

The Office Professional



Volume 29, Issue 2 August 2001

Winter Park IAAP Chapter Members
Karen Dettro CPS, Doreen Miller CPS, Laurie Boehm CAP,
Debbie Wilkerson CAP and Bobbie Corbitt



International Convention & Education Forum
Toronto Sheraton Centre
July 15-18, 2001

Winter Park IAAP
www.virtualgateways.com/iaap

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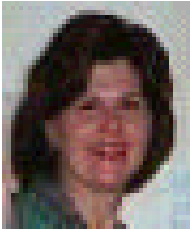
"Office of the Future 2005"

Chapter Program

More Details on Page 3

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From the President's Desk

A Taste of Toronto...

It never ceases to amaze me that I can board a plane, take a nap, and arrive in another country in less than three hours!

As your president and delegate for the International Convention and Educational Forum, I arrived in Toronto, Canada, a few days early to enjoy some R&R and do some sightseeing prior to the convention.

My first clue that I had really left the United States occurred when I was leaving the airport and heard a weather report. The weatherman said, "The temperature in Toronto is now 21 degrees!" Now being a native of Chicago, Illinois, I know how cold 21 degrees is, and it definitely wasn't that cold. Then it dawned on me the announcer was speaking in Celsius, not Fahrenheit degrees, as that is the system used in Canada. The next clue came when I was riding down the QAW (the Canadian version of I4) and the speed limit and mileage signs were all metric. About this time, I was wishing I had paid more attention to measurement systems while in school.



Once at the hotel, I learned that an American dollar was worth a lot more than a Canadian dollar and the exchange rate changes daily. My suggestion to anyone traveling out of the country is to convert your money, or charge everything and let the credit card companies do the conversion for you.



Over the next two days, I enjoyed a trip to the top of the CN Tower, a visit to Casa Loma, a harbor tour on Lake Ontario, and a visit to St. Jacobs, a quaint little town in Mennonite country.

I thoroughly enjoyed playing tourist, but was definitely ready for IAAP business bright and early Sunday morning. A complete copy of my Delegate's Report will be available at the next meeting. The week flew by as I represented our chapter at delegate meetings, business meetings, keynote speeches, luncheons, seminars, and finally the banquet.

The energy and excitement ignited Toronto as a total of 1908 administrative professionals gathered for four days of *TNT – Teamwork, Networking, Training!* (As you may already know, TNT was the International theme for this past year.) I am confident when I say the Sheraton in Toronto won't soon forget the IAAP convention as we celebrated the *Power of TNT!*

Be sure and attend our next meeting to learn about "Vision Without Boundaries", the 2001-02 theme unveiled by our new International President, Christine Jackel. We'll also be sharing information about the YABUT Monster, the loonies and toonies, and lots more. As the Canadians say, **"Hope to see you there, eh?"**

Doreen Miller CPS
President
Winter Park IAAP Chapter

(Note: For Toronto Trivia, see Page 8.)



August Meeting

Dubsdread Golf Course

549 West Par Street
Winter Park

August 14, 2001

Networking/Dinner

5:30 - 6:45

Program

6:45 - 7:30

Business Meeting

7:30 - 8:30

Menu

Grilled Chicken Kabobs
Grilled Vegetables
Rice Pilaf
House Salad
Rolls & Butter
Strawberry Shortcake

Cost: \$19.00

Checks payable to
Winter Park IAAP

RSVP to Tammy Eifert

(for the August meeting only)

By 5:00 pm, Fri., Aug. 10th

Phone: 407.679.7796

Or Email:

tammyeifert@philipcrosby.com

No shows for dinner will be in-
voiced for the meal.

Dinner option -- no charge for
attending the program and
business meeting.

Chapter Meeting Program

"Office of the Future 2005"

Presented by Shelton Lewis of *OfficeTeam*

Are you curious about tomorrow's office environment? Will it have a fax machine or will all communications be handled through a laptop with a full-size monitor and expandable keyboard? Are we finally going to have a paperless office?

Shelton Lewis will present a glimpse into the future and show us the possible changes the administrative professional can expect in the next few years.

See you Tuesday, Aug. 14th!



Kudos to Karen

Congratulations to Karen Detro CPS who recently received her diploma from Valencia Community College. Karen achieved an Associate of Science in Business Administration.

Way to go, Karen!



The WELCOME Mat

HEAR YE! HEAR YE! HEAR YE!!

We're proud to announce that our membership increased by three at our July meeting. Please extend a BIG WELCOME and introduce yourself to the following new members: Julie Gadbois, Barbara Fletcher, and Sherry Jenkins.



Finding Your Strength

You all know how it is ... going along life's pathway and then you hit a road-block. This past month I hit a winding road that showed me a strength I had forgotten.

After deciding to run for the President Elect position for the Winter Park Chapter of IAAP, my boss sent me down the road. She had been given an opportunity to further her career and would be leaving. I began toying with the idea of applying for her position. Instead, I decided to apply myself to school, IAAP and life in general as the stress factor would be more than I actually wanted to deal with at this point and time in my life.

The strength I had forgotten showed up after my boss left (some three weeks ago). The two weeks prior to her leaving she had the typical "Short Timer's" disease and neglected to tell me about a few projects that were in the works. The day after she left I started going through her office. I hadn't realized what a pack rat she was, nor had I noticed how many duplicates she had throughout her files. **I'm an ORGANIZER!!!** Thus, I totally gutted and re-organized not only her office but the whole department. And, I am now on top of all the projects (at least that are happening within the next six months). I had forgotten what fun it was to dive into total chaos and make sense of it for the average person walking into the office.

The point of this article is – if you don't pay attention, life's pathway will remind you of who you are and the strengths you have along with your weaknesses. The strength is within you and will show up when you feel weakest. I'm proud to say that my life is back on the straight and narrow.

*Melanie Campbell
President-Elect
Winter Park IAAP Chapter*

Mentoring Guidelines

The purpose of the IAAP Mentoring Program is to create a smooth acclimation of each new member into the Winter Park Chapter; providing a mechanism for experienced IAAP members to build relationships with new members. Such a relationship not only benefits the new members who want to be mentored, but also benefits the experienced mentors who develop additional people skills from this valuable information exchange. By participating in a mentoring partnership, you may enhance your professional and personal growth.

According to Webster's dictionary, a mentor is a "wise and trusted counselor or teacher." We would also add the following:

An IAAP Mentor is a person who is willing to:

- Encourage new members in the organization
- Introduce them to other members and to Chapter officers
- Invite new members to all meetings
- Share information and benefits of IAAP
- Learn new members' interests and suggest appropriate committees
- Be available for questions
- Keep in contact with new members on a regular basis

If this sounds like something that would be of interest to you, please contact Karen Dettro CPS by e-mail kld0116@aol.com or by telephone 407-695-4095.

Chapter Officers

President

Doreen Miller CPS
Phone: 407.563.6303
Email: Doreen_miller@cfins.com

President-Elect

Melanie Campbell
Phone: 407.889.8427 ext.226
Email: m.campbell@chcfl.com

Vice President

Cheryl Haley CAP
Phone: 407.740.6110
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Phone: 407.420.1337
Email: landerson@carterusa.com

Treasurer

Tammy Eifert
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Email: tammyeifert@philipcrosby.com

Florida Division Board of Directors

President

Betty Green CAP
Email: byetti@gbso.net

President-Elect

Debbie Wilkerson CAP
Email: dwilkerson@hubbard.com

Vice President

Ron Hyman CPS
Email: rjtampa3@yahoo.com

Secretary

Nan Grover
Email: nanccfl@aol.com

Treasurer

Debbie Eifert CPS
Email: debeifert@philipcrosby.com

**Winter Park IAAP
2001 - 2002
Committee Chairs**

Awards & Recognition

Laurie Boehm CAP

Bylaws & Standing
Rules/Parliamentarian
Linda Fitzgerrell CPS &
Bobbie Corbitt

Civic

Nancy Vobornik

CPS/CAP Service
Marilyn Bell CAP &
Linda Hayes CAP

Education

Cheryl Haley CAP

MVP
Melanie Campbell

Membership

Karen Dettro CPS

Newsletter

Debbie McKeown CAP

Committee on Nominations

Open

Social & APW
Marilyn Bell CAP

Program

Melanie Campbell

Publicity/Speakers Bureau
Judy Cornils

Scrapbook

Melanie Campbell

Ways & Means
Linda Anderson CAP

Website

Doreen Miller CPS

August 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Chapter Meeting	15 Deadline for Essay Contest	16	17	18
19	20 Deadline for Articles	21 Last Day to Register for Workshop	22 Board Meeting	23	24	25) Fl. Div. Leadership Workshop
26	27	28	29	30	31	

August Birthdays

- 7 Joyce Sammet CPS
- 21 Peggy Heacock
- 27 Cynthia Lee CPS
- 28 Laurie Boehm CAP
- 28 Audrey McDorman CPS
- 29 Tammy Eifert

August Anniversaries

- '96 Cher Douglas CPS
- '98 Melanie Campbell

Member Questionnaire

Please remember to complete your Member Questionnaire and bring it to the August Chapter Meeting. See Page 9 of this newsletter. Questions? See Melanie Campbell.

Come join us at Leadership Workshop as we work to

Look to the Future...Learn from the Past.



2001 LEADERSHIP WORKSHOP Saturday, August 25, 2001

Radisson Plaza Hotel

60 South Ivanhoe Boulevard, Orlando, Florida
ph: 407.425.4455 fax: 407.843.0262

COST: \$50.00

Fee includes registration, continental breakfast, lunch, and seminar handouts.

Remember the Leadership Workshop is NOT designed just for chapter officers and committee chairmen. It is for ALL MEMBERS who want to learn more about IAAP. In addition, it provides an excellent opportunity to look to the future through determination, education, service, initiative, growth, and networking, while striving to be the best you can be for the association. Only by focusing on what you really want to achieve will you be able to achieve a better future. Applied for Recertification points.

Workshop Registration Deadline: Tuesday, August 21, 2001

For more information and to register for the workshop, contact:

Deborah L. Wilkerson CAP
Hubbard Construction Company
Post Office Box 547217
Orlando, FL 32854-7217

Phone: (B) 407.623.3845
Fax 407.623-3865
Email: dwilkerson@hubbard.com

WANTED: A Few Good Members

The Winter Park Chapter will host the Florida Division Annual Meeting in 2003. That sounds far off, but a lot of pre-planning needs to take place. We're looking for a few members to form the committee. Our initial focus will be to develop a project plan and to locate and secure a hotel/location for this event. Ultimately, we will need the support of the entire Chapter. If interested in serving on the 2003 Florida Division Committee, please contact co-chairs Laurie Boehm CAP, email: labcps@msn.com, or Karen Dettro CPS, email: kld0116@aol.com.

Something New ... A Traveling Library

The Chapter has several books that members might be interested in borrowing.

"Get a Grip on Supervisory Skills"

by Jim Kerrigan and Steven R. Wells

Note: Jim Kerrigan has presented at several of our education seminars.

"Who Moved by Cheese?"

by Dr. Stephen Johnson

An amazing way to deal with change in your work and in your life. "Cheese is a metaphor for what you want to have in life . . . Whether it is a good job, a loving relationship, money, a possession, health, or spiritual peace of mind.

If you are interested in reading the books or are willing to loan any of your books to your Winter Park Chapter colleagues, please contact Betty Palmer CPS at 407.299.5000, ext. 3421 or email her at bpalmer@valencia.cc.fl.us.

WANTED: Squiggles

Would you describe yourself as “creative, conceptual, futuristic, intuitive, and expressive — a Squiggle?” If so, we need you to help plan the October *Impact* meeting. We’re looking for members who think “out of the box.” According to Susan Dellinger, PhD, who developed *Psycho Geometrics*, the world is full of people with different personality shapes—the square, the circle, the triangle, the rectangle, and the squiggle. Whatever your personality shape, your time and talents are just what we need to add balance to this committee. The ultimate goal of this unique group will be to increase and retain membership. If you’re interested in being a part of this successful event, contact Karen Dettro CPS, Membership Chairman, by e-mail at kld0116@aol.com or by phone at 407-695-4095.

Easy Money ...

Did you know Amazon pays Winter Park Chapter a referral fee every time someone places an order through our website? In addition to their bookstore, there is a baby shop, camera and photo shop, a kitchen shop, a DVD shop, an outdoor store, toy and game store, and even a tool shop. Our members have “shopped around” and found Amazon’s prices to be quite competitive.

Why not access our website at

www.virtualgateways.com/iaap,

click on the Amazon advertisement in the top left-hand corner of the site, do your shopping from your desktop, and support our Chapter, all at the same time?

2001—2002 Awards and Recognition Contest

Listed below are the rules to our awards and recognition contest for this year. I hope everyone has a great time playing the game!

August Newsletter Quiz: Name the Winter Park Chapter Members who attended International in Toronto. Good Luck.

Laurie Boehm CAP
Awards and Recognition

The rules are simple:

1. Participate and earn points.
2. Most points at end of year wins.

The purpose is:

- To recognize our members.
- To have FUN!!!

1 POINT EACH

- Attending 4 Chapter Meetings in a Row
- Turning in Awards Form at Chapter Meeting
- Attending a Civic Event
- Attending Chapter Seminars and Education Classes
- Attending Events Sponsored by Other Chapters
- Serving as a Committee Chair
- Serving as an Officer
- Correctly answering Newsletter Quiz (points go to first 5 correct answers drawn)
- 60% Correct Answers in Chapter Meeting Quiz

Bonus:

2 points for Bringing a Guest

LEVEL 1 Sea Life 10 points

LEVEL 2 Birds 20 points + 1 prize

LEVEL 3 Pets 30 points + 2 prizes

LEVEL 4 Dinosaurs 45 points + 2 prizes plus a surprise

LEVEL 5 Wild Animals 60 points + 2 prizes plus a surprise

GRAND PRIZE WINNER:

The member with the most points at the end of the year will receive a special IAAP gift. In the case of a tie, there will be a drawing.

When you come to the end of all the light you know, and it's time to step into the darkness of the unknown, faith is knowing that one of two things shall happen: Either you will be given something solid to stand on or you will be taught to fly.

-- Edward Teller

Toronto Trivia

- According to the Toronto Board of Trades, Business Directory, among Toronto's 4.68 million people, 90+ different ethnic groups make their home in Toronto. The City of Toronto welcomes 80,000 new immigrants each year. The five largest ethnic groups in order of size are Italy, China, Hong Kong, Sri Lanka, and the Philippines. Only one-percent of the City's residents are natives of the United States.
- Canadian census data reflects 63 percent of Canada's 30 million people speak English, while 24 percent speak French. Canada is officially bilingual so all government services are offered in both official languages, and product packaging is labeled in both languages. French is a compulsory subject for schoolchildren.
- Toronto's Yonge Street is listed in the Guinness Book of Records as the world's longest street.
- The Toronto Sky Dome boasts the world's largest retractable roof, covering eight acres and spanning 674 feet at its widest point.
- At 1,815 feet, three inches, the CN Tower is the world's tallest building and freestanding tower, a record it has held since April 2, 1975.
- Between 1840 and 1860, over 30,000 African Americans followed a network of safe houses to the final destination in Chatham, Ontario. Famous organizers include Harriet Tubman and Mary Ann Shadd.
- Three-time Academy Award winning film director Norman Jewison lives just north of Toronto and founded the Canadian Centre for Advanced Film Studies. Jewison directed the films: *In the Heat of the Night*, *Fiddler on the Roof*, and *Moonstruck*.
- A voyageur, not a loon, originally appeared on the Canadian dollar coin. The voyageur lost its way in transit between Ottawa and the mint in Winnipeg. The loon die-mold was used as a substitute, and thus the current name, loonie.

Hands On Orlando - \$2,500 Essay Contest

Hands On Orlando would like to help a child you know win a \$2,500 savings bond from KPMG. The topic is, "If I Could Change the World, What's the Problem...What's the Solution." Essays should be 100 words or less! Youth, 12-16 years, who reside in the Greater Orlando area are eligible. Children can send their essays to Hands On Orlando or write the essay directly online at www.handsonorlando.com. It's that easy! The address is 199 E. Welborne Ave., Winter Park, FL 32789. Essays should include the child's name, age, telephone number, address and parent's name.

Deadline is NOON, August 15th.

Hands On Orlando is the local lead agency for KPMG and needs your help spreading the word.

For more information, contact Chris Allen at 407.740.8652. Hands On Orlando is a non-profit, federally tax-exempt organization that promotes citizen engagement through volunteering.



Advertise in The Office Professional

\$30 for one year (12 issues) or \$3 per month (Standard Business Card Size). Contact the Newsletter Editor for more information.

Editor:

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H&R BLOCK

Deborah J. McKeown CAP
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Judy Cornils, Publicity Chairman, recently submitted this press release and photo to the Orlando Sentinel proudly announcing our Chapter's CAP Recipients.

Front Row: Linda Hayes, Marilyn Bell, Linda Anderson

Back Row: Laurie Boehm, Cheryl Haley, Debbie McKeown, Debbie Wilkerson



Publicity Chairman
Judy Cornils
(407) 771-8656

International Association of Administrative Professionals® — Seven members of the Winter Park Chapter of the International Association of Administrative Professionals (IAAP®) recently attained the Certified Administrative Professional (CAP) rating. The first administration of the examination to earn the CAP rating was conducted in May 2001. The recipients are Linda Anderson, Marilyn Bell, Laurie Boehm, Cheryl Haley, Linda Hayes, Debbie McKeown, and Debbie Wilkerson. These members are the first to receive this prestigious rating. The Certified Professional Secretary (CPS®) rating is a prerequisite to the CAP rating.

CPS and CAP are designations earned through a unique certification program for administrative professionals. The achievement of the CPS and CAP ratings demonstrates that the professional administrator views her role in business as a career, not just a job.

The CPS examination is a three-part, eight hour exam. The CAP examination is a four-part, eleven hour exam. The exams are administered the first Saturday of each May and November at over 250 locations worldwide. Topics covered in the CPS exam are Finance and Business Law, Office Systems and Administration, and Management. The CAP exam covers the same three topics as the CPS exam plus Organizational Planning.

The International Association of Administrative Professionals (IAAP) is the world's largest association for administrative support staff, with nearly 700 chapters and 40,000 members and affiliates worldwide. For over 50 years, IAAP has provided up-to-date research on office trends, cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers. For further information regarding IAAP log on www.virtualgateways.com/iaap.

Winter Park Chapter

Post Office Box 33 · Winter Park, Florida 32790-0033 · Message Line 407-672-4331 · www.virtualgateways.com/iaap

Job Opportunities

Exceptional Staffing, Inc. is currently recruiting for the positions listed below.

Payroll Clerk—University Blvd. Area, working Tues, Wed and Thursdays from 7 a.m. -7 p.m. This is a maternity leave coverage, paying around \$8.50-9.00/hr.

Mortgage Openings — We have clients in the Maitland, International Drive and Airport area. All are permanent placements, salary varies from \$28,000—\$45,000/year. Must have 3-5 years minimum experience, computer skills, stable work experience and must be excited to work!!! Positions include: mortgage processors, closers, openers, team leaders/managers.

Human Resources Assistant -- Lakeland area, previous HR interviewing/screening experience desired, MS Office proficient, salary \$26,000-\$28,000/year.

Medical Billing Collectors -- Downtown Orlando area, temp-to-perm, 90% phone work, excellent communication skills, knowledge with medical billing forms and insurance plans. Hourly rate: \$10/hr.

If you are interested in any of the positions listed above, please call Kathaleen Emery and mention you heard about the opportunity through IAAP — Winter Park Chapter.

Kathaleen Emery
Exceptional Staffing, Inc.
Phone: 407.647.8883

Member Questionnaire

We would greatly appreciate it if you would take a few minutes and fill out this questionnaire. We will give you the results at the September chapter meeting.

We value your thoughts / opinions.

What is the best thing you like about our chapter? _____

What is the least thing you like about the chapter? _____

What would you like to see? _____

Do you have any ideas for Ways & Means / Revenue projects? _____

What ideas do you have to increase our membership? _____

List 3 speakers / topics / activities / events that would get you to come to a meeting

- a. _____
- b. _____
- c. _____

What day / time would be good for Professional Development / Educational opportunities / presentation / seminar? _____

List 3 things that would make IAAP more valuable to you – what could we do that we aren't doing

- a. _____
- b. _____
- c. _____

What made you join IAAP? _____

Additional Comments _____



WINTER PARK CHAPTER
is pleased to announce its
3RD ANNUAL WAYS & MEANS
VENDOR FAIR

Come shop with us and bring a friend too!

Tuesday, September 11, 2001
6:00 - 8:30 p.m.
at
Dubsdread Golf Course
549 West Par Road

Get a head start on your Christmas shopping by purchasing products from some of these fine vendors:

? Creative Memories ? Longaberger Baskets
? Mary Kay Cosmetics ? Home Interiors
? Party Lite Candles ? Weekenders Clothing

and more.....

If you'd like to eat, there will be a buffet available for \$19.00. Please contact Marilyn Bell CAP at 407/644-5366 with your dinner reservation by Friday, September 7, 2001.

If you have any questions, please contact Linda Anderson CAP at 407/420-1337 (day) or 407/823-7518 (evening).

We look forward to seeing you on the 11th!

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