



FIRST COAST CHAPTER

President's Place

CHAPTER OFFICERS:

- **President:**
Iris Ojeda CAP
- **Vice President:**
Patti Reed CAP
- **Secretary:**
Robin Henderson
- **Treasurer:**
Liz Ingraham CAP

COMMITTEE CHAIRS:

- **Audit**
Brenda Deavers
- **Awards/Recognition**
Elaine Boccio
- **By-Laws & Standing Rules**
Robin Henderson
- **Certification & Programs**
Patti Reed CAP
- **Community Service**
Debbie Latek
- **Historian, Photographer & APW @ UNF**
Shirley Durrant CPS/CAP
- **Mayoral Proclamation**
Jan MacLean CAP
- **Membership & Assembly**
Julie Smith
- **Newsletter & Hallmark**
Denise Pusateri CPS/CAP
- **Nominations**
Winona Goff/Marrer Mayshack
- **Parliamentarian**
Brenda Minier
- **Public Relations**
Valerie Seagraves
- **Retirement Trust Fund**
Donna Burtnett
- **Scholarship**
Linda Johnson
- **Student Chapter**
TBD
- **Ways and Means & APW Lunch**
Linda Montonera
- **Web Master**
Brenda Minier

If you are interested in serving as a committee chair or helping on a committee, please contact Iris Ojeda at iris.iaap@yahoo.com

Welcome Membership! We are already off and running fast in this new fiscal year. Our Board met and officers and committee chairs are continuing to transition into their new positions. Enthusiasm is everywhere as we engage ourselves in bringing forth our plans for 2010-2011.

Our Annual calendar has been created and published. The budget issued, discussed, redesigned and approved. Many thanks to Treasurer, Liz Ingraham CAP and Jan MacLean CAP, for their assistance in getting us through this arduous process. Patti Reed CAP, VP and Certification Chair, is working diligently to get our programs together. Linda Montonera, Ways & Means and APW Chair, is planning our Scholarship Yard Sales along with the Chapter's 6th Annual APD/APW Luncheon. Julie Smith, Membership Chair and Division Spring Seminar Chair, is actively working to put together a great venue for the Spring Seminar in February. Elaine Boccio, Awards & Recognition Chair, is already providing important information to each of you for Member of Excellence. Be on the lookout for Shirley Durrant CPS/CAP, Historian, who is capturing smiles with her camera for our scrapbook. Brenda Minier, Parliamentarian and Website Chair, is learning *Roberts Rules* and actively updating our website. Denise Pusateri CPS/CAP, Newsletter Chair, is collecting your newsworthy articles. Joyce Jones is continuing her work to get the North Eastern Chapter up and running. Robin Henderson, Chapter Secretary and Bylaws & Standing Rules Chair, is looking to begin making updates to the Chapter Rules. And me, I am gearing up for the 2012 FDAM.

WOW! We have some great people in place in our Chapter but we always have room for more. There are still committee positions available, as well as committee co-chair positions. We want YOU! If you are interested in becoming more active in your chapter, please contact me.

We are also beginning preparations for the September 10-11 LEC in Cocoa Beach-Cape Canaveral. Eleven (11) educational sessions are scheduled, including a mentoring and orientation presentation by your's truly. Eight (8) of our members are currently signed up to attend, but there is always room for more. Come join us. More information on this event is located on the Florida Division website (www.iaap-floridadivision.org).

International recently announced the scheduling of the 2011 Spring Conference is at our back door --- in Tampa on March 7 – 9, 2011. This is a wonderful event offering 15 recertification points and a great opportunity to continue our efforts in *sprucing up our careers*. Start budgeting now because it is going to be a blast!



Iris Ojeda CAP
First Coast Chapter President

Vice President's Voice

Starting out this fiscal year as your new VP, I want to say Thank You for honoring me with your trust and confidence to hold this office. I will do the best of my ability fulfill your expectations as your new VP. My focus this year, as it is in all my years with the First Coast, will be education. I firmly believe we are never too old, too seasoned, too set in our ways to learn new things.

I feel that our themes this year from both International and Division, as well as our own Chapter, are relative to the focus on education. Our International theme of "Passion with Purpose" to me means to be passionate about self-improvement, to have a purpose in making an investment in yourself. Mary Ramsey-Drow CPS/CAP our new International President, was a guest speaker at the Florida Division Annual Meeting this past June, and her message was very clear... it is up to YOU to invest in your career.

Florida Division's theme this year is "Sprucing Up Your Career", which I feel speaks for itself. We can become complacent, set in our ways, doing tasks the same we have always done them. This can also be a career death sentence. When we become un-teachable, when we choose not to learn something new, we become stunted in our growth as human beings, and most especially as professionals. All the top professionals, no matter what their chosen professions are, all give the same sage advice, Never Stop Learning!

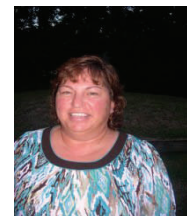
The First Coast Chapter's "Keys to Success" is a program that we introduced at the July meeting. It is a program that encourages each of us to make a commitment to ourselves and to our Chapter by taking the words of our International President and take charge of our continued education. We do that by attending more meetings, becoming involved in the Chapter events and the programs Florida Division has to offer. Also, networking within our Chapter and helping each other and our Chapter grow stronger.

Some of us have companies that offer tuition reimbursement programs or companies that will reimburse our expenses for enrolling in a skills class and that is a perk for working in that company. However, what about those that do not have that benefit? What are you to do? My goal is to provide you with either free or inexpensive educational programs available through IAAP, Office Arrow, Office Pro, area colleges and books, as well as whatever I can find to give you options from which to choose for your personal growth.

I will share books I have read, programs I have researched and feel could be relevant to you and will always encourage you to take an opportunity to improve yourself. As Administrative Professionals we are always so busy taking care of others, that we are usually the low priority on our own tasks list.

I also need your help with reaching this goal. I would like for each of you to share books you have read, classes you have taken, websites, or webinars you have participated in with our Chapter membership. Send me your recommendations through email so that I can include them in future articles. That is the power of networking and that is what makes us a stronger Chapter.

The first book I would like to share with you this month is "Goals—The 10 rules for Achieving Success" by Gary Ryan Blair. This book is available at www.simpletruths.com. What better way to begin our fiscal year than with setting goals to Spruce Up Our Careers and follow through with Passion and Purpose throughout the year by investing in our most precious resource... ourselves.



Patti Reed CAP
Chapter Vice-President

Secretary's Selection...

Welcome to my first article as Chapter Secretary! I am very excited about this opportunity and hope each of you are as ready as I am to roll up your sleeves and dig into furthering the development and expansion of the First Coast Chapter in the coming year! What a wonderful opportunity we all have to make a difference in IAAP, especially within the Florida Division. As I was thinking of possible subjects I could write about this month, it seemed appropriate for me to speak to you about the importance of meeting minutes since the recording of board and chapter discussions is the primary responsibility of the position I expect to hold for the next twelve (12) months. The following are the guidelines I will be following in reporting minutes as your Secretary, so here we go...



1. The meeting minute is considered a record. But it is just not the type of record you write, print out, file and then forever forget. It provides a historical account of official business and operational decisions, and involvement of people making the decisions. It is used as a reference, which is periodically referred to, by members and others as appropriate. At times, minutes of a meeting can become a legal document and evidence in court.
2. Only key information, not verbatim of everything said or happened during the session, is to be recorded to ensure critical information is not overlooked. Conciseness is the key. There is only a certain allotted time to a meeting and it is impossible to write down everything discussed during a meeting. Make notes of the issues discussed, major points raised and decisions taken. Ensure what you write will be easily understood, and usable in the future. This will keep attendees on track by reminding them of their role in a project and clearly define what happened in the session.

Here are a few tips from IAAP regarding writing of minutes:

- Number the pages as you go so you are not confused later
 - Minutes should provide good flow so do not force you to write them in the actual chronological order of the discussion – it may not work.
 - Be objective. Write in the same tense throughout and avoid using people's names except for motions or seconds.
 - Focus on action items, not discussion.
 - Avoid inflammatory or personal observations. The fewer adjectives or adverbs used the better. Dull writing is key to appropriate minutes.
 - If you need to refer to other documents, attach them in an appendix or indicate where they may be found. Do not rewrite their intent or try to summarize them.
3. Normally, after minutes are hand-written, they are transferred into a proper document (e.g. Microsoft Word or Excel), properly restructured, saved and printed. Good and fast typists can immediately record conversation into the computer/laptop, where this requires less time for fine-tuning later on. Minutes are then distributed among the attendees of the meeting, or those who will be responsible to take actions as per discussions during the meeting. Good recording of meeting minutes ensures that the decisions and actions resulting from a meeting are not lost or forgotten. By taking the time to record proper meeting notes, you will make sure the time and effort that goes into a meeting is not wasted.



I had fun writing this article and hope it will prove useful to all of you at some point during your careers.

Robin Henderson, First Coast Chapter Secretary

July 2010

The Parliamentarian Quest Submitted by Brenda Minier, Parliamentarian

I have accepted the role of Chapter Parliamentarian for the 2010-2011 fiscal year. I'm stepping out of my comfort zone, and I know the possibilities are exciting.

I will be studying parliamentary procedures guided by Robert—*Robert's Rules of Order Newly Revised* and sharing with you. I am looking forward to helping the General Membership and Board meetings run more efficiently and in a way that benefits all. After all, parliamentary procedure is an organized method of running effective meetings.

Will you join me in this journey? Let's start by reviewing frequently used terms within parliamentary procedure.



Adjourn – to close a meeting.

Adopt – to accept or agree to.

Amend – to change a motion by striking out, inserting or substituting before it's finally adopted.

Assembly – the membership present at a meeting.

By-Laws – a governing document with the rules of the organization.

Chair – the person who is in charge of the meeting; the presiding officer as in the president or chairman.

Convene – to initiate a meeting, call the meeting to order.

Debate – formal discussions of the pros and cons of motions.

Dispose of – action on a motion that removes it from consideration by the assembly.

Ex-officio – by virtue of office; an ex-officio member has full voting and speaking rights, unless the bylaws indicate otherwise.

Floor – a member has been recognized by the chair to speak; a member is “assigned the floor” by the presiding officer and no one else is to speak until the floor is assigned to another.

Germane – pertaining to the subject; amendments are required to be germane to motions.

Putting the question – putting a motion to a vote.

Indecorum – improper or disorderly behavior.

Motion – a formal proposal by a member requesting that the assembly take specific action or stand.

(More to be covered regarding motions.)

Nomination – naming a person as a candidate for an office or position.

Objection – a formal expression of opposition to a matter or procedure.

On the floor – a motion is considered on the floor when it has been stated by the presiding officer.

Question – the item of business before the assembly for vote; the decision to be made.

Quorum – the minimum number of members required for business to be conducted.

Rescind – to repeal or annul action taken by the assembly.

Second – an indication by a second member that the proposed motion should be considered; in seconding a motion, the member is only indicating that the assembly should consider the motion, not necessarily agreement with the motion.

Vacate the chair – to temporarily relinquish the chair so that the presiding officer can participate in debate.



MEMBER SPOTLIGHT



SHIRLEY DURRANT

Shirley F. Durrant CPS/CAP joined IAAP in 1991 after seeing a certification displayed on the wall of co-worker Paulette Carver CPS who sponsored her membership. Once the Jacksonville Chapter folded in 2004, she maintained her Member-At-Large status. Shirley was one of the “charter” members to join IAAP First Coast Chapter (FCC) in June, 2006. She served FCC as Vice President for 2006-2007 and 2007-2008 and as Secretary for 2008-2009, and again as Vice President for 2009-2010. She continually mentors officers and committee chairs as part of her chapter devotion.

In 1995, she earned her Certified Professional Secretary (CPS) status and in 2001, she passed the Certified Administrative Professional (CAP) test, re-certified with 90 plus re-certification points in 2006, holding that designation until 2011. She earned her Associate in Science Degree in 1994 in Marketing/Management and achieved the Dean’s List.

In 1998, she as the Chapter President, won the Distinguished President Watch for increased Chapter membership and was selected “Secretary of the Year” by her Chapter. She attended one certification academy event – in Boston with Gayle Angell CPS (currently Member-At-Large and very active with PSI Mandarin Center) – one of her most favorite memories!!

Jacksonville has provided Shirley with several experiences. She graduated as a medical receptionist from Jones College and worked for JC Penney’s, a dental insurance company, temp agencies and an architect’s office. Shirley currently works for Jacksonville Port Authority (JAXPORT) and is in her 22nd year as an administrative assistant.

Shirley has served as President, Vice President, Secretary and Treasurer with IAAP, along with committees: Historian, Budget, By-Laws & Standing Rules, Audit, Education, Ways & Means, Presentations, Strategic Planning, Programs, Membership, Administrative Professional Day Luncheon, APW Week Events, Communications, Newsletter Editor and/or article-writing, Scrapbook and Community Service. She has been on the PSI Mandarin Center’s Board since 1995, having been President 2007-2009; and again in July 2010. She has been a notary public since 1988. She moved to Portside Mobile Home Park in 1997 and is a member of Portside Seniors Activities Association, providing event resources and newsletter mentoring to her community.

A goal in her teens was to be a country-western singer/songwriter, having written over 50 song lyrics, interviewing with an RCA rep in Chicago, meeting Ferron Young and starting to work with a band. This career quickly ended, when four (4) guys came to get her for practice – her Momma said, not NO, but heck NO!! She finally met that goal in an employee Christmas party/talent show, in 2007, singing Patsy Cline’s “Walkin’ After Midnight”.

In 2001, Shirley was awarded an appreciation plaque for her leadership on the teamwork committee, an employee activities group with JAXPORT. She was granted “Member of Excellence” Award for 2008-2009, and just recently, the 2009-2010 Award. She was the proud nominator in 2009 for the following awards: Julie Smith was a runner-up in the Office Team – Administrative Excellence Award and Patti Reed CAP won the “Assistant of the Year” award granted annually at the UNF Administrative Professionals event. She also nominated the “Assistant of the Year” for 2010, Jill Mashburn, a co-worker. Shirley has written articles for high school, college, employers, and church, PSI, IAAP and Portside Community. She hopes to retire in 2012 as a free-lance writer, entering photo/jingle contests, and writing a biography expounding on how we are different people about every ten years; along with some temp agency work, and travel to see her relatives in Texas, Tennessee, New York, and Washington State. She aspires to be a speaker for IAAP Speaker’s Bureau – a way to continue to mentor her IAAP sisters.

Long-Distance Relationships at Work

Contrary to popular belief, most employees don't relish time away from their bosses. According to a survey by OfficeTeam, nearly half (48 percent) of workers polled said their jobs would be more difficult if they did not work in the same office as their supervisors. Of this group, 27 percent felt things would be *much* more difficult.

Technological advances and global expansion have made it more common and acceptable for people to work remotely. In some instances, it's hard to avoid. However, if you regularly work outside of the office, or your boss is constantly on the road, make sure you go the extra mile to keep the lines of communication open. Here are some tips that can help:

Provide frequent status reports. Establish a schedule for giving updates to your supervisor so he or she is aware of your workload. At a minimum, offer a weekly status report detailing tasks completed and in progress.

Pick up the phone. While e-mail is an effective communication method, using the telephone can sometimes be more efficient and help strengthen ties with your manager and coworkers. Try scheduling a weekly call where you can also bring up questions on your most pressing projects.

Highlight your accomplishments. When you don't see your supervisor regularly, tooting your own horn becomes even more important to get proper credit for your achievements.

Meet face-to-face. Take advantage of all opportunities to meet in person with your manager. These discussions are imperative to stay connected, avoid miscommunication, and ensure you stay top of mind for desirable projects and promotions.

Keeping in constant touch is the best way to ensure your presence and hard work don't go unnoticed. Like the saying goes, "out of sight, out of mind," so make sure you're doing your part to jog your manager's memory.



Submitted by OfficeTeam. OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact a staffing manager at (800) 804-8367.



OFFICIAL BOARD VISIT
EVALUATION
2009-2010



Chapter: First Coast
Event: Chapter Meeting
Location: Brooks Rehabilitative Hospital
Number of Chapter Members present: 18 members; 18 guests
Date: May 18, 2010
Time: 5:30 PM
Cost: \$5/members; guests/free

Meeting Room and Location: The First Coast Chapter meets in a large conference room at the office of one of the members. It is easy to locate and a good venue for the meeting.

Welcome and Introductions: I was welcomed by Jan MacLean, CAP, Iris Ojeda, CAP & Patti Reed, CAP. Iris welcomed everyone, introduced me, and had the guests introduce themselves. I also had time to talk to other members and guests after the meeting.

Dinner/Meal: The chapter recruits local restaurants to sponsor meals each month. This works well, offers a variety each month, and was very enjoyable. The restaurants are noted in the handouts and also mentioned on the chapter website.

Agenda/Program/Speaker: Patti Reed sent me an agenda prior to the meeting which was very helpful. I presented "17 Essential Qualities of a Team Player." It was well received and awarded one recertification point by HQ. The agenda, proposed budget, minutes and other backup required for the meeting are projected on screens during the meeting. This is great and cuts down on handouts. The backup is also available online for those that need to print it.

Business Portion/Reports: The business was kept to a minimum as suggested by HQ. They have many programs in-place to increase membership and attendance at meetings, and involvement in the organization. These would be great to share with other chapters.

Overall Summary: The chapter portrays fabulous teamwork. They work well together, are enthusiastic, and totally involved in presenting educational programs for their members. They have weathered the bumps in the road and seem stronger. The wonderful morale of the First Coast Chapter is contagious and I hope they spread it to every Chapter in the Florida Division.

Recommendations/Suggestions: I would like to see the First Coast Chapter mentor other Chapters. They might be able to rekindle or light the IAAP fire in others. Keep working on building the Chapter like you have been doing this year. Your strength is apparent, you have the tools, so keep up the great work!

Joanne MacKenzie

Joanne MacKenzie CPS/CAP
2009-2010 Florida Division President

May 19, 2010

Date

Original: Chapter President
xc: Florida Division Board

Member of Excellence

My name is Elaine Boccio and I am the Awards & Recognition Chair for the First Coast Chapter and would like to keep everyone informed about our “Pathways to Excellence” Program.

Over the last several months, I have been preaching to all our members to submit their “Member of Excellence.”

All documentation is available on IAAP’s website: <http://pathways.iaap-hq.org/IAAPHQ/Pathways/MemberofExcellence/Default.aspx>. Please note that you MUST be an IAAP member to obtain this award.

Members will attain a minimum of 8 of the 11 criteria and then submit the information on-line. The first four years members will receive a certificate and the fifth year, members will receive a pin.



Submissions are due by 11:59 pm on June 30th and are for the IAAP fiscal year (July 1st through June 30th).

At each Chapter Meeting I will have a blank Member of Excellence Commitment Form for you to sign and hand to our Chapter President. You can go to the website and print one and bring it with you to the meeting. I also have a blank Validation Form for everyone to start filling out the information required to receive your Member of Excellence for this fiscal year on the next couple of pages. I have also created little instruction cards that feature step by step instructions on how to submit on-line.

The Florida Division consists of 29 Chapters and I am excited to say 22 of them had members submit for their Member of Excellence ranging from one submission to eleven.

For the 2009 – 2010 Fiscal Year, I am very proud to say the First Coast Chapter tied for having the most members obtain their Member of Excellence with a total of eleven (Jan MacLean CAP, Elaine M. Boccio, Iris Ojeda CAP, Elizabeth Ingraham CAP, Robin Henderson, Julie Smith, Shirley Durrant CPS/CAP, Patricia Reed CAP, Denise Pusateri CPS/CAP, Donna Burnnett and Brenda Minier). Congratulations to the eleven members that obtained their certificates.

I am looking forward to having an even greater number of members submit this fiscal year. Deadline is once again by 11:59 pm on June 30, 2011 but you can submit at any time you obtain your minimum. I would like to suggest everyone obtaining one or two extra points just in case.

If anyone has any questions, please feel free to send me an e-mail to Elaine.Boccio@bcbsfl.com or just ask me at one of our Chapter Meetings.

Thank you and good luck in obtaining your 2010 – 2011 Member of Excellence!!!!

Member of Excellence

Revised, to take effect for 2010-2011 IAAP Year

Audits for Member of Excellence submissions to June 2009 will be adjudicated on the criteria published in 2008.

Note that beginning in July 2010, members have one (1) mandatory requirement - #5 which requires members to pay their membership dues on or before their due date. Failure to achieve Criteria #5 – regardless of how many other criteria are met – will prevent the member from achieving the Member of Excellence designation.

Revisions and clarifications to the original criteria are identified by bold/underlined text.

Revised Criteria as of July 1, 2010

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder
2. **Download the Member of Excellence Commitment form: sign and date the form**
3. Actively participate in the IAAP web community forum discussions or **write an article and have it published** an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars or conference
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or **university or hold a Microsoft certification**
6. Pay membership dues on or before anniversary date. **This criterion is a mandatory requirement.**
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's Advisory Board for the Office Administration Program
8. Conduct a public presentation, program or training **at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).**
9. Attend a minimum of eight (8) chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review



Member of Excellence Validation Sheet

Attain a minimum of 8 of the following 11 criteria:

Criteria	Completion Date	Score
1 BE A CURRENT CPS AND/OR CAP HOLDER		
2 SIGN MEMBER OF EXCELLENCE COMMITMENT AGREEMENT		
3 ACTIVELY PARTICIPATE IN WEB COMMUNITY FORUM DISCUSSIONS OR SUBMIT AN ARTICLE FOR AN IAAP PUBLICATION		
4 ATTEND NON-IAAP PROFESSIONAL EDUCATIONAL WORKSHOPS, SEMINARS AND CONFERENCES		
5 HOLD A DEGREE, CERTIFICATE OR EQUIVALENT (A MINIMUM ONE YEAR IN LENGTH) FROM AN ACCREDITED COLLEGE OR EARN A MICROSOFT CERTIFICATION		
6 PAY MEMBERSHIP DUES ON OR BEFORE ANNIVERSARY DATE		
7 SERVE AS A CHAPTER, DIVISION OR INTERNATIONAL OFFICER, COMMITTEE CHAIR OR COMMITTEE MEMBER; OR SERVE AS RTF TRUSTEE; OR SERVE ON A STUDENT CHAPTER ADVISORY BOARD OR THE SCHOOL'S ADVISORY BOARD FOR THE OFFICE ADMINISTRATION PROGRAM		
8 CONDUCT A PUBLIC PRESENTATION, PROGRAM OR TRAINING AT LEAST 60 MINUTES IN LENGTH		
9 ATTEND A MINIMUM OF EIGHT CHAPTER, DIVISION OR INTERNATIONAL SPONSORED MEETINGS, PROGRAMS OR EVENTS		
10 RECRUIT AT LEAST ONE NEW MEMBER		
11 INTEGRATE IAAP MEMBERSHIP AND INVOLVEMENT INTO ANNUAL PERFORMANCE PLAN OR REVIEW		
GRAND TOTAL =		0

* IAAP may ask applicant to submit supporting documentation if further information is needed to determine eligibility of points. IAAP holds the right to require backup documentation for a period of up to one year.

IAAP 2011 Cruise to Mexico!

March 31, 2011 - 4 nights

Prices start at \$357.30pp *Prices INCLUDE port charges and taxes!!!!*

"Cruisin', The Way to Go to Mexico" Carnival Cruise Line, Ship: Inspiration



March 31-April 4, 2011 Ports of Call:

Thursday:	Check-in Port of Tampa, FL	11:00am
Friday:	Fun Day At Sea!	
Saturday:	Cozumel, Mexico	8:00am-7:00pm
Sunday:	Fun Day At Sea!	
Monday:	Arrive at Port of Tampa, FL	8:00am



Inside cabins \$357.30 pp; Ocean View cabins \$407.30 pp;
Prices based on double occupancy & include port charges & taxes!
Price includes a special one-hour FREE cocktail party!

- * Balconies, Mini-Suites & Suites available! Call for details.
- * Cabins for 3-5 people available and require full \$150 pp deposit when booked. Call for details.
- * Carnival is not currently charging a fuel surcharge but this might change if fuel prices go up.
- * Initial deposit of \$25pp, due 5-7-2010; 2nd deposit \$150pp due by 11-1-2010. Balance due 1-15-2011.
- * Register by emailing YourCruiseAgents@aol.com or call 904-322-7691 or toll free 866-499-4074.
- * Visit the website www.YourCruiseAgents.com
- * Sponsored by: First Coast Chapter - IAAP www.iaapfirstcoast.com

Upcoming Events	
July 06	Board, Committee Chairs Meeting
July 14	PSI Mandarin Advisory Board Quarterly Meeting
July 20	Membership Meeting Program: Florida Blood Alliance Presented by: Peter Bayley Location: Brooks Rehab, Main Bldg., 3599 University Blvd. South, Jax
August 03	Board, Committee Chairs Meeting
August 15	Payment Deadline for November Testing
August 17	Membership Meeting Program: Social Networks Presented by: Bob Haataia Location: Brooks Rehab, Main Bldg., 3599 University Blvd. South, Jax
September 07	Board, Committee Chairs Meeting
September 21	Membership Meeting Program: TBD Presented by: TBD Location: Brooks Rehab, Main Bldg., 3599 University Blvd. South, Jax
October 05	Board, Committee Chairs Meeting
October 19	Membership Meeting Program: TBD Presented by: TBD Location: Brooks Rehab, Main Bldg., 3599 University Blvd. South, Jax



*Turning Jobs
Into Careers®*

CERTIFICATION NEWS

Future CPS & CAP Exam Dates and Deadlines

Following are the dates and deadlines for future CPS and CAP exam administrations:
See information below.

<u>Payment Deadline</u>	<u>Testing Date</u>
Aug 15, 2010	Nov 5 – 6 , 2010
Feb 15, 2011	May 6—7, 2011



Thank you to Ashley Street Catering for sponsoring our June Chapter Meeting