



International Association of
Administrative Professionals®

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First Coast Chapter # 438209
P.O. Box 23728
Jacksonville 32241

Monthly Chapter Meeting
November 17, 2009



The regularly scheduled chapter meeting of the First Coast IAAP Chapter was held on Tuesday, November 17, 2009, 6:00 p.m. with Acting Chair Vice President Shirley Durrant, CPS/CAP presiding. Sixteen (16) members were present and one (1) guest. Officers absent were President Iris Ojeda and Secretary Linda Montonera.

Shirley Durrant opened the meeting by welcoming members and guest, including introductions.

AGENDA/MEETING MINUTES:

Review of the agenda and October chapter meeting minutes followed without formal agreement that they stand as written. Parliamentarian Robin Henderson brought forth the suggestion of expanding the minute's format to include specific details regarding event activities; i.e., education gained at FLAN, FDAM, National, as well as potential fundraising activities, etc. Discussion ensued among the group with some members seeing this as a hindrance in that more details would add to the length of the minutes and most individuals would not read them. It was additionally stated that providing this type of detail to the membership at large is more the responsibility of chapter mentors. It was recognized that the mentors had not been very good in following through on their responsibilities in the past which is a factor in some members not getting the information desired. However, in the end, consensus was not reached on where the responsibility for this issue resides. Acting Chair Shirley Durrant suggested she and Robin Henderson would review future meeting minutes before distribution as a means to move forward in that direction. At this point, it was recognized the chapter's secretary was not in attendance and no minutes were being recorded. Robin Henderson was asked as standing parliamentarian to act as recording secretary in Linda's absence during this meeting.

EDUCATIONAL PROGRAM:

Educational Chair Patti Reed, CPS came forward to introduce our featured speaker, Deborah Thode from Inside Out Solutions. Ms. Thode spoke about *Work/Life Balance: What Is It and How Do I Get IT!* The presentation was very informative and we all learned how the BRAVO technique can help each of us manage through our "life events," aka stress. We also heard how laughter at work fosters higher productivity, the steps needed to identify barriers to our success, and how to meet our goals in spite of them. At the conclusion of the presentation, Patti Reed presented Deborah Thode with a First Coast Chapter mouse pad in appreciation for her time well spent in educating our group.

FINANCIALS:

After a short five-minute break, the meeting reconvened with Treasurer Jan MacLean, CAP presenting the October 2009 Treasurer Report. The report was accepted as presented. However, a discussion surrounding continued line reporting of a canceled event (Alhambra) ensued upon the question presented by Robin Henderson. It was explained that despite the event being canceled, it would continue to be shown since revenue and expenses were associated with it as part of the 2009-2010 budget. It became apparent that a few members felt it would be beneficial to have a budget class and a vote was taken to determine interest. It was noted that ten (10) members voted for a future budgeting class with one (1) member not interested; therefore, a future budgeting class will be offered to interested chapter members. Shirley Durrant asked Jan MacLean to provide the group with the amount of time spent working on the chapter's financials each month.

Clara's Tidbits was our meal sponsor. A total of \$75.00 was collected in donations for member meals.

DECEMBER 15TH CHAPTER MEETING:

Education Chair Patti Reed reported that the December 15th Holiday chapter meeting was going to be at the Omni Hotel. The Omni is providing the use of their facility and catering for the meeting at no-charge to the chapter. The speaker for the meeting is JSO Sergeant Barbara Weber who will be presenting a self-defense piece on a "view" from the eye of the criminal. The cost of parking is still unconfirmed. Patti will again reach out to the Omni contact and confirm the exact cost - there was some thought the fee would be discounted to \$3.00. In addition, it was mentioned that the group normally pays \$5.00 for their meal and since the Omni is catering the event at no-charge, any parking cost members incur should be considered no more than the normal expense incurred in attending the monthly meeting. A member reported that the parking meters are free after 5:00 p.m. if someone wishes to park on the street. If you plan to park on the street, please park near a light and be aware of your surroundings at all times. There is no chapter-associated carpooling; however, if someone is interested in carpooling, it was suggested they check amongst the members individually regarding such a possibility.

WEBSITE:

Patti Reed mentioned in the past there have been links for open job positions posted on the chapter website and given the economy these type of opportunities do not last long so be sure to check the website frequently. In addition, she requested members to advise her of any potential job openings they may be aware of and she will post them. Discussion was had that a members-only page be created for a resource on linking jobs and it was discovered such a page currently exists but was considered inaccessible due to the need of a password. It came to light that the page can be accessed using 2004 as the password.

In addition, Patti asked for suggestions for improvements to the Website. If a link is found to not work, please let her know. The same goes for typos, grammatical errors, etc.

The October meeting minutes were to be posted to the Website on November 18th. The November newsletter has been delayed but should be available before the end of the month.

COMMUNITY SERVICE ACTIVITIES:

- **PSI Mandarin** Advisory President Caroline Fleet spoke about the successful activities at the October 26th PSI Chili Halloween Party. There were a total of forty (40) residents, three (3) ROTC guests, and ten (10) IAAP members in attendance. A great time was had by all. The residents were very appreciative of the games and prizes. Pictures of the event were passed around for everyone to look at. Caroline reminded everyone she is collecting used magazines, books, games, etc., for the residents. If you have any of these items, please bring them to the next chapter meeting or call her and she will coordinate getting them from you. The next PSI Mandarin Board Meeting is scheduled for December 9th; election of officers on December 28th; and the installation/induction of new officers on January 25th.
- Keri Kidder, CAP reported there was a big IAAP attendance at the October 23rd **Catty Shack Ranch** Cat-tacular event, including Keri, Iris Ojeda, Liz Ingraham, Elaine Boccio, and others. There is an upcoming “Roar and Snore” overnight stay at the Ranch where you can pitch tents, watch a feeding and hear the cats roar throughout the night. For further information, visit their website at www.cattyslack.org.

FLAN – ORLANDO:

Julie Smith, CAP reported on the November 14th FLAN held at the Tupperware Corporation in Orlando, Florida. In attendance from our chapter with Julie were Shirley Durrant and Donna Burnett. There were approximately forty (40) IAAP members in attendance. As always, this turned out to be a great networking opportunity for all. The focus of the meeting was on different fundraisers and opportunities to capitalize on membership drives. Once the details for the specific fundraisers and membership opportunities discussed are received, they will be distributed to the members.

PARLIAMENTARIAN TIP OF THE MONTH:

Robin Henderson reviewed the parliamentarian article published in the past newsletters on motions; i.e., what is a motion, the types of motions and the proper method to bring forth a motion in a meeting. The question asked was “What is the official term for the step required when a member desires to make a motion or speak in debate?” The answer: obtain the floor. Brenda Minier answered correctly and was presented with her Excellence in Action pin.

The meeting adjourned at 7:50 p.m.

The 50/50 Raffle followed the conclusion of the meeting. Shirley Durrant was this month’s winner.