




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

### COMMITTEE CHAIRS:

- **Membership:**  
Brenda Deavers
- **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:**
- **Parliamentarian**  
Linda Montonera
- **Program:**  
Patti Reed & Michelle Smitherman
- **Hospitality:**  
Keri Kidder
- **Ways & Means:**  
Patti Reed
- **Website:**  
Jan MacLean

I wanted to personally thank each and every one of you again for a wonderful two years as President.

If you missed the membership meeting on the June 17, you missed a really good one! We had nearly 32 people, many were guests which we hope will become new members!

I want to also thank you for the beautiful plaque, which I have proudly hanging on my office wall as I type! It's amazing how you pulled that one off on me! Especially when Iris shared with me that she went to AAA Trophy and talked with Brian, (with whom I've been working for these 2 years on various things for our chapter,) to work with him on this plaque. As she was about to leave, he said "I'll call Julie when it is done" to which Iris said "NO - don't call Julie - it is for Julie!!" Guess she nearly had a stroke about then. It's amazing that you surprised me without someone slipping up.....you are a team to be reckoned with!

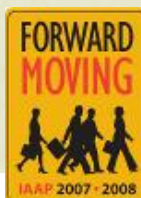
Please know this is very special to me and how grateful I am for our chapter, our members, all my new friends - growing each month. You are all a wonderful group of women, and soon possibly men as well!! We had two men guests last night and it was great to have them with us.

Let's all keep pulling together as the powerful team we are and keep our chapter growing and continually energized. We have a wonderful new Executive Board to lead us into 2008-2009 and let's all show them our continued strong support in all we are doing, professionally, personally and in our community.

Hope to see more and more of you at the chapter meetings going forward and, remember - bring guests!! See you in July! God Bless!



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



**VP Voice**...well, here we are two years have gone by swiftly and I leave my post as your chapter Vice President (sliding into Secretary) – so I leave this area to your new VP, Keri Kidder.

### **Installation Impressive**

June 17, 2008, a new board was installed for the First Coast Chapter of IAAP (International Association of Administrative Professionals) Jacksonville, FL. A candlelight ceremony was conducted by Laurie Boehme CPS/CAP, Florida Division IAAP President Elect, to take office July 1, 2008, and Kathy Lynch CPS/CAP, Audit and Scholarship Chairman, Newsletter Editor and charter member of the two year old chapter.

### **New Events List Rocks**

With the collaboration of new President, Iris Ojeda, installed June 17, 2008; to hold office for the fiscal year July 1, 2008 through June 30, 2009, and the new Certification and Education/Program Chairman, Patti Reed CAP, the revised events and programs list now includes some color coding, emphasis on education, community service and certification points and it is entitled “Exciting Upcoming Events and Opportunities”.

### **PSI sets up events**

PSI Mandarin Center is an independent living center housing 78 residents and its Manager, Debra Campbell. IAAP Jacksonville chapters and Members-at-Large (Gayle Angell CPS and Jean Smith CPS; both retired) have been affiliated with the center since 1983, and to date it is the longest standing advisory board in the ARC system. This opportunity provides IAAP members a chance to sit on an Advisory Board, with resident association officers and/or participate in events that promote togetherness of the chapter and the residents of the center; it grants IAAP ways to assist and/or provide community service to the residents. **The Center was named after us - IAAP was formerly known as – PSI** (Professional Secretaries International). See the July issue of EUEO “Exciting Upcoming Events and Opportunities” on our chapter website: [www.iaapfirstcoast.com](http://www.iaapfirstcoast.com)

### **Four to attend Florida Division Meeting**

Attendance at the Annual Florida Division Meeting continues to increase, this year four (4) members will attend; they are Julie Smith, President; Shirley Durrant CPS/CAP, Vice President; Patti Reed CAP, Education/Program and Ways & Means Chair and Iris Ojeda, Historian / Scrapbook Chair and newly elected President for the '08-'09 fiscal year. Watch for details next month – YOU may want to attend next year!!!

### **First Scholarship Granted**

The First Coast Chapter has diligently been saving since its charter June 2006, under the direction of its President, Julie Smith, along with the Ways & Means Chair, Patti Reed CAP to accumulate enough monies to grant a scholarship to a student in the administrative field. Patti coordinated three different Yard Sales to meet this challenge. Many members supported the efforts, particularly Jan MacLean who encouraged book sales of her mothers' book “Pine Island Road Girl”, with our chapter reaping rewards ear-marked for scholarship. May, 2008, \$500 was granted to FCCJ on behalf of a deserving student. June 17, 2008, Rosa Wynn, recipient, was honored at the monthly membership meeting. **Congratulations ROSA!!!**





Laurie Boehm CPS/CAP  
"Reading the Installation  
Charters and oath of office."



Newly elected and installed Board of Directors  
for the First Coast Chapter IAAP. From left to  
right: Brenda Deavers (Treasurer); Shirley Dur-  
rant CPS/CAP, Secretary; Kerri Kidder, Vice  
President; and Iris Ojeda, President. *Congratula-  
tions ladies!*

The First Coast Chapter IAAP held their  
3rd annual Installation of Officer on  
Tuesday, June 17, 2008 at the Brooks  
Rehabilitation Meeting Room on Wheels.  
Laurie Boehm CPS/CAP, Florida Division  
President Elect, served as installation  
officer for the chapter. The following ad-  
ministrative professionals will take the  
helm of the First Coast Chapter on July  
1, 2008.



Iris Ojeda  
*President*



Kerri Kidder  
*Vice President*



Shirley Durrant CPS/CAP  
*Secretary*



Brenda Deavers  
*Treasurer*

**2008 — 2009 First Coast Chapter IAAP Board of Directors**

**~~ Congratulations Ladies! ~~**

***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.

- July 19, 2008 Outlook
- 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](mailto:patti.reed@wamu.net)

**CONFERENCE  
SPOTLIGHT**

**IAAP Annual  
Convention & Education Forum  
Future Dates/Sites**

- 2008:** New Orleans, LA  
July 27-30, 2008  
Hilton Riverside
- 2009:** Minneapolis, MN  
July 26-29 2009  
Minneapolis Convention Center

**Mark your calendars & plan to attend the July 15 meeting ...  
kick off the new chapter year right!**

## Upcoming Events

2008 Dates	Events
Tuesday, July 8	Chapter Board Meeting
Tuesday, July 15	Chapter Membership Meeting
Saturday, July 19	<i>Education Event</i> —MSOutlook—see chapter website for details
Monday, July 28	<i>Community Service Event</i> —PSI Mandarin Center—Cool Summer Supper
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	<i>Education Event</i> —MSPowerPoint—see chapter website for details
Tuesday, September 16	Chapter Membership Meeting



**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](http://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

There are study groups forming NOW, to prepare for the November testing. Contact Patti Reed for more information: [patti.reed@wamu.net](mailto:patti.reed@wamu.net)



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



Patti Reed CAP, Chair of the Certification Committee, congratulates Karen DeMaria CAP, on the receipt of her CAP certification. Karen sat during the November 2007 examination cycle and was presented with a chapter name tag bearing the certification title at the June 2008 membership meeting.

### THIS JUST IN .....

Patti Reed CAP and Denise Pusateri CPS, just earned their certifications, having tested in May, 2008, they both were notified in June. Way to Go, ladies!!!  
CAP = Certified Administrative Professional  
CPS = Certified Professional Secretary