



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

President's Corner



CHAPTER OFFICERS :

- President:
Julie Smith
- Vice President:
Shirley Durrant CPS/CAP
- Secretary:
Donna Burtnett
- Treasurer:
Brenna Urfer

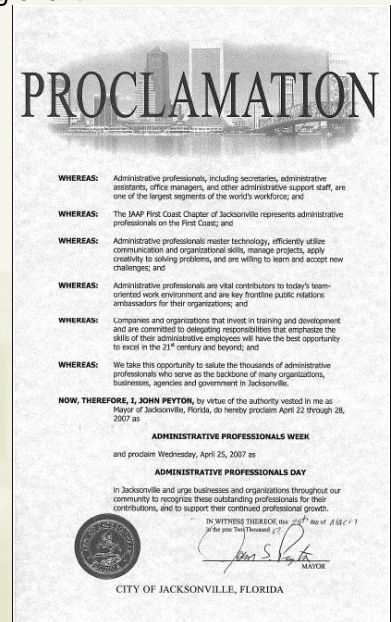
COMMITTEE CHAIRS :

- Audit:
Kathy Lynch CPS/CAP
- Awards/Recognition:
Linda Johnson
- By-Law & Standing Rules:
Shirley Durrant CPS/CAP
- Certification:
Ruth Davis CPS/CAP
- Community Service:
Leshell Hartney
Linda Cason
- Historian/Scrapbook:
Jesusa Browning
Key Reyes
- Membership:
Chairperson needed!
- Newsletter:
Michelle Smitherman
- Nomination:
Leshell Hartney
- Program:
Patti Reed
- Resume Bank:
Jan MacLean
- Socialization/Hospitality:
Linda Johnson
- Ways & Means:
Chapter Board
- Website:
Jan MacLean

March 29th we visited Mayor Peyton's office for the signing of our 2007 Administrative Professionals Week/Day Proclamation. It was an exciting event.



(Left to Right) Jan MacLean (Blue Cross/Blue Shield and Chapter Website Chairperson), Ruth Davis, CPS/CAP (JEA), Mayor John Peyton, Julie Smith (Brooks Rehabilitation and Chapter President), Shirley Durrant, CPS/CAP (Jaxport and Chapter Vice President), and Donna Burtnett (Vistakon and Chapter Secretary).



Wow, we have a lot coming up! April will be an exciting month for us. I hope you have registered to attend the following:

Plan NOW to attend the following events if you possibly can:

1. **Tuesday, April 17th is our regularly scheduled Chapter meeting – attendance is very important as we will present the slate of potential new officers and vote. Installation of newly appointed officers will take place at our May 15th meeting.**
2. **First Coast Chapter Administrative Professional Week Kick-off Luncheon – Monday, April 23 @ noon @ Maggiano's in the St. John's Town Center.**
3. **22nd Annual Administrative Professionals Conference & Expo – Wednesday, April 25 at the Prime Osborn Convention Center.**
4. **Division Conference in Sarasota (June 22 – 24, 2007)**
5. **International Conference in Tampa (July 29 – August 1, 2007)**

Please invite guests to our meetings! Remember to R.S.V.P. attendance for seating and catering purposes – and the name of guests so we can have a name badge prepared and waiting for them. Thank you all for everything you are doing in making our Chapter the very best!

Julie Smith
First Coast Chapter President

VP Voice

**BE A WINNER!**

**Winners make commitments;
Losers make promises.**

**Winners always have a plan;
Losers always have an excuse.**

**Winners have dreams;
Losers have schemes.**

**Winners are a part of the team;
Losers are apart from the team.**

**Winners see the gain;
Losers see the pain.**

**Winners see the potential;
Losers see the past.**

**Winners choose what they say;
Losers say what they choose.**

**Winners believe in win/win;
Losers believe for them to win,
someone has to lose.**

**Winners go through a problem;
Losers go around it, never get past
it.**

**Winners stand firm on values but
compromise on petty things;
Losers stand firm on petty things
but compromise on values.**

**Winners make it happen;
Losers let it happen!**

There were several other lines, but you get the idea, **think positive, be positive**, it pays ultimately, in the fact that people can count on you, and you like yourself more. Winners have a motto, says Bill Greer, "If it's worth doing, it's worth doing better". Losers just keep on doing the same old things yet they expect different results.

This approach will help you in your every-day life and in the workplace. It reeks of the childhood promise we made in Girls Scouts, "On my honor, I will try to serve..., to help other people at all times, especially those at home."

I will never forget an autograph book inscription from a grade school teacher, she wrote: "U R 2 sweet 2 B 4 gotten"! I was sure then, as I am now, that it was because I was working at being a good helpful citizen.

Enough philosophy, your VP,
ShirleyD

Membership

Special recruiting drive
March – May!

- Every recruiting member that brings a guest gets to pull from Grab Bag.
- Candy bar/prize certificate to new person, "happy to have you."
- If guest becomes a member, recruiting member is placed in drawing for \$25 gas card.

3 chances to win \$25 gas card!

Words of
Wisdom

"We climb to heaven most often on the ruins of our cherished plans, finding our failures were successes."
~ Amos Bronson Alcott

"To accomplish great things, we must not only act, but also dream; not only plan, but also believe."
~ Anatole France

Effective Learning Strategies

Learning is 10% of what you read, 20% of what you hear and 95% of what you teach someone else.

There is a high correlation between knowledge and high pay.

To learn more effectively, use neuron-linguistic programming concepts.

- Neuro—refers to the brain and the neurons that send, receive and store signals that add up to information.
- Linguistics—refers to language—both verbal and non-verbal—that moves across these pathways.
- Programming—the way the content or signal is converted into useful information.
- Communication is far more than words

• 7% words • 38% tone/voice • 55% body language

We take in information through our senses—visual (images), auditory (sounds), kinesthetic (touch and internal feelings), gustatory (tastes) and olfactory (smells).

Not everyone learns in the same way, some are visual, some are auditory and other are kinesthetic. Visual memory is 5 times stronger than auditory memory. To enhance learning you must engage multiple senses.

Questions are the greatest aid to comprehension. The more questions you ask about material, the more you comprehend. Read no more than 3 paragraphs at a time, then stop and ask yourself: who, what, where, when, why, and how.

The best color to imprint learning is yellow and black, not black and white. Highlight in yellow, no more than 3 words at a time.

The brain learns 3 times more efficiently in the early morning. Review material right before you go to sleep. Try taking a 20 minute power nap (at the most), and then study.

April 2007

SUN	MON	TUE	WED	THU	FRI	SAT
1  Charisse Inniss	2	3 Chapter Board  Tabitha Cornett Pam Niemczyk	4	5	6	7
8	9	10	11	12	13	14  Alecia Buck 's Wedding Day
15	16	17 Chapter Meeting	18	19	20	21
22	23 Chapter APW Luncheon	24	25 City Wide APW Event	26	27	28
ADMINISTRATIVE PROFESSIONALS WEEK						
29	30  Sandra Rothweiler					




Don't forget to mark your calendar:

Division Conference in Sarasota June 22-24, 2007

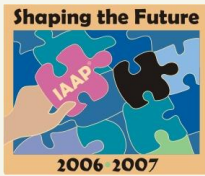
International Conference in Tampa July 29-August 1, 2007

2007 International Convention and Education Forum at the Tampa Convention Center in Tampa Florida

May 2007

SUN	MON	TUE	WED	THU	FRI	SAT
		1 Chapter Board	2	3	4	5
6	7	8	9	10	11  Paula Austin-Lloyd	12
13	14	15 Chapter Meeting	16	17	18	19
20	21	22  Linda Johnson	23	24  Carmen Simkanich	25	26
27	28  Jesusa Browning	29  Mary Atwood	30	31		

WE'LL SOON BE ON
THE WEB!



Conference Spotlight

FIRST COAST
WHO'S WHO

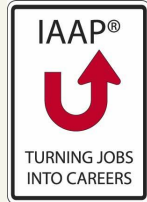
FIRST COAST
CHAPTER, IAAP

Do YOU have items to add to the newsletter?
Please let me or one of the Chapter Officers
know what you'd like to add.

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IAAP Annual Convention & Education Forum Future Dates/Sites

2007: Tampa, Florida, July 29-August 1
Tampa Convention Center

2008: New Orleans, Louisiana, July 27-30
Hilton Riverside

2009: Minneapolis, Minnesota, July 26-29,
Minneapolis Convention Center

2010: Boston, Massachusetts, July 18-21
Hynes Convention Center

2011: Montreal, Quebec, July 24-27
Montreal Convention Center

2012: Grapevine, Texas, July 22-25
Gaylord Texan Resort

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Laughter is the best medicine

Why is "abbreviated" such a long word?

Why is it that doctors and lawyers call what they do "practice"?

Why is lemon juice made with artificial flavor, and dish washing liquid made with real lemons?

Why is the man who invests all your money called a broker?

Administrative Professionals Week®

[Monday, April 23rd](#)

The First Coast Chapter is hosting a "Kickoff" Luncheon at Magianno's, at \$30, for supervisor and administrative assistant, or just the administrative professional – ENJOY!!

[Wednesday, April 25th](#)

Administrative Professionals Day (APD) is celebrated far and wide with flowers, lunches and gifts, to thank those who assist in daily duties and long-range planning to make the boss look good!!

UNF is holding their 22nd Annual Administrative Professionals Conference & Expo, 8 to 5pm event, including lunch. This year you can invite your Boss to join you for "lunch only" \$35.

First Coast Chapter IAAP is working with UNF to offer their inaugural "Assistant of the Year" and "Boss of the Year" awards, during the day event at the Prime Osborne. Remember to nominate an "Assistant of the Year" candidate, and your supervisor for "Boss of the Year"!!!

Also on April 25, Wednesday, WEJZ, 96.1 Radio, will host a party for Administrative Professionals, 5:00 to 8:00 p.m. There will be free hors d'ouvres, drink specials, music and prizes at the Crowne Plaza (formerly Hilton), downtown.