



# 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
- **President-Elect**  
Michelle Smitherman
- **Vice President:**  
Shirley Durrant CPS/CAP
- **Secretary:**  
Donna Burtnett
- **Treasurer:**  
Brenda Deavers

### COMMITTEE CHAIRS:

- **Membership:**  
Brenda Deavers
- **Membership Directory:**  
Iris Ojeda
- **Membership Historian:**  
Caroline Fleet
- **Student Chapter:**  
Patricia Garrett, FCCJ
- **Audit // Newsletter // Scholarship**  
Kathy Lynch CPS/CAP
- **Awards/Recognition // Nominations**  
Iris Ojeda
- **By-Law & Standing Rules:**  
Shirley Durrant CPS/CAP
- **Certification:**  
Ruth Davis CPS/CAP
- **Community Service:**  
Caroline Fleet & Deborah Latek
- **Parliamentarian**  
Linda Lontonera
- **Program:**  
Patti Reed & Michelle Smitherman
- **Hospitality:**  
Keri Goley
- **Ways & Means:**  
Patti Reed, Julie Smith  
Shirley Durrant CAP
- **Website:**  
Jan MacLean



**Wow!** – what a great start to our new year! So many plans for this year and I encourage all of you to check our terrific website on a regular basis - [www.iaapfirstcoast.com](http://www.iaapfirstcoast.com) Remember, this is where you will find our newsletters, meeting information, upcoming activities – it's all there with a “click of your finger!” Share with your friends and co-workers – invite them to visit our meetings with you to learn more about our chapter!

Wish you had come along – we (Julie Smith, Michelle Smitherman, Donna Burtnett, Linda Montonera, Caroline Fleet, Patti Reed and Iris Ojeda) caravanned to Merritt Island on Saturday, January 19 to the FLAN (Florida Local Area Networking) event hosted by the Central Brevard Chapter. It was fantastic! Loads of learning, sharing of ideas and fun. They have sent us a recap of ideas shared and if you are interested in reading, let me know and a copy may be sent to you. The entire Florida Division Board was there to share with us as well. They did a really neat networking/introductory event that we may just bounce off of you later! We covered topics such as **Membership** (Recruitment/Retention), Publicity, Education, Programs and Resources, as well as **CPS/CAP CERTIFICATION/RECERTIFICATION and APW/APD** (Administrative Professionals Week/Day).



Julie, Shirley & Linda work on another community service event—preparing Valentines to be distributed to children staying at Brooks' Rehab and Wolfson's Children's Hospitals! Help your chapter stay involved & active in the community! Volunteer!!!!

We have a lot of great things coming up, both on the local and on the Division side – so please be sure to check out upcoming events on our website and plan to come along to as many as you can – the more the merrier.

Soon you will be receiving information from Iris Ojeda, Nominations/Elections Chairperson, and I encourage each of you to review the positions available, the responsi-

*Julie Smith*  
First Coast Chapter President  
[Julie.Smith@brookshealth.org](mailto:Julie.Smith@brookshealth.org)



## VP VOICE

The month of January was a whirlwind of activity for members of the First Coast Chapter. Chapter members have continued on their volunteerism with the Jacksonville Animal Care and Control Center. Several members also participated in the annual installation of officers for the PSI Mandarin Center. Members of the First Coast Chapter serve on the advisory board for the center. Shirley Durrant CPS/CAP and Ruth Davis CPS/CAP, together with Gayle Angell, CPS (Member-at-Large retired) conducted the installation ceremony on January 28, 2008. Chapters members in attendance: Keri Goley, Michelle Smitherman, Ruth Davis, Shirley Durrant, Caroline Fleet, Debbie Latek and Laura Schwenn. Also attending was Loretta Meserve, daughter of Shirley Durrant. The ceremony included the presentation of the new re-instated "Janet Carlton Memorial Resident of the Year Award." Ginger McGee received the award that was presented by Gayle Angell.



*PSI Mandarin Center Officers—President Ginger McGee, Vice President Rita Lange; Treasurer Betty Dunham and Secretary Betty Presson*



*Shirley Durrant, CPS/CAP, Ruth Davis, CPS/CAP, and Gayle Angell CPS conduct the installation of officers for the PSI Mandarin Center held in January 2008.*

*Shirley Durrant CPS/CAP  
First Coast Chapter Vice President  
Shirley.Durrant@jaxport.com*



### PRESIDENT'S CORNER (CONT.)

bilities and expertise you could bring to one of these positions. Be sure to respond to Iris when she asks for your nominations – for yourself or for someone in the Chapter you feel would be a good leader of our Chapter. She will be explaining the process for the nominations, followed 30 days later by the elections/voting process and then the installation of our new officers at our June Chapter meeting. Laurie Boehm, current Florida Division President-elect will be visiting our June meeting to assist in the installation of officers and we would love for you to come, meet Laurie and share this exciting meeting. Laurie will be our 2008-2009 Florida Division President and has a lot she can share with us. So mark your calendars now for the third Tuesday nights of each month!! See you soon.

Remember also, it is not too late to join us on our IAAP Bahama Cruise – departing Port Canaveral for a wonderful networking/fun-filled cruise May 15 – 18, 2007! Please feel free to contact Connie Saunders, our cruise agent and jump on board; come cruise with us! Act now also to reserve your spot on our 2009 cruise out of Tampa to Cozumel. Reserve your spot early! **For information about our cruise – both this year to the Bahamas AND our 2009 cruise out of Tampa to Cozumel – be sure to contact Connie – see below!**

**Connie Saunders - YourCruiseAgents!!!**      **Cruise Planners - Jacksonville**  
phone: 904-322-7691      fax: 904- 322-8698      toll free: 866-499-4074  
[www.YourCruiseAgents.com](http://www.YourCruiseAgents.com)

Our February meeting is Tuesday, February 19, at the Brooks "Learning on Wheels" classroom, 1859 Hickman Road, Jacksonville, FL 32210 and we would love to have as many of you there as possible!

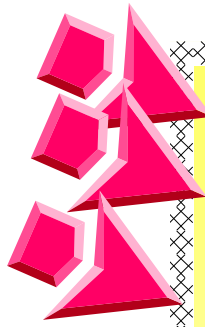
~~~~Julie~~~~



Gayle Angell CPS ,presents Ginger McGee with the re-instated "Janet Carlton Memorial Resident of the Year Award.



First Coast Chapter members: Keri Goley, Michelle Smitherman, Ruth Davis CPS/CAP, Caroline Fleet, Debbie Latek and Laura Schwenn volunteered to help out at the PSI Mandarin Center's annual installation of officers. Also attending was Loretta Meserve, daughter of Shirley Durrant CPS/CAP.




**Reserve your seat now!!!!**

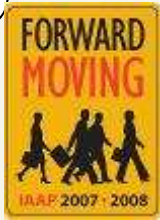
**First Coast Chapter IAAP  
2nd Annual  
Administrative Professional's Day Luncheon  
Wednesday, March 23, 2008**

Where: River City Brewing Company  
When: 11:30 a.m.—1:30 p.m.  
Guest Speaker: **Angela Spears**  
First Coast News Anchor  
Cost: \$35.00/person  
\$300.00/corporate table of 10

Visit the chapter website to get registration forms and further information!

Contact Iris Ojeda @ [iris.ojeda@citi.com](mailto:iris.ojeda@citi.com)  
for more information

| SUN                                                                                                 | MON                                                                                                            | TUE                   | WED | THU | FRI                                                                                        | SAT |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------|-----|-----|--------------------------------------------------------------------------------------------|-----|
| <b>March 2008</b>                                                                                   |                                                                                                                |                       |     |     |                                                                                            | 1   |
| 2                                                                                                   | 3                                                                                                              | 4<br>Board Meeting    | 5   | 6   | 7                                                                                          | 8   |
| 9<br>Daylight Savings' Time                                                                         | 10                                                                                                             | 11                    | 12  | 13  | 14                                                                                         | 15  |
| 16                                                                                                  | 17<br>St. Patrick's Day<br> | 18<br>Chapter Meeting | 19  | 20  | 21<br>Good Friday                                                                          | 22  |
| 23<br>Easter<br> | 24                                                                                                             | 25                    | 26  | 27  | 28                                                                                         | 29  |
| 30                                                                                                  | 31                                                                                                             | 1<br>Board Meeting    | 2   | 3   | 4<br> |     |



FIRST  
COAST  
CHAPTER,  
IAAP

CONFERENCE  
SPOTLIGHT

IAAP Annual  
Convention & Education Forum  
Future Dates/Sites

- 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  
(904) 858-7473

President-Elect  
Michelle Smitherman  
(904) 226-2522

Vice- President:  
Shirley Durrant CPS/CAP  
(904) 357-3302

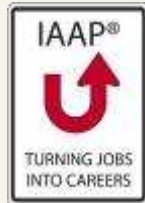
Secretary:  
Donna Burtnett  
(904) 443-3515

Treasurer:  
Brenda Deavers  
(904) 232-1799

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:  
**Kathy Lynch CPS/CAP**

Phone: 904-854-5894  
E-mail: [kathy.lynch@fnis.com](mailto:kathy.lynch@fnis.com)



Upcoming Events

|                               |                                                                             |
|-------------------------------|-----------------------------------------------------------------------------|
| <b>March</b>                  |                                                                             |
| Sunday—Wednesday<br>March 2-5 | <b>International Professional Education Conference</b> , Charleston SC      |
| Tuesday—March 4               | <b>Board Meeting</b> —all are welcome!                                      |
| Tuesday—March 18              | <b>Chapter Meeting</b> —"Emotional Intelligence"                            |
| <b>April</b>                  |                                                                             |
| Tuesday, April 1              | <b>Board Meeting</b> —all are welcome!                                      |
| Tuesday, April 15             | <b>Chapter Meeting</b> —Nomination of Officers                              |
| Wednesday, April 16           | <b>2008 Administrative Conference</b><br>(Sponsored by UNF) @ Prime Osborne |
| Saturday, April 19            | <b>Florida Division Spring Seminar</b> hosted by Fort Myers Chapter         |
| <b>Wednesday, April 23</b>    | <b>First Chapter 2nd Annual Luncheon</b> —River City Brewing Company        |
| <b>May</b>                    |                                                                             |
| Tuesday, May 6                | <b>Board Meeting</b> —all are welcome!                                      |
| Thursday-Sunday, May 15-18    | <b>First Coast Cruisin to Bahamas!</b>                                      |
| Tuesday, May 20               | <b>Chapter Meeting</b> —Election of Officers                                |
| <b>June</b>                   |                                                                             |
| Tuesday, June 3               | <b>Board Meeting</b> —all are welcome!                                      |
| Tuesday, June 17              | <b>Chapter Meeting</b> —Installation of officers                            |
| Friday-Sunday, June 27-29     | <b>FL Division Annual Conference</b> —Ocala FL                              |
| <b>July</b>                   |                                                                             |
| July 27-30                    | <b>IAAP International Annual Convention</b> , New Orleans, LA               |

CERTIFICATION NEWS ....

Future Exam Dates and Deadlines

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

|                    |                          |
|--------------------|--------------------------|
| <b>Exam Dates:</b> | <b>Deadline Dates:</b>   |
| May 2-3, 2008      | <b>February 15, 2008</b> |
| November 7-8, 2008 | August 15, 2008          |

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

Membership Corner  
Recruiting drive ....

- Every member who recruits a new member gets to pull from Grab Bag.
- Recruiting member is placed in drawing for gas card.
- New member is given a "Welcome Gift" from the Chapter.
- Chapter members who refer a new member get a chance for the quarterly drawing for a gas card..

Did you know????

Your membership in IAAP brings all types of learning opportunities to your fingertips.....

**New Seminars Available through IAAP** - IAAP is partnering with KRM Information Services, Inc. to bring virtual learning events directly to your PC. Let IAAP help you hone your professional skills with audio seminars and audio-and-web-based workshops. The presenters are top notch-- from Harvard Business School, Kiplinger, and Soundview Executive Book Summaries. Use the live sessions for independent learning or gather a group and make it a team venture. It's all the same price. You'll also receive recertification credit. Visit: [www.iaap-hq.org](http://www.iaap-hq.org) for more information!