



First Coast Flash

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

COMMITTEE CHAIRS:

- **Membership:**
Brenda Deavers
- **Membership Directory:**
Iris Ojeda
- **Membership Historian:**
Caroline Fleet
- **Student Chapter:**
Patricia Garrett, FCCJ
- **Audit // Newsletter // Scholarship**
Kathy Lynch CPS/CAP
- **Awards/Recognition:**
Iris Ojeda
- **By-Law & Standing Rules:**
Shirley Durrant CPS/CAP
- **Certification:**
Ruth Davis CPS/CAP
- **Community Service:**
Caroline Fleet & Deborah Latek
- **Parliamentarian**
Linda Lontonera
- **Program:**
Patti Reed & Michelle Smitherman
- **Hospitality:**
Keri Goley
- **Ways & Means:**
Patti Reed, Julie Smith
Shirley Durrant CAP
- **Website:**
Jan MacLean

WOW – 2007 has gone so fast and we've accomplished so very much through all your hard work and dedication!

- Held two successful fundraising yard sales in 2007 for a total of approximately \$900 in treasury monies.
- Had a wonderful year of personal and professional growth presentations – thank you Patti and Michelle for bringing these speakers to our group! Great job!
- Achieved “Distinguished Chapter” for our second year in a row as a new chapter!
- Accomplished numerous community involvement activities with PSI Mandarin Center, Jacksonville Animal Shelter and we will be making ornaments for the children at Brooks for the holidays at our December 18 meeting.
- Have started the groundwork for our first student chapter with FCCJ and hope to follow with others in 2008.
- Held the first Administrative of the Year and Boss of the Year event in conjunction with the Administrative Professional Day event with UNF at the Prime Osborn and will continue that partnership into 2008 (April 16.)
- Almost all our committee chair positions are filled, including having a Parliamentarian – and the committees are in full swing with lots of great plans and goals for 2008-2009.
- Sponsoring our first-ever cruising fundraiser event! The Bahamas cruise event has been such a tremendous success and fundraiser. We have over 100 of our 150 cabins booked for the May 2008 cruise!
- We set the date for our Destination 2009 cruise out of Tampa to Cozumel for April/May 2009! Already have nearly 20 reservations for that cruise.

Very successful Administrative Professional Day First Coast Luncheon event! Lots of hard work and planning went into that as well – thank you all! — *Continued on Page 2*

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



VP VOICE

IAAP Associate Member from FCCJ, **LiLi High**, will be leaving FCCJ to teach business at PACE Center for Girls, and to develop their new career academy. She plans to stay in touch and share information about their new program and placing graduates. President Julie Smith sent congratulations and invited PACE personnel to join IAAP and/or perhaps we could work with PACE as a community effort.

Patricia Garrett remains as our Associate Member from FCCJ and we look forward to establishing a student chapter in 2008!

Shirley Durrant CPS/CAP
First Coast Chapter Vice President
Shirley.Durrant@jaxport.com



Several chapter members traveled south to Cape Canaveral for a tour of a representative cruise ship in anticipation of our upcoming IAAP cruise. What fun! What hospitality! We are looking forward to the cruise date!

Taking the tour were Julie Smith, president, Michelle Smitherman, president-elect (and her husband), Shirley Durrant, CPS/CAP, vice president and Laurie Boehme, Florida Division president elect (and her husband). Our hostess for the tour was Loretta Wasielewski, Carnival Corporation representative who services the Jacksonville Cruise Terminal as well as other ports. Lunch was provided as a special treat on the Lido Deck. **Bring on the cruise!!**



President's Corner — Continued

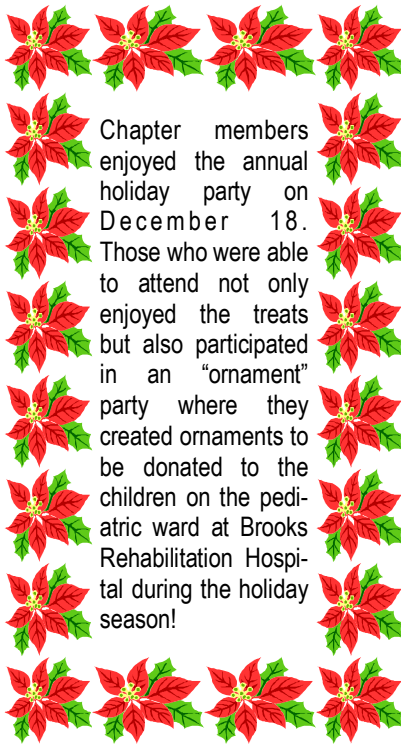
There are so many wonderful accomplishments for our 2006/2007 - our first year was one of growth, learning and pulling it all together. Since our new 2007-2008 year, we are more organized, focused and have accomplished many wonderful things. There are worthwhile, interesting personal and professional events at every meeting. Our membership is one that is active, energized and absolutely wonderful to work with. They are all an inspiration that keeps me going and I cannot thank all of you enough for your ongoing support and energy.

I feel extremely privileged to be a member and part of this wonderful group. I want to personally wish each you and your families a very wonderful holiday season, and all the blessings possible for a new, healthy and successful new year!



January 2008

SUN	MON	TUE	WED	THU	FRI	SAT
		1 <i>Happy New Year!</i> 	2	3	4	5
6	7	8 Board Meeting	9	10	11	12
13	14	15 Chapter Meeting	16	17	18	19 FLAN—See Page 3 for info!
20	21 MLKing Holiday 	22	23	24	25	26
27	28 PSI Mandarin Center Potluck & Officer Installation	29	30	31	1	2
4	5	6 Board Meeting	7	8	9	10

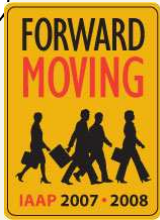


Chapter members enjoyed the annual holiday party on December 18. Those who were able to attend not only enjoyed the treats but also participated in an "ornament" party where they created ornaments to be donated to the children on the pediatric ward at Brooks Rehabilitation Hospital during the holiday season!

PSI Potluck drew 70 guests!

PSI Mandarin Center, our namesake, invited the entire Chapter to attend their annual Christmas Potluck on December 17, 2007. Almost 70 people were in attendance according the chair count stated Ginger McGee, Resident Association President. Debra Campbell, Manager of the Center, stated that this was the best attended event in a long time. There was a short meeting in which the existing four officers from the Center were voted in for a third term. The IAAP members that attended brought dessert for ten or more, so things were real yummy. The eight girls led the residents and their guests in singing a few Christmas Carols. Those attending were: **Caroline Fleet** and **Debbie Latek**, both IAAP members new to the Advisory Board for PSI. Older members of the Board in attendance were **Shirley Durrant, CPS/CAP, Ruth Davis, CPS/CAP, and Gayle Angell, CPS, Member-at-Large.** Thanks to Debbie for making Christmas name tags, it was really good being able to know names. Other chapter members helping with serving, picture taking, replenishing drinks, set-up and clean-up were **Donna Burtnett, Keri Goley and Laura Schwenn.** It was a great turn-out for the IAAP Chapter members and Residents of the Center.





FIRST COAST CHAPTER, IAAP

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
(904) 226-2522

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

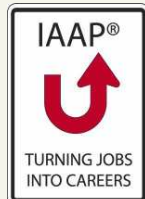
Secretary:
Donna Burtnett
(904) 443-3515

Treasurer:
Brenda Deavers
(904) 232-1799

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.

Newsletter Editor:
Kathy Lynch CPS/CAP

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Date	2008 Schedule
Tues., Jan. 8 (<i>due to New Year's holiday</i>)	Chapter Board meeting – all members are welcome to attend!
Tues., Jan. 15, 2008	Chapter Meeting – Taxes (maybe vendor for Turbo Tax or CPA)
Mon., Jan. 28, 2008	PSI Mandarin - potluck & installation of PSI officers
Tues., Feb. 5, 2008	Chapter Board meeting – all members are welcome to attend!
Tues., Feb. 19, 2008	Chapter Meeting - How to Prevent Identity Theft
Tues., March 4, 2008	Chapter Board meeting – all members are welcome to attend!
Tues., March 18, 2008	Chapter Meeting - Emotional Intelligence
Tues., April 1, 2008	Chapter Board meeting – all members are welcome to attend!
Tues., April 15, 2008	Chapter Meeting - Nominations/Elections of new officers - TBD
Wed., April 16, 2008	Administrative Professional's Day event – hosted by UNF @ Prime Osborn
Wed., April 23, 2008	Administrative Professional's Day –First Coast Chapter special luncheon –planto invite your boss - more information to come!
Tues., May 6, 2008	Chapter Board meeting – all members are welcome to attend!
MAY 15 (Thurs.) – 18 (Sun.)	IAAP is 'CRUISIN TO THE BAHAMAS!!' Be sure to make your reservations for our exciting adventure to the Bahamas! 
Tues., May 20, 2008	Chapter Meeting - Installation of Officers for 2008-2009
Tues., June 3, 2008	Chapter Board meeting – all members are welcome to attend!
Tues., June 17, 2008	Chapter Meeting – New officers 1 st meeting
Fri., June 17 – Sun., June 19, 2008	Florida Division Annual Conference –Ocala, Florida Pplan to attend – more details to come!! Don't want to miss this event!



Future Exam Dates and Deadlines

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

Exam Dates:

- May 2-3, 2008
- November 7-8, 2008

Deadline Dates:

- February 15, 2008
- August 15, 2008

Part 4 of the CAP exam is administered on Friday afternoon. Parts 1-3 of the CPS and CAP exams are administered on Saturday.

Membership Corner
Recruiting drive

- 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!!!