



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 P L A C E

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**
Debbie Latek
- **By-Law & Standing Rules:**
Shirley Durrant CPS/CAP
- **Certification & Programs**
Patti Reed CAP
- **Community Service:**
Keri Kidder
- **Membership, Ways & Means:**
Julie Smith
- **Newsletter:**
Denise Pusateri CPS/CAP
- **Parliamentarian**
Linda Montonera
- **Hospitality**
Debbie Lynott
- **Public Relations**
Keri Kidder
- **Student Chapter:**
Patricia Garrett, FCCJ
- **Website:**
Jan MacLean, CAP

If you are interested in serving as a committee chair or helping on a committee, please contact Iris Ojeda.

Welcome to Spring. Our weather should be changing soon, our leaves turning back to green.

With Spring, comes our busiest time of the year. Yard Sale, Mayoral Proclamation, St. Augustine Open House, UNF 24th Annual Administrative Professionals Expo, Spring Seminar, First Coast Chapters Third Annual Administrative Professionals Luncheon, Cruising to Cozumel, New Officers, New Committee Chairs, Pathways to Excellence and Silver Certificate Programs, Florida Division Annual Meeting, whew! Some exciting times ahead.

Debbie Latek, Nominations Committee Chair, is moving forward with the 2009/2010 Officer Nominations. Her presentation information along with the job descriptions for officers can be located on our website at:

<http://www.iaapfirstcoast.com/Officers/Officers.html>

Get involved. Make new friends. Have a great time.

I would like to take this opportunity and thank Debbie Lynott who has accepted the position of Hospitality effective immediately. Thanks Debbie, welcome to the gang.

We at FCC are going GREEN! We will be pushing towards the use of our website much more now. We ask that you print only what is necessary. Jan MacLean CAP, has an awesome article in this newsletter that should be read and adopted by all! Thanks Jan.

As a final note, please remember, time to review the Pathways of Excellence program criteria for your Member of Excellence certificate. If you have any questions regarding the criteria, all you need is on the HQ website.



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



Vice-President's Voice:

Happy St. Patrick's Day, Happy Spring, and Happy Daylight Savings Time!

Did you know that each year since 1962 for St. Patrick's Day the City of Chicago dyes its river green with vegetable dye in order to make it green? Wow!

That would look so cool from the Jacksonville Landing if we did that to the St. John's River. Since is it a vegetable derivative it would not hurt our water either! Hmmmmm.....Mayor Peyton are you reading this? What a great fun idea!



Ronald McDonald House- Can anyone help??? I need:

Single serving cookies, chips, crackers, granola bars and attraction (zoo, movie etc) tickets for the families. Please bring to our meetings and I will get them from you. I am volunteering in the RMH Wolfson Children's Hospital ICU Family Room on Sunday mornings. I welcome families and friends into the room where they can sit and relax, watch TV, have a snack, play games, and just take a few moments away from the bedside of a critically ill child. If you have a free 4 hours why don't you come and volunteer with me?

Catty Shack Ranch-

Catty Shack has been invited to march in the St. Augustine Easter parade on Sunday April 12th! This is the 54th year for the parade. I am so excited that I get to walk with this group and hand out treats for the kids. The parade starts at 3:00pm on Easter Sunday and is a great outing for the family! We will wind our way through the streets of this historic city. Come join us and see the big cats in the parade. See you there!

IAAP Garage Sale-

Don't forget the First Coast Chapter Garage Sale is coming soon on Saturday March 21st from 7am-3pm just across the street from our meeting location. We are in need of lots of items to make money for the Scholarship fund. Look what happened to our first recipient.....She is the new Student Chapter PRESIDENT! Come on out help sell stuff and bring stuff to sell. See you there!

Chair Positions Still Open- See any Board Member with Questions

Special welcome and thanks to member Debbie Lynott who has stepped up and taken over the Hospitality Chair for our Chapter! Way to go Debbie.....I commend you for your eagerness and willingness to make this Chapter fantastic. Also as a side note, I vote for Ruth Chris one night for dinner! "wink-wink"



Keri Kidder
Chapter Vice-President



Secretary Selections:

If I Knew

Pronounced "ifinew"...sounds like a sneeze,
just say it over and over,
then read the following please:

If I knew it would be the last time,
That I'd see you walk out the door,
I would give you a hug and kiss
And even call you back for more!

If I knew it would be the last time,
I would be there to share your day.
I would certainly offer to help
You out in any and many 'a way.

Since days are not guaranteed,
Please don't let many slip away,
Without doing what you think is right
For you, and for others, each day.

If tomorrow does not come, for me;
Or if tomorrow does not come for you,
We won't have a second chance,
To right the wrongs we do!

Take time to say "I'm sorry,"
"Forgive me", "Thank you", or "It's okay."
And if tomorrow never comes,
You'll have no regrets about today.

Hey, if today is all we get,
I want you all to know – I love you,
Because we are in this life together.
So remember "ifinew", "ifinew", "ifinew"!

Adapted from longer poem, gathered
9-11-07, from Internet/ShirleyD



Shirley Durrant CPS/CAP
Chapter Secretary

Go Green!

The First Coast Chapter is **Going Green!** In March 2009, we began taking immediate steps to **Go Green**. In the past we have relied on communicating meeting materials, events with flyers attached etc., via electronic mail. To reduce the amount of emails, storage and unnecessary printing of documents, we will be sending emails containing links that will drive you to our website (www.iaapfirstcoast.com) where you can view materials online. You can then determine if there is something you want to print.

The following “tips” are some ways that we can help our companies actualize cost savings. Have these been implemented in your company? Do you have other tips to share in the **Go Green** concept?

Print documents in duplex (front/back). This can result in cost savings when printing presentations or multi-page documents that don't really need to be printed on single pages! It reduces the amount of paper being used and it also reduces the size of meeting material packets.

I noticed a co-worker's signature on her emails: *Please consider the environment before printing this e-mail.* It's a simple, yet powerful statement. Just think. If your company has a large employee base the **Go Green** concept can bring tremendous savings on budgets!

Recycling glass, cans and plastic. Do you have recycle bins for glass, cans and plastic placed in the cafeteria, break rooms or other visible locations? What about recycling paper, boxes and newspapers? Is this something you could organize or initiate in your company? Shredded materials are recycled into facial tissue, paper towels, napkins, toilet paper, baby diapers and a number of other home products.

Printing documents in black and white instead of color is another way to lower costs. Color toner is expensive! Is it *really* necessary to print a 25+ page presentation in color? If there are one or two pages in a document that really do need to be in color, consider printing the other pages in black and white or gray scale and insert the color pages where necessary. This may be awkward at first but would be a reflection of you actively seeking ways to reduce company expense.

Mail. When you receive unwanted catalogs, newsletters, magazines, or junk mail, request to be removed from the mailing list before you recycle the item.

Purchasing computer equipment. When purchasing computers, monitors and printers, look for energy saving equipment. Have old equipment recycled properly. There are recycler companies that have pledged not to export hazardous e-waste. For more information on how to recycle your computer go to www.computertakeback.com. Computers that still work, and are less than five years old, can be donated to organizations that will refurbish them and find them new homes. Find needy charities at www.sharetechnology.org and www.techsoup.org. You may even get a tax reduction.

Electricity. How many times have you walked past an empty conference room with the lights on? It only takes a second to flip the switch! Use natural daylight instead of desk lamps whenever possible. Don't leave your desk lights on overnight. Turn them off each day before you leave the office.

Make it a habit to turn off your computer every day if this does not interfere with IT updates. Monitors can be turned off. During the day, setting your computer to go to sleep automatically during short breaks can cut energy use by 70 percent! Remember, screen savers don't save energy.

Intranet or shared drives. Post employee manuals, frequently used forms and other employee related information online rather than printed copies.

Conference Calls. Do your desk or conference room phones have conference call capabilities? Investigate having virtual Audio Conference Rooms set up with designated conference call ports that can be scheduled electronically through Outlook. These may be a viable option that can reduce administrative costs instead of using an external vendor for conference calls.

Office Supplies. Does your company have a preferred vendor contract? Office supply companies can work with your Purchasing Department for contracted prices offering reduction in costs.

Recycle toner and ink cartridges and purchase remanufactured ones. Purchase office supplies and furniture made from recycled materials.

Do you have a network of other administrative professionals that you can call upon for office supplies sitting around not being used prior to placing an order for supplies?

Travel: Seek train, bus, or subway transportation when feasible instead of a rental car when traveling on business. If you have to rent a car, ask for hybrids or other high-mileage vehicles.

Make it a policy to encourage telecommuting (a nice perk that's also good for the planet!) and [make it easy](#) for employees to take alternative modes of transportation by subsidizing commuter checks, offering bike parking, or organizing a car-pool board.



PSIMC starts New Year, with New Officers!!

PSI Mandarin Center (PSIMC) is IAAP First Coast Chapter's key community service project and is an independent living center. Annually our chapter assists in the installation ceremony for the Center's Resident Association - January 26, 2009, seven IAAP representatives assisted. Gayle Angell, CPS Member-at-large and affiliated with PSIMC since its origin, arranged for colored candles, tablecloth and flowers, while Caroline Fleet was Master of Ceremony, Ruth Davis CPS CAP assisted with lighting the candles, Shirley Durrant CPS CAP observed and provided script, while Jan MacLean CAP, Debbie Latek, and Linda Montonera provided serving assistance for the evening meal along with clean-up. All IAAP members brought desserts.

Retiring officers, Ginger McGee, President; Betty Presson, Vice-President and Betty Dunham, Treasurer attended the evening's monthly meeting in which they preceded the new officers, after full-filling up to the two year term maximum. They are to be congratulated on the wonderful events they sponsored, cooked, cleaned and decorated!!

New officers are *Mary Greenlee, President, Ophelia Wheeler, Vice President, Tom Jenkins, Secretary and Annette Holler, Treasurer* for the PSIMC's Resident Association.

Mary, Ophelia, Tom and Annette, we, the IAAP members of the PSIMC Advisory Board, **look forward to working with YOU!!** Advisory Board President, Shirley F. Durrant CPS CAP; Vice President, Gayle Angell, CPS; Ruth Davis CPS CAP Secretary; and Jean Smith, CPS, Treasurer.





A Saturday Celebration!!!!

Rewards & Recognition Chair, Debbie Latek, arranged a Saturday evening set aside just to honor our newest certified members: Liz Ingraham CAP, Denise Pusateri CPS/CAP, Paris Reid CPS and Jan MacLean CAP!!!

We met at 57 Heaven March 14, 2009 to congratulate the ladies on their accomplishment and have some fun away from the formal meetings.

Denise, Paris and Jan were in attendance; Liz and her husband did not make it - YOU were missed, Liz!! Ms. Latek provided an array of congratulatory balloons and snacks and Linda Montonera brought mini-cupcakes.

Our certified chapter members are:

Ruth Davis CPS/CAP
Shirley Durrant CPS/CAP
Karen DeMaria CPS/CAP
Liz Ingraham CAP
Kathy Lynch CPS/CAP
Jan MacLean CAP
Stacie Magruder CPS/CAP
Denise Pusateri CPS/CAP
Paris Reid CPS



Pictured are: Linda Montonera, Debbie Latek, Brenda Deavers, Denise Pusateri CAP, Jan MacLean CAP, Paristine Reid CPS and Shirley Durrant CPS/CAP

THE NOVEMBER 2008 EXAMINATION RESULTS ARE IN!

Florida is ranked # 4 out of the top 10 locations for both the **Certified Professional Secretary** certification and the **Certified Administrative Professional** certification.

CPS: Florida now has a total of 1,205 active CPS holders

CAP: Florida now has a total of 194 active CAP holders

As of November 2008 there are 27,948 active CPS holders in the International Association of Administrative Professionals, and 4,600 active CAP holders.

“On January 1, 1988 the mandatory recertification policy went into effect. CPS and CAP holders who do not comply with the policy have their certification status marked inactive.”

For complete statistics

<http://www.iaap-hq.org/prodev/certification/statistics.html>

Contributed by: Jan MacLean CAP



Upcoming Events	
Tuesday, March 3	Chapter Board Meeting
Monday, March 16	PSI Mandarin Center, St. Patrick's Day Potluck
Tuesday, March 17	Chapter Membership Meeting Program: Web Conferencing Roll Call Presenting
Saturday, March 21	First Coast Annual Yard Sale More info on our Website
Wednesday, March 25	Administrative Professionals Mayoral Proclamation Signing
Saturday, March 28	IAAP Open House—St. Augustine More info on our Website
Tuesday, April 7	Chapter Board Meeting
Wednesday, April 15	UNF 24th Annual Administrative Professionals Expo @ Prime Osbourne
Saturday, April 18	Spring Seminar, Central Brevard
Tuesday, April 21	Chapter Membership Meeting Program: Nutrition & Fitness Angella Blackledge, Certified Personal Trainer
Wednesday, April 22	First Coast Chapter 3rd Annual Administrative Professionals Luncheon Deerwood Country Club
Tuesday, April 30	IAAP Cruising to Cozumel



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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:**
May 1-2, 2009 Feb 13, 2009