



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



I want to personally thank all our members and at-large members for their support to our IAAP organization! I also want to invite any and all at-large members to come and meet our chapter members and visit any of our monthly chapter meetings that they possibly can to learn (a) more about our First Coast Chapter and (b) about all the personal / professional development opportunities, and community involvement activities planned.

It is not too late to join us on our IAAP Bahamas Cruise – we will be 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!

Visit our website www.iaapfirstcoast.com You can find a world of information about our chapter and all our activities and business partners! You will find our newsletters, meeting information, upcoming activities – it's all there with a "click of your finger!"

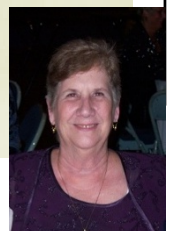
For information about our cruise – both this year to the Bahamas AND our 2009 cruise out of Tampa to Cozumel – be sure to contact Connie – see below!

Connie Saunders - YourCruiseAgents!!! **Cruise Planners - Jacksonville**
 phone: 904-322-7691 fax: 904- 322-8698 toll free: 866-499-4074
www>YourCruiseAgents.com

Our first 2008 meeting is Tuesday, January 15, 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!

We wish each of you and your families all the blessings possible for a new, healthy and successful new year!

Julie Smith
First Coast Chapter President
Julie.Smith@brookshealth.org



VP VOICE

Many folks have probably heard the saying “behind every great man stands a great woman” ... I’m certainly not of the male gender—but I have many great women standing behind me. I’d like to open this with a great thank you to Jan MacLean and Caroline Fleet for their assistance in gathering the information for my report this month. I am humbled to work with such great members!

I went out on the web looking for something brilliant, a quote or saying, to share with you this month, and this is what struck me, “ **If at first you do succeed try not to look too surprised.**”, author unknown. I think this little saying is apropos to our chapter. In a year and half (we chartered June 2006) we have an excellent website and newsletter!! We have had successful fundraisers/educational speakers and we have outdone ourselves with community service!

Speaking of community service, several chapter members really added the zing to the **PSI Mandarin Center’s Christmas Potluck** with desserts and caroling (see December issue) An impromptu plan developed during the potluck as a result of a discussion on how to encourage better usage of the big screen TV that the IAAP Chapter had bought it for PSI. The result of the brainstorming was a **New Year’s Eve Pajama Party**, drawing 15 guests and/or drop-ins, including myself . It was definitely different, we sat in PJ’s, watched the movie “How to Lose a Man in 10 Days” conversed and had snacks. Although we not make it to midnight (at 11:30 the party was over!!) - we all had a great time.

Ginger Hughes, volunteer at Jacksonville City Animal Care and Control (JCACC) (and Jax Humane Society) spoke at our November 13, 2007 chapter meeting. Her passion and dedication to the well-being of all the animals at the shelter was inspiring. She presented interesting facts and advised members of the enormous needs at both facilities. Approximately 30,000 animals go through the JCACC facility each year with only 4% being claimed by their owners. The current building is in much need of repair and will be replaced in 2010. There are many projects for volunteers. Chapter members brought much needed items to chapter meetings. Please see the additional article on page 3 of this newsletter.

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



February 2008

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 Ground Hog Day
3	4	5 Board Meeting Mardis Gras	6 Ash Wednesday	7 Chinese New Year!	8	9
10	11	12	13	14 Valentine’s Day	15	16 FLAN - Tampa
17	18 President’s Day	19 Chapter Meeting	20	21	22	23
24	25	26	27	28	29	1
2	3	4 Board Meeting	5	6	7	8



Our Members Go Above & Beyond

On Saturday, November 17, 2007, **Debbie Latek and Caroline Fleet**, participated in the distribution of treats and toys donated (a lot of bedding, food/treats, rawhides, toys, scratch pads; a litter pan/scoop were collected at the IAAP First Coast Chapter meeting) to the facility. Caroline stated, "It really was like Christmas to go down the line and give everyone something new. You could tell that the animals were so excited to see a face and hear a soft voice, giving them a very brief moment of attention."

Ginger escorted the ladies around to each dog currently up for adoption and they gave a chew toy or ball to each of them. She then gave a tour of the facility and introduced Debbie & Caroline to several workers and volunteers. She explained the process each animal has to go through before being put up for adoption. This included, wait periods to be reclaimed, psychological evaluations, shots/neutering or spaying, and then finally they may be put up for adoption. This is a long, and stressful process during which the animals are kept in small confined, often cold and wet conditions due to lack of better facilities, lack of funds and short staffing. They saw the donations stock room and learned that several pallets of Milk Bones were available for pick up, but that the facility did not have transportation. Mr. Jim Vacha, who toured with them, took on this project and the next weekend was able to have 3 pallets of Milk Bones delivered to the facility. Thanks goes to Jim for his kindness, time and effort in helping the Chapter's support of this community service.

Jan MacLean met with Hughes on a Saturday in December to help deliver donations and took a tour of the facility. "At first, I was very hesitant touring the facility" said MacLean. "I envisioned what many think about "The Pound.", but once I met some of the staff and experienced Ginger's enthusiasm, I decided to go on with the tour." MacLean admits. "What can I say? The love and care they have for these animals is very evident.



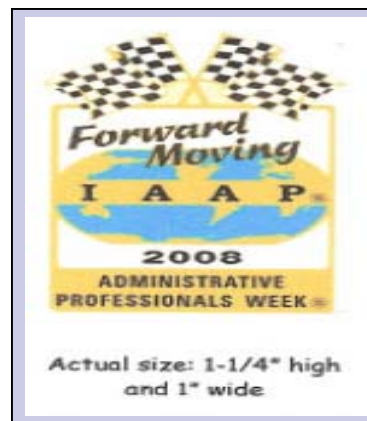
I've applied to be a volunteer!". Jan goes to the facility for "kennel training", Saturday, January 12, 2008. .

Some of the items donated were towels, bags of food, treats, toys, animal carriers, and even a plastic kiddie pool. All the items donated were so appreciated by everyone. To illustrate just how one small donation can make a difference, when two dustpans with brushes fell out of a bag, one fellow exclaimed, "Dust Pans? Wow! Dust Pans!" Who knew? It was on the Wish List.

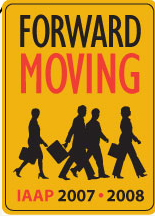
Volunteers and donations are needed year-round! There are numerous volunteer opportunities - working with the animals (all kinds), administration, folding towels or painting a room. There's something everyone could do. Training is provided and you will have a mentor to help you. To volunteer you may call Ginger Hughes at work (904) 543-7322 / Home (904) 249-3706, or e-mail her at savingone@bellsouth.net. You may also contact Caroline Fleet, or Debbie Latek through the IAAP First Coast Chapter.

The Animal Control Center website lists a "**Wish List**" of items needed. Check out the site ... even if you cannot volunteer your time—perhaps you have something sitting in your home that is found on the wish list ... what a better way to recycle. Visit— www.coj.net— click on "City Services" and then select "Animal Care and Control". You may even find your new best friend waiting for you!

Upcoming Events	
February	
Tuesday, February 5	Board Meeting—all are welcome!
Saturday, February 16	Florida Division—FLAN—Tampa Hosting
Tuesday, February 19	Chapter Meeting—"How to Prevent Identity Theft"
March	
Sunday—Wednesday, March 2—5	International Professional Education Conference—Charleston SC
Tuesday, March 4	Board Meeting—all are welcome!
Tuesday, March 18	Chapter Meeting—"Emotional Intelligence"
April	
Tuesday, April 1	Board Meeting—all are welcome!
Tuesday, April 15	Chapter Meeting— Nomination of Officers
Wednesday, April 16	2008 Administrative Conference— Sponsored by UNF @ the Prime Osborn
Saturday, April 19	Florida Division Spring Seminar— hosted by Fort Myers Chapter
Wednesday, April 23	Administrative Professional's Day— First Coast Chapter Luncheon —more information to follow
May	
Tuesday, May 6	Board Meeting—all are welcome!
Thursday—Sunday, May 15—18	First Coast Chapter is "Cruisin to the Bahamas!! S till time to make reservations and set sail!!
Tuesday, May 20	Chapter Meeting— Election of Officers
June	
Tuesday, June 3	Board Meeting—all are welcome!
Tuesday, June 17	Chapter Meeting— Installation of Officers
Friday—Sunday, June 17—19	Florida Division Annual Conference—Ocala, FL
July	
July 27-30	IAAP International Annual Convention— New Orleans, LA
October	
October 19—22	IAAP International Certification Conference—Denver, CO



The chapter again will be coordinating & ordering the annual Administrative Professional's Week commemorative pins for any member who is interested in purchasing one. Cost for each pin is \$5.00—please see one of the officers for more information



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

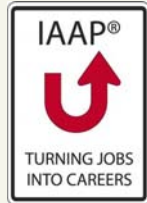
Secretary:
Donna Burtnett
(904) 443-3515

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



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 at a quarterly drawing for a gas card!!!

WELCOME NEW MEMBERS!

Betsy Trovato & Denise Pusateri have joined the First Coast Chapter. Betsy is employed by Fidelity Investments and heard about our chapter by visiting the website. Denise is employed by EPJV/Parsons. Welcome Betsy and Denise! We look forward to putting you both to work ... ooops we mean having you in our chapter!

CERTIFICATION NEWS

Future Exam Dates and Deadlines

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

Exam Dates:	Deadline Dates:
May 2-3, 2008	February 15, 2008
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.

CONGRATULATIONS!

*Staci McGruder CPS/CAP received notification that she has been awarded the CAP designation after successfully completing and **PASSING** the CAP portion of the certification exam. If that hasn't kept her busy enough ... she is also expecting the arrival of her daughter in February! **Way to go Staci!***

Did you know? Members of IAAP have resources available to them related to self-improvements as well as professional development. Visit IAAP International website and click on "Admin Tools and Resource Links" to see the various tools available for purchase at a discounted "members only" rate!

www.iaap-hq.org

