



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
- **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

We are gearing up for a great event on Saturday, March 29 at the "Gulf Coast Seminar" in Largo, FL from 8:00 a.m. – 12:00 p.m. The topic is "Positive Communications" with Mark Thompson, who was the presenter at the event at the Dixie Stampede last year.

There is another great learning opportunity on Saturday, April 19 that offers 3 recertification points! This will be at the Embassy Suites, Fort Myers-Estero from 8:00 a.m. – 2:00 p.m.

Be sure and start making plans now for the Florida Division Conference in Ocala, FL from Friday, June 27 through Sunday, June 29! If you have not gone to a Florida Division event, you are missing a truly fantastic experience!! Several of us are going – so come on along!

Please review the information sent out on March 3 regarding our Nominations / Elections process. Each of you have wonderful expertise and experience you could bring to one of these positions. Be sure to respond to Iris Ojeda 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 at our March meeting. The installation of our new officers will take place at our June Chapter meeting. Laurie Boehm, who will be our Florida Division President, and will be our guest that evening and will officiate at the installation of our new officers.

Be sure and check out our website for all the great upcoming events - 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!

It's not too late to come cruizin' with us! 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 Saunders "YourCruiseAgents!". Phone: 904-322-7691; Fax: 904-322-8698 or toll-free: 1-866-499-4704. You can also contact her via their website: www.YourCruiseAgents.com

*Julie Smith
First Coast Chapter President*



VP VOICE

WD40 & Duct Tape — How many tools are in your tool belt ????

Hello all, this is a test, do you really read this newsletter? If so, you will know, that I am willing to hand you a dollar bill if you know my subject matter for this month (it is WD40 and duct tape).

Officers and Chairs of Newsletter and Website may not participate. I hope to see you all on March 28 at 6:00 pm. I will have my dollar bills ready. You only need two tools in life: WD-40 and Duct Tape. If it doesn't move and should, use the WD-40. If it shouldn't move and does, use the Duct Tape.

What is the value of ONE Member?

Ten little members standing in a line,
One disliked the President, then there were nine.

Nine ambitious members offered to work late.
One forgot her promise, then there were eight.

Eight creative members had ideas good as heaven.
One lost enthusiasm, then there were seven.

Seven loyal members got into a fix.
They quarreled over programs, and then there were six.

Six members remained with spirit and drive.
One moved away, then there were five.

Five steadfast members wished there were more.
One became indifferent, then there were four.

Four cheerful members remained with spunk and glee.
'til one complained of meetings; then there were three.

Three eager members: What do they do?
One got discouraged, then there were two.

Two lonely members; our rhyme is nearly done.
One joined a convent, and then there was one.

One faithful member was feeling rather blue --
Met with her department secretary, and then there were two.

Two earnest members each enrolled one more --
Doubling their number, and then there were four.

Four determined members just couldn't wait --
'til each won another, and then there were eight!

Eight excited members signed up sixteen more.
In another six verses, there'll be a thousand twenty-four!

Compliments of Gayle Angell, CPS, Member-at-Large

Next month – B+ (Be Positive)



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

Another Community Service Project:.....
IAAP attended a St. Patrick's Day Potluck at PSI Mandarin Center on Monday, 3-17-08. The ladies: Gayle Angell, CPS, retired Member-at-Large, Debbie Latek, and Ruth Davis CPS/CAP, all Advisory Board Members, led the group of approximately 35 residents in seven good ole Irish tunes. They also donated cherry and peach, cobblers and pies. Fun was had by all; sing-alongs with provided lyrics seem to be our specialty. All members are welcomed to these events, don't miss the next one!!
Submitted by: Debbie Latek and Shirley Durrant

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Mark your calendars & save your "junk" (oops we mean stuff!) - The **Semi-Annual First Coast Chapter Yard Sale** is scheduled for **May 3**. This is a great way for our chapter to raise money for our education programs as well as our scholarship fund. Start collecting your stuff now and help make this a great money maker. Items like furniture, gently used clothing (both casual and professional), kitchen gadgets and anything that can turn a dime will be accepted. Begin by spring cleaning and see what you come up with!
Watch for more details!

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Administrative Professionals' Week Events



First Coast Chapter members meet with Mayor John Peyton.....

Julie Smith, IAAP First Coast Chapter president, Shirley Durrant, CPS/CAP, vice president, Jan MacLean, web chair, Ruth Davis, CPS/CAP, certification chair, and Iris Ojeda, Administrative Professionals Day/Week chair, attended the March 25, 2008, Mayoral Proclamation of Administrative Professionals Day - April 23, and Week, April 20 through April 26, 2008. The group met with Mayor Peyton at City Hall to receive the signed proclamation and have their picture taken with him. He indicated he truly believed that Administrative Assistants are a very valuable asset and was proud to proclaim our day and week. Julie explained that we offer training and development via our monthly meetings and that we are active in many community projects. We presented Mayor Peyton with an IAAP paperweight and a bound document that explained our history, mission, etc. (This was suggested by Jan MacLean and produced by Iris Ojeda, with input from Julie Smith - Great job ladies!! (the picture with the Mayor will be available and posted to the website in 1-2 weeks).

Not too late!!!! - CALL NOW

First Coast Chapter IAAP
2nd Annual
Administrative Professional's Day Luncheon
Wednesday, April 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
for more information or call 904-954-5020

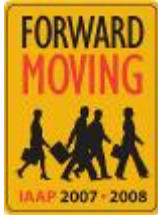
SUN	MON	TUE	WED	THU	FRI	SAT
April 2008		1 Board Meeting	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Chapter Meeting Tax Day	16 UNF Admin Conference	17	18	19
20 	21	22	23 IAAP Luncheon 	24	25	26 
27	28	29	30	1	2	3
4	5	6	7	8	9	

Admin Professionals' Week

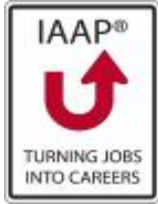
IAAP Anniversaries:
March
Marie Bell
Donna Burnett
Gayla Harman
Ruth Davis CPS/CAP
April
Staci McGruder CPS/CAP
Paristine Reed
Judy Weber

Administrative Professionals' Day - Wednesday, April 23!

Administrative Professionals' Week - April 20 - April 26!



FIRST COAST
CHAPTER,
IAAP



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
e-mail: kathy.lynch@fnis.com

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

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..

Upcoming Events

April	
Tuesday, April 1	Board Meeting—all are welcome!
Tuesday, April 15	Chapter Meeting—Nomination of Officers Guest Speaker: Colleen Farris w/the I.M.Sultzbacher Center
Wednesday, April 16	2008 Administrative Conference (Sponsored by UNF) @ Prime Osborne
Saturday, April 19	Florida Division Spring Seminar hosted by Fort Myers Chapter
Sunday, April 20 - Saturday, April 26	Administrative Professionals' Week
Wednesday, April 23	Administrative Professionals' Day First Chapter 2nd Annual Luncheon—River City Brewing Company
May	
Tuesday, May 6	Board Meeting—all are welcome!
Thursday-Sunday, May 15-18	First Coast Cruisin to Bahamas!
Tuesday, May 20	Chapter Meeting—Election of Officers Guest Speaker: John Hagan from MeadWestvaco. Topic: Productivity
June	
Tuesday, June 3	Board Meeting—all are welcome!
Tuesday, June 17	Chapter Meeting—Installation of officers Guest: Laurie Boheme -Division President Elect
Friday-Sunday, June 27-29	FL Division Annual Conference—Ocala FL
July	
Tuesday, July 1	Board Meeting—all are welcome!
Tuesday, July 15	Chapter Meeting—Installation of officers Guest: Shannon w/Avery Denison. Topic: Get Organized
July 27-30	IAAP International Annual Convention, New Orleans, LA

CERTIFICATION NEWS

Future Exam Dates and Deadlines

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

Exam Dates:	Deadline Dates:
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.

CPS & CAP review materials are available on-line and through your local chapter.



Check out www.iaap-hq.org for up to the minute information on Administrative Professionals' Week and Day. Visit the site often—there is a wealth of information available at your finger tips.

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 * Did you read me? If you have read this newsletter—
 * and you attend the April 2008 membership meeting—
 * mention the subject of the VP Voice article ("WD40
 * & Duct Tape) to Shirley (your chapter VP) and re-
 * ceive \$1.00
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