



# 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
- 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

## President's Corner



Celebration of the Administrative Professional is world-wide!!!  
April 22—28, 2007

All over the world, there are varied types of celebrations, professing the value of the "Administrative Professional" – our chapter is involved in the following during Administrative Professional Week (APW).

March 29<sup>th</sup>, Thursday at 1:00 p.m., the Mayor will Proclaim: April 22 - 28, 2007, as Administrative Professionals Week! The chapter is usually provided with a group picture, with the mayor, after the event.

Monday, April 23<sup>rd</sup>, 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 25<sup>th</sup>, is Administrative Professionals Day (APD) and 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 22<sup>nd</sup> Annual Administrative Professionals Conference & Expo, 8 to 5pm event, including lunch. **Be sure to register by March 30, 2007 at \$199.** This year you can invite your Boss to join you for "lunch only" \$35. Register on-line @ [www.ce.unf.edu](http://www.ce.unf.edu) using Priority Code: C2

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"!!! **Deadline for nominations is March 30th!!**

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.

*Julie Smith  
First Coast Chapter President*

### PLAN NOW

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

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.*

# VP Voice



IAAP does Installation of Officers

On January 22, 2007, IAAP members, Ruth Davis CPS/CAP, Shirley Durrant CPS/CAP and Gayle Angell, CPS, Member-at-Large, retired, conducted the annual Installation Ceremony for new officers at the PSI Mandarin Center's Residents' Association.

The Ceremony allowed the officers to affirm their obligations to uphold the purposes of the association. They agreed to add their time, energy and thoughts to the collective will of all residents, achieving goals and objectives through cooperation.

New officers are Ginger McGee, President. Gingers' lighting of a white candle stood for the varied duties of this office, as white is a mixture of all colors.

Rita Lange accepted the office of Vice President and lit a red candle, symbolizing the courage expected of her in her new position.

Colean Hodge is the new Secretary and the green candle she lit, is symbolic for the records she will keep.

Betty Dunham will be the new Treasurer and lighting a blue candle stood for the truth and honesty expected of her new duty.

The ladies were each presented a rose, and their picture is above, the ladies left to right are Betty Dunham, Colean Hodge, Rita Lange, and Ginger McGee.

## 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



"Alone we can do so little; together we can do so much." - Helen Keller

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." - Andrew Carnegie

### A GREAT BIG THANK YOU TO ALL THOSE WHO DONTATED ITEMS OR WORKED THE 1<sup>ST</sup> BI-ANNUAL, FIRST COAST CHAPTER OF IAAP, GARAGE SALE!!!

What a successful event this was for our Chapter!!! We raised over \$470.00 for our Education Fund. A great big THANK YOU to Julie Smith, Brenna Urfer, Cathy Grant, Leshell Hartney, Shirley Durrant, CPS/CAP, Donna Burtnett, Jan MacLean, Ruth Davis CPS/CAP and of course, Mr. Julie Smith, who all came out to set up, sell and break down our garage sale site. This Chairperson could not have done it without all of their help!!!

The weather was great, not too sunny and certainly no rain, however I think we all walked away a bit redder (sunburned) than when we arrived at 6:30 am to begin the set up. Right at 7 am, before we were even done setting up, we had our first customers and our first sales. The day continued with bits and spurts of customers milling around and going through each of the tables that were set up with bric-a-brac items, clothes, shoes, handbags, games, toys and holiday items.

Not every customer bought items; in fact some of our very best customers were those of us working the garage sale!!! Yes, we tried to keep each other from going home with more than we brought with us, however a few of us did purchase some great buys!!!!

We thought this was such fun, and we did such a great job, that we could do this again in the Fall, making this a bi-annual event that will continue to raise monies for our Education Fund.

A special thanks to Joe Farhad, the manager at K-Mart who was so kind as to allow our organization to hold the event at the front of his parking lot. It was a great location with easy access which led to our success. The remaining items, were donated to Hubbard House, who came by after the sale to pick up the boxes for use in their Thrift Store. Items that Hubbard House would not take we donated to the Salvation Army and PSI Mandarin Independent Living Facility. All in all this was a great day! - by Patti Reid, Chairman



# 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 Mayoral Proclamation	30	31

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

Division Conference in Sarasota June 22-24, 2007

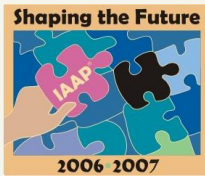
International Conference in Tampa July 29-August 1, 2007

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

# 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					

WE'LL SOON BE ON  
THE WEB!



## Member Spotlight

FIRST COAST  
WHO'S WHO

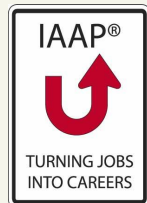
FIRST COAST  
CHAPTER, IAAP

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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### Celebrating Years of service with I.A.A.P.

March 2007 Mary Atwood 24 years  
March 2007 Ann Harrell 4 years

### Well Wishes

Thinking about Joy Culbertson, as she  
recoups, we miss you!!

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## Note from the editor

Please note a correction under Committee Chairs (page one), for Historian/Scrapbook chairperson. February's newsletter listed Kaye Reyes as chairperson for the Historian/Scrapbook please note that correction has been made as Jesusa Browning is the chairperson and Kaye Reyes Co-Chair.

## Administrative Professionals

According to the US Dept. of Labor, Bureau of Labor Statistics:

Secretaries and administrative assistants held about 4.1 million jobs in 2004, ranking among the largest occupations in the U.S. economy. The following tabulation shows the distribution of employment by secretarial specialty:

Secretaries, except legal, medical, and executive	1,934,000
Executive secretaries and administrative assistants	1,547,000
Medical secretaries	373,000
Legal secretaries	272,000

Secretaries and administrative assistants are employed in organizations of every type. Around 9 out of 10 secretaries and administrative assistants are employed in service providing industries, ranging from education and health care to government and retail trade. Most of the rest work for firms engaged in manufacturing or construction.