

FLORIDA DIVISION

2009

2010



BUILDING CAREERS

Tool in' Around

IAAP® Florida Division President Communication

October 2009

Greetings Everyone!

Welcome to this month's issue of "Toolin' Around". The year is just skipping along and I'm so glad we are doing this together. I am learning more and more every day from each of you.

I think our Leadership and Education Conference (LEC) followed our mission statement: Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development. The Friday afternoon sessions covered leadership development - "*Succession Planning*" - how to recognize each member's strengths and weaknesses and help them cultivate those qualities to lay the foundation for the future of the chapter and division; and "*Strategic Planning*" - how to develop goals for your chapter and create the tasks to help you reach them. Friday night we had a cookout at the pool followed by a scavenger hunt to locate the pieces to build a foam dump truck. We gave away 1st, 2nd, and 3rd place prizes. Congratulations to our top three building teams. Saturday began with an update on the Pathways program which included recognition of all the Florida Division 2009 Excellence winners. Valerie Tutor kept us active and engaged during her "Educational" presentation - "*Building Communication - Getting the Message Across To Your Team*". If you attended the entire event, you received six recertification points. I would be remiss if I didn't mention the ways and means items that were available. They were outstanding again and so creative (our members are so talented).

Please join me in sending a great big "Thank You" to our LEC coordinator, Nancy Meagher CPS/CAP, and her team! She did a fabulous job arranging this event and her team helped make it happen seamlessly.

Many of you are wondering about the banners you were awarded when you received the Chapter of Excellence this year. Headquarters has informed us there is a manufacturing issue with them and they are working with the supplier to correct the problem. For those of you that have your banner already, I'll be asking for the solution to this issue so that all banners are fixed. I appreciate your patience in this matter and will let you know the outcome as soon as I am notified. You can also go to the eGroups and get involved in the discussions on this and other issues.

I am still interested in receiving your "things you are not sure about" or "things you think others are not sure about" for the division operating manual. We feel it will be a great tool for new as well as seasoned members and a great point of reference to help alleviate misunderstandings and confusion and help maintain a professional atmosphere throughout our organization. Send your suggestions to me via e-mail: magnthat@atlantic.net.

As I've mentioned before, don't forget to log into the new IAAP community website and set up your profile, join the eGroups that interest you, and subscribe to the Florida Division group. We will be using this as our "tool" for communicating.

Thank you to "The Subcontractors" for the surprise gift I received at LEC. I have my jeweled shovel pin on my badge holder and I can't wait to make a necklace with the sterling silver charm. The building tip was great, too (How to Build a Pyramid of Cards). I'm sure it will be something special to dazzle members, friends and my grandchildren.

Here is a reminder of the upcoming Florida Division events:

- November 14, 2009 - FLAN, hosted by the Lake Buena Vista Chapter (information is now in the FL Division Library on the web)
- February 27, 2010 - FLAN, hosted by the City Center Chapter (Tampa)
- March 27, 2010 - Spring Seminar, Ocala Hilton
- June 25-26, 2010 - FL Division Annual Meeting, hosted by Bartow & Lakeland Chapters

Don't forget the fundraiser fun event initiated by the First Coast Chapter:

- May 10-15, 2010 - Cruise to Nassau & Key West, departing from the Port of Jacksonville

In closing, I would like to know if you have used your protractor this year. A protractor is a device for measuring angles on drawings or in constructing angles on drawings. As our construction project is being built this year, have you looked at all the angles to help your chapter have a successful year? Have you drawn the plans for your strategic plan or have you reviewed the one you already have? Don't forget to get your protractors out and measure those angles for success. A strategic plan is a valuable tool, especially if you use it.

Until next time - Grab Your Tools and Keep Building!

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