

The Office Professional



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February 2002

Winter Park IAAP
www.virtualgateways.com/iaap

P.O. Box 33
Winter Park, FL 32790-0033

Message Line: 407.672.4331

CONGRATULATIONS

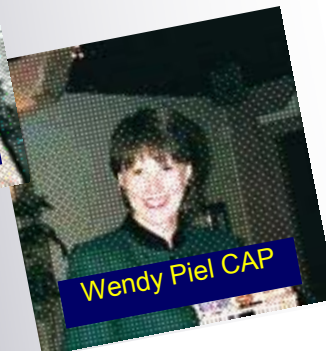
Winter Park Chapter's Newest CAP Recipients



Karen Detro CAP



Doreen Miller CAP



Wendy Piel CAP

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"Project Management / Technology"

Chapter Program

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From the President's Desk

What could seven southern ladies living in the city of Savannah during the late 1950's possibly have in common with the members of the Winter Park Chapter IAAP in the year 2002?

A dream and the initiative and perseverance to make things happen!

I recently visited the historic district of Savannah. Savannah is a fascinating city, full of American history and Southern hospitality. I felt as though I stepped back in time viewing beautiful homes and churches which were built back in the 1700's and 1800's.

But if it weren't for the initiative and perseverance of seven civic-minded ladies who lunched together regularly back in the 1950's, none of this history would be there to enjoy. You see, back in the 50's and 60's historic buildings and parks were being torn down in great numbers and replaced with new buildings, parking lots, and gas stations until the ladies became involved.

Their dream was to restore and protect Savannah's history. They took the initiative to raise large sums of money to make their dream come true. Every time an old house came up for sale, they purchased it and then resold it with the stipulation it be restored and not demolished. They persevered and earned a reputation of being quite a feisty group as they stood up for their beliefs.



So what's that got to do with us? The Winter Park Chapter is comprised of 53 very talented members who know how to take the initiative to make great things happen and persevere just like the ladies in Savannah. We believe education is the key to success and one of our dreams is to help others become educated through our scholarship funds. While we are having a very successful year, we are still challenged with funding our scholarships --- \$500 for Seminole Community College and \$1000 for Valencia Community College.

To-date, we have earned approximately \$800 toward the \$1500 needed to meet our scholarship goal. Our FISH seminar, Humor in the Workplace 50-minute book session, and craft fair were very successful. Few members have embraced the opportunity to give a donation in memory or honor of a loved one. We still need to raise \$700 to fully fund our current scholarships. We are currently reviewing our objectives and planning various fundraising opportunities. If you have any ideas how we might accomplish our goal, please let me know.

I'm confident the members of the Winter Park Chapter IAAP have the same initiative and perseverance to save our scholarship fund as those seven southern ladies who saved Savannah!

See you soon!

*Doreen Miller CPS
President
Winter Park IAAP Chapter*

Website Committee Reminders

The Winter Park Chapter is a member of the Amazon Affiliates Program. When you order merchandise through the Amazon link on our website, WPC earns money. You would be amazed at what Amazon sells and the prices are very competitive.

Also, please check your contact information on the website roster and e-mail doreen_miller@att.net with any corrections. The roster can be accessed through the Members Only section, using last name and membership number. Rosters can be printed directly from the web site

***Happiness lies in the joy of achievement
and the thrill of creative effort.***

Franklin D. Roosevelt

February Meeting

Dubsdread Golf Course

549 West Par Street
Winter Park

February 12, 2002

Networking/Dinner
5:30 - 6:45
Program
6:45 - 7:30
Business Meeting
7:30 - 8:30

Menu

Chicken Marsala over Pasta
Sautéed Mixed Vegetables
House Salad
Rolls & Butter
Red Velvet Cake

Cost: \$19.00

Checks payable to
Winter Park IAAP

RSVP to Marilyn Bell CAP

By 5:00 pm, Fri., Feb. 8th

Phone: 407.644.5366

Or Email:

marilyn@americanrepro.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

"Project Management / Technology"

Have you ever wished there was a way to better organize the latest project your team leader has assigned to you? Do you need the ability to schedule the various departments and the allocated resources efficiently?

Today's software technology has just such a program. MS Project allows for assigning the personnel and available resources within a given time-frame so that you can manage your project accordingly.

This month's program will present an overview of MS Project and answer many of your project management questions.

See you on the 12th!



SPECIAL EVENT TO BENEFIT THE SCHOLARSHIP PROGRAM

You are invited to attend "*Brunch at the President's Home*" on Saturday, March 2, from 11:00 am until 2:00 pm. for a mere \$15 donation to the WPC Scholarship Fund. Now I know it's not the White House and I'm certainly not George Bush, but I promise there will be fabulous food, fun, and prizes and your donation will be appreciated!

Menu:

Soufflés, french toast casseroles, fruit, assorted breakfast cakes/breads/muffins, juice, coffee and more.

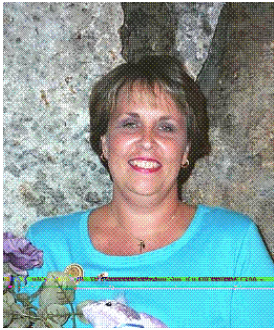
Optional Hat Contest for Fun & Prizes:

Rummage grandma's attic or express yourself in your own hat creation. If you wear a hat, you will be eligible for prizes. You do not need to wear a hat to attend the brunch. More details will be provided by our Director of Fun at the February meeting.

You won't want to miss this special event. Please help us fund our scholarships and RSVP to doreen_miller@att.net by February 23rd if you plan to attend.

Doreen Miller CAP
President
Winter Park IAAP Chapter

Finding Joy



Do you ever find yourself in a slump and can't think of a thing to write? Well, your Chapter Vice President is there now. I have been "attempting" to write this article for two weeks, and nothing. I've been looking for ideas in e-mails, in the newspaper, even in conversations I hear during the day, and nothing. So alas, I keep coming back to this little diddy. I did some editing, but the premise is the same. It goes back to finding "joy" in everything you do. Keep your head up in all situations and wake up each day knowing you WILL have a great day.

Everywhere I look, I will find joy!

I find joy in being alive!

I find joy in helping others.

I find joy in the simple things of life, like a cup of tea, children's laughter, a spring breeze, a sunrise or sunset.

I find joy in a friend's smile.

I find joy in an early morning walk.

I find joy in getting a big hug from someone.

I find joy in knowing no one can take joy away, but if I choose to do so, I may give it away.

I hope this helps those of you that are going through "trials" right now. Keep in mind that in all situations there is a reason why and a silver lining on the other side.

Cheryl Haley CAP
Vice President

The WELCOME Mat



HEAR YE! HEAR YE! HEAR YE!!

Marjorie Galloway (center) was inducted into the Winter Park Chapter at the January 2002 meeting. With her is Linda Hayes CAP, Marjorie's sponsor, and Karen Dettro CAP, Membership Chair. Congratulations, Marjorie!

Chapter Officers

President

Doreen Miller CAP
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
Email: cherylh@nodarse.com

Secretary

Linda Anderson CAP
Email: lmacpsc@earthlink.net

Treasurer

Tammy Hall
Phone: 407.679.7796
Email: tammyhall@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: nancfl@aol.com

Treasurer

Debbie Eifert CPS
Email: debeifert@philipcrosby.com

Southeast District Director

Sandra P. Chandler CPS
Email: sandy.chandler@suntrust.com

Winter Park IAAP 2001 - 2002 Committee Chairs

Awards & Recognition

Laurie Boehm CAP

Bylaws & Standing
Rules/Parliamentarian
Linda Fitzgerald 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 CAP

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 CAP

February 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Groundhog Day
3	4	5	6	7	8 RSVPs Due	9
10	11	12 Chapter Mtg.	13	14) Valentine's Day	15	16
17	18 <i>Presi- dent's Day</i>	19	20	21 Tax Tips! Seminar	22 Deadline for Articles	23
24	25	26	27 Board Meeting	28		

February Birthdays

2 Linda Hayes CAP
22 Fran Greenleaf CPS
26 Doreen Miller CAP

February Anniversaries

'71 Bobbie Corbett
'94 Karen Dettro CAP
'96 Linda Anderson CAP
'98 Carmen Weatherford

March 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 President's Breakfast
3	4	5	6	7	8 RSVPs Due	9
10	11	12 Chapter Mtg.	13	14	15	16
17 St. Patrick's Day	18	19	20	21	22 Deadline for Articles	23
24	25	26	27 Board Meeting	28		

Welcome, New Member Rose Dorsey, to the Winter Park IAAP Chapter

The enthusiasm and genuine caring attitude of our members has definitely been noticed. **Rose Dorsey**, one of our newest members, has a lot of good things to say about us. Rose is a Department Secretary at the Orlando Regional Medical Center, where she has worked for the past five years. She states that she was influenced to join the Winter Park Chapter because of the camaraderie, compassion and high energy of the chapter that were present every time she has visited.

It won't be long until you see Rose in action. She is eager to sit on a committee wherever there is a need. She intends to contribute her time and knowledge by participating in our civic events, networking with other professionals and sharing what she has learned from our educational programs with her co-workers. When asked what she hopes to gain from the chapter, Rose stated, "Ultimately, being a member of IAAP will improve my job performance skills at ORMC."

On a personal side, Rose is a busy woman! She is married with four sons, loves music, dancing and volleyball. She is active with her church as the assistant church secretary, member of the church Missionary department, and occasionally substitutes as a Sunday School teacher. With all this, Rose is also enrolled at Valencia Community College.

Welcome to the Winter Park IAAP Chapter, Rose. We are delighted to have you as a member and look forward to your involvement in the Chapter.

Karen Dettro CAP
Membership Chair

Florida Division is Golden !!!

Mark your calendars now to celebrate Florida Division's 50th Anniversary! The annual meeting will be held at the Hilton in St. Petersburg, Fla., Jun. 21st—23rd. The registration fee is \$150 and room rates are \$90 per night. Don't forget, members frequently share a room to reduce expenses and double the fun!

Florida Division raffle tickets for a laptop computer valued at \$1,300 are now available for members to sell or purchase. Cost is six tickets for \$5. Also, please pass the word — Florida Division is looking for vendors to exhibit their products / services at the annual meeting. Please see Doreen Miller CAP for raffle tickets and more information on this event.

FLAN Update

The Florida Local Area Network (FLAN) meeting was held on Jan. 26th. The purpose of the meeting was to provide a forum for Florida IAAP members to share information. Karen Dettro CAP, Patty Pittman, and Doreen Miller CAP were in attendance. The Greater Lake Mary Chapter is tentatively scheduled to host the next meeting.

Ways & Means Committee

I will have Current catalogs available at the chapter meeting on the 12th. And, the tradition continues at the March Chapter Meeting with the annual White Elephant / Silent Auction. This year we will also have a used book sale, so start setting aside any books you would like to donate for the sale. Cheryl Haley CAP does a great job as auctioneer, so keep the March chapter meeting on your calendar for the fun and excitement.

Linda Anderson CAP
Ways & Means Chair

Winifred Writes . . .



According to Susan L. Brock, author of *Better Business Writing*, "Too often people clutter their message with unnecessary words and redundant expressions. Wordiness usually means authors don't have a clear idea of what they want to say, and they don't choose their words carefully. It also means they don't take time to edit what they have written."

This exercise will help you identify and eliminate wordiness, jargon, and "purple prose." Clarify or simplify to improve the terms and expressions on this list. (Answers on page 7)

1. terminate the illumination
2. revenue commitment
3. at this point in time
4. in the event of
5. due to the fact that
6. at a later date
7. jumped off of
8. on a daily basis
9. each and every one
10. firstly
11. in my opinion, I think
12. irregardless
13. owing to the fact that
14. there is no doubt but that
15. so very happy
16. clenched tightly
17. close proximity
18. close scrutiny
19. in the majority of instances
20. at this juncture of maturation
21. in an intelligent manner

WAY TO GO, WINTER PARK !

We're #1 in the Florida Division for the largest increase in membership! We had a great response to our Fall Festival. We gained six new members at the event and now have a total of nine new members for the first half of the year. Our chapter has gotten off to a great start and it was all due to the concerted efforts of all the members in our chapter.

As we embark into 2002, we must keep the momentum going; so I encourage you to continue to spread the word and share your IAAP experiences with your friends, co-workers and new acquaintances. In the age of technology — email, voice mail & fax — the one-on-one personal exchange still makes the most significant impact! We have made some great strides in promoting the value of membership in IAAP and the Winter Park Chapter. Let's keep up the good work.

Karen Dettro CAP
Membership Chair

Education Committee

EXTRA !!! EXTRA !!! IT'S TAX TIME !!!



Please plan to attend a "mini-tax" seminar presented by our very own tax specialist, Debbie McKeown CAP. Debbie will give us little tidbits on how we can save on our taxes and answer any questions you may have on the topic.

Cost for this "mini" seminar will be \$15 with all proceeds going to our Scholarship Fund. The seminar will be held Thursday, February 21st, at 6:00 p.m. and will be held at the Nodarse & Associates office in Winter Park. Please contact me to confirm your attendance as well as directions.

Looking forward to seeing you there!

Cheryl Haley CAP
Education Chair

Answers to Winifred Writes . . .

- | | | |
|---------------|--------------------------|-------------------|
| 1. lights out | 2. tax increase | 3. now |
| 4. when | 5. due to or because | 6. later |
| 7. jumped off | 8. daily | 9. all |
| 10. first | 11. use one or the other | 12. regardless |
| 13. due to | 14. undoubtedly | 15. happy |
| 16. clenched | 17. close | 18. scrutinize |
| 19. usually | 20. now | 21. intelligently |

Keeping Your Balance

If a dog were your teacher, you would learn stuff like . . .

- *When loved ones come home, always run to greet them.*
- *Never pass up the opportunity to go for a joyride.*
- *Allow the experience of fresh air and the wind in your face to be pure ecstasy.*
- *When it's in your best interest, practice obedience.*
- *Let others know when they've invaded your territory.*
- *Take naps and stretch before rising.*
- *Run, romp and play daily.*
- *Thrive on attention and let people touch you.*
- *Avoid biting when a simple growl will do.*
- *On warm days, stop to lie on your back in the grass.*
- *On hot days, drink lots of water and lie under a shady tree.*
- *When you're happy, dance around and wag your entire body.*
- *No matter how often you're scolded, don't buy into the guilt thing and pout . . . Run right back and make friends.*
- *Delight in the simple joy of a long walk.*
- *Eat with gusto and enthusiasm. Stop when you have had enough.*
- *Never pretend to be something you're not.*
- *If what you want lies buried, dig until you find it.*
- *And MOST of all . . . When someone is having a bad day, be silent, sit close by and nuzzle them gently.*

Author Unknown



Shelley Powell
 CREATIVE MEMORIES UNIT MANAGER
 3012 Dellwood Drive
 Orlando, FL 32806
 (407) 895-0500

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Editor:

Deborah J. McKeown CAP
 Office Phone:407.825.3826 / Office Fax:407.855.3531
 Office Email: dmckeown@goaa.org

H&R BLOCK

**Deborah J. McKeown CAP
 Tax Service Specialist**

SHOPPES OF EASTWOOD
 1945 S. Alafaya Trail, Orlando, FL 32828
 Telephone: (407) 281-8181 / Fax (407) 249-2586

For year-round service District Office
 681 S. Semoran Blvd., Orlando, FL 32807

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IAAP - Winter Park Chapter
 P.O. Box 33
 Winter Park, FL 32790-0033