



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
- **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 Montonera
- **Program:**  
Patti Reed & Michelle Smitherman
- **Hospitality:**  
Keri Goley
- **Ways & Means:**  
Patti Reed
- **Website:**  
Jan MacLean

What a way to end the year! The First Coast Chapter had their inaugural cruise and I hope all who attended had as much fun as I did. I want to thank all who joined us on this exciting, and exhausting, cruise. Members and their guests WON and LOST in the casino and bingo games. Others sang and danced (yes .... we have video records to prove it!). We ate, lounged and partied our way through fantastic weather, wonderful food and ultimately met up with our sister chapters in the Bahamas! Thank you to the Bahamas and Sunny Isles Chapters for all you did to make our excursion ashore at Port Charlotte a wonderful journey.

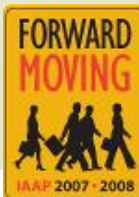
The *MS Sensation* of the Carnival Lines was wonderful. Thank you to the staff for providing the clean and well appointed accommodations and marvelous foods. Oh, and did I mention—the PARTY atmosphere? I want to personally thank Connie Saunders and Krista Deni for all their hard work and coordination in making this a truly memorable event. The Happy Hour was wonderful and WOW—do we know how to party or what? Overall, 97 cabins were booked within our group and a total of 197 people took part in this inaugural cruise. During the cruise we have at least five more folks sign up for our NEXT CRUISE—out of Tampa to Cozumel, Mexico on the Carnival Inspiration. Mark your calendars and join the First Coast Chapter again on April 30 through May 5 2009.

***Congratulations to Shirley Durrant, CPS/CAP of the First Coast Chapter who won the naming contest - IAAP Navigating to Mexico – 2009.*** How did this work? Connie sent all the entries (nearly 40) to Julie Smith, First Coast Chapter President, Peggy Poole, Florida Division President and Laurie Boehm, Florida Division President-Elect WITHOUT any names attached. We sorted through them via e-mail, came up with our top three and then narrowed it our winning name. It was not until Connie Saunders announced who submitted that name that we all learned it was Shirley Durrant's submission.

***PLUS there was a second drawing*** - from all those who made their "early deposit" on the Cozumel cruise for 2009, a name was drawn to win a \$100 on-board credit to be used on the 2009 cruise! Ironically, I was drawn as the winner. ***BUT - and listen up*** - I am working with Peggy



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



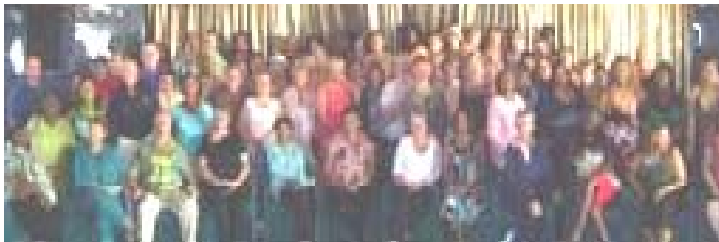
### P R E S I D E N T ' S C O R N E R ( C O N T . )

Poole and Laurie Boehm to take the credit she won and give ALL OF YOU a chance to win that \$100 on-board credit instead! Be sure to register OR be registered no later than Saturday, June 28 by making your initial \$25 per person registration for the cruise. We will draw from those registered and award this \$100 on-board credit to someone at the Florida Division Annual Meeting in Ocala, FL. from June 27 - 29! **Contact Julie Smith at [Julie.Smith@Brookshealth.org](mailto:Julie.Smith@Brookshealth.org) or Connie Saunders at [YourCruiseAgents@aol.com](mailto:YourCruiseAgents@aol.com) and get registered before 4:00pm on Saturday, June 28 to be eligible to win the drawing.**

**HOW DO YOU GET A CHANCE TO CRUISE TO COZUMEL F R E E?** Contact Julie Smith and she can send you a sheet with 3 drawing tickets for your use or others to enter ANOTHER DRAWING! **For only \$10 each (better odds than LOTTO), you can purchase a chance to win the 2009 Cozumel Cruise ABSOLUTELY FREE!** YES - on February 15, 2009, a panel will witness the drawing of the winning ticket. IF you are the lucky winner and are registered for the 2009 cruise the following will happen:

- 1) If your cruise is totally paid for - you will receive a FULL REFUND OF THAT AMOUNT!
- 2) If you are paying on the cruise - you will receive a TOTAL REFUND OF WHAT YOU HAVE PAID TO DATE AND THE FIRST COAST CHAPTER WILL PAY OFF YOU BALANCE!

This means your cruise is FREE before you even leave the Tampa Port. **REMEMBER though that it is only good for the Cozumel cruise - there is not monetary pay out other than toward the cruise fare itself.**



**Cruise Participants - May 2008**  
First Coast Chapter IAAP  
**"Cruizin to the Bahamas" Inaugural**

Thanks again to all of you who cruised with us to the Bahamas! Hope you had a wonderful time and hope you will be sailing with us again in 2009. **More details coming about how YOUR CHAPTER can make this a wonderful fundraising event as well.**

### Semi Annual Yard Sale

**When:** Saturday, June 7, 2008  
**Time:** 7:00 a.m.— 3:00 p.m.  
**Where:** Parking lot of former "Gator Stuff: University & Beach Blvd. Across from Brooks Rehab Clinic

Bring your stuff & help your chapter raise \$\$ for our scholarship fund.

#### Suggestions for good sales:

- Children's clothing
- Working small appliances
- Collectables
- Plus-size women's clothing
- Gently used toys & games
- Holiday decorations

Bring your stuff and we'll make it work for our chapter!

### 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:

- |                    |             |
|--------------------|-------------|
| 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!  
Visit: [www.iaapfirstcoast.com](http://www.iaapfirstcoast.com) to register.



**Administrative Professionals Week Celebration deemed a huge success!**

The 2<sup>nd</sup> Annual First Coast Chapter Administrative Professionals' Luncheon was a huge success! In attendance were 112 people representing numerous Jacksonville businesses as well as a surprise guest from Lockheed Martin in South Georgia.

The theme "Refuel, Re-Energize, Re-Commit, Pit Stop on the way to Destination Excellence", was carried through by our speaker, Ms. Angela Spears of First Coast News. She was fantastic and upbeat.

The venue, River City Brewery, provided excellent food, service and a great centralized location. We hope to have the event grow to increase our networking capacities.

**Cruise with the Chapter in 2009!**

The cruise will depart the port of Tampa on April 30 and travel to Cozumel, Mexico, returning on May 4, 2009. Reserve your cabin space now and take advantage of the great rates extended to our group.

- Cost: Inside Cabins: \$337.16 per person\*
- Ocean View: \$387.16 per person\*
- Mini-Suite: \$777.16 per person (3 people max)\*
- Suite: \$877.16 per person (5 people max)\*

\* All prices are based on double occupancy & include port charges and taxes.

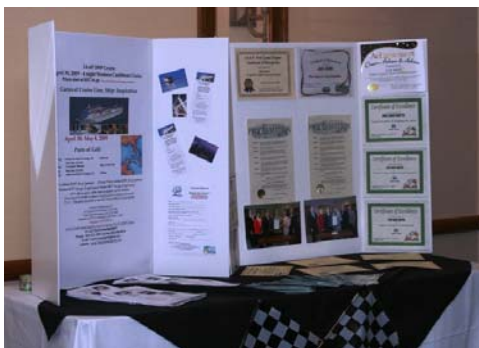
(3rd—5th person in cabin rates are available—call for details)

Extended payment plan is available!

Register ONLINE @ [www.YourCruiseAgents.com/rw/group/IAAP+2009+Cruise](http://www.YourCruiseAgents.com/rw/group/IAAP+2009+Cruise) or call 904-322-7691 (Toll-free: 866-499-4074).

**Reserve your spot today!**

**See page 4 for an exciting contest for a free cruise!**



**Picture Information**—clockwise from top left: (1) Angela Spears, guest speaker at 2nd Annual First Coast Chapter Administrative Professionals' Luncheon; (2) group photo of chapter members present for the annual luncheon; (3) panoramic shoot of attendees at the 2nd Annual Luncheon; (4) photograph of display table with First Coast Chapter history for review by attendees at the 2nd Annual Luncheon.

*Please visit the chapter website for more pictures of the annual luncheon.*

# 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
- 2010:** Boston, MA  
July 18-21, 2010  
Hynes Convention Center
- 2011:** Montreal, Quebec  
July 24-27, 2011  
Montreal Convention Center
- 2012:** Grapevine, TX  
July 22-25, 2012  
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 Burnett  
(904) 443-3515

Treasurer:  
Brenda Deavers  
(904) 232-1799

### CERTIFICATION NEWS ....

#### CPS & CAP Certification

#### 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>
Nov 7-8, 2008	Aug 15, 2008
May 1-2, 2009	Feb 13, 2009

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

For information on *Microsoft* certification please visit [www.iaap-hq.org](http://www.iaap-hq.org).

Please note — the special pricing for MSOffice certification deadline has been extended to all IAAP members to June 30th. Check the website for more information.

### Upcoming Events

June	
Tues. - June 3	Board Meeting—all are welcome!
Sat. - June 7	Semi-Annual Chapter Yard Sale
Tues. - June 17	Chapter Meeting Installation of officers Guest Speaker: Laurie Boheme FL Division President Elect Award of First Coast Chapter IAAP Scholarship
Fri. June 27 - Sun. June 29	FL Division Annual Conference—Ocala FL
July	
Tues. - July 8	Board Meeting—all are welcome!
Tues. - July 15	Chapter Meeting Guest Speaker: Shannon w/Avery Denison Topic: "Get Organized"
Sat. - July 19	Education Seminar - 9:00 - 12:00 Topic: MSOutlook Visit <a href="http://www.iaapfirstcoast.com">www.iaapfirstcoast.com</a> for more information.
July 27-30	IAAP International Annual Convention, New Orleans, LA
August	
Tues. - August 5	Board Meeting—all are welcome!
Tues. - August 19	Chapter Meeting Guest Speaker: To be announced.
September	
Tues. - September 2	Board Meeting—all are welcome!
Sat. - September 13	Education Seminar - 9:00 - 12:00 Topic: MS PowerPoint Visit <a href="http://www.iaapfirstcoast.com">www.iaapfirstcoast.com</a> for more information.
Tues. -September 16	Chapter Meeting Guest Speaker: To be announced.



**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