

A Message from Our President

Remember IAAP as you plan your personal and professional resolutions for 2011!

Have you ever watched the TV special from 1986, "Happy New Year, Charlie Brown"? In it, there is a conversation between Peppermint Patty and Charlie Brown that goes like this...

Peppermint Patty: *It's been a great year, Chuck. You'll have to admit that. What do you think, Chuck, would be good rules for living in the new year?*

Charlie Brown: *Keep the ball low, don't leave your crayons in the sun, use dental floss every day, don't spill the shoe polish, always knock before entering, don't let the ants get in the sugar, never volunteer to be a program chairman, always get your first serve in, and feed your dog whenever he's hungry.*

Peppermint Patty: *Will those rules give me a better life, Chuck?*

Charlie Brown: *The better life, and a fat dog!*

We can each take away some different wisdom from this exchange. This is the time of year when we are all thinking of the twelve months to come and what they will bring our way. **As a matter of fact, you have a great deal of control and influence over the events about to unfold in your life!** Some events occur whether you want them to or not, but for others, you are in the driver's seat.

In terms of your career, you have already started taking the wheel by joining IAAP. This speaks volumes about you in the workplace! If that's as far as you want to take it - fine. However, you may want to step on the accelerator a bit and explore your options to further your career. Think about getting your certification, look at the online learning offered through HQ's website,



attend more meetings, visit other chapters, step up and join a committee or two - or how about chairing one? Maybe pursuing, continuing, or finishing your higher education is on your mind. All of these activities look marvelous on your resume or at evaluation time. Take charge, strap on your seat belt, and get going!

What's Ahead

After a brief winter's rest, the Fort Myers Chapter Board and our Committee Chairs are back at the wheel. We are polishing up our programs for the second half of our chapter year. We are thoughtfully planning activities to strengthen our chapter and help you tune in to your talent. And the rest of the Florida Division is equally motivated to start the year off with a

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Announcements . . .

Birthdays

Shawn Small Jan. 25

Anniversaries

Elsie Sambrato, CPS/CAP 6 years
Karen Pepin, CPS 6 years
Debbie Owen, CPS/CAP 2 years

Congratulations

To **Debbie Kooi**, CPS/CAP and **Jeanette Bajana** for completing their studies at Hodges University. Both graduated on December 20.

To **Christina Dorn**, CPS/CAP; **Nan Finn**, CPS/CAP; **Debbie Owen**, CPS/CAP; **Karen Royal**, CPS/CAP and **Dianne Reed**, CPS/CAP for attaining their CAP certification.

If any information listed is incorrect, please contact **Cindy McKay** (cindy.mckay@hopehcs.org).

Mentor Minute By Peggy Poole, CPS

You have probably noticed the use of the term FLAN at some of our meetings or in our chapter communications. Maybe you are well-versed in the term. But if you are left wondering what FLAN is all about, let me share.

FLAN stands for Florida Local Area Network and are informal meetings within the Florida Division, hosted by chapters, to enable chapters in that area to meet together and share ideas, success stories, etc.

The FLANs (usually there are between two and four during the fiscal year) are coordinated by the Florida Division President and the host chapter. The host chap-

ter is responsible for securing a place for the meeting and providing refreshments for the attendees. They will

also send information regarding the planned FLAN to other chapters in the Florida Division and the Florida Division Board. The host chapter will establish an agenda for the FLAN.

On March 26, 2011, the Fort Myers Chapter and the Cape Coral Chapter have been selected to co-host a FLAN. It has been a while since we hosted a FLAN in our area, and we are looking forward to welcoming other chapters to our area. The meeting typically



Get on board and attend a FLAN this year!

begins with refreshments and ways and means opportunities at 8:30 a.m., with the FLAN starting at 9:00 a.m. and ending by noon.

Janet Baxter, of the Cape Coral Chapter, and I are serving as the coordinators for the FLAN. During the next couple of months you will be invited to be a part of this event with various opportunities. Make your plans to attend the local FLAN. You will make new friends and learn even more about IAAP. I will tell you that after a LOT of years of attending various FLANs, there is always something new.

See you next month.

Upcoming Events

January 11	Fort Myers Chapter Monthly Meeting
January 20	Fort Myers Chapter Board Meeting. All members welcome!
January 22	Cape Coral Chapter Workshop (7.5 recert points! Go to www.IAAPCAPECORAL.org to register.)
January 22	Ronald McDonald House volunteer opportunity (contact Stacy Schmitt — stacy.schmitt@aecom.com)
February 12	Ronald McDonald House volunteer opportunity (contact Stacy Schmitt — stacy.schmitt@aecom.com)
February 26	Florida Division Spring Education Conference, Lake Mary (www.iaap-floridadivision.org for details)
March 6-9	International Spring Conference, Tampa (www.iaap-hq.org for details)
March 12	Susan G. Komen Race for the Cure (details coming soon)

**DON'T FORGET
TO SIGN UP
FOR E-GROUPS!**

Thank you to everyone who has signed up for e-groups. Each sign up puts us closer to reaching our Silver Certificate Award. We need 75% of chapter membership subscribed to the Florida Division E-Group on the IAAP Web Community in order to qualify for the award. It only takes minutes to register!

On the International website (www.iaap-hq.org), log in to the Members area, click on Network, and select Groups & Networks. Here you will see which E-groups you are currently registered for and can click on each group to access it. If you do not see "Fort Myers Chapter" and "Florida Division," you should then click on E-groups at the top menu bar and then select My Subscriptions. This screen allows you to select all of the groups you would like to join, as well as choose whether you'd like to receive real-time copies of the messages exchanged in each group, a daily digest of the messages, or no messages. If you select no messages, it will be up to you to log in and check the E-groups you are interested in.

For your convenience, we will attempt to have a computer available at every meeting to make it easy for you to register.

What Not to Wear

**Excerpt from “OfficeTeam Survey Reveals Most Unusual Interview Attire”
(To see this article in its entirety, go to www.iaap-hq.org and log in.)**

Getting ready to meet with a prospective employer? Job candidates should always dress to impress. You want to project professionalism and confidence, and ensure your outfit isn't distracting or causing employers to question your judgment.

OfficeTeam, a leading staffing service specializing in the placement of highly skilled administrative professionals, conducted a survey by an independent research firm. Based on telephone interviews with more than 670 HR managers at companies with 20 or more employees in the United States and Canada, OfficeTeam offers the following interview attire don'ts and do's:

DON'T	DO
Assume you can “dress down,” even if a company has a very casual atmosphere.	Err on the conservative side and wear a suit or blazer. If you're working with a recruiter or HR representative, ask him or her for insight into the dress code.
Wear anything that is uncomfortable.	Test-drive an outfit to ensure it fits well and makes you feel confident; also dress in layers so you can be at ease regardless of the temperature.
Show up in clothing that is wrinkled, stained or torn.	Pay attention to details and conduct a final head-to-toe assessment before leaving the house to ensure everything, including your hair, nails, and shoes, is presentable.
Overaccessorize.	Choose simple jewelry and be subtle with makeup, perfume, or cologne.

New-Member Orientation Webinar

The next New-Member Orientation Webinar will be held Wednesday, Jan. 19. International President Mary Ramsay-Drow, CPS/CAP will lead the session. Please contact membership@iaap-hq.org if you would like to participate.



FM BROADCASTER

**Next Issue:
February, 2011**

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Julie Vaughn, CAP
Nan Grover
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Submit articles by the
20th of the month to
christina.dorn@gmail.com.

We're on the Web!

iaap-fortmyers.org
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CHAPTER INFORMATION

Fort Myers Chapter 2010-2011 Board Members

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President's Message, cont.

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bang! Please plan to take part in the workshop offered by the Cape Coral Chapter on January 22. Also, the Florida Gulf Coast Council Pre-Spring Seminar & Vendor Fair will be held on Saturday, February 5, 2011, in Riverview. And be sure to block out the dates on your calendar for the Florida Division Spring Education Conference on February 26 in Lake Mary. See the Florida Division website (www.iaap-floridadivision.org) for links to information on all three of these terrific educational opportunities.

The Fort Myers Chapter will partner with the Cape Coral

Chapter to host a FLAN (Florida Local Area Network) meeting on March 26. Please plan to attend and show your support of our chapter as well as offer assistance to our event coordinators. Some of you may be planning to "set sail" with other Florida Division members on a Cruise to Cozumel. We will also be walking or running on March 12 as part of the Susan G. Komen Race for the Cure event in Estero. More details coming soon from Stacy Schmitt.

Did you know that April marks our chapter's 44th birthday? Plan to go off your diet at our April meeting as there will be a

slice of birthday cake with your name on it.

I will stop there and save a few surprises for later - but needless to say, we will keep busy this year and stay productive, positive, and focused on improving ourselves and the world around us.

Happy New Year, everyone!

Ann


Ann Kirby, CPS/CAP
2010-2011 FM Chapter President
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