



International Association of
Administrative Professionals®

Fort Myers Chapter

FM Broadcaster

June, 2011

A Message from Our President

The end? I don't think so! What an incredible chapter year it has been. It is hard to believe we have made our way through another year together in pursuit of professional excellence, community spirit, and fun. As the 2010-2011 chapter year draws to a close, please know how proud I am of each of you. In addition to life's challenges, you have maintained your career as a priority. This is not an easy thing, and I applaud you.

I hope you have all enjoyed our year and perhaps found a little rhythm you didn't know you had or tuned in to some undiscovered talents you never thought you could achieve. Please remember, no achievement is small. They all add up to the incredibly talented group of professionals who make up our chapter.

Are you a MoE? Speaking of how talented you are... Have you submitted your Member of Excellence application yet on the International website? If yes, congratulations! If no, please take a moment to review the 11 criteria. You may have achieved the minimum of 8 required to receive this esteemed recognition. Applications may be submitted until June 30, so you still have

time. Find more information at www.iaap-hq.org, click on the Members area, and under the Member Resources tab select Pathways of Excellence.

Next stop, FDAM! I have heard from several members who are planning to attend the Florida Division Annual Meeting (FDAM). Registration is still open, and I hope you are all thinking it over. I guarantee you will have fun, learn something, and return to work the following Monday with a little more pep in your step. The event is set for June 24-26 at the Gainesville Gateway Grand. Check out the details at <http://iaapgainesville.org/FDAM/index.htm>. Please let me know if you are planning to go. If you need help with carpooling or room sharing, I will help to coordinate.

Montreal anyone? If you've ever wanted to get in touch with your inner-Canadian, this is your chance. Make your plans now to attend the International Education Forum and Annual Meeting (EFAM), July 24-27, this year in Montreal. The full event brochure is available to download at <http://www.iaap-hq.org/events/conferences/efam/brochure>. EFAM is an amazing, energizing experience that every-



one should experience at least once. So if you have not been to EFAM, or even if you have, please consider attending.

Welcome our 2011-2012 Board! I hope you will plan to attend our June 14 chapter meeting. We will conduct our installation ceremony of the new Board of Directors to ring in the new chapter year. Also, Vickie Lane, CPS/CAP, our incoming chapter president, will hold a strategic planning session that you won't want to miss.

It has been my privilege and honor to serve as your chapter president this year. My thanks to you all for the amazing opportunity!

Special points of interest:

- *Introducing your new Board members, see page 3*
- *Recertification information, see page 4*
- *More recertification information, see page 5*

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Announcements

Birthdays

Ann Kirby, CPS/CAP	22
Debbie Owen, CPS/CAP	23

Anniversaries

Ann Kirby, CPS/CAP	12 years
Jerry Linda Cline	11 years
Crystal McMillan, CPS	5 years
Lori Smith	3 years
Judy West	3 years

Congratulations . . .

To **Ann Kirby**, CPS/CAP who will graduate on June 5 with an associates degree in business administration from Hodges University. Ann applied credits earned from her CPS/CAP toward her degree.

Corrections:

Maria Cartagena had her name misspelled in May's newsletter. My apologies, Maria. Happy belated birthday to **Judy West**, on May 31.
Julie Vaughn, CAP, celebrated her 5th anniversary with IAAP in May.

If you see any roster errors or omissions, please contact **Cindy McKay** at cindy.mckay@hopehcs.org.



Mentor Minute

By Peggy Poole, CPS

Fighting Burnout

One of our favorite things to do on those rare cool nights in Florida is to have a bonfire in our backyard and invite friends and family to join us. We sit around the fire sharing stories and often roasting a marshmallow or two. My husband is always excited about building the bonfire and keeps plenty of firewood available.

Earlier this year when we were enjoying one of those extra crisp nights, we decided to have a bonfire and invite a few others to join us. As we sat around the fire, I watched my husband constantly taking care of the fire, adding another log when needed, being sure no one tossed anything into the fire that could be carried to our screened enclosure or roof, keeping the fire area contained, all while we continued to talk, laugh and enjoy marshmallows. We knew that without all of that attention, we would quickly lose our nice toasty fire.

That event caused me to stop and think about how our lives are like that fire. Whether it is our

family life, professional life, or another activity, it takes that constant unspoken attention to prevent our "fire" from burning out. Our membership in IAAP is another area of our life that needs to be considered to ensure we do not "burn out." We need the added "log" of educational activities (chapter meeting speakers, division annual meeting speakers, workshops, etc.) and taking care of our "fire" by not allowing our involvement to be pushed aside by the constant demands on our time. We need to keep our membership in IAAP "contained" by investing in all our chapter has to offer.

When our bonfire begins to die out, we can bring it back to life, we can let it die, or we can smother it. The same is true of our IAAP membership. It needs attention to breathe life into it and our careers. We all experience those times when we think about all the others things we could be doing with our time and money, but YOU and YOUR career are worth the extra attention!



Upcoming Events

- June 14** **Fort Myers Chapter Meeting (Installation of Officers)**
- June 16** **Fort Myers Chapter Board Meeting (all members welcome)**
- June 24-26** **Florida Division Annual Meeting (FDAM), Gainesville**
- July 24-27** **Educational Forum and Annual Meeting (EFAM), Montreal**
- October 9-12** **Fall Conference, San Diego, CA (registration now open!)**



Introducing . . . Your 2011-2012 Board of Directors

President	Vickie Lane, CPS/CAP
President-Elect	Karen Distelrath, CPS/CAP
Treasurer	Debbie Owen, CPS/CAP
Corresponding Secretary	Shannalee Small
Recording Secretary	Debbie Kooi, CPS/CAP
Director	Ann Kirby, CPS/CAP
Director	Elsie Sambrato, CPS/CAP

Installation of Officers will occur at the June chapter meeting

Be sure to RSVP to Karen Distelrath, CPS/CAP
(kdistelrath@phaengineers.com) by June 9, 2011.

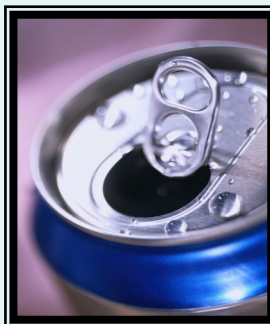
Member of Excellence

Through the Pathways of Excellence program, Divisions, Chapters and individual members can achieve awards.

Your FM Board and committee chairs, through their very hard work this year, have made it possible for us to proudly submit our Chapter of Excellence application.

Now, it is YOUR TURN! Have you submitted your Member of Excellence online application? Have you even read the criteria? You may easily qualify for this and not even realize it... or if you take a few extra steps before the end of June you may be able to qualify still! (The deadline to submit is June 30.)

Please review the information at:
<http://pathways.iaap-hq.org/IAAPHQ/Pathways/Programs/MemberofExcellence/MemberofExcellenceinfo/Default.aspx>



Soda 'Pop Top' Challenge

And the Winner is . . .

Peggy Poole, CPS! Peggy collected 8,605 tabs, **Nan Finn**, CPS/CAP collected 7,617, **Vickie Lane**, CPS/CAP 3,870 and **Debbie Owen**, CPS/CAP 3,490. Peggy was awarded a pop-top inspired framed certificate, and each received a sparkling pop-top bracelet, a Coke glass, and a can of soda for their first pop top for next year!

CERTIFICATION NEWS - Part 1

Recertification Point Changes

CPS and CAP holders are required to recertify every five years.

Points Required: 60 points

- Categories: 1) Continuing Education (Education must be a minimum of one hour)
 2) Other certifications
 3) Leadership

1) Continuing Education - Up to 60 hours; minimum of 30 hours required

Categories	Points	Back up Required
Seminars or programs attended or conducted (for a list of topics that do and do not count, go to the HQ website - www.iaap-hq.org).	1 point per hour of education	Certificate, HR transcript, or letter from employer or individual conducting the educational session. In all cases, must include: <ul style="list-style-type: none"> • program topic • date of attendance or completion • hour(s) of education
College Courses. Course content must be specific to the CPS and CAP examination outline	10 points per college credit	College transcript or grade card showing college credits earned and date of completion.
Online courses or self-study such as the 50-Minute Crisp books or OPTIONS training. Content of education must be specific to the CPS and CAP examination outline.	1 point per CEU* or 1 point per contact/classroom hour * .1 CEU = 1 recertification point; .15 CEU = 1.5 recertification points; 1.0 CEU = 10 recertification points	CEU certificate or certificate of completion. Documentation must include: <ul style="list-style-type: none"> • program topic • date of attendance or completion • hour(s) of education (or published documentation of estimated hours for online courses) All courses must include an exit exam.

2) Other Certifications - 20 points maximum

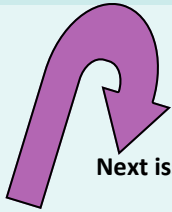
Technical certifications attained such as MOS certification.	5 points	Copy of official certificate.
Other professional certification attained or recertified, such as ALS, PLS, CEOE and CMP.	5 points	Copy of official certificate.

3) Leadership - 20 points maximum

Office or chairmanship held in IAAP, work, civic, religious, etc. Must be a standing committee where elected or appointed position is active for at least 7 of 12 months	5 points per office or chairmanship	Signed statement by current unit president for each office or chair held. Verification for leadership outside IAAP is a signed statement or letter from another officer or chairman within the organization, your employer, etc.
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See page 5 for a list of the changes effective November, 2011.

June, 2011



Next issue: July 2011

Please submit articles by the 20th of the month to Christina.dorn@gmail.com

Newsletter Staff:

Editor: Christina Dorn, CPS/CAP

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Babs Brown

We're on the web!

www.iaap-hq.org

www.iaap-floridadivision.org

www.iaap-fortmyers.org

CHAPTER INFORMATION

Fort Myers Chapter 2010-2011 Board Members

President

Ann Kirby, CPS/CAP
ann.kirby@hopehospice.org

President-Elect

Vickie Lane, CPS/CAP
vickie.lane@leememorial.org

Recording Secretary

Karen Distelrath, CPS/CAP
kdistelrath@phaengineers.com

Treasurer

Christina Dorn, CPS
christina.dorn@gmail.com

Director

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

Director

Dianne Reed, CPS
ddreed80@aol.com

Chapter Meetings

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

5:30 p.m. Networking

6:00 p.m. Dinner*

6:45 p.m. Meeting

*Optional (reservations required): \$17 for hot meals, \$15 for salads

Board Meetings

3rd Thursday of each month. All members welcome.

5:30 p.m.

Fountain Court Complex
8300 College Parkway, Suite 200
Fort Myers FL 33919

CERTIFICATION NEWS - Part 2

Recertification Changes

Here is a list of the largest changes to IAAP's recertification program:

- ◆ The number of points required for recertification will be reduced from 90 to 60.
- ◆ The Experience category will be renamed "Other Certifications." 5 points will be awarded for each certification, up to a maximum of 20.
- ◆ The Leadership category will award points for officer or chair positions for committees active for at least 7 of the 12 months in the IAAP year. 5 points will be awarded for each position held, up to a maximum of 20.
- ◆ The Education category will be renamed Continuing Education and will tightly follow the exam outline; credit will only be given for education in these areas. 30 points will be a minimum requirement in this area.
- ◆ The Workplace Projects category will be eliminated.
- ◆ The Elective category will be eliminated.

There is a spreadsheet available for your use on the HQ website (iaap-hq.org).