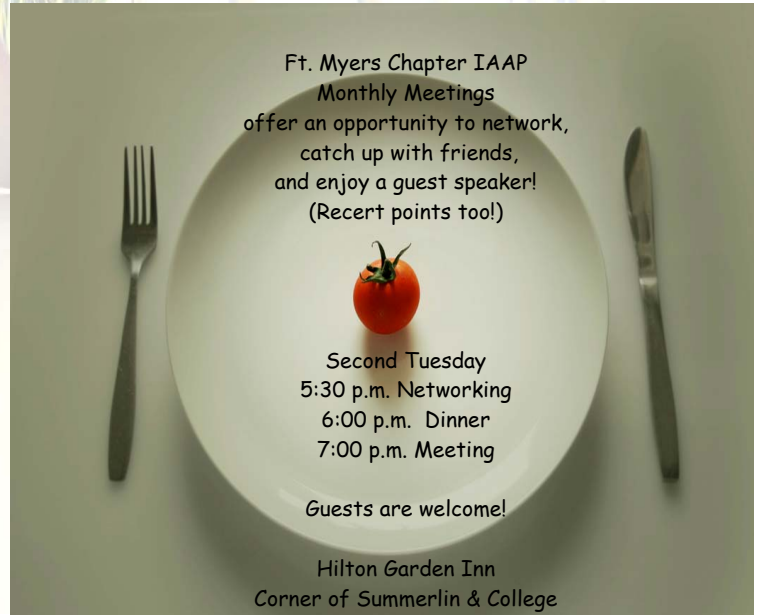
4th Tuesday
of the Month

5:30 p.m.

Pitman-Hartenstein
& Assoc., Inc.
12701 World Plaza Lane
Bldg. 80
Fort Myers, Florida 33907

All Members Are Welcome!

Chapter Meeting



A.P.O.T.Y.

Administrative Professional of the Year

The opportunity to become the 2009 Administrative Professional of the Year is approaching. The APOTY application will be available at the February 10th dinner meeting and will be posted on the chapter website. <http://www/iaap-fortmyers.org>

If you have been a SOTY (Secretary of the Year), you are eligible to fill out the APOTY application. If you have been an APOTY before, you are not eligible again.

The deadline for submitting your APOTY application will be Tuesday, March 10th (which is the same day as our dinner meeting). You can either email your application to me at wanda.heit@leememorial.org or you can mail to me at my home address – 1932 Savona Parkway, Cape Coral, FL 33904.

This is your opportunity to toot your horn and feel proud of your accomplishments!

What are you waiting for?

The Administrative Professional of the Year breakfast will be on Monday, April 20th held at Palmetto-Pine Country Club (Cape Coral). More details next month.

If you or your company would like to donate any favors for the tables, please let me know.

Thank you.

Wanda Heit CPS/CAP
2008 APOTY



Abbey Admin



Dear Abbey Admin:

Ok, I made a fool of myself at our office Christmas party. How do I correct it?

Foot Loose

Dear Foot Loose:

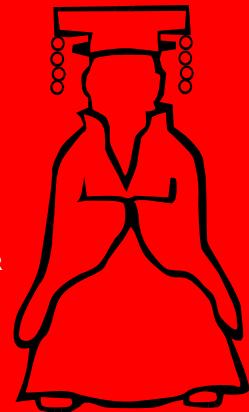
First off, quit beating yourself up. These things happen and more often than not at office parties 'someone' imbibes a little too freely. Since you did not offer more details, I'm going to assume that alcohol was involved and offer the following suggestions. If your offense was against one individual, a sincere apology should suffice. If the offense was serious enough, you will probably feel a cold shoulder for a while but hopefully that will thaw quickly. If your offense was in general, maybe a company-wide email expressing your regret and vow of better behavior next year. Most of all, be sincere in making amends and be sincere in learning from your mistakes. After the office jokes have quieted down, things should return to normal.

Abbey Admin



Confucius say:

**MAN WHO RUN IN FRONT OF CAR GET TIRED.
MAN WHO RUN BEHIND CAR GET EXHAUSTED.
MAN WITH ONE CHOPSTICK GO HUNGRY.
MAN WHO EAT MANY PRUNES GET GOOD RUN FOR MONEY.
MAN WHO LIVE IN GLASS HOUSE SHOULD CHANGE CLOTHES IN BASEMENT.**





2008-2009 Fort Myers Board

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Wanda Heit CPS/CAP
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Recording Secretary

Genny White CPS/CAP
Corresponding Secretary

Dianne Reed
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Maria Fiore
Director

Peggy Poole CPS
Director



Business & Industry Services Certified Administrative Professional Course

The Lee County School District's Business & Industry Services, in conjunction with International Association of Administrative Professionals (IAAP), is offering a 30-hour review course for preparing for Part IV of the **Certified Administrative Professional (CAP) Exam**.

Classes meet weekly and are designed for office professionals who already hold a Certified Professional Secretary (CPS) certification and need Part IV, Advanced Organizational Management to qualify for the CAP certification.

In today's ever-changing business environment you need every possible advantage to stay on top. Professional Certification shows employers, clients and associates that you are indeed a dedicated professional.

Upon completion of the review course, participants will be prepared to sit for the **certification exam** which is administered twice a year on the **first Friday in May and November**.

The CAP course schedule is as follows:

Class: Part IV: Advanced Organizational Management- (30 hours)
Dates: February 19 – April 23, 2009 (Thursdays)
Time: 5:00 – 8:00 p.m.
Location: Cape Coral City Hall
1015 Cultural Park Blvd., Cape Coral
Instructor: Joellen Moore CPS/CAP
Cost: \$ 110.00 *prepayment required ***
(Make checks payable to The School District of Lee County.
Checks may be mailed to the address listed below)

To register an employee or yourself for this course, contact
Joanne Longabardi at (239) 939-6320, FAX 335-1569 or email

JoanneLO@leeschools.net.

ADDRESS: Business & Industry Services,
2855 Colonial Blvd. Ft. Myers, FL 33966.

Instructor can be reached at jmoorecps@comcast.net or by phone (239) 560-6426

For further information about the IAAP CAP program, please visit www.iaap-hq.org;

**** Participants will be responsible for purchasing their own review material. The Prentice-Hall "Certified Administrative Professional (CAP) Examination Review for Advanced Organizational Management" guide will be used. Call instructor for details.**

BIS is a division of Technical and Career Education, The School District of Lee County