



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:
Brenda Deavers
- 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



At our April 17th First Coast Chapter meeting, we presented the slate of nominations for officers for the June 2007 – May 2008 year. Congratulations to all nominated for the various officers! Great job by Leshell Hartney and Linda Cason as Co-Chairs for our first election process!

Meet your new 2007-2008 First Coast Chapter Officers!!

President:	Julie Smith
President-Elect:	Michelle Smitherman
Vice President:	Shirley Durrant
Secretary:	Donna Burtnett
Treasurer:	Brenna Urfer

We encourage each of you to consider mentoring with these officers and consider being a Chapter Officer in the future. It is an excellent professional development adventure!

Installation of the officers will be held at our May 15th meeting – please be sure to come and show your support, share ideas for our upcoming year as to what you would like us to have for your personal/professional development, as well as see what committee you might enjoy working on this coming year!

Administrative Professionals Week “Kick-off” Party

What a fantastic event this was. We had 80 people in attendance. Our guest speaker, Teala Milton, Chief Public Affairs Officer at JEA, had a great talk on “Repot Yourself . . . The Blooms will Amaze You!” Our hats off to our co-chairs, Shirley Durrant, CPS/CAP and Patti Reed for all their hard work, and to all our greeters and helpers that made this flow so well and, to Maggiano's for the fine food and service. Loads of guests won great door prizes and one lucky person at each table got to take home a beautiful centerpiece. Be sure to plan and save the Monday of Administrative Professionals Week next year so you can attend our Chapter-hosted event.

We welcome feedback and suggestions for planning events for our 2007-2008 events. Also offer suggestions/ideas for fundraising activities, community activities, and as mentioned earlier, suggestions as to professional and personal development topics you would like our Chapter to offer in the upcoming year!!

Volunteers, committee members, committee chairpersons are always needed – talk to any of the members or Chapter Officers about things that interest you and what you would like to help with or work on for our 2007-2008 year! This is YOUR Chapter and we want to develop events and information that are of interest to us all. We can only be as successful as our members are active and participative. Let us have your ideas!!

Mark your calendars now to attend the May 15 Chapter meeting at Brooks, 3599 University Blvd. South, Jacksonville, FL 32216 (3rd floor classroom). Call Julie Smith, Chapter President, for additional information and to RSVP attendance for seating and catering purpose.

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A big thanks for volunteering goes to Patti Reed and Michelle Smitherman who accepted the Program Committee for 2007/08 Chapter fiscal year - they attended meetings, they heard what members wanted and BINGO, came up with a tentative schedule for the whole year!!! Together they estimate it took three hours to culminate the initial list, so be thinking of how YOU can handle this, next year --- we all have talents and are creative, and can give time to this chapter!! To the Right is the prospectus - good job, ladies!!!

Your VP, ShirleyD

VP Voice

Date	Schedule
May 2007	Installation of Officers Short skill class - Email Etiquette
June 19, 2007	Business Meeting Advanced Word
July 17, 2007	Business Meeting Living Wills -Community Hospice
August 21, 2007	Business Meeting Advanced PowerPoint
September 18, 2007	Business Meeting Public Speaking
October 16, 2007	Bosses Day Dinner Business Meeting Short skill class - Telephone Etiquette
November 13, 2007	Business Meeting Survey for upcoming Skill Classes
December 18, 2007	Business Meeting Christmas Social
January 2008	Business Meeting Taxes (maybe vendor for Turbo Tax or CPA)
February 2008	Business Meeting How to Prevent Identity Theft
March 2008	Business Meeting Emotional Intelligence
April 2008	Business Meeting TBD (based on survey)
May 2008	Installation of Officers

President's Corner (Continued)

22nd Annual Administrative Professionals Conference & Expo!!

WOW – what an exciting event!! IF you did not go this year – be sure to plan to attend next year. It is always the Wednesday (Administrative Professionals Day) of Administrative Professionals Week and it is well worth every minute. There were over 900 registered this year – the highest in UNF's 22-year history of offering this event. Our very own chapter member, Margaret Hardy, of UNF Continuing Education, was the planner/organizer with others of their staff and, I must say, they did an outstanding job putting all the symposiums, vendors, and events together.

It was exciting to partner with UNF in hosting the inaugural “Assistant of the Year” and “Boss of the Year” city-wide. Marcus Dooley, principal of McRae Elementary School was selected as “Boss of the Year”. I was extremely honored when selected as the “Assistant of the Year” and hope to live up to that honor in the future years. We would like to thank our members of Aerotek for receiving, viewing and judging the nominations received for this year's event. They abided by a very strict ethic - blanking out names applicable to the nominations so that there would be no name recognition when the judging process began. Their time and energy is greatly appreciated.

Lite 96.1 “After Party” at the Crowne Plaza – This was a lot of fun. Good music, great food and plenty of prizes. Be sure to attend any events with Lite 96.1 involved, as you are guaranteed a great time. Arthur Crofton and Valerie Seagraves, of the Morning Show did an outstanding job, both at the Expo and the after party. Be sure to listen to them each morning for lots of fun and information, plus – of course – lots of great music.

Julie Smith
First Coast Chapter President

May 2007

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8 Chapter Board	9	10	11 Paula Austin-Lloyd 	12
13 Mother's Day	14	15 Chapter Meeting	16	17	18	19
20	21	22 Linda Johnson 	23	24 Carmen Simkanich 	25	26
27	28 Jesusa Browning 	29 Mary Atwood 	30	31		





Don't forget to mark your calendar:

Division Conference in Sarasota June 22-24, 2007

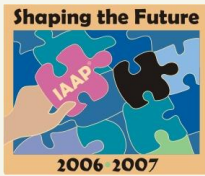
International Conference in Tampa July 29-August 1, 2007

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

June 2007

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5 Chapter Board	6 Joy Culbertson 	7	8 Carol Chestnut 	9
10	11	12	13	14 Shirley Durrant 	15	16 Donna Wingo 
17	18	19 Chapter Meeting	20	21	22	23
					Division Conference Sarasota	
24 June 22-24	25	26	27	28	29	30

WE'LL SOON BE ON
THE WEB!



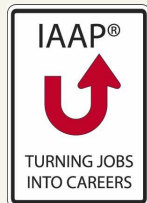
FIRST COAST
CHAPTER, IAAP

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.

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Conference Spotlight

IAAP Annual Convention & Education Forum Future Dates/Sites

2007: Tampa, Florida, July 29-August 1
Tampa Convention Center

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
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Laughter is the best medicine

In a London department store:
BARGAIN BASEMENT UPSTAIRS

In an office:
WOULD THE PERSON WHO TOOK THE STEP LADDER YESTERDAY PLEASE BRING IT BACK OR FURTHER STEPS WILL BE TAKEN

In an office:
AFTER TEA BREAK STAFF SHOULD EMPTY THE TEAPOT AND STAND UPSIDE DOWN ON THE DRAINING BOARD

Outside a secondhand shop:
WE EXCHANGE ANYTHING - BICYCLES, WASHING MACHINES, ETC. WHY NOT BRING YOUR WIFE ALONG AND GET A WONDERFUL BARGAIN?

"Happy Mother's Day"
Means More

***"Happy Mother's Day" means more than have a happy day.
Within those words lie lots of things we never get to say.***

***It means I love you first of all, then thanks for all you do.
It means you mean a lot to me, and that I honor you.***

***But most of all, I guess it means that I am thinking of
Your happiness on this, your day, With pleasure and with love.***

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!