



F I R S T C O A S T C H A P T E R

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 & 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**
Winona Goff/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.

The end of the year is near. Please take this time and reflect for those less fortunate and help however and whenever you can.

November is the month to be thankful. I am thankful for my family, friends, work and IAAP.

2010 has been a wonderful year for FCC and 2011 will bring bigger and better things.

For those who took their certification test on November 5th and 6th, best of luck. FCC again prepared and provided care packages for the testers. We know that this will be the longest 45 day wait they will ever have but well worth the wait.

Elaine Boccio, our Awards and Recognition Chair, will be giving very important information during our November Chapter meeting, regarding the IAAP egroup. Hope you can make this meeting and obtain this very useful and important information.

Have you reserved your space for the Spring Educational Conference in February? Julie Smith and her team are doing a fabulous job in putting this event together. The registration fee for a jam-packed educational day is only \$49.00. More information is available on our website and on page 4 of this newsletter.

Hope to see you all there.

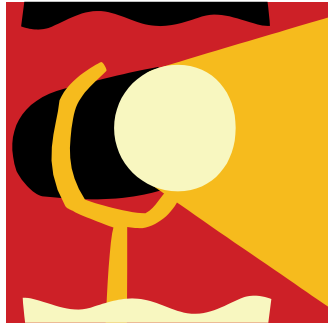
There is also still time available to join us for our 2011 Cruise to Mexico. At last count, we had 26 cabins of folks "Cruisin", the Way to Go to Mexico". Looking forward to it as I will be attending for the 4th year in a row.

Remember to visit our website often to be kept up to date on what is going on,

www.iaapfirstcoast.com



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



MEMBER SPOTLIGHT



DEBORAH A. DAVIS

Deborah A. Davis was born in Jacksonville, Florida. Her father was a Methodist Preacher who ministered to a local church in North Jacksonville. Being raised as the child of a minister meant being a “note taker” at an early age. She didn’t know at the time, but by doing this so well, it would lead to a career in being an administrative support person.

From kindergarten through high school, she attended some of the best schools in Duval County and she had the privilege of also attending one of the county’s Vocational and Occupational Education Centers, where she honed in on her typing, shorthand and computer skills. During her two years at the Voc. Center, she held the record for the fastest, error-free typing speed of “105 WPM”. That pretty much started her career in the administrative workforce, because after she graduated high school, she immediately landed her first job as a civilian clerk at NAS Jax in the Navy Regional Data Automation Center (NARDAC) Code 40. From there Deborah had two medical front desk clerical positions before she landed a job at Vistakon, a Division of Johnson & Johnson Vision Care, Inc., where she’s been for the past eighteen (18) years.

However, her career with Vistakon didn’t start out as an Admin. She began on a twelve hour rotating shift on nights, making contact lenses or as she says, “making the donuts”. After five years, she decided that this was not the career of her choice and sought other internal opportunities at Vistakon. Ultimately she worked as a Documentation Coordinator responsible for maintaining safety files for the maintenance department, and later she worked as Administrative Assistant for the Engineering Department. Currently she is a Sr. Administrative Coordinator in the Research and Development Department. Here she supports three key Research Directors and the other fifty-two Scientists that report to them.

While at Vistakon, Deborah met “the most wonderful man”, her husband, Robert; they were married in 1998 and are currently living “happily ever after” with three beautiful children, two girls and one boy. Deborah and Robert also chose to raise one of Robert’s younger brothers, Gabriel, age seventeen now. They have a beautiful 3 ½ year old granddaughter. And last, but not least, she says, “there is the Jack Russell Terrier, “Casey”. In her spare time, “like there’s much of that”, she states, her hobbies are riding her Kawasaki Ninja 600 motorcycle, golfing, and playing video games with the kids and daring to keep up with the granddaughter.

Deborah joined Florida’s First Coast IAAP Chapter in 2008 and she is also a member of Vistakon Women’s Leadership Initiative, where she Co-chairs on the Communications Pillar. She is an active member of Vistakon’s African American Leadership Initiative. Debbie had shared an idea she practiced in her office: when she is out, she leaves a manual on her desk as reference for those who need basic info. Our Board challenged her to enter a 2009 contest sponsored by IAAP, to produce a video, entitled "OMG the Admin is OUT". She posted her video clip, after she and her family made a creative and cute presentation. It did not win the contest, but she sure is a WINNER with our Chapter!



The Parliamentarian Quest

Submitted by Brenda Minier, Parliamentarian

As stated previously, Subsidiary or Secondary Motions relate to a Main Motion. It allows the assembly to dispose of (handle) the motion in the most appropriate manner. These motions take precedence over the Main Motion, and must be decided before the Main Motion can be acted upon. Subsidiary motions are those that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it.

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 motion to **postpone indefinitely** is seldom used even though it can provide great advantages if used properly. This motion may sound very similar in name and purpose to postpone definitely and lay on the table, but the motion to postpone indefinitely does not postpone the matter before the assembly at all. Instead, it indicates that the assembly declines to take a position on the motion under consideration and actually has the effect of defeating the main motion. It can help you avoid uncomfortable decisions because when adopted it means that the assembly has agreed not to decide on the motion at hand. Make the motion to postpone indefinitely by being recognized by the chair and saying, “Mr./Madam Chair, I move to postpone the pending motion indefinitely.”

This motion can’t interrupt a speaker who has the floor, it must be seconded. It is debatable if the motion to which it’s applied is debatable, is not amendable, requires a majority vote for adoption, and can be reconsidered.

The motion to **amend** requests to modify the pending motion before it is voted on. There are several ways of amending the motion in the process of perfecting it before a final vote. It can be by adding words at the end of a motion, inserting words in the beginning or middle of a motion, striking out words, striking and inserting words in its place, or substituting a paragraph or more and inserting another paragraph or more. This is probably the single most used subsidiary motion. An amendment must be relevant (germane) to the motion it seeks to amend. An amendment is out of order when they place before the meeting a question that was already decided in some way as in trying to strike out and insert a word of an issue already disposed in the meeting.

This motion can’t interrupt a speaker who has the floor, it must be seconded, is debatable if the motion to which it’s applied is debatable, can be amended by considering only one amendment to an amendment at any one time, requires a majority of vote for adoption, and can be reconsidered.

The motions to *commit or refer* and *postpone to a certain time* will be explained next time.



Thank you to FIREHOUSE Subs Kitchen for sponsoring our September Chapter

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
Ask 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!
Online reservations www.marriott.com
(room rates good 3 day 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.

Hope to see a LOT of you there – especially since our First Coast Chapter is organizing it for Division!
For more details, contact Julie Smith at Julie.Smith@Brookshealth.org



IAAP members to man Taco Stand at PSIMC Yard Sale, Saturday 11-06-10

Submitted by: Shirley Durrant

On Saturday, November 06, 2010, there will be a yard sale at PSI Mandarin Center from 9:00 am to 1:00 pm. IAAP FCC members, along with active Members-At-Large, will help set up and break down the table and man the infamous “Walking Taco Salad” sales.

We voted as a Chapter in 2008 to not sell rummage at this event, since we have our own yard sale in the same season. We will assist in any way possible, but mainly man the TACO STAND!! All proceeds from rummage sale goes to the Center’s Resident Association. After expenses, any profits we make on the taco sales go to the Center’s Advisory Board.



If you can help set up, be there early – 8:00 a.m. is suggested. They did not have their yard sale in 2009, and I am sure many people missed their taco in a sack!! We will need volunteers to work the booth and donate food items. Contact Shirley Durrant CPS/CAP. This will be a lovely day in the fall weather. See you there!

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	
November 05 & 06	CAP/CPS Exam—BEST OF LUCK!!!
November 06	PSI Mandarin Center Yard Sale, 9:00 a.m. to 1:00 p.m. Will feature FCC's wonderful Walking Taco Salad
November 06	Belk's Charity Sale
November 16	Membership Meeting Program: Handling Negative People...Are You One? Presented by: Betty Green Location: Brooks Rehab, Main Bldg., 3599 University Blvd. South, Jax
November 17—20	International Fall Conference
December 07	Board/Committee Chairs Meeting
December 14	Membership Meeting Program: Avery Presented by: TBD Location: Brooks Rehab, Main Bldg., 3599 University Blvd. South, Jax



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CERTIFICATION NEWS

Future CPS & CAP Exam Dates and Deadlines

Following are the dates and deadlines for future CPS and CAP exam administrations:

Payment Dead Line

February 15, 2011

Test Dates

November 5-6, 2010

May 6—7, 2011

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