



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
- 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

## President's Corner

Happy New Year to all of you and your families. 2006 was a very exciting year! We started off by achieving the honor of being a "Distinguished Chapter" within 10 days of chartering our First Coast Chapter! Whew – could NOT have done that without all the support of all of you! We have continued to have a healthy growth and are now at 56 members, but of that, I know of some on the roster that are no longer members, so we want to maintain our growth initiatives. Invite guests to all meetings – spread the word!

It will be important to attend as many meetings as you can, learn and share with all of us – the more we learn from one another! Our meeting in January we have Joe Franks of the Avery/Dennison Company visiting us and he will bring lots of "organizational" goodies with him! PLEASE PLAN TO ATTEND IF AT ALL POSSIBLE. We really want to have a great turnout as we are new and it's difficult to get on their calendar. They are also one of the "Award" giving IAAP partners!

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

In February, Florence Jandreau, our Division President, will be visiting us. Some of you may have met here as she was here when Helen

Adams chartered our chapter in June of 2006. So mark your calendars for that meeting as well.

**PLAN NOW**

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

*Ft. Myers Chapter Workshop*  
Sat., January 27, 2007 – 8:30am – 4pm  
Location: Clarion Hotel, Ft. Myers  
\$59.00 (includes lunch)

*Florida Division Spring Seminar*  
Sat., February 10, 2007 - 9am – 3pm  
Location: University of South Florida,  
Tampa \$49.00 (includes lunch)

*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*

**VOLUNTEERS NEEDED**

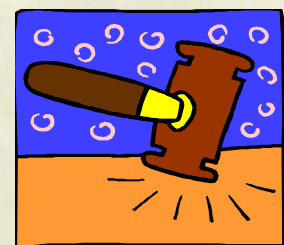
**IMPORTANT:** We very much need the following:

1. Volunteers to start forming a committee for the April '07 Administrative Professionals Week events.
2. A chairperson and members to assist with the *Membership Committee*.

3. A chairperson and members to assist with the *Ways & Means Committee*.
4. A chairperson and members to start planning the *Nomination Committee process for the June '07 – May '08 year!*

What types of activities do you enjoy? We would love to have as many of you as possible involved in our activities and committees, to hold offices in the Chapter, and participate in whatever ways are fun and rewarding for you personally. Let us know what we can do to have your membership truly fun and worthwhile for you. Tell us what topics you would like to have speakers come and talk to us about, etc.

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



# VP Voice



History of APD and APW (think in IAAP abbreviations or acronyms – this is a training session). Annually, administrative professionals, world-wide, celebrate their own day and week – YOUR DAY and YOUR WEEK!! This designation was established, originally in 1952, as “National Secretaries Week” by the National Secretaries Association (NSA), now re-named International Association of Administrative Professionals (IAAP) in conjunction with public relations executive Harry Klemfuss and a consortium of office product manufacturers. It was established in an effort to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers. In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day to Administrative Professionals Week (APW) and Administrative Professionals Day (APD) to keep pace with changing job titles and expanding responsibilities of today’s administrative workforce.

Over the years, the former Secretaries Week and current Administrative Professionals Week has become one of the largest workplace observances—the floral shops have aided us in this endeavor!! This special week brings together millions of people for community events, educational seminars, and individual corporate activities recognizing support staff with appreciation lunches and gifts.

IAAP suggests that employers observe Administrative Professionals Week by providing train-

ing for their administrative staff through seminars, continuing education or self-study materials. Another suggestion is to make a commitment toward delegating responsibilities that better utilize the skills of administrative professionals. Most of this information was found on the IAAP Website, [www.iaaphq.com](http://www.iaaphq.com); of particular interest is a spot that lists many events that have been held by chapters all across the nation, in celebration of our special day and week – take a look!!

March (date to be announced) Mayoral Proclamation of the APD and APW at court house, group picture is taken – be there or be square!

April 23<sup>rd</sup> – “Kickoff” Luncheon, the first Monday of the APW

April 25<sup>th</sup> – Man a booth at UNF’s Annual Administrative Professionals Week event

TBA – Participate with Channel 96.1 Radio, if they reenact their annual APW celebration.

*January 27, 2007, Saturday-Fort Myers*

IAAP Fort Myers Chapter is offering a Workshop 10 to 4, registration starts at 9:30 a.m. for \$59.00, this includes lunch. Three sessions valued at 4 recertification points, or 4 hours of education for most of us, who have yet to be certified. The sessions are entitled: Leadership Strategies, The Land of Ahs, and Avery Dennison will speak on “When the Impossible is Due Now”.

# Membership

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

?áEvery recruiting member that brings a guest gets to pull from Grab Bag.

?\_Candy bar/prize certificate to new person, “happy to have you.”

?LIf 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:	\$1,634.50
Membership	\$844.50
Ways & Means	\$215.00
Hospitality	\$342.00
Fundraising	\$225.00
Miscellaneous	\$8.00

## EARN THE CERTIFIED PROFESSIONAL SECRETARY (CPS) RATING OR CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP) RATING

Professional certification shows employers, clients and associates that you are committed as a professional.

Certification is a mark of excellence that you carry with you everywhere you go.

Certification provides opportunities to enhance your career success through:

**JOB ADVANCEMENT** – certification gives you a competitive edge for promotion and hiring.

**PROFESSIONAL SKILLS** – you will learn more about office operations and build skills by studying for and taking the CPS and CAP exam.

**SALARY** – A recent IAAP membership profile study shows that CPS holders earn an average of \$2,228 more per year than those who do not have certification.

**ESTEEM** – Attaining certification demonstrates to your employer and yourself that you are committed as a professional.

With the above information in mind, several of our Chapter members plan on taking either one or both of the exams. They are committing to a study group that will meet at least one Saturday a month, until time of the exam.

Other members are encouraged to join them. The date to start, place to meet, time frame for the sessions will be mutually decided by the interested members.

More detailed information can be found about certification by going to [www.iaap-hq.org](http://www.iaap-hq.org) home page and look at the drop downs under Professional Certification. Be sure to check out the Frequently Asked Questions, Forms and CPS/CAP Review Materials/Courses.

Following are the dates and deadlines for 2007 CPS and CAP exam administrations:

<u>Exam Dates</u>	<u>Deadline Dates</u>
May 4-5	February 15
November 2-3	August 15

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

Examination Center in Jacksonville will be held at the following location: FCCJ Open Campus – Urban Resource Center 601 West State Street (This is on north side of State Street between Broad and Jefferson Streets.)

Your Certification Committee members will be glad to help. Please feel free to contact us. Members are Ruth Davis, Debbie Prinz and Patty Reed. Phone information listed in Chapter Members Contact Directory.

# Events

## January 2007

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3  Gayla Harman	4	5  Kathryn Chapman	6
7	8	9 Chapter Board	10	11	12	13
14	15	16 Chapter Meeting  Deborah Floyd & Kathy Lynch	17	18	19  Brenna Urfer	20
21	22	23	24	25	26	27 Ft. Myers Chapter Workshop 8:30am-4pm
28	29	30  Donna Burnnett	31			







**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

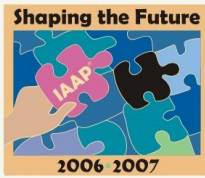


*Happy Birthday to:  
A belated birthday wish to Brenda Deavers*

## February 2007

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

WE'LL SOON BE ON  
THE WEB!



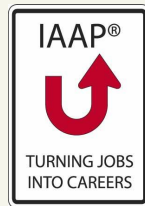
FIRST COAST  
CHAPTER, IAAP

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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E-mail: michelle.smitherman@compassbank.com



CHANDLER's 5 C's

a **COMMITMENT**

We must be committed to action and not just words.

a **CONTINUED EDUCATION**

Ronald E. Osborn said: "Unless you try to do something beyond what you have already mastered, you will never grow."

a **COMMUNICATION**

In today's workplaces, everything revolves around GREAT communication. Moreover, even the best communicators continually seek to improve their skills.

a **CREATIVITY**

According to a recent survey, when senior management was asked to state the most important and valued traits in workers, they said "creative problem-solving and the ability to generate new ideas."

a **CONNECTIVITY**

Connectivity is everyone's responsibility - yours and mine. It takes all of us working together with our members to achieve that vital association link.

FIRST COAST  
WHO'S WHO

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Member  
Spotlight

Welcome New Members

Nov. 1st	Mella Christian	Brooks Health
Nov. 1st	Margaret Fisher	FCCJ
Nov. 1st	Lili High	FCCJ
Dec. 1st	Carrie Franklin	Brooks Health
Dec. 1st	Jamie Sullivan	Aerotek
Dec 1st	Cathy Grant (transfer)	

Congratulations

Promotions

Dee Dee Gisewhite promoted to Events Coordinator  
Debbie Printz promoted to Events Coordinator  
Patti Reed promoted to Executive Assistant

Newly Wedded Bliss

Charrice Sewell now Mrs. Charrice Inniss, Brooks Health

Well Wishes

Joy Culbertson we wish you a speedy recovery. Get well soon.

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

