



FIRST COAST CHAPTER

President's Place

Happy Holidays!



The end of the year is here! Next year will bring new and great opportunities for The First Coast Chapter.

January 2011 will be the official start of the 2012 Florida Division Annual Meeting planning. I am very excited to co-chair this event with my friend, co-worker and Chapter Vice President, Patti Reed CAP.

By-Laws and Standing Rules are currently under review. Your input is welcomed. Locate them via our website and provide me with any feedback you may have.

January's Chapter meeting will begin the official start of the 2011—2012 Call for Nominations. All officer positions and many Committee Chair positions will require new leaders. Interested, contact me for more information.

In February, FCC is the hosting Chapter for Florida Division's Spring Education Conference (SEC). Julie Smith and her team have been working tirelessly to make this event a success. Up to four recertification points will be available for attendees. Information is available both on our website and the Florida Division's website.

March 31, 2011, we will be "Cruisin' to Mexico." Nothing to add; this says it all!

April is the UNF Administrative Professionals Expo and FCC's 5th Annual Administrative Professional Luncheon.

In May, the new officer voting will be held during the Chapter meeting.

June, new officers are installed and we travel to Gatorville for the 2011 Florida Division Annual Meeting.

Busy six months ahead but I am truly looking forward to it.

May your holiday be happy and safe and come January first, we will start this all over again!



Iris Ojeda CAP
Chapter President
Iris.iaap@yahoo.com

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 & Mayoral Proclamation**
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
- **Membership & Assembly**
Julie Smith
- **Newsletter & Hallmark**
Denise Pusateri CPS/CAP
- **Nominations**
Marilyn Benjamin/Marrer Mayshack
- **Parliamentarian**
Brenda Minier
- **Public Relations**
Valerie Segraves
- **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 CAP at iris.iaap@yahoo.com.

Vice President's Voice

Happy Holidays & a Very Happy New Year

Can you believe it is already December and soon to be January 2011! As we wrap up the end of another year, and reflect on what we have accomplished and make our resolutions to accomplish more in the coming year, I wanted to take a moment to tell each of you how proud I am to be associated with a group of professionals such as yourselves. As with any group of which you are a member, whether it be church, professional, work, and personal, it is the friendships that are formed that make your connection with that group so special. I consider all of you friends, friends I know I can count on to have helpful advice, have knowledge I can learn from and especially friends who believe in me. That means the world to me. So, Thank You for your support, your encouragement and especially for your friendship.

I have some very exciting news on Certification and the Recertification Programs. IAAP Headquarters has released more information on what we can expect from the May 2011 testing as well as the new testing format in November 2011.

Those currently certified as CPS in November 2011 will have their certification upgraded to CAP. Those currently certified as CPS/CAP, in November 2011 will have their certification upgraded to CAP-OM, and those currently certified as CAP, in November 2011 will have their certification upgraded to CAP-OM, as well.

Why all the changes? Well, IAAP is moving from a two rating system (CPS or CAP) to a one rating system (CAP) with areas of specialty. OM stands for Organizational Management and is one of those specialties, while other areas of specialty exams in the future will include Technology & Software and Medical Designations. IAAP will provide at least a one-year advance notice prior to each specialty designation being available.

The testing format will change from a four-part exam (still to be offered in May 2011, and retakes on missed parts in November 2011) to a two-part exam format. The new CAP will move to a one-part exam similar to the current three-part exam and the OM testing format will remain a one-part exam in November 2011 similar to the current one-part CAP exam.

The exciting news I found was that those who test for either the CPS or CAP in May 2011 have to pass at least two parts of the exams in order to be able to retake the parts of the exam they missed in November 2011. This means the testing format will remain the same in November 2011 only for those retaking parts of either the CPS or CAP exam that they took in May. I would highly recommend that anyone interested in testing in May 2011 take all four exams for the CAP certification. Should you miss only two parts of any of the four-part exams (which I doubt with our group) in May, you will only have to make up the two parts missed in November 2011 under the current format. If by chance you only pass one of the exams, you will automatically be moved to taking the testing in November 2011 under the new testing format.



**Patti Reed CAP
Chapter Vice-President**

Vice President's Voice Con't.

I will have certification study compact discs available at the January 2011 Chapter meeting for those who are considering sitting for the May 2011 test. Those wanting to test can exchange names, phone numbers and schedules to form Study Buddies for reviewing the study material.

Good News for those who are in the Recertification Program and have already obtained their CPS/CAP designations. Listed below are the criteria to recertify prior to April 2011:

Points Required:	90
Category Title	Max Points Allowed
Education	90 Points (Minimum 30 points)
Experience	30 Points
Leadership	30 Points
Elective	30 Points

Now if you currently have 90 or more points that meet the above criteria, I suggest you submit your recertification application prior to April 2011 as this will be the last month that the Elective and Experience categories will be accepted.

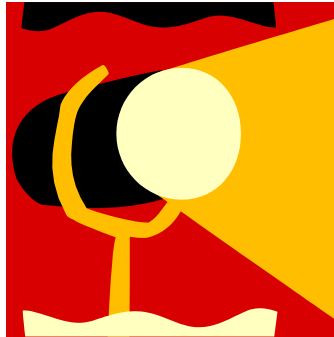
The new Recertification criterion is as follows:

Points Required:	60
Category Title	Max Points Allowed
Continuing Education	60 Points (Minimum 30 Points)
Other Certifications	20 Points
Leadership	20 Points

In the November/December Office Pro Magazine we all receive, there is a great article on Certification, titled Certification: Is it Worth It? This article discusses the new format for testing as well as insights from those who have tested and what it has done for their careers. It is a good read.

Let me end by again saying Thank You to all of you for your commitment to our Chapter, our Association but especially to yourselves for forming the networking friendships through our great organization. Happy Holidays to you and yours and all the best in 2011.





MEMBER SPOTLIGHT



DENISE PUSATERI

Denise Pusateri CPS CAP joined the First Coast Chapter of IAAP in the fall of 2007. In 2008, Denise attained her CPS and CAP certifications, taking the tests in May and November. She attained her Member of Excellence standing in June 2010 and is working toward this distinction for 2011. She attended her first Florida Division Annual Meeting (FDAM) this summer, where she enjoyed the camaraderie and networking with other IAAP members from all over the state. She currently serves First Coast Chapter as Newsletter Editor and Hallmark Chair, a position that sees that members are remembered for birthdays, etc. and she serves on the Advisory Board of PSI Mandarin Center.

Denise currently works as an administrative contractor with the Army Corps of Engineers in their restoration of the Everglades. The office is located on San Marco Blvd. in downtown Jacksonville. She has worked in the administrative field for over thirty five years in various roles within the office setting. Denise's first job was as a secretary for a company which processed meats for the Alpo Dog Food Company in Bennettsville, SC, an administrative assistant for a South Carolina Vocational Rehabilitation Center, also in Bennettsville, a Director's Secretary for a global automotive supply company and an executive assistant with Textron Fastening Systems in Rockford, IL. She also had various temporary assignments in Illinois and Florida. While living and working in Rockford, Illinois she and her husband were transferred to his company's headquarters in Jacksonville. Denise now resides in St. Augustine.

Her home state is South Carolina where she raised her two children, now grown. Her son, Matt, is an import/export broker for Evergreen Shipping and lives in Dallas, Texas with his wife, Natalie, a banking center manager with Bank of America. They are expecting their first child in April. "Obviously" she says, "living on the east coast will be a challenge when that first grandchild is born." Her daughter, Beth, is a traveling registered nurse whose next assignment will take her from Charleston, SC to Denver, CO.

Walking and kayaking are her favorite pastimes while her indoor interests are reading and Sudoku. She shares a condo with two ten-year old cats and enjoys the beaches in both the summer and winter. Her favorite spot to visit is the St. Augustine Light House, which is shrouded in mystery and romance. Denise has been on cruises with her Chapter and is looking forward to cruising once more this spring, this time to Cozumel.

Good Times!!





The Parliamentary Quest

Submitted by Brenda Minier, Parliamentarian

In review, the seven subsidiary motions from the lowest rank to highest are: postpone indefinitely, amend, commit or refer, postpone to a certain time, limit or extend limits of debate, previous question, and lay on the table. The motions to *limit or extend limits of debate*, *previous question* and *lay on the table* are explained below.

The motion to **Limit or Extend Limits of Debate** is not frequently used but it serves to limit either the number or length of speeches on a motion or to extend to a maximum time the limit on debate of a pending motion. *Robert's Rules* states that a member may speak in debate twice on each motion. However, when debate seems to be lengthy, you can use this subsidiary motion to request to limit debate. Groups may have adopted rules for debate with certain limits of debate. If there's a need to request more time, the motion to extend limits of debate can be introduced.

Make the motion to limit or extend limits of debate by being recognized by the chair and say, "Mr./Madam Chair, I move that no member be allowed to speak more than once on this motion... or I move that the members be allowed a three-minute extension per speech."

This motion cannot interrupt a speaker who has the floor, it must be seconded. It is not debatable, it is amendable, but amendments are not debatable; they require a 2/3 vote if not unanimously adopted, and can be reconsidered, if adopted.

The motion to **Previous Question (or close debate)** is used to bring the pending motions to an immediate vote. When members believe they have heard all the information necessary in order to vote on a motion or when the discussion is repetitive, the previous question or close debate motion can be introduced. Make the motion by being recognized by the chair and say, "Mr./Madam Chair, I move the previous question on the motion..."
The previous question motion cannot interrupt a speaker who has the floor; it must be seconded. It is not debatable, it is not amendable, except if it applies to the immediately pending motion or an entire series of pending motions; it requires a 2/3 vote, and can be reconsidered if adopted.

The motion to **Lay on the Table** is used to allow the assembly to temporarily lay aside the pending motion when something more urgent happens requiring immediate attention. Make the motion to lay on the table by being recognized by the chair and say, "Mr./Madam Chair, I move that the pending motion be laid on the table so that we..."

The chair may ask the maker of the motion to explain the reason of the request to table. If the purpose is improper, as in seeking to kill or to postpone indefinitely—which is debatable, the chair should rule the motion out of order. If the use is correct, once the urgent matter has been addressed, members "take from the table" the pending motion. The lay on the table motion cannot interrupt a speaker who has the floor; it must be seconded. It is not debatable, it is not amendable, it requires a majority of vote, and cannot be reconsidered if adopted.

This concludes the exploration of the subsidiary motions. A review of the five *Privileged Motions* will start next month.



Thank you to Hilton Garden Inn for sponsoring our December Chapter Meeting

Spring Education Conference (SEC) *RESERVE THE DATE NOW!!*



- DATE:** Saturday, February 26, 2011
LOCATION: Orlando Marriott-Lake Mary
 1501 International Parkway, Lake Mary, FL 32746
- HOTEL ROOMS:** Room Rates: **\$85.00** Rate available until January 26, 2011
CALL for reservations for IAAP Group Rate: Conference ID code – iaapsec2011
 Diane Nelson, Director of Sales - Call (407) 995-1100 or 1-800-380-7724
direct to make your reservations!
Website for driving directions: www.marriott.com
 (room rate good 3 days pre and 3 days post, based on availability)
**** Deadline for reservations is January 26, 2011!**
- SEMINAR COST:** **\$49.00** – First 25 to register will receive a gift at registration desk
when they check in!
EARN 4 RECERTIFICATION POINTS!!
- TIME:** 8-9 am: Registration, Ways & Means, and light refreshments
 9 am-Noon: Classes and Ways & Means
 Noon-1 pm: Lunch and Way & Means
 1-4 pm: Classes, Ways & Means, Final Announcements & door prizes
- WAYS & MEANS:** **\$10 per table** – Chapter Presidents **MUST** reserve their table by
 e-mailing Shirley Durrant, CPS CAP at shirley.durrant@jaxport.com
on or before February 5, 2011.



IAAP joins the Relay For Life

The American Cancer Society **Relay For Life** is a life-changing event that gives everyone a chance to celebrate the lives of people who have battled cancer, remember loved ones lost, and fight back against the disease.

First Coast IAAP will be participating and we need **YOU!**

If you would like to join our team and help the American Cancer Society, go to the website

http://main.acsevents.org/site/TR?pg=entry&fr_id=29644 !

More information will be forthcoming at every chapter meeting.

Bring your family and friends and help the community at the same time!

First Coast High School

APRIL 16th & 17th

12 Noon Saturday until 6 AM Sunday morning



Watch What You Wear

Getting ready to meet with a prospective employer? Leave your cat suit, pajamas and crazy hat at home. It may sound unbelievable, but these items are among the wackiest interview outfits worn by real-life job candidates.

OfficeTeam recently asked human resources (HR) managers to recount the strangest clothing choices they had ever heard of or seen during an employment interview. Following are some examples:

- “A blanket worn as a shawl”
- “A skirt made out of plastic”
- “A cat suit”
- “A crazy hat”
- “A *Star Trek* T-shirt”

Job candidates should always dress to impress when meeting with employers. Unfortunately, these flashy outfits were more fitting for a night on the town than an interview:

- “A micro-mini and fishnet stockings”
- “A sequined top”
- “A leather vest with no shirt”

A confident, relaxed attitude is key during the interview, but these next examples prove that you can be too casual:

- “A sweatshirt and sweatpants”
- “A cut-off T-shirt and pants”
- “Pajamas with slippers”
- “A bandana and torn jeans”
- “A jogging suit”

Interviews can be a “sink or swim” situation, but these job seekers were too literal in their interpretation:

- “A swimsuit and cover-up”
- “Bermuda shorts”
- “A sundress and flip-flops”
- “A Hawaiian shirt and jeans”

Finally, this wardrobe “don’t” should have been obvious: “An applicant wore the uniform from his former employer.”

Although these examples are extreme, it’s easy to make more subtle mistakes when selecting interview attire. Here are some do’s and don’ts to help you pick the right look:

- Do 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.
- Don’t assume you can “dress down,” even if a company has a very casual atmosphere.
- Do 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.
- Do 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.
- Don’t show up in clothing that is wrinkled, stained or torn.
- Do choose simple jewelry and be subtle with makeup, perfume or cologne.
- Don’t over accessorize.

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 320 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact a staffing manager at (800)804-8367.

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	
January 04	Board/Committee Chairs Meeting
January 11	FDAM Planning Meeting
January 18	Membership Meeting Program: TBD Presented by: TBD Location: Brooks Rehab, Main Bldg., 3599 University Blvd. South, Jax
February 01	Board/Committee Chairs Meeting
February 08	FDAM Planning Meeting
February 15	Payment Deadline for May Certification Test
February 15	Membership Meeting Program: TBD Presented by: Meyers Briggs Location: Brooks Rehab, Main Bldg., 3599 University Blvd. South, Jax
February 26	Spruce Up For Spring—Orlando Marriott, Lake Mary



*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:

February 15, 2011

May 6—7, 2011

Contact Patti Reed CAP at patti.reed@chase.com for information regarding certification classes.