

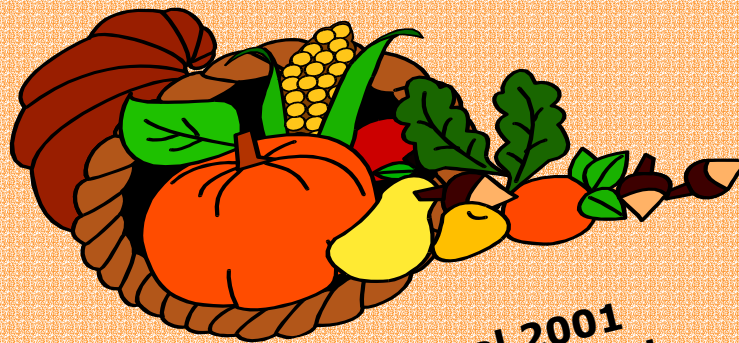
The Office Professional



Volume 29, Issue 4

October 2001

Winter Park Chapter IAAP
A Cornucopia of Benefits
Training, Networking,
Information and more



Fall Festival 2001
Tuesday, October 9th
Dubsdread Country Club
549 West Par Avenue, Orlando
See Page 3 for more details.

Winter Park IAAP

www.virtualgateways.com/iaap

P.O. Box 33

Winter Park, FL 32790-0033

Message Line: 407.672.4331

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From the President's Desk

Back to Business...

On the morning of September 11, millions of Americans went to work, just like every other day. What we didn't know that fateful morning was that some of us wouldn't be coming home and the lives of others would be changed forever.

Several weeks later, we still mourn the loss of our fellow Americans, and our hearts go out to the families who lost loved ones. Many have described this event as surrealistic, but the endless hours of media coverage showed us these were real people with families, friends, hopes, and dreams.

Now our leaders work tirelessly to plan our response to this attack, and we have been asked to get "back to business." With that in mind, I ask you to move forward and please support our October 9th Fall Festival impact meeting by spreading the word about IAAP, inviting your friends, co-workers, and business associates to the meeting. This special event is not only for prospective members, but for you also. Let's take this opportunity to network with our friends, meet new friends, and share information about our great IAAP chapter. Let's make this the most successful event ever and have fun doing it!



Franklin D. Roosevelt, our 32nd president and a major Allied leader during World War II, once said, "We have always held to the hope, the conviction that there is a better life, a better world, beyond the horizon."



Let's hold to that hope and face the future with the same courage our American heroes have exhibited. When this dark cloud passes, the sun will shine brightly again on the United States of America. In the meantime, it's "back to business". I look forward to seeing you on the 9th.

*Doreen Miller CPS
President
Winter Park IAAP Chapter*

A Glimpse of Franklin D. Roosevelt...

The 32nd president of the United States, Franklin Delano Roosevelt, served for more than 12 years, longer than any other man. He greatly expanded federal powers to affect economic recovery during the Great Depression and was a major Allied leader during World War II.

Roosevelt attended Harvard University and the Columbia University School of Law. He was elected to the New York Senate in 1910 and became assistant secretary of the Navy three years later. He remained active in Democratic politics despite being stricken by polio and was elected governor of New York in 1928.

Elected president in 1931, Roosevelt quickly obtained passage of a sweeping economic program, the New Deal, which provided relief, loans and jobs through a variety of federal agencies. Roosevelt mobilized industry for military production and extended aid to Great Britain. He played a leading role in creating the alliance with Britain and the USSR that led to victory in World War II.

*Source: Great Quotes from Great Leaders
compiled by Peggy Anderson*

October Meeting

Dubsread Golf Course
549 West Par Street
Orlando

FALL FESTIVAL 2001

October 9th

Networking
5:30 - 6:45
Buffet Dinner
6:00
Presentation
6:45 - 7:30
Break

More Networking, Fun & Prizes
7:30 - 8:00
Business Meeting
8:00 - 8:30

Buffet Menu
Pot Roast with
Carrots & Potatoes
House Salad
Rolls & Butter
Carrot Cake

Cost: \$19.00

Checks payable to
Winter Park IAAP

RSVP to Marilyn Bell CAP

By 5:00 pm, Fri., Oct. 5th

Phone: 407.644.5366

Or Email:

marilyn@americanrepro.com

No shows for dinner will be
invoiced for the meal.

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

October Program



"Keeping Your Balance"

Presented by John Hollis
Senior Trainer
Orlando Regional Healthcare

You'll be amazed at how much you do! Yet at times you've wondered where the time went and you feel like you've accomplished next to nothing. We'll try to focus on techniques to help you "keep your balance".

We'll start by jotting down most of the things you do (bring a pen, we'll have paper), listing your responsibilities and functions. This could be focused on work and/or personal, home and family responsibilities. We'll step back and begin to analyze your situation.

Come join us Tuesday, Oct. 9th, to learn more tricks of the trade.



What: Nationally known "FISH" seminar
(Presented by Barbara Thompson,
professional trainer & educator)

When: November 15, 2001 - 6:00 to 8:30 p.m.

Where: Orlando Regional Medical Center - Multi-Purpose Rooms
1414 Kuhl Avenue, Orlando, FL 32806 (Parking available in Garage A
off Copeland. Enter hospital through main lobby and proceed to
information desk for directions to the Multi-Purpose Rooms)

Cost: \$29 (before Nov 1) / \$35 (after Nov 1)
(Registration fee includes a light dinner)

Bait your hook, throw in your line, and catch the "FISH" philosophy. Come "school" with us and help to create a workplace that is more energetic, fun, and productive by learning the four principles of "FISH"!

Play
Make Their Day
Be There
Choose Your Attitude

If you reel in "FISH",
you and your workplace will never be the same!



Contact Linda Fitzgerrell CPS at lfitzgerre@aol.com for more information or call the Chapter Message Line at 407.672.4331. Register for the seminar by mailing in the "FISH" registration form included on Page 9.



ATTITUDES - THE CHOICE IS YOURS

About a month ago, I decided on this topic for my article. On September 11, 2001, this topic took on a whole new meaning. The most important **CHOICE** you will make every day is what your **ATTITUDE** will be. **Yes ATTITUDE is a CHOICE.** You must choose to be happy or sad. You must choose to be grumpy or cheerful. And, as we all know, your **ATTITUDE** can make or break not only you, but **ALL** the people you come in contact with throughout the day.



A perfect example of this is Mayor Rudy Guiliani of New York City. He has chosen to get up every day with as much of a positive attitude as he can possibly muster. With such devastation and loss of life that occurred when the World Trade Center came down, he has managed to not only keep New York City united in this terrible time, but is now a symbol of what attitude can do for an entire country.

I know there are days when you just want to stay in bed, but I think this event has had to change everybody's outlook on life. If you find yourself, slipping into a stooper, just **TELL YOURSELF** life is great over and over again. Whatever you say, will be. If somebody asks you how your day is, it should always be **GREAT.** If somebody does something to offend you, shrug it off. Be the better person and have a **GREAT ATTITUDE.**

After a recent NASCAR race, one of the drivers was interviewed regarding an accident he was in that pretty much took him out of the race. (Keep in mind that this driver, is in the Top 3 for the championship for this sport.) While he was upset about the outcome of the race, his attitude was that he came out of the accident fine, there are other people that can't say that. Though this driver is not one that I hope to win races, my respect for him certainly increased as he realized his **ATTITUDE** must be up.

Remember whatever circumstances you are in - **LIFE IS GREAT.** In order for the United States as a country to get through this time, we must keep our heads high and our **ATTITUDES HIGH.**

WE WILL PREVAIL.

Cheryl A. Haley, CAP
Vice President

Remember...

Register for the Southeast District Meeting, being held Oct. 26th-28th, in Huntsville, AL, as soon as possible. The District Meetings are very informative and great for networking. Contact Doreen Miller CPS for more details.

The Fort Myers Chapter is hosting a celebration luncheon for Margaret Williamson CPS in recognition of her 50th anniversary as a CPS. The luncheon is Sat., Oct. 13th at the Club Riveran in Fort Myers. Please contact Nan Glover at 941.275.4647 ext. 346 for more information.

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Treasurer

Debbie Eifert CPS
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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 Detro 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

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 CPS/CAP Banquet	4	5 RSVP Due	6
7	8	9 WP Meeting	10	11	12	13
14	15	16	17	18	19	20 Articles Due
21	22	23	24 Board Meeting	25	26 SE Dist Conf	27 SE Dist Conf
28 SE Dist Conf	29	30	31			

October Anniversaries

'95 Lisa Bagwell CPS

'97 Betty Clark

October Birthdays

10/9

Mary Brough

10/14

Marilyn Bell CAP

10/17

Linda Anderson CAP

10/26

Karen Dushek

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 RSVP Due	10 Festival of Trees
11	12	13 WP Meeting	14	15 FISH Seminar	16	17
18	19	20 Articles Due	21	22 Thanks- giving	23	24
25	26	27	28 Board Meeting	29	30	

Think

Today we have higher buildings and wider highways, but shorter temperaments and narrower points of view.

We spend more, but enjoy less. We have bigger houses, but smaller families. We have more knowledge, but less judgment.

We have more medicines, but less health.

We have multiplied our possessions, but reduced our values. We talk much, we love only a little, and we hate too much.

We reached the moon and came back, but we find it troublesome to cross our own street and meet our neighbors.

We have conquered the outer space, but not our inner space.

We have higher income, but less morals.

These are times with more liberty, but less joy.

We have much more food, but less nutrition.

These are the days in which it takes two salaries for each home, but divorces increase.

These are times of finer houses, but more broken homes.

That's why I propose as of today:

You do not keep anything for a special occasion, because every day that you live is a special occasion.

Search for knowledge, read more, sit on your front porch and admire the view without paying attention to your need.

Spend more time with your family and friends, eat your favorite food, visit places you love.

Life is a chain of moments of enjoyment; not only about survival.

Use your crystal goblets. Do not save your best perfume, use it every time you feel you want it.

Remove from your vocabulary phrases "one of these days" and "some day".

Let's write that letter we thought of writing "one of these days".

Let's tell our families and friends how much we love them.

Do not delay anything that adds laughter and joy to your life.

Every day, every hour, and every minute is special and you don't know if it will be your last.

Submitted by Karen Dettro CPS

Optimism is the cheerful frame of mind that enables a teakettle to sing, though in hot water up to its nose.

Anonymous

Ways & Means

Remember to bring your orders and any money collected for the Pasta Fundraiser. The 2002 Entertainment Books are now available for sale. They are \$30 each. Remember to bring any collected monies. Also, IAAP pens (both blue & black ink), portfolios and refill notepads are also available for purchase.

Finally, many thanks go out to the various vendors which participated in the Chapter's 3rd Annual Vendor Fair. The Fair was a huge success. (See Page 8)

Contact Linda Anderson CAP at 407.420.1337 for more information.

The Welcome Mat

As I was walking down the hall at Orlando Regional Healthcare, I was surprised to run into **Julie Gadbois**, a new member to Winter Park Chapter IAAP. She was newly hired as a Department Secretary and had just been there for one month. She also works part-time as a bookkeeper for Incredibly Edible.

Julie was influenced to join the Chapter because of her desire to interact with Administrative Professionals to enhance her career choice. She certainly hit the "jackpot" when selecting Winter Park, as we have a diverse group of members with whom she can network. From her membership, she hopes to gain a higher degree of excellence in her career and an organized, productive involvement in the community.

Julie is actively pursuing her CPS certification by taking classes at Orlando Tech. Unfortunately, her classes conflict with our Tuesday meetings, so we won't see much of Julie until after the November exam. Once she gets started, she is interested in Civic and Fundraising Committees. Good luck, Julie, and we look forward to seeing you in November.

Karen Dettro CPS
Membership Chair

The Welcome Mat

Barbara Fletcher, a Team Leader (Legal Secretary) for Lowndes, Drosdick, Doster, Kantor & Reed, P.A., is one of our newest members. One of Barbara's goals for 2001 was to join a professional organization; and one day while having lunch, she saw the Chapter's advertisement in the Orlando Sentinel. She called Tammy (Eifert) Hall and made a reservation for the next meeting.

Shortly after joining, it didn't take her long to get involved in the Chapter. Barbara volunteered to serve on the IMPACT Committee. From a background in bridal and etiquette consulting, she has expertise in organizing banquets and receptions, so her talents are aptly appreciated in planning our Fall Festival. She also is willing to share her expertise in personal time management and good manners.

Now that she's a member, Barbara's next goal is to become a CPS and CAP. She looks forward to networking with the Chapter members who have similar goals. From her membership with the Winter Park Chapter IAAP, she hopes to gain education to stay up-to-date with the latest developments and changes in the administrative profession.

When asked what speakers/programs she would like to have at the Chapter meetings, Barbara stated she is interested in team building ideas as well as help with appraising information. She'd also like some tips on searching the Internet and taking advantage of the free clip art on the Web.

What's nice about Winter Park Chapter IAAP is that we have a wealth of talent. So, until we can get a speaker for these topics, please introduce yourself to Barbara and share your expertise. It's sure to be a WIN-WIN situation!

Karen Dettro CPS
Membership Chair

Book Review

In *Many Mountains to Climb*, Stacy Allison, the first woman to reach the summit of Mt. Everest, shares her exciting stories and her reflections on the lessons for life that she has drawn from them. Anyone who faces a challenge will draw new energy from reading this book. Contact Doreen Miller CPS if you would like to borrow the book.

CPS/CAP Corner

PROFESSIONAL CERTIFICATION

The Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) are designations earned through a unique certification program for administrative support staff that goes beyond a simple evaluation of levels of knowledge and competency to:

Encourage professional development

Provide a means to keep abreast of change

Ensure a quality scope of knowledge and professionalism that gives a winning edge

Earning the CPS or CAP rating proves your willingness to go above and beyond in your position. It makes a statement that you view your role in business as a career—not just a job.

The CPS examination is a one-day exam, with three parts. The CAP is a one and one-half day exam, with four parts. The exams are administered each May and November at over 250 locations across the United States, Canada, and other countries.

Parts 1 – 3 CPS and CAP exams include:

Finance and Business Law

Office Systems and Administration

Management

Part 4 CAP exam includes:

Organizational Planning

Recertification: CPS holders are encouraged to recertify every five years. Recertification is required for CAP holders every five years.

(Taken from our local website at www.virtualgateways.com/iaap)

Congratulations to the honorees at the CPS/CAP Recognition Dinner to be held on Wednesday, October 3, hosted by the Greater Lake Mary Chapter. A complete report of the event will be in next month's issue as well as testing your own professional skills.

Linda Hayes CAP
CPS/CAP Co-Chair

*IAAP – WINTER PARK CHAPTER
WISHES TO THANK THE FOLLOWING VENDORS
FOR PARTICIPATING IN OUR THIRD ANNUAL
WAYS & MEANS VENDOR FAIR
SEPTEMBER 11, 2001*

Marcia Gallo
CHRISTMAS AROUND THE WORLD
407-327-2153

Chere Cain
**ECLECTIC ESSENCE MASSAGE
THERAPY**
407-234-1027

Vera Pennington
LONGABERGER
352-394-8196

Marjie Duke
MARJIE'S SOAPS, SCENTS & SCRUBS
407-889-8316

Cheryl Haley
MARY KAY COSMETICS
407-673-0263

Pam Ryan
PREMIER DESIGN
407-290-8850

Alecia Sanders
PARTY LITE
407-251-7317

Susan Roberts
TIDINGS OF LOVE ANGEL PINS
407-804-3120

Andi Johansson
TUPPERWARE
407-880-6759

Susan Cali
WEEKENDERS CLOTHING COLLECTION
407-859-3530

THANK YOU!

Attention Crafters

We made over \$200 on our hand-made crafts at the September meeting. Many thanks to all of those who brought in items for the Craft Corner as well as to those who purchased the items. It was such a success that the Craft Corner will be repeated at the November meeting. All crafts and baked goods are welcome and will be displayed at that time.

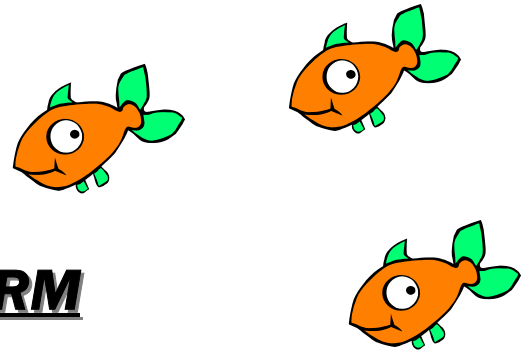
Judy Cornils
Publicity Chair

Awards and Recognition

Answers to the July Chapter Meeting Quiz:

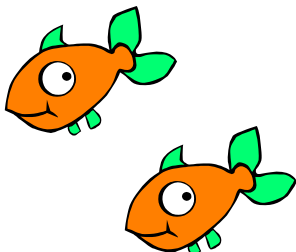
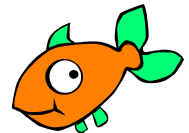
- 1) IAAP was originally known as: (C) National Secretaries Association.
- 2) What is the name of the Florida Div. Newsletter: (B) Professional Impressions.
- 3) FLAN stands for: (C) Florida Local Area Network.
- 4) The current Florida Division President is: (C) Betty Green CPS
- 5) The following is the correct use of the IAAP logo: (D) IAAP®
- 6) How many specific districts are there within IAAP: (B) 6
- 7) The Florida Division of IAAP chartered in the year: (C) 1952
- 8) What former Winter Park member was featured in the Orlando Sentinel recently: (B) Tracie Vann CAP
- 9) The official merchandise licensee of IAAP is : (B) Russell Hampton
- 10) How many years did Debbie Eifert CPS serve on the Winter Park Chapter Board before she served as President: (B) 6

Laurie Boehm CAP
Awards & Recognition Chair



"FISH" REGISTRATION FORM

Name
CPS/CAP
Recertification Points Requested (yes/no)
Company Name
Address (street, city, state, zip)
Phone No.
E-mail
Amount Enclosed
Registration Fee (includes light dinner) \$29 (before Nov. 1st) / \$35 (after Nov. 1st)
Mail registration form and check to: Winter Park Chapter IAAP "FISH" Registration P.O. Box 33 Winter Park, FL 32790-0033



"School" with the best!
Winter Park Chapter IAAP

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.

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Tax Service Specialist

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