



# First Coast Flash

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

## CHAPTER OFFICERS:

- **President:**  
Julie Smith
- **President-Elect**  
Michelle Smitherman
- **Vice President:**  
Shirley Durrant CPS/CAP
- **Secretary:**  
Donna Burtnett
- **Treasurer:**  
Brenda Deavers

## COMMITTEE CHAIRS:

- **Audit:**  
Kathy Lynch CPS/CAP
- **Awards/Recognition:**  
Open
- **By-Law & Standing Rules:**  
Shirley Durrant CPS/CAP
- **Certification:**  
Ruth Davis CPS/CAP
- **Community Service:**  
Caroline Fleet
- **Historian**  
Iris Ojeda
- **Scrapbook:**  
Open
- **Membership:**  
Brenda Deavers  
Iris Ojeda
- **Newsletter:**  
Kathy Lynch CPS/CAP
- **Nomination:**  
Open
- **Program:**  
Patti Reed &  
Michelle Smitherman
- **Socialization/Hospitality:**  
Open
- **Ways & Means:**  
Chapter Board
- **Website:**  
Jan MacLean

## PRESIDENT'S CORNER



Our First Coast Chapter made ***DISTINGUISHED CHAPTER!*** Congratulations to all! We did it for a 2<sup>nd</sup> year in a row. I was proud to walk across the stage at our International Conference held in Tampa, FL during the week of July 29 through August 2 to represent our great First Coast Chapter! As recipient of the DISTINGUISHED CHAPTER award I was presented with an IAAP watch. The award is awarded to chapters based on membership retention ratios. Our chapter is two years old and we've made it both years! Our Division Officers were bragging about our great chapter.

Shirley Durrant, CPS/CAP, vice president; Donna Burtnett, secretary and I attended the **IAAP International Conference**. It was great and we enjoyed the networking opportunities – which were even greater as we all volunteered to work the conference and met loads of people as they registered and attended the various symposiums offered.

On Sunday, August 5, Shirley Durrant, CPS/CAP; Donna Burtnett; Ruth Davis, CPS/CAP; Jan MacLean and I also enjoyed hosting the Sunday Sundae at our PSI Mandarin Center. The center has 79 residents. More than 40 attended our annual event and were very appreciative of us sharing our time and goodies with them. We will be assisting them with some of their other events this year. Watch for the announcements at upcoming chapter meetings and in e-mails. For those who may not know, the PSI (Professional Secretaries International) Mandarin Center was named after the original chapter here in Jacksonville. We have partnered with, and had members of our Jacksonville Chapter on their Board ever since (over 51 years.) Shirley Durrant, CPS/CAP and Ruth Davis, CPS/CAP serve on this board currently.

Now for a bit of history ... when IAAP was originally founded the organization was known as the National Secretaries Association (NSA). The name was changed to Professional Secretaries International (PSI) and then to IAAP.

Be sure and check out our First Coast Website!! [www.iaapfirstcoast.com](http://www.iaapfirstcoast.com) We will have all event updates, newsletters and other great updates for you.

*Julie Smith*  
*First Coast Chapter President*  
Julie.Smith@brookshealth.org

new mailing address

**First Coast Chapter IAAP**  
**P.O. Box 19635**  
**Jacksonville FL 32245-9635**

## VP VOICE



Our Chapter continues to grow and do exciting things. I thought it would be nice to highlight some IAAP events both within the local chapter and around the Division.

### Division News....



We received word this year that the annual awarding of the "silver" at the Division Meeting would be discontinued. For many years, all chapters within the Florida Division competed for coveted silver awards. Each chapter would then get to hold the award until the next year. The Fort Myers Chapter sponsored a "Margaret Williamson CPS Recertification Award in honor of long-time member **Margaret Williamson CPS**. This award was to be awarded to the Florida Division Chapter which had the highest number of recertifications in the award year. At this year's Division meeting, the physical silver award was presented to Ms. Williamson for perpetuity. Ms. Williamson has been a member of IAAP for over 50 years - seeing the organization change from NSA - National Secretaries Association, to PSI - Professional Secretaries International to IAAP - International Association of Administrative Professionals - a feat few have endured!! Margaret took the her CPS exam, the first time it was offered and passed! She rarely misses a Division or International meeting, not to mention Chapter meetings!! Congratulations Margaret - you are our hero!!

### Local News ...

Julie mentioned the "**Sundae Sunday Social**" which was held at the PSI Mandarin Center and sponsored by the First Coast Chapter IAAP. The Center is an independent living center on Pritmore Road, off San Jose in Mandarin. The First Coast Chapter IAAP has two members on their advisory board. Myself and Ruth Davis, CPS/CAP. Other members of the advisory board include Jean Smith, CPS and Gayle Angell CPS (both *retired Members at Large*). The chapter has voted to continue its affiliation with the center, which started in 1983! Upcoming events include our chapter's preparation of a "Walking Taco Salad" for their annual Yard Sale, Saturday, November 3. We will also soon assist in the preparation of by-laws updates and installation of officers, along with re-instating a "Resident of the Year" Award. Helpers at the Sunday affair included Chapter Members: Jan MacClean, Donna Burtnett and Julie Smith, along with Board members: Shirley, Jean and Ruth. All are welcome to all events!!


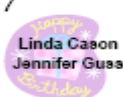


Our July chapter meeting brought guest speaker— SueAnn Maclin from the Northeast Florida Community Hospice. She presented information about Community Hospice and provided membership copies of their living will — "5 Wishes." Visit [www.communityhospice.com](http://www.communityhospice.com) for more information.



*Shirley Durrant CPS/CAP*  
*First Coast Chapter Vice President*  
[Shirley.Durrant@jaxport.com](mailto:Shirley.Durrant@jaxport.com)

## September 2007

SUN	MON	TUE	WED	THU	FRI	SAT
						1
				<div style="border: 1px solid red; padding: 2px;">                     "Cruizin" deposit now due ... visit <a href="http://www.iaapfirstcoast.com">www.iaapfirstcoast.com</a> for info!                 </div>		
2		4	5	6		8
9	10	11 Board Meeting	12	13	14	15
16	17	18 Chapter Meeting	19	20	21 FL Division Leadership & Education Conference	22
23	24	25	26	27	28	29
30						

**Welcome new members....**

**Caroline Fleet**  
**Deborah Latek**  
**Kathy Sutherland**  
**Eileen Tondreault**

**FL Division Leadership & Education Conference**

September 21 & 22  
Lake Buena Vista


Register:  
<http://iaapfldiv.bizland.com/iaapfloridaivision>

Deadline: August 31st  
Questions?  
Contact: Cheryl Hollister CPS/CAP  
[cherylh@nodarse.com](mailto:cherylh@nodarse.com)

Come "Cruizin" with First Coast IAAP ....

Sailing May 15 for a 3-night cruise.

For more information—visit [www.iaapfirstcoast.com](http://www.iaapfirstcoast.com)



## October 2007

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 Board Meeting 	3	4	5	6 Fall Chapter Yard Sale
7	8	9	10	11	12	13
14	15	16 Chapter Meeting	17	18	19	20
21	22	23	24	25	26	27 Local Area Network
28	29	30	31 			

**Fall Yard Sale**

Our Spring Yard Sale was a huge success! Plan now for October 5. Donate your old decorations to the sale ... then you can buy new ones!

**LOCAL AREA NETWORK**  
9:00 a.m.—12:00 p.m.  
Brooks "Classroom on Wheels"  
1859 Hickman Road  
Jacksonville FL

Join your FL Division Leaders & Local Sister Chapters for 1/2 day of free networking & brainstorming!  
Cost: FREE!

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

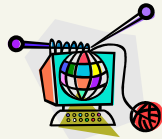
Newsletter Editor:

**Kathy Lynch CPS/CAP**

Phone: 904-854-5894

E-mail: [Kathy.lynch@fnis.com](mailto:Kathy.lynch@fnis.com)

Do you have items to add to our Chapter website? Visit [www.iaapfirstcoast.com](http://www.iaapfirstcoast.com) and submit your ideas via the e-mail listed on the web or contact Jan MacLean @ [Jan.MacLean@bcbsfl.com](mailto:Jan.MacLean@bcbsfl.com)



## CONFERENCE SPOTLIGHT

### IAAP Annual Convention & Education Forum Future Dates/Sites

- 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

### FIRST COAST WHO'S WHO

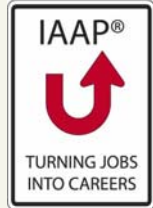
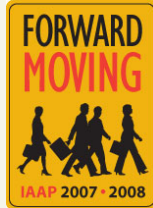
**President:**  
**Julie Smith**  
(904) 858-7473

**President-Elect**  
**Michelle Smitherman**

**Vice- President:**  
**Shirley Durrant CPS/CAP**  
(904) 357-3302

**Secretary:**  
**Donna Burtnett**  
(904) 443-3515

**Treasurer:**  
**Brenda Deavers**



Date	Schedule
Tues., Sept. 18, 2007	Chapter Meeting - Public Speaking
Sat., Sept. 22, 2007 Division LEC event	Division Leadership & Education Conference @ Lake Buena Vista – check this link <a href="http://iaapfldiv.bizland.com/iaapfloridadivision/id122.html">http://iaapfldiv.bizland.com/iaapfloridadivision/id122.html</a>
Sat., October 6 	First Coast Chapter <b>Fall Yard Sale</b> – watch for more information Clean out your closets – any holiday decorations, books, clothing, furniture – "One person's trash is another person's treasure!"
Tues., Oct. 16, 2007	<b>Bosses Day Dinner / Chapter Meeting - Short skill class - Telephone Etiquette</b>
Sat., Oct. 27, 2007	<b>Local Area Networking event (LAN)</b> – 8:30am – noon Brooks Health Fitness & Spa, 10423 Centurion Parkway S., Jacksonville, FL 32256
Sat., Nov. 3, 2007	<b>PSI Mandarin garage sale</b> – One of our community involvement projects. We help with setup, teardown and serve special "walking taco salads" to attendees! More details to come!!
<b>Tues., Nov. 13, 2007</b>	Chapter Meeting - Survey for upcoming Skill Classes (2 <sup>nd</sup> Tues. due to Thanksgiving the following week.)
Tues., Dec. 18, 2007	Chapter Meeting - Holiday Social – President, Julie Smith's home in Mandarin – covered dish event – watch for details.
Tues., Jan. 15, 2008	Chapter Meeting – Taxes (maybe vendor for Turbo Tax or CPA)
Tues., Feb. 19, 2008	Chapter Meeting - How to Prevent Identity Theft
Tues., March 18, 2008	Chapter Meeting - Emotional Intelligence
Tues., April 15, 2008	Chapter Meeting - Nominations/Elections of new officers - TBD (based on survey)
Wed., April 16, 2008	Annual Administrative Conference sponsored by UNF – Prime Osborne all day event – First Coast Chapter and UNF – more information to come!
Wed., April 23, 2008	Administrative Professional's Day – First Coast Chapter – more information to come!
APRIL/MAY 	IAAP is 'CRUISIN TO THE BAHAMAS!!' More details to come about our exciting adventure to the Bahamas! We are working out the details and it will involve all Florida Chapters, as well as inviting Chapters from nearby States!!
Date TBD	
Tues., May 20, 2008	Chapter Meeting - Installation of Officers for 2008-2009

### Kudos go out to...



- Patti Reed & Michelle Smitherman for a great job setting up a year's worth of educational events!
- Brenda Deavers for accepting the position of Treasurer!
- All the chapter members who have attended International & Division events!
- Julie Smith for forming the "Events Letter!"
- Iris Ojeda who accepted the position of Historian and agreed to assist Brenda Deavers on the Membership committee!

## Membership Corner

- Every member who recruits a new member gets to pull from Grab Bag.
- Recruiting member is placed in drawing for gas card.
- New member is given a "Welcome Gift" from the Chapter.
- Chapter members who refer a new member get a chance at a quarterly drawing for a gas card!!!