



International Association of
Administrative Professionals®
Fort Myers Chapter

FM Broadcaster

August, 2010

Volume 1, Issue 2

Notes from the President . . .

Special points of interest:

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At July's chapter meeting we celebrated our "New Year" by recognizing the achievements of our members and chapter last year while also looking ahead to the coming year. Chairs and committee members are working hard to put together many terrific opportunities and activities for us. My appreciation to each and every one of our members for their dedication and sincere effort to make our chapter year rewarding, productive and fun! The Florida Division and International also have some great events planned for us. Please save the date for the following events:

- Florida Division Leadership and Education Forum, September 10-11, Cocoa Beach
- Fort Myers Chapter Annual Fashion Show, November 6, Hilton Garden Inn
- Joint Holiday Social with the Cape Coral Chapter, December 6
- International 2011 Spring Education Conference, March 6-9, Tampa
- FLAN (Florida Local Area Network) co-hosted with Cape Coral Chapter, March - date TBD

- Fort Myers Chapter Annual Spring Workshop, May 14, Hilton Garden Inn

We are fortunate that two of our members, **Vickie Lane, CPS/CAP** and **Elsie Sambrato, CPS/CAP** were able to attend EFAM - the International Education Forum and Annual Meeting - which was held in Boston on July 18-21. Mark your calendar for next year's EFAM, which will take place in Montreal on July 24-27, 2011. If you are dreaming of attending an EFAM, let me know and maybe we can brainstorm a way that will help you achieve that dream!

As noted above, our next Division event is LEC - the Florida Division Leadership and Education Forum. This year LEC will be held in Cocoa Beach on September 10-11. Further details are forthcoming from Division. I strongly encourage all members to attend. This educational opportunity is for past, present, and future leaders. And let me point out, we are all leaders right now! Every day others look to us and see the example of excellence and professionalism that we set. This is noticed by other chapter members, coworkers, colleagues, subordinates, superiors, peers, friends, family, children, spouses - in fact, by every person you interact with. In this way, you are leading by example. If you are interested in attending, please be sure to let me know. If you want to go but aren't sure

you can afford it or that your company will cover the expense, let's talk!

You probably already know that our Board meets each month to discuss chapter plans for the year and to make sure we are providing the best experience possible for our members. But did you also know that you are welcome to attend a Board meeting? It is a great way to learn more about our chapter or to share your thoughts with the Board. Board meetings are usually held on the 3rd Thursday of each month at 5:30 p.m. (contact me to confirm the date and location). We would love to see you there - just let me know!

Remember, please always feel free contact me or any Board member with your questions and comments. It is our pleasure to assist you.



Ann Kirby, CPS/CAP
2010-2011 IAAP Fort
Myers Chapter President
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Celebrations!

Birthdays

Maria Alicia, CPS/CAP	11
Elsie Sambrato, CPS/CAP	12
Jerry Cline	27
Karen Notgarnie	9/4

Anniversaries

Joellen Tarantino, CPS/CAP	11 years
E Mae Gemmell, CPS	10 years
Carla Walsh, CPS/CAP	7 years
Karen Distelrath, CPS/CAP	5 years
Debbie Kooi, CPS/CAP	5 years
Stacy Schmitt	3 years
Sandra Lawyer	1 year

Chapter Theme Announced!

By Ann Kirby, CPS/CAP

If you were not able to attend the July chapter meeting, you missed hearing about our chapter theme for the 2010–2011 year. This year our chapter will provide opportunities to help you “find your rhythm” and “tune in to your talent!” Let me tell you a little bit about what inspired the theme.

We are proud to be the Fort Myers (“FM”) chapter, and all of our talented members are to be celebrated!

Have you heard of marching to your own beat? We are each unique and dance (or march!) to different rhythms. Together we make an awesome chapter! What’s your rhythm?

Sometimes our talents are forgotten in the day-to-day bustle, or we never have the time to even discover them. Like tuning in to your favorite “FM” station, let’s tune in to our talents this year and **crank it up!**

Our mascot for the year is **Snoopy** and his cast of supporting friends. Snoopy knows how to celebrate a great moment, and we are going to have many great moments this year!



Upcoming Events

- August 10 Fort Myers Chapter Monthly Meeting
- August 19 Fort Myers Chapter Board Meeting (all members welcome)
- September 10-11 Leadership and Education Forum (LEC), Cocoa Beach, FL
- September 18 Coastal Cleanup (contact Stacy Schmitt - stacy.schmitt@aecom.com - for information)

Save the Date for the following events:

- November 6 Fashion Show
- December 2 Holiday Social for Fort Myers and Cape Coral Chapters (hosted by Fort Myers Chapter)



Chapter Opportunities

Submitted by Ann Kirby, CPS/CAP

Continuing Education /Workshop Committee Chair Needed

Are you looking for a little something to spruce up your resume or spice up your evaluation? Chairing our **Continuing Education/Workshop Committee** could be just the thing! It is also an ideal committee for two members to co-chair. This is an important committee in our chapter and has two priorities for the year. The first priority is coordinating our annual educational chapter workshop. **The date for the workshop is Saturday, May 14.** That allows plenty of time for planning! The other priority of this committee is to promote continuing education and professional development by distributing information about educational opportunities related to the administrative or general business field. This is mainly an occasional email task. I have some interested committee members who are ready and willing to help with both aspects of this committee.

Members are Welcome and Needed for All Committees!

Throughout the year, if your schedule changes and you find you have time to help on a committee, you can jump on at any time. Your help is always appreciated.



* 5 Quick Workplace Pick-Me-Ups for the Senses *

* From The Women's Link *

* Submitted by Karen Distelrath, CPS/CAP *

* It's 2 o'clock in the afternoon. You're foggy, unfocused, and you still have several hours of work to get through. Instead of masking the symptoms through another cup of coffee or blearily checking the time every few minutes, try picking yourself back up using the power of one of your senses. *

* **Sound:** Play a little energizing music, something that you love, that'll get your head nodding and your toes tapping. Sure, your coworkers may catch you dancing a little bit in your chair — but the increased energy and enthusiasm with which you'll be able to tackle your work is worth it! (Cubicle courtesy: be sure to use headphones if the music will distract others!) *

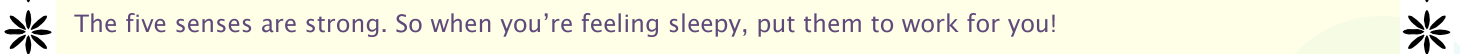
* **Sight:** Few things can stimulate and refresh your brain more than a little bit of natural sunlight. When you're really dragging, try to take five minutes to duck away from your desk and out the door. Whether you can manage a quick walk or just a few deep breaths of air, the light will help decrease your melatonin levels and wake you right back up. *

* **Scent:** Even people who don't like coffee often get a kick out of the smell of fresh coffee beans. Keep a small container by your desk and take a deep whiff when you're starting to nod off. Don't find the fragrance of coffee appealing? No problem. The scents of peppermint, pine, citrus, eucalyptus, and cinnamon all have a positive effect. *

* **Touch:** When you're really sluggish, a brisk jolt of cold water can liven you right back up. Try splashing it on your face or drinking a glass of ice water! As a bonus, water will help combat dehydration, a major cause of a brain slowdown. Other ways touch can wake you up — try snapping your fingers a few times or clapping your hands together. Get the blood moving and it'll help kick you back into high gear. *

* **Taste:** When your energy levels are sagging, a crisp, crunchy fruit or vegetable could just put you back on the right track. Keep an apple at your desk or a few carrots on hand, and take a moment to perk right back. Other great choices: peppermint candy, tea, or gum! *

* The five senses are strong. So when you're feeling sleepy, put them to work for you! *



Civic Opportunities

Submitted by Stacy Schmitt

There are three chapter-sponsored events this year:

Ronald McDonald House Family Meal Program

Due to member interest, we will schedule another meal to be prepared. Also, keep collecting can tabs and bring to each meeting!

Coastal Cleanup Day 25th Anniversary!
September 25, 2010

Last year, volunteers picked up 1.1 million plastic bags and enough cups, plates, knives, forks, and spoons for a picnic for 100,000 people. This is a great event to enjoy with your children and/or grandchildren.

Susan G. Komen 'Race for the Cure' Walk
March 12, 2011



Other civic opportunities you may be interested in:

MDA Telethon
Labor Day Weekend

World Peace Day Event
September 19, 2010

Need volunteers to help collect items for the food

bank, work raffle tables, parking, and collecting trash and recyclables.

American Cancer Society Making Strides Against Breast Cancer Walk
October 13, 2010

American Heart Association Heart Walk
December 11, 2010

Contact stacy.schmitt@aecom.com for more information about these events.

CHAPTER INFORMATION

Fort Myers Chapter 2010-2011 Board Members

President
Ann Kirby, CPS/CAP
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ddreed80@aol.com

Director
Elsie Sambrato, CPS/CAP
elsie.sambrato@leememorial.org

Chapter Meetings

2nd Tuesday of each month
Hilton Garden Inn
Corner College Parkway &
Summerlin Rd.

5:30 pm Networking
6:00 pm Dinner*
6:45 pm Meeting

*Optional (reservations re-
quired): \$17 for hot meals,
\$15 for salads.

Board Meetings

3rd Thursday of each month,
all members welcome.
5:30 pm

Pitman Hartenstein &
Associates, Inc.
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Next issue: September 2010

Submit articles to
Christina.dorn@gmail.com
Deadline: August 20, 2010

Editors: Christina Dorn, CPS
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Look for us on the web!

laap-fortmyers.org
laap-floridadivision.org
laap-hq.org

2010 EFAM Report

By Vickie Lane, CPS/CAP

There were 1,457 attendees at this year's International Education Forum and Annual Meeting (EFAM) in Boston. All of the IAAP proposed bylaws amendments passed.

As reality sinks in after a fantastic week at EFAM, I have some exciting news to share with you: the certification program is changing! IAAP is doing away with the Certified Professional Secretary (CPS) designation. Effective November 2011, all active CPS ratings will be changed to CAP (Certified Administrative Professional), and all active CAP ratings (Certified Administrative Professional) will be changed to CAP-OM. The OM designation will show the specialty of Organizational Management. I'm sure some of you are probably thinking..."Organizational Management? That really doesn't describe my 'specialty.'" Well guess what!?!? Additional specialties will be added in topics such as technology and software, medical administration, and more! At least one year's advance notice will be given prior to each specialty designation being available. Recertification changes are also coming!

Be sure to attend the August 10 Fort Myers chapter meeting for more information on the 2010 Education Forum and Annual Meeting!