



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

### COMMITTEE CHAIRS :

- Audit:  
Kathy Lynch CPS/CAP
- Awards/Recognition:  
Linda Johnson
- By-Laws & Standing Rules:  
Shirley Durrant CPS/CAP
- Certification:  
Ruth Davis CPS/CAP
- Community Service:
- Historian/Scrapbook:  
Kay Reyes
- Membership:
- Mentoring:
- Newsletter:  
Michelle Smitherman
- Nomination:
- Program Education/  
Speakers:
- Resume Bank:  
Jan MacLean
- Seminars/Special Events:
- Socialization/Hospitality:  
Linda Johnson
- Ways & Means:
- Website:  
Jan MacLean

We are off and running in our new year! This will be an exciting year and our IAAP fiscal year ends on June 30, 2007. Many of our memberships will come up for renewal as of May 31, 2007 and we really need to get an idea of where our membership will stand at the end of June.

If there are any topics of interest you wish us to pursue, please let us know. We want to maintain a high-energy and interesting level of topics to meet the needs of our members. So please offer ideas of what we can do for you.

Remember to invite others you work with or know in other companies that may be interested in visiting our meetings and possibly become members. We have a lot of exciting initiatives and need more dedicated, active members to share ideas.

**Please remember to R.S.V.P. your attendance and if you are bringing a guest for catering purposes.**

In February, Florence Jandreau, our Division President, was to be visiting with us, but due to some health issues will not be able to and has asked for a rain-check. We will be formulating topics for upcoming meetings so share ideas.

### PLAN NOW

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

Location: University of South Florida, Tampa \$49.00 (includes lunch)

*First Coast Chapter 1st yard sale Sat., March 10<sup>th</sup> 7:00am – 3:00pm*

We need volunteers to staff the event to be held at the front of the K-Mart parking lot on Beach Blvd., just West of University. We also need donations of items to sell!! Let any of your Board members know how you want to help.

*First Coast Chapter Administrative Professional Week® Kick-off Luncheon*

**Monday, April 23 @ noon @ Maggiano's in the St. John's Town Center. More details to come!**

*Division Conference in Sarasota June 22-24, 2007*

*International Conference in Tampa July 29-August 1, 2007*

**Don't wait until the last minute to register and reserve your rooms. They are filling up fast.**

We are very fortunate to have them so close to home

Thank you all for everything you are doing in making our Chapter the very best!

*Julie Smith  
First Coast Chapter  
President*



**"Blessed are the flexible, for they shall not be bent out of shape."**

# VP Voice



Administrative Professionals Week® Planning Underway

Administrative Professional Week® (APW) is April 22 through April 28, 2007; Administrative Professionals Day® (APD) is observed annually the Wednesday of Administrative Professionals Week, is April 25, 2007.

APW events to include: Mayoral Proclamation, during the month of March, date to be determined and announced to membership sometime in February. (Ruth Davis, CPS/CAP is coordinating this venture).

First Coast Chapter, IAAP, Jacksonville, plans to host a "Kickoff Luncheon" on Monday, April 23rd. This will be held at Maggiano's, Little Italy, in St. John's Town Center, for admins and their executives, 11:30 to 1:00 p.m.

Chapter to man booth at UNF's annual APD seminar at Prime Osborn on Wednesday, April 25th. We will welcome other administrative professionals to join our chapter and/or learn more about CPS and CAP Certification.

Patti Reed and Shirley Durrant. CPS/CAP are co-chairing the week's events with many

membership helpers!! Luncheon invitations and programs are being created by Deborah Floyd, who also researched facilities, leading us to Maggiano's!! Centerpieces and favors will be done by Alecia Buck and Linda Johnson. Publicity is being handled by Julie Smith. Door prizes will be solicited by all members with formal requests being mailed by Patti Reed, Debbie Printz and Julie Smith. Julie, Patti and Shirley met at the Town Center facility Sunday, January 28th, to see the facility and get logistics. NICE!!

Julie Smith will serve as Registrar and Brenna Urfer will be our Banker, accepting reservation checks. Patti Reed plans to have a rolling Power Point laptop display stressing the attributes of IAAP and Certification and Julie will have brochures and IAAP enrollment forms for the event. What can you do for your chapter and this event??

The committee is considering a Saturday, April 28th, Brunch at Brooks 11 to 1 p.m - a social event, a chance for all chapter members to meet each other in a social setting and bring friends and co-workers to find out more about IAAP. Wear jeans, casual dress!!

## Membership

Special recruiting drive  
Dec.-Feb. and Mar. – 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!



## Treasury Notes

Total Account Balance:	\$1,406.26
Membership	\$906.00
Ways & Means	\$236.00
Hospitality	\$422.00
Fundraising	\$625.00
Miscellaneous	\$10.00

### Attention: First Coast Chapter Members: A SPRING CLEANING PROJECT!!!

We are holding a Garage Sale on Saturday, March 10, 2007.

Starting at 7 am and ending at 3 pm at the K-mart at Beach and University Boulevards. All proceeds will go to support Member Education.

We need your help & support. Why not go through your closets', garages, storage sheds, etc... and get those items that you never use or have said, "I need to drop that off to ..." and bring them to the First Coast Chapter of IAAP Garage Sale.

Why not let your friends, neighbors and family members know too, so they too can get that Spring Cleaning done. If they do decide to take advantage of this opportunity, and donate items for the education of our members..., then please advise them to drop off their items to us at the Beach & University Blvd. location that Saturday morning; early.

Any items not sold will be picked up by Hubbard House and donated to their Thrift Store. If anyone wants their items back, please come pick them up at 3 pm. that day. Everyone's welcome to come and shop as well!

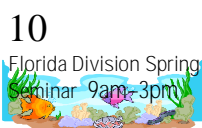





As the adage goes... "One person's junk is another person's treasure."

For more information, please contact either Patti Reed at 886-6024 or Cathy Grant at 551-7657.

We could certainly use volunteers to sit out there with us that day, so feel free to join us. J



# February 2007

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 Newsletter Articles Due	6	7	8	9	10 Florida Division Spring Seminar 9am-3pm 
11	12	13 Chapter Board	14 	15 Registration Deadline - CPS/CAP Exam  Leshell Hartney	16	17  Patricia Reed
18	19 President's Day	20 Chapter Meeting	21  Julie Smith	22	23	24
25	26  Deedee Gisewhite	27	28			

**Don't forget to mark your calendar:**

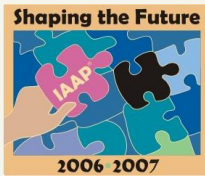
2007 International Convention and Education Forum at the  
 Tampa Convention Center in Tampa FL, July 29-August 1



# March 2007

SUN	MON	TUE	WED	THU	FRI	SAT
				1  Alice Davies	2	3
4	5	6 Chapter Board	7	8	9	10 Chapter Garage Sale 7am-3pm
11	12	13	14	15	16	17 
18	19  Roxanne Buck	20 Chapter Meeting	21	22	23	24
25	26	27  Jasmine Pontsler	28	29	30	31

WE'LL SOON BE ON  
THE WEB!



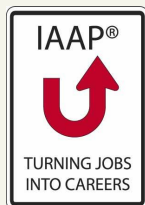
FIRST COAST  
CHAPTER, IAAP

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.

Newsletter Editor: Michelle Smitherman

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### "LAUGHTER IS THE BEST MEDICINE"

Subject: 3 Wishes

A sales rep, an administration clerk and their manager are walking to lunch when they find an antique oil lamp. They rub it and a genie comes out in a puff of smoke.

The genie says, "I usually only grant three wishes, so I'll give each of you just one."

"Me first! Me first!" says the admin clerk. "I want to be in the Bahamas, driving a speedboat, without a care in the world." Poof! She's gone.

In astonishment, "Me next! Me next!" says the sales rep. "I want to be in Hawaii, relaxing on the beach with my personal masseuse and the love of my life." Poof! He's gone.

"Okay, you're up," the genie says to the manager. The manager says, "I want those two back in the office after lunch."

Moral of the story: Always let your boss have the first say.

FIRST COAST  
WHO'S WHO

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## Words of Wisdom

"Shaping the Future" is the theme for IAAP 2006-07 fiscal year. February 19th is President's Day, and here is a quote from past president, Harry S. Truman, 33rd President of the United States: "We know that helping others is the best way - probably the only way to achieve a better future for ourselves." - Shirley F. Durrant, CPS/CAP

## Member Spotlight

Welcome New Members  
Congratulations  
Promotions  
Carol Chestnut was promoted to Executive Assistant in November, 2006  
Celebrating Years of service with I.A.A.P.  
January 2007 Ruth Davis CPS/CAP 11 years

## Administrative Professionals Week®

Administrative Professional's Week & Day

Administrative Professionals Week® - Always observed annually during the last FULL week in April, standard Sunday through Saturday calendar week. April 22-28, 2007

Administrative Professionals Day® - Observed annually the Wednesday of Administrative Professionals Week - Wednesday, April 25, 2007

Preliminary plans to make Administrative Professionals Week & Day 2007 for the First Coast Chapter extraordinary are underway.

1. Monday, April 23, 2007 - IAAP Kickoff Lunch - Maggiano's
2. Week - could be other events, such as 96.1's annual event
3. Wednesday, April 25, 2007 - UNF has all day event, IAAP chapter has booth
  - a. 50/50
  - b. raffle with prize
  - c. IAAP gift for UNF door prize

