



F I R S T C O A S T C H A P T E R , I A A P

P R E S I D E N T ' S C O R N E R

CHAPTER OFFICERS:

- **President:**
Iris Ojeda
- **Vice President:**
Keri Kidder
- **Secretary:**
Shirley Durrant CPS/CAP
- **Treasurer:**
Brenda Deavers

COMMITTEE CHAIRS:

- **Audit & Scholarship**
Kathy Lynch CPS/CAP
- **Awards/Recognition & Nominations**
Debbie Latek
- **By-Law & Standing Rules:**
Shirley Durrant CPS/CAP
- **Certification & Programs**
Patti Reed CAP
- **Community Service:**
Clayton Harris
- **Membership, Ways & Means:**
Julie Smith
- **Newsletter:**
Denise Pusateri CPS
- **Parliamentarian**
Linda Montonera
- **Hospitality**
Gena Marlow
- **Publicity**
Keri Kidder
- **Student Chapter:**
Patricia Garrett, FCCJ
- **Website:**
Jan MacLean

If you are interested in serving as a committee chair or helping on a committee, please contact Iris Ojeda.

Ah, the end of the year. Time for the holidays and more importantly, reflection. We tend to be too busy during the year to spend time with family and friends. My wish is that each of you would take a breather and spend time with those special folks and tell them you love them.

December will be a very short business meeting and the holiday potluck. I have seen the proposed menu and will not have lunch the day of our meeting. I will work off the meal with the dancing. Remember, bring your dancing shoes as we will be having some "Electric Slide", "Cha Cha Slide", Achy Breaky Heart" and maybe a little sweating to the oldies. Need to leave those calories at the meeting. Have any others, bring your music and your energy, we will be open to all dances.

The First Coast Chapter is going to get busy soon. We need to begin focusing on the IAAP First Coast Chapter Office Elections that are held in May 2009. If you are interested in applying for a position, this is the time to get your name in the bucket. Our VP, Keri, has put together a great article with lots of information that warrants reading. If interested, contact me and I will help you, as our Division President, Laurie Boehm would say, "get your shoes on for the running".

In February, we extended an invitation to our chapter meeting, to Board Liaison, Candy Puls. We are excited that she has accepted and will be in attendance to answer any board questions you may have. The board also has many open committees, which you as a chapter member, could fill.

We will have our 3rd annual Yard Sale in March for the benefit of a worthy college student. We are financially half way there but still have a ways to go. If you have any items that you wish to donate to the event, give me a call, I will figure out where I can store them.

April is our 2nd annual cruise, "IAAP Navigating to Mexico-2009". We still have available raffle tickets for \$10. Win the raffle, to be selected February 15, 2009 and you will go for free! We will also be holding our 3rd annual Administrative Professionals Luncheon. Please find more information on the luncheon on our website: www.iaapfirstcoast.com.

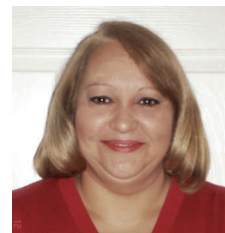
May we will hold our elections for new officers. We will be losing Brenda Deavers, our Treasurer and her tenure expires. Brenda has done a fabulous job and someone has some big shoes to fill.

June is the Florida Division Annual Meeting, (FDAM). I am proud to say that I was the first to pay for my entry ticket from the entire division. I wanted to get it out of the way so there were no issues later. We continue to sell raffle tickets for \$5.00 to attend the FDAM. The winner will have the entire \$175 registration to the event.

See Brenda for your tickets.



Iris Ojeda
First Coast Chapter President



Vice-President's Voice:

We need start the focus on the IAAP First Coast Chapter Officer Elections that are held in May 2009. I want everyone to understand the criteria to become elected to an office. I also want to see and encourage members who are new to step-up and take on some of the committee Chair positions. It does not require a lot of your time and is very rewarding and important to our chapter. I will help you. You have my commitment!

Chapter President

- Must be a Professional or Professional Merit member for IAAP for 1 year prior to election.
- Must have served as an Officer or Committee Chair for at least 1 year prior to election.
- Must be bondable with no criminal history and pass credit history check by the bank.
- Must provide their qualifications for President position to Chapter Nominating Committee by April.
- Must be elected by the Chapter members by ballot vote at the May meeting.

Some qualifications for President may include previous leadership, public speaking, financial planning, and supervisory skills. Also extensive knowledge of IAAP rules and regulations is needed.

Chapter Vice-President

- Must be a Professional or Professional Merit member for IAAP for 1 year prior to election.
- Must have served as an Officer or Committee Chair for at least 1 year prior to election.
- Must be prepared to step into the President position should the current President not fulfill their term.
- Must provide their qualifications for Vice-President position to Chapter Nominating Committee by April.
- Must be elected by the Chapter members by ballot vote at the May meeting.

Some qualifications for Vice-President may include previous leadership, public speaking, financial planning, and supervisory skills. Also extensive knowledge of IAAP rules and regulations is needed.

Chapter Secretary

- Must be a Professional or Professional Merit member for IAAP for 1 year prior to election.
- Must have served as an Officer or Committee Chair for at least 1 year prior to election.
- Must provide their qualifications for Secretary position to Chapter Nominating Committee by April.
- Must be elected by the Chapter members by ballot vote at the May meeting.

Some qualifications for Secretary may include previous business writing skills, organization skills, excellent listening skills, and attention to detail.

Chapter Treasurer

- Must be a Professional or Professional Merit member for IAAP for 1 year prior to election.
- Must have served as an Officer or Committee Chair for at least 1 year prior to election.
- Must be bondable with no criminal history and pass credit history check by the bank.
- Must provide their qualifications for Treasurer position to Chapter Nominating Committee by April.
- Must be elected by the Chapter members by ballot vote at the May meeting.

Some qualifications for Treasurer may include previous financial roles, Microsoft Excel expertise, excellent math skills, and understanding of forecast modeling.

The committees are extremely important this year as we are doing many different things to strengthen our chapter! All you have to do is step-up and say, “I want to be a committee chair!” and I will give you all the tools you need to become a success at your chosen committee. We have some openings!!!!

Also don’t forget that to be elected to an officer position you must serve as any committee chair for 1 year!

We have 2 open Committee Chair positions and we need to fill them. Contact me at 904-954-6173 to become the chair. If you step-up TODAY I will personally, out of my own pocket, give you a \$25.00 gift card to Target! I am that dedicated to getting people involved in our Chapter.

Community Service Chair- Available NOW!! This position will assist in the volunteer and fundraising efforts for our chosen non-profit agencies. This person should be passionate about helping others and able to work with the agencies to assist them. They are the point of contact for donations and responsible for delivery to the agencies. This position takes approximately 2 hours per week to chair.

Hospitality/Reception Chair-Available NOW!! This position is responsible for soliciting all of our meeting meals, sending out birthday, anniversary, and sympathy cards to members, and being the person who at our chapter meetings makes everyone feel welcome and special. This person should be extremely outgoing and not afraid to talk to everyone. They assist the treasurer in meeting set-up, selling items, and keeping sign-in sheets up to date at meetings. This position takes approximately 2 hours per week to chair.

Listed are the current committees and who is the chair at this time.

We always can use more ideas and assistance so don’t be afraid to ask ANY chair what you can do to become next year’s chair or serve on a committee!

- Certification/Programs & Education-Patti Reed
- Historian /Scrapbook-Keri Kidder
- Public Relations-Keri Kidder
- Membership- Julie Smith
- Student Chapter-Julie Smith
- Ways and Means-Julie Smith
- UNF and APW Events- Julie Smith
- Newsletter-Iris Ojeda
- Website- Jan MacLean
- All Chapter Awards and Recognition-Debbie Latek
- Yearly Officer Nominations-Debbie Latek
- Scholarship-Kathy Lynch
- Financial Audit-Kathy Lynch
- Florida Division 2010/2011 Bid-Iris Ojeda/Julie Smith/Patti Reed



Keri Kidder
Chapter Vice-President

Secretary's Selections:

The History of 'APRONS' , an email from my sister – Katie.

The principal use of Grandma's apron was to protect the dress underneath, but along with that, it served as a **potholder** for removing hot pans from the oven.

It was wonderful for **drying children's tears**, and on occasion was even used for cleaning out **dirty ears**.

From the chicken coop, the apron was used for **carrying eggs**, fussy chicks, and sometimes half-hatched eggs to be finished in the warming oven.

When company came, those aprons were ideal hiding places for **shy kids**.

And when the weather was cold, grandma wrapped it **around her arms**.

Those big old aprons wiped many a **perspiring brow**, bent over the hot wood stove.

Chips and kindling wood were brought into the kitchen in that apron.

From the garden, it carried all sorts of **vegetables**. After the peas had been shelled, it carried out the hulls.

In the fall, the apron was used to bring in **apples** that had fallen from the trees.

When unexpected company drove up the road, it was surprising how much furniture that old apron could **dust** in a matter of seconds.

When dinner was ready, Grandma walked out onto the porch, **waved her apron**, and the men knew it was time to come in from the fields to dinner.

It will be a long time before someone invents something that will replace that 'old-time apron' that served so many purposes.

REMEMBER: Grandma used to set her hot baked apple pies on the window sill to cool. Her granddaughters set theirs on the window sill to thaw. They would go crazy now trying to figure out how many germs were on that apron. I don't think I ever caught anything from an apron--except **love**.

*Yesterday is History, Tomorrow a mystery.
Today is a gift. That is why it is called the Present!*

Live simply. Love generously. Care deeply. Speak kindly.



Shirley Durrant CPS/CAP
Chapter Secretary

“Coping Tree”

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Breathe

Stay busy

Drink water

Go for a walk

Take a vacation

Go to a funny movie

Spend time with friends

Avoid alcohol and sweets

Volunteer for an IAAP Project

Do something for someone else

Attend IAAP; bring a friend/co-worker

Think positive n Smile - it will do you good

Do something you have always wanted to do

Invest energy in making someone else happy

Laugh

A Lot!

Recently I overheard a mother and daughter in their last moments together at the airport. They had announced the departure.

Standing near the security gate, they hugged and the mother said, *'I love you and I wish you enough'*.

The daughter replied, 'Mom, our life together has been more than enough. Your love is all I ever needed. *I wish you enough, too, Mom'*.

They kissed and the daughter left. The mother walked over to the window where I was seated. Standing there I could see she wanted and needed to cry. I tried not to intrude on her privacy but she welcomed me in by asking, *'Did you ever say good-bye to someone knowing it would be forever?'*

'Yes, I have,' I replied. 'Forgive me for asking, but why is this a forever good-bye?'

'I am old and she lives so far away. I have challenges ahead and the reality is - the next trip back will be for my funeral,' she said.

'When you were saying good-bye, I heard you say, *'I wish you enough'*. May I ask what that means?'

She began to smile. 'That's a wish that has been handed down from other generations. My parents used to say it to everyone'.. She paused a moment and looked up as if trying to remember it in detail and she smiled even more. 'When we said, *'I wish you enough'*, we were wanting the other person to have a life filled with just enough good things to sustain them'. Then turning toward me, she shared the following as if she were reciting it from memory.

I wish you enough sun to keep your attitude bright no matter how gray the day may appear.

I wish you enough rain to appreciate the sun even more.

I wish you enough happiness to keep your spirit alive and everlasting.

I wish you enough pain so that even the smallest of joys in life may appear bigger.

I wish you enough gain to satisfy your wanting.

I wish you enough loss to appreciate all that you possess.

I wish you enough hellos to get you through the final good-bye.

She then began to cry and walked away.

They say it takes a minute to find a special person, an hour to appreciate them, a day to love them but then an entire life to forget them.

TAKE TIME TO LIVE...

To all my friends and loved ones,

I WISH YOU ENOUGH



Upcoming Events	
Tuesday, December 2	Chapter Board Meeting
Wednesday, December 10	PSI Mandarin Center Quality Advisory Board Meeting 6pm
Monday, December 15	Community Service Event— PSI Mandarin Holiday Potluck 6pm
Tuesday, December 16	Chapter Membership Meeting Holiday Potluck and Line Dancing Instruction
Thursday, January 1, 2009	HAPPY NEW YEAR
Tuesday, January 6	Chapter Board Meeting
Tuesday, January 20	Chapter Membership Meeting Program: Working in the Team Environment, Dr. Jose Lepervanche
Tuesday, February 3	Chapter Board Meeting
Sunday, February 15	Winner of Navigating to Cozumel chosen
Tuesday, February 17	Chapter Membership Meeting Program: Web Conferencing; Office Arrow presenting
Saturday, February 21	Flan in Gainesville



WIN A FREE CRUISE – \$10 A TICKET!

COZUMEL, MEXICO
April 30 – May 4, 2009
Drawing to be held February 15, 2009!

Name: _____

Contact #: _____

Email Address: _____

Sponsored by:
The First Coast Chapter of
The International Association of
Administrative Professionals
www.iaapfirstcoast.com

Ticket has no cash-in value. **\$337.16 pp** Prices **INCLUDE port charges and taxes** to be used towards the 2009 Cozumel cruise only. Sorry no refunds. Ticket does not need to be presented to win.

Mail your check or money order and this **TICKET** to: (Make copy for your records.)
FIRST COAST CHAPTER IAAP
NOTE: 2009 Cruise Drawing
P. O. BOX 19635
JACKSONVILLE, FL 32245



*Turning Jobs
Into Careers®*

CERTIFICATION NEWS

Future CPS & CAP Exam Dates and Deadlines

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

Exam Dates: **Deadline Dates:**
May 1-2, 2009 Feb 13, 2009

Pins for sale! Wear your pride! They make great Holiday gifts. Get yours before they are gone! \$6.00 each. See Brenda Deavers

