

We Will Never Forget

Memorial Day

Fort Myers



**International Association of
Administrative Professionals®**

Chatter

A MESSAGE FROM OUR PRESIDENT

*“Great discoveries and improvements invariably involve the **cooperation** of many minds. I may be given credit for having blazed the trail, but when I look at the subsequent developments I feel the credit is due to others rather than to myself.”*

Alexander Graham Bell

This quote brings to mind the many times during this past year I have looked to the board and members to bring about success for the Fort Myers chapter. Although some may say that I had an awesome year it wasn't really me but my team. I can only give requests or suggestions but it takes others to make them realities. So many wonderful things have been accomplished this year and all of them were due to someone saying they could make it happen. Our fashion show was a huge undertaking and everyone enjoyed it immensely. The APOTY and EOTY events were wonderful spotlights of how professionally our organization works. The spring workshop was amazing and those who attended were very glad they did. These are just small examples of how much was achieved and yet I didn't do any of it so when we talk about this past year I hope you will remember to say “WE” sure made a difference this year!

In saying these things I want to convey the importance of giving your support and commitment to your leaders. Sometimes (or in my case many times) we may make mistakes, don't follow the correct procedure, or just flat out flub up but it's the knowledge that we will not be crucified but uplifted by the members that makes it easier to continue. I hope that each member of our chapter will remember that leadership is NOT an easy road. Leadership of this chapter invests more in the role personally than many of you could ever imagine and we do it because we believe in each of you and want you to have the opportunity to shine and achieve greatness. I hope you will all remember this as the new leadership takes over. I hope you will give them the respect and cooperation they deserve with the thought in mind that they are responsible for not only their actions but the chapter's performance no matter what the circumstances. If the chapter fails the leaders fail and vice versa so as Fred Morgan would say “If you keep judging others to make yourself feel better...**LET IT GO!**” because you are the one that will be ultimately pained by it.

Thank you for allowing me to serve you this past year. Although I never managed to feel comfortable standing in front of you all to speak I still enjoyed the privilege immensely.

Vickie

Vickie Lane CPS/CAP

Ft. Myers Chapter President 2008-2009

Member of the Month



Janet Baxter

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

I am from Nutley, N.J. and David, my husband, was from England.

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

Interest rates and the prices of houses brought us to Florida. It was cheaper to buy a house here and we assumed a low mortgage. Carol, Glenn and my Mom were here and we loved visiting the weather.

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

It seems I've been working forever! I got my working papers at 16 and was a cashier in Grand Union. After High School I went to IBM School and worked as a Key punch and Verifier for Saint Anthony's Guild. I ran the Accounting Department and wired the boards to do the payroll at age 19. I soon started at Walter Kidde Company in Belleville as a Supervisor for the Mailroom, Print Room and Telephone Operators. My girlfriend and I saved our money, quit our jobs and traveled cross country to California. We left in September and stopped wherever we wanted; saw a lot of the U.S. By December I was getting homesick and came home. I started at Blue Cross and Blue Shield of N.J. and stayed for 11 years in various departments. In 1981 we moved to Florida and I worked as a Courier for Suncoast Delivery Service. I soon found my way around Fort Myers and Cape Coral.

I worked until I delivered Warren. Sixteen months later Mathew arrived. I stayed home for four years and worked nights at RGIS Inventory. I volunteered at the Cape Daycare when



Warren went to Pre K. I was asked to work in the office shortly after and quit my night job. I worked there for a few years then went to Fort Myers Infant Center as a Supervisor.

In 2006 I traveled back to the Cape Child Development Center as the Manager. I went

from 5 employees to 22. Tell me I knew what I was doing!!

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

I have seen many changes but found if I want to get information quickly to ask the Secretary or Admin. The boss, usually a man, gets the big bucks but leave it to a woman to deliver the goods. I have seen more women recently stepping into a "man's job". KUDOS!

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

Training and Networking have always been a plus for me. A valuable source is at our beck and call. CPS and CAP are the ultimate!

Have you taken a DISC behavioral profile?

If so, are you a D, I, S or C?

Yes. I am S with some I.

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

Crocheting and watching Net Flix movies

Do you have a favorite book(s)?

Nora Roberts

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

Excuse Me, Your Life Is Waiting By Lynn Grabhorn

What is your favorite way to spend leisure time?

Puzzles, Mah- Jong on the computer, and sometimes just staring at the water in the canal.

Plans or goals for the future?

Retire before 80 with money.

Dear Abbey Admin:

I have been invited to an event that calls for 'business casual' attire. Could you please clarify the different forms of dress?

Signed,

Fashion Flunky



ABB
EY
ADMIN

Dear Flunky,

You're not alone. Dressing appropriately at any event is just one less thing to worry about. Admin Annie is oftentimes confused herself, but these are my guidelines:

Casual attire (for outdoor or informal office events): jeans, tops, casual dresses for gals and dockers and polo shirts for guys.

Business casual (informal business events): dress slacks and skirts for women and dress slacks and button down shirts for men (jacket optional).

Informal attire (or dressy casual as it is sometimes called): cocktail dresses for women and suits for men (tie optional).

Formal is just that - long gowns for women and tuxedos (or suit and tie, depending on event) for men.

Looking good is half the fun!

Abbey

Ft. Myers Chapter IAAP
Monthly Meetings
offer an opportunity to network,
catch up with friends,
and enjoy a guest speaker!
(Recent points too!)

Second Tuesday
5:30 p.m. Networking
6:00 p.m. Dinner
7:00 p.m. Meeting

Guests are welcome!

Hilton Garden Inn
Corner of Summerlin & College

Fort Myers Chapter
June Meeting

Committee volunteers needed!

Please come prepared to share
your talent on one of the
committees.

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!



2008-2009 Fort Myers Board

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