



First Coast Flash

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**
- **By-Law & Standing Rules:**
Shirley Durrant CPS/CAP
- **Certification, Programs & Ways & Means**
Patti Reed CAP
- **Community Service:**
Clayton Harris
- **Hospitality:**
- **Membership:**
Julie Smith
- **Newsletter:**
Denise Pusateri CPS
- **Parliamentarian**
Linda Montonera
- **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.

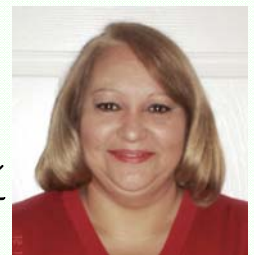
Hello and welcome to the new IAAP fiscal year! I would like to start off with thanking Past-President Julie Smith and her board for the guidance and leadership they have provided in preparation of our duties for this new endeavor.

I had the pleasure of working last year with Past Vice-President & current Secretary, Shirley Durrant, in the gathering of information for all the different Chapter, Division, International Awards available. I received a great understanding of the requirements for their completion. I will task the new board to ensure that we gather the necessities monthly.

As far as FUN! Division was Awesome! Sorry you were unable to join us. Julie, Shirley, Patti and I joined in the fun. 29 of the 31 Florida Division Chapters were represented. Lots of important business was conducted and more importantly, we won 3 Chapter Excellence Awards: Excellence in Attendance, Excellence in Publicity & Communication & Excellence in Designing the Future. Brought back lots of information for the new year. Can't wait to implement it into our own goals and objectives for this new-year.

Our new Division President, Laure Boehm, wishes for three objectives during her reign. Organization, Health & Diversity. We plan to ask that each member think hard about these objectives and we will task to integrate them into our daily plans.

More Fun?! PSI has lots planned for us this year! We cruise to Mexico in April/May, Yard Sales, Educational Classes, APD/APW, UNF, whew, lots to do!



Iris Ojeda
First Coast Chapter President
iris.ojeda@citi.com



Speak English in your Resume

You replied to the ad; it asked for resume and cover letter.

What the prospective employer sees in your resume speaks for YOU! So, be sure to speak and write, good English!

You have the credentials. You have the experience. YOU made the short-list.

So did several other applicants.

The hiring manager scans applications seeking those he/she will interview. How well does this cover letter and resume communicate? How has the applicant expressed suitability for the vacancy?

What will set YOU apart from others with the same qualifications? PRESENTATION...

Misspelled words and erroneous punctuation will be of utmost importance. Details count on your resume'; that document is your "first chance to make a first impression" – so treat it as such!!

A wonderful resume' gets YOU the interview! Remember to use spell-check, a thesaurus, and read it backwards; then have a friend do a final edit.

As your Chapter Secretary '08-'09, I want to bring you suggestions, tips and processes that will aide you in varied administrative endeavors – let me know if you would like to have a particular subject addressed, I will research and share what I find. (This article was a synopsis of on-line article entitled "Excellent English Skills by Tara West of "Aussie Resumes", copyright 2003, an industry leader that offers resume' writing and critiquing, etc. Visit their site for free resume and cover letter advice and tips: www.aussieresumes.com.

Taking Minutes Momentarily,
Your Chapter Secretary
Shirley Durrant CPS/CAP

PHOTO CORNER

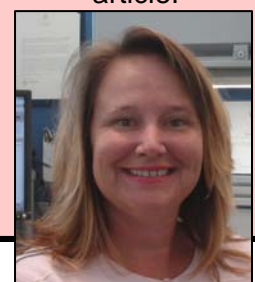
The First Coast Chapter IAAP awarded the first chapter scholarship during the June 2008 membership meeting. Rosa Wynn, a student at FCCJ was the 2008 inaugural award winner. Pictured from left to right: Kathy Lynch CPS/CAP (Scholarship Chair), Rosa Wynn (Recipient of Scholarship) and Julie Smith (Past President—First Coast Chapter IAAP).



The newly installed officers of the First Coast Chapter IAAP light a "Unity Candle" to symbolize the oath that they affirmed during the June installation to work together as a cohesive team. Pictured from left to right: Brenda Deavers (Treasurer), Shirley Durrant CPS/CAP (Secretary), Keri Kidder (Vice President), and Iris Ojeda (President).

Coming Soon!

The first edition of VP Voice by Keri Kidder will be in the August 2008 newsletter .. Watch for this exciting article!



**C O N F E R E N C E
S P O T L I G H T**

2008 LEC—Leadership & Education Forum
September 27 2008
Florida Division—Orlando, FL

2009: FL Division—Annual Meeting
June 27-29 2009
Hilton @ Disney World

IAAP International—Annual Conference & Education Forum
Minneapolis, MN
July 26-29 2009

Did you know IAAP Retirement Trust Foundation

The IAAP Retirement Trust Foundation is a tax-exempt charitable organization. Contributions made to the Foundation are deductible. Bequests, legacies, devises, transfers or gifts to or for the Trust's use are deductible for Federal estate and gift tax purposes.

The benefits of the RTF begin from the time you become a member of IAAP. The trust publishes RTF reVisions quarterly for all members, sponsors sessions at international conventions, and is currently working on an online resource center of links and other information for retirees and future retirees.

For more information on the International Association of Administrative Professionals, please visit <http://www.iaap-hq.org>. *Remember ... as an active member of IAAP—you are eligible to apply for assistance from the RTF should you need it in your retirement years*

***First Coast Chapter continues with Community Service!!!!
Cool Summer Supper at PSI***

IAAP hosted a fun evening at PSI Mandarin Center Monday, July 28, 2008. The event was a potluck and carnival-like games for some cool summer fun (inside) and supper. The IAAP volunteers each brought dessert or bread and donated dollar gifts for prizes.

Those that serve on the PSI Mandarin Center's Advisory Board attended, they are Shirley Durrant CPS/CAP, President; Gayle Angell CPS/MAL, Vice President; Ruth Davis CPS/CAP, Secretary and Jean Smith CPS/MAL, Treasurer (not able to attend but brought a dessert), along with Caroline Fleet and Debbie Latek. This Board meets quarterly with four resident association officers to plan events. (MAL = Member at Large).


Chapter President, Iris Ojeda, Parliamentarian, Linda Montonera, Registrar, Denise Pusateri and Hospitality (cards), Denise Brzozowski and all volunteers helped to serve the meal and clean up. Keri Kidder, Chapter Vice President, manned a kissing booth, with no kisses – just questions about who was the most important person you ever kissed (she even got a reply that one resident had kissed ELVIS), she granted each person some candy kisses – there's the kisses! Clayton Harris, Community Service Chair, ran a high/low pick up card game, Ruth Davis ran the ball in the bucket game and Gayle Angell ran the drop the clip into the bucket game – all gave winners tickets. The tickets then were presented to Caroline Fleet who manned the Grab Bag/Gift for tickets. Debbie provided background music and donated name tags. Thirty (30) of the independent living centers residents attended. The majority of the residents in attendance played games and approximately 100 gifts were disbursed!! ***Thanks to all for all the creative and positive influence!!!***

And the winners are

During the May 2008 Bahamas Cruise, an onboard announcement, indicated that Shirley Durrant won the "Name that Cruise" Contest for the 2009 cruise event. Her winning entry was "IAAP Navigating to Mexico - 2009". Shirley won \$50 off her registration at final payment for the 2009 cruise. Congratulations Shirley!

During the Florida Division Annual Meeting in June, an additional cruise drawing was held for anyone who had registered and paid their first deposit within a deadline. Jan MacLean of the First Coast Chapter was awarded a \$100 on-ship credit for the 2009 cruise. Congratulations Jan!

How did you do that???

Take advantage of the upcoming education events sponsored by your chapter. The chapter will be offering 3 Saturday morning Microsoft classes for members from 9:00 a.m. to 12:00 p.m. 

September 13, 2008 Power Point

November 15, 2008 Excel

Cost: \$15 (members) // \$25 (non-members)

Mark your calendars now & plan to attend! These sessions will offer a certificate of completion & recertification points!

Seating is limited to 20 people!

Contact Patti Reed to register: patti.reed@wamu.net

Update on training

The First Coast Chapter's first weekend training session was held Saturday, July 19, 2008, with Robin Baker facilitating the classroom of 12 attendees. What a great session. Attendees learned great basics and quick tricks about using **MSOutlook** effectively. The next session will cover **MSPowerPoint** (9/13) with another class scheduled for **MSExcels** (11/15). Each of these classes awards 3 recertification points for those holding the CPS or CAP designation. Register now ... classroom size is limited to 20 people! Contact: patti-reed@wamu.net

Upcoming Events

2008 Dates	Events
Tuesday, August 5	Chapter Board Meeting
Sunday, August 17	<i>Community Service Event</i> —PSI Mandarin Center—Sunday Sundae Social
Tuesday, August 19	Chapter Membership Meeting
Tuesday, September 9	Chapter Board Meeting
Wednesday, September 10	<i>Community Service Event</i> —PSI Mandarin Center Advisory Board Meeting
Saturday, September 13	Education Event —MSPowerPoint—see chapter website for details
Tuesday, September 16	Chapter Membership Meeting
Saturday, September 27	LEC - Orlando FL
Tuesday, October 7	Chapter Board Meeting
October 17-22	Certification Conference, Denver CO
Tuesday, October 21	Chapter Membership Meeting
Monday, October 27	<i>Community Service Event</i> —PSI Mandarin Center—Chili Halloween Night



**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:
Nov 7-8, 2008	Aug 15, 2008
May 1-2, 2009	Feb 13, 2009



IAAP —
Promoting continuous
professional and personal growth
through continuous education!

Classes have now formed to
the CPS/CAP review. If you are interested—please contact Patti Reed CAP as soon as possible so that you can catch up to the study group.

Contact Patti Reed @ patti.reed@wamu.com



IAAP members threw a "Congrats Party" for **Patti Reed CAP** and **Denise Pusateri CPS**, Saturday, July 19, at 57 Heaven complete with balloons and cupcakes. Those celebrating with Patti and Denise were Shirley Durrant CPS/CAP, Ruth Davis CPS/CAP, Iris

Ojeda, Linda Montonera, and Debbie Latek.