

**Mission:** Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development

**Core Values:**

**Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability, and high ethical standards.

**Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.

**Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

**Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

**Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

## How to Remain Competitive in a Volatile Job Market

In the current economic climate, it is more important than ever to take advantage of every opportunity you encounter.

Please take advantage of this opportunity, and join us on **Tuesday, July 14**, for this presentation by

**Kimberly Downen of Office Team**

See Page 5 for more details

Congratulations and Welcome to the 2009-2010 Board of Officers:

Melanie Campbell, President

Mary Brough, Vice President

Debbie Bridge, Secretary

Kim Gessner CPS/CAP, Treasurer

WATCH US BUILD!



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## Message from the President

Wow! What a privilege to be asked and elected to be the President of the Winter Park Chapter. This will be a rambling first message, but my thoughts are flying in all different directions.

My theme this year is "Building Blocks," which goes with President Joanne MacKenzie CPS/CAP's Florida Division theme of "Building Careers" and, finally, with incoming President Susan K. Shamali CPS/CAP's International theme of "Power of Commitment."

First and foremost I wanted to give you my expectations and goals for the chapter. These will be developed further at the Leadership/Strategic Planning session on July 11<sup>th</sup>. I also incorporated the "Membership Surveys" (we received 11- 41% of our membership). I hope each and every member will attend and, if not, at least send me your thoughts and/or ideas. My primary goals are to

- Maintain and/or increase membership,
- Build relationships within the community and promote our organization via our chamber memberships, and
- Develop a succession plan for the future.

I will not apologize this year. I see our chapter as a business, and in these hard economic times we need to tighten our belts and get back to business. My dream is that we can become the professional organization I joined in 1998. When I first joined, I was already part of a committee within in a few meetings. The membership back then was well over 80 members; today we are at only 27 (with another 2-3 of those dropping off due to downsizing). Members were involved, and we were the premier chapter that everyone in Florida Division looked up to. We were a cutting-edge, education-based chapter. Having just completed the Florida Division Annual Meeting (FDAM) I think we are on the right track.



2009-2010 President  
Melanie Campbell



**Left:** FDAM Planning Committee.  
**Right** (from left to right): Cheryl Haley-Hollister CPS/CAP, FDAM Co-Coordinator; Laurie Boehm CPS/CAP, 2008-2009 Florida Division President; and Debbie Wilkerson CPS/CAP, FDAM Co-Coordinator



On that note, I want to "Thank" the eighteen members who gave their time, blood, sweat and tears (just kidding), to make the Florida Division Annual Meeting a HUGE success. I haven't heard what the feedback back was from the surveys, but I know from what I heard and saw at the meeting that the other members were quite impressed.

Karen Detro CPS/CAP and I are working hard to get the programs nailed out for the year. Stay tuned for an amazing line up.

In closing here is some construction talk (per the "Building" theme): We are in the process of drawing up the schematic plan of the chapter (Leadership/Strategic Planning & Membership Survey), and now we can visualize what the finished building will be. Next will be the pouring of the concrete.

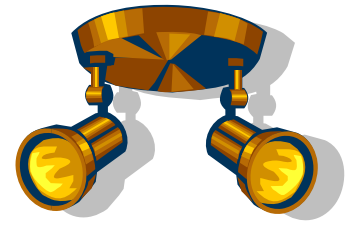
Melanie Campbell  
President

P.S. I have a new email address: [wpc-iaap@cfl.rr.com](mailto:wpc-iaap@cfl.rr.com). Please send **any and all** IAAP emails to this mail box.

# Member Spotlight

By Kim Gessner CPS/CAP

This month marks the debut of a new feature: the Member Spotlight. This month we feature our newest member, **Angela Stevenson**.



**Question:** How long have you been an administrative professional?

**Answer:** More than 15 years.

**Q:** Where do you work?

**A:** I work at Breedlove, Dennis & Associates, Inc., an environmental consulting firm.

**Q:** How did you first hear about IAAP?

**A:** A coworker, who I now consider a friend, invited me to visit.

**Q:** So, you had never heard of IAAP before your coworker told you?

**A:** Never.

**Q:** Why did you decide to check us out?

**A:** I wanted to be with other admins and see what I could learn.

**Q:** What made you decide to join?

**A:** I liked the educational opportunities and the formal meeting structure.

**Q:** What kinds of activities do you hope to be involved with in the future?

**A:** I am now the Civic Committee Chair, and I hope to do more service activities and more networking with the members.

**Q:** Are you interested in earning any of the certifications offered by IAAP?

**A:** I am definitely interested in certification, but not at this time. I want to get a little more settled with getting to know the Chapter.

**Q:** Do you have any hidden talents or secret skills that few people know about?

**A:** I really like creating things, being artsy-craftsy. I spend so much time working at the computer that I like to get more hands-on with other projects.

**Q:** Where do you see your involvement with IAAP taking you?

**A:** I want to learn more things and become more accomplished. In a few years, when I have learned more about the Chapter and the members, I hope to become a Chapter officer.

**Q:** Is there anything else you want to share with the Chapter?

**A:** We're getting a new member of the family! A puppy! I'm so excited!



Angela and her friend Jamilah Coleman at the IAAP-Winter Park Chapter's March meeting.



Angela at the Evening of Welcome Mardi Gras Party at the 57th Florida Division Annual Meeting

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## Stay Plugged into Professional Networks

Employees everywhere are tapping their professional networks, as they look for new jobs or prepare for the possibility of a pink slip.

Judy Beebe, an executive assistant at Parsons Brinckerhoff in Seattle, serves on the board of the local chapter of an industry-specific association, Society for Design Administration (SDA), for the engineering, architecture and construction industries. She has also served as her chapter's president and on the executive committee of the national SDA. It helps keep her connected

Ways to squeeze the most out of a membership:

**Get your name in print.** Most local chapters of IAAP, for example, have newsletters that are always hungry for writers to fill the space. Beebe says getting published and "sharing your knowledge is a way for you to grow and be recognized—and it's also networking."

**Flaunt your leadership skills.** "Joining a

professional organization doesn't just mean paying the dues and reading the newsletter," Beebe says. "You've got to really participate and help make a difference. That in turn helps your career."

**Network your way past challenges.** Stumped over a problem? Send a shout-out to local chapter members to see how they've handled similar situations.

**Stay visible.** Beebe says that, thanks to staying active in SDA, she now knows plenty of principals and managers within the engineering industry.

"I would think that if I got laid off at my current job and there were other openings elsewhere, I would have an edge over other candidates," says Beebe, "because people know of me and where I have experience."

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Source: Business Management Daily.  
<http://www.businessmanagementdaily.com>



## New CAP Review Course

Valencia Enterprises recently announced the availability of a new review course for those who wish to take the CAP Exam or earn recertification points.

The 18-hour course, taught by Helen Adams CAP, will focus on Part 4 of the CAP exam: Advanced Organizational Management. The course will be held on Thursday evenings, from 6:00 p.m. to 9:00 p.m., starting on September 10 and running through October 22. There will be no class on October 15.

The class will be conducted in Classroom 105 at Orlando Regional Medical Center, 1414 Kuhl Avenue, Orlando, Florida.

A total of 18 recertification points are available for taking this course if you are an active CPS or CAP holder.

The cost for the course is \$60.

For additional details, or to enroll, please call 407-582-6688.

## JULY MEETING

Winter Park  
Welcome Center  
151 W. Lyman Ave.  
Winter Park, FL 32789

**July 14, 2009**

### Networking

5:00—6:00 p.m.

### Dinner

6:00—6:45 p.m.

### Program

6:45—7:45 p.m.

**"How to Remain  
Competitive in a  
Volatile Job Market"  
by Kimberly Downen,  
Office Team**

### Business

7:45—8:30 p.m.

## MENU

4th of July Picnic:  
Deli Sandwiches,  
Potato Salad, Macaroni  
Salad, & Pasta Salad  
Iced Tea & Water  
Anniversary Cake

Cost: \$16

Cash or Checks Accepted  
*(make checks payable to  
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**RSVP to  
Kim Gessner CPS/CAP  
Treasurer/Newsletter  
Editor at  
[kmgessner@att.net](mailto:kmgessner@att.net)  
By  
**Friday, July 10th****

## 2009 Certification Conference

Registration is now open for the 2009 Certification Conference, being held at the Portland Marriott Downtown Waterfront in Portland, Oregon, from October 18—21.

In an effort to make the conference more affordable, the early registration fee has been reduced by \$30 to \$495, and the hotel has reduced its rates by \$30 to \$159 per night.

This year's conference, titled *Sharp Skills in Tough Times*, is a 2<sup>1</sup>/<sub>2</sub>-day opportunity to "network with other admins, share ideas, problems, and solutions." Five 3<sup>1</sup>/<sub>2</sub>-hour seminars, two networking lunches, and a continental breakfast are included in your registration fee, and 15 recertification points are available for active CPS and CAP holders who attend the conference in its entirety.

Travel discounts to Portland have been negotiated with American Airlines and Avis Rent-a-Car.

For more information, please visit

<http://www.iaap-hq.org/events/certification/index.html>.



Have a story that would  
be great for our Chapter  
newsletter?

Submit your articles or  
photos for the  
August Newsletter, to  
Kim Gessner CPS/CAP,  
Treasurer/Newsletter

Editor, at

[kmgessner@att.net](mailto:kmgessner@att.net)

by July 24, 2009



## Future CPS and CAP Exam and Deadline Dates

*By Linda Hayes CAP, Certification Chair*

Following are the dates and deadlines for future exam administrations:

### Exam Dates

Friday & Saturday, November 6 & 7, 2009

Friday & Saturday, May 7 & 8, 2010

Friday & Saturday, November 5 & 6, 2010

### Registration Deadline Dates

August 15, 2009

February 15, 2010

August 15, 2010

The Certification Application Packet has been revised and is available on the web at [www.iaap-hq.org/Cert/CertAppPacket.pdf](http://www.iaap-hq.org/Cert/CertAppPacket.pdf).

## New Call for Volunteers

Do you know someone who has daytime hours free and wants to keep their administrative skills sharp?

**Winter Park Tech** needs volunteers in many technical programs such as Administrative Assistant, Digital Design, Web Design, Network Support Services, Court Reporting, and

other administrative professional programs.

If anyone has skills in these areas, it would be great for them to help in the areas of their choice. Of course this is not a requirement. The staff at Winter Park Tech is always happy to have help with administrative duties such as copying, scanning, filing, working with students on

presentations using PowerPoint, grading papers, making new student packets, working on flyers in Publisher, and other general office tasks.

Please contact Kelley Ferranti at **Kelley.ferranti@ocps.net** if you would like to help out Winter Park Tech.



## Save the Date

Please save the date for the following IAAP Events (bolded items are events in Florida).

July 26-29, 2009	IAAP International Convention and Education Forum* Minneapolis Convention Center, Minneapolis, Minnesota
October 18-21, 2009	2009 Certification Conference* Portland Marriott Downtown Waterfront, Portland, Oregon
March 8-10, 2010	Spring Professional Education Conference Grand Sierra Resort, Reno, Nevada
June 25-27, 2010	<b>58th Annual Florida Division Meeting Lakeland, Florida</b>
July 18-21, 2010	IAAP International Convention and Education Forum Hynes Convention Center, Boston, Massachusetts
October 17-20, 2010	2010 Certification Conference Hilton Seelbach Hotel, Louisville, Kentucky

For additional information, please go to <http://www.iaap-hq.org/events.htm>.

(\* = Advertising recertification points available)



**JEWELRY SALE**

LOOKING FOR THE IDEAL FASHION  
ACCESSORY?

The Chapter will be selling jewelry from Small Indulgences as a Ways & Means project. Assorted jewelry—necklaces, earrings, pins, and bracelets will be available at chapter meetings. Cash, check, or credit card will be accepted.

GET READY TO SHOP!



# June Meeting Highlights

By Kim Gessner CPS/CAP

The Winter Park Chapter meeting on June 9 marked the end of one year and the start of another.

First, Chapter Vice President Roxanne Dilley introduced Arndrea Alexander, who presented volunteer opportunities at Frontline Outreach, an organization dedicated to assisting at-risk children learn and grow into tomorrow's leaders.

Following Ms. Alexander's presentation, Laura Milward,

the Winter Park Chapter President for the 2008-2009 year, presented awards to her Board and Committee Chairs for jobs well done.

The installation of the 2009-2010 Board was the final event of the evening. Using a theme of building blocks, Melanie Campbell, one of the Chapter's past presidents, was installed as the new president; Mary Brough, who had served several terms as Chapter treasurer, was installed as Vice President. Debbie Bridge was installed as Chapter secretary for her second term. Kim Gessner CPS/CAP was installed for her first term as Chapter treasurer.

Good luck to the new Board members in the coming year!



*Top center:* Vice President Roxanne Dilley, Arndrea Alexander, and President Laura Milward; *Middle center:* Cake welcoming the new Board of Directors; *Top left:* Laura and Social Chair Doreen Miller CAP; *Center left:* Laura and Nominations Chair Roberta Weaver; *Bottom left:* Laura and Awards Chair Vicky Nichols-DeNegre

*Top right:* Laura and Scrapbook Chair Veronica Leavenworth; *Center right:* Laura and Civic Co-Chair Nancy Vobornik; *Bottom right:* Laura and Newsletter Co-Chair Joyce Woolman; *Bottom center:* 2009-2010 Board of Directors (left to right: Kim Gessner CPS/CAP; Debbie Bridge; Mary Brough; Melanie Campbell)



## 2009-2010 Board of Directors

**President** ..... Melanie Campbell..... [wpc-iaap@cfl.rr.com](mailto:wpc-iaap@cfl.rr.com)  
**Vice President** ..... Mary Brough..... [marybrough@cfl.rr.com](mailto:marybrough@cfl.rr.com)  
**Secretary** ..... Debbie Bridge..... [debbie.bridge@comcast.net](mailto:debbie.bridge@comcast.net)  
**Treasurer**..... Kim Gessner CPS/CAP ..... [kmgessner@att.net](mailto:kmgessner@att.net)

### Calendar of Events

#### 2009

#### July

14 Monthly Chapter Meeting

#### August

11 Monthly Chapter Meeting  
15 Deadline to Register for CPS and CAP Exams

#### September

8 Monthly Chapter Meeting

#### October

13 Monthly Chapter Meeting

#### November

6 & 7 CPS & CAP Exams  
10 Monthly Chapter Meeting

#### December

8 Monthly Chapter Meeting

#### 2010

#### January

12 Monthly Chapter Meeting

#### February

9 Monthly Chapter Meeting



Left to right: Melanie Campbell , President; Mary Brough, Vice President, Debbie Bridge Secretary; Kim Gessner CPS/CAP, Treasurer.

We are here to serve you, our members. Please contact us with questions, comments, or ideas for making the Winter Park Chapter of IAAP the place for advancing career-minded administrative professionals

### 2009-2010 Florida Division Board of Directors

**President** .....Joanne MacKenzie CPS/CAP, Ocala Chapter  
**President Elect** .....Linda Freese CAP, Gainesville Chapter  
**Vice President** ..... Candy Puls CAP, Central Brevard Chapter  
**Secretary** .....Patti Clark CPS/CAP, Lake Buena Vista Chapter  
**Treasurer**..... Irene Matthews, Tampa Chapter

### 2009-2010 Committee Chairs

**Awards & Recognition**  
*OPEN*

**Bylaws & Standing Rules**  
Bobbie Corbitt

**Certification**  
Linda Hayes CPS/CAP

**Civic**  
Angela Stevenson

**Education**  
*OPEN*

**Membership**  
Laura Milward

**Newsletter**  
Kim Gessner CPS/CAP

**Program**  
Karen Dettro CPS/CAP

**Publicity/Speakers Bureau**  
Debbie Bridge

**Scrapbook**  
Melanie Campbell

**Social & APW Events**  
*OPEN*

**Ways & Means**  
Mary Brough

**Website**  
Veronica Leavenworth

**Kim M. Gessner CPS/CAP**  
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Business Card Size Ad:	\$36/Year (12 Issues) or \$3/Month
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Contact Kim Gessner CPS/CAP, Treasurer/Newsletter Editor, at [kmgessner@att.net](mailto:kmgessner@att.net) for more information .



**Please Pardon our dust.  
Remodeling in progress.**

The Winter Park Chapter of IAAP thanks the businesses listed below for participating in our Second Annual Tea & Vendor Fair



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*jaimae@clearskymemories.com*



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