

# The Source The Source

Newsletter of the Gainesville Chapter of the  
International Association of Administrative Professionals®

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*Message from our  
President,  
Rebecca Carlisle CPS/CAP*



Education Forum and Annual  
Meeting (EFAM)  
Boston 2010

I arrived in Boston on Saturday, July 17<sup>th</sup> and immediately caught up with Linda Freese and Joanne McKenzie at the airport. We were all very excited to get to our hotel, check in and find some yummy food. Which we did! My first taste of Boston was New England Clam Chowder (of course).

Florida Division had an amazing showing at the meeting this year. Sunday evening we got together at the hotel restaurant for dinner. It was great to talk with everyone about the past year and find out what was going on at their respective chapters. We are all so lucky to be a part of the Florida Division!

There was not only one but two keynote speakers! The first was Vernice "FlyGirl" Armour, she went from beat-cop to combat pilot within three years. Vernice became America's first African-American female combat pilot and she really hit the ground running! Really, once introduced she literally ran through the audience to the stage while loud pulsing music from "Top Gun" played. She combined humor with ambition and if everyone in the room was not motivated, then they did not have a pulse!

Then there was Erin Brockovich. You know the girl; Julia Robert's played her in the biographical portrait movie named after her. Now, years later she is still a huge consumer advocate. She is

not your typical “do gooder” so to speak. She is pushed by an uncontrollable urge to do the right thing while at the same time has no problem dropping a few “F-bombs” along the way. Which she did during her keynote! Quite entertaining, but I am not sure how some of the more conservative, and might I say, more mature in the audience took it. I actually found her very impressive and the shock factor of her colorful language kept me on the edge of my seat.

To say that I learned a lot would be an understatement. From attending educational classes to learning what it means to be a delegate, there was hardly a minute to spare. It was an honor to attend this meeting and I am looking forward to Montreal next year.

~~Rebecca~~

## Members' Corner

### Member's Spotlight Susanne Katz



I am a Florida native, my home town is Lake City, Florida. I spent my formative years in Tallahassee and moved to Gainesville when I graduated from High School. I attended Santa Fe Community College where I proceeded to take over 100 hours, changing my major four times. For a couple of years I worked at a preschool in the two-year-old class before I decided I needed a job that would actually support me.

For two years I worked in private industry as a legal secretary. My first year I worked with two lawyers who specialized in criminal law and the second year I worked with an attorney who practiced family law - specializing in estate planning. This was in the early years of computers in the work place and I learned in the course of those two years four different operating systems (one that was created by a friend of one of the attorneys). I did a lot of transcription from tape, prepared a lot of subpoenas and witnessed many a will. After two years of working with no benefits I decided it was time to look for new opportunities. This led me to apply for a receptionist job at the University of Florida Foundation. I didn't get the job, but was offered a secretarial position working for development in the Health Science Development office. I had no idea what development was, but the job had benefits and paid \$6.50 an hour (a .50 cent per hour increase). I quickly found out that development meant fund raising and that fundraising for the University did not mean putting on bake sales!

Now 20 years later I am still in development and still in the same department working for the College of Medicine in fund raising. Over the years I have been a secretary supporting multiple development officers – I spent at least three hours a day doing transcription. I worked as a program assistant in the Alumni Affairs group doing event planning. My first event was a lunch, the food was set up in a

hallway at the hospital and I spend most of the event running off moochers. I now work as an administrative assistant providing the fiscal support for our group which includes managing the budgets, processing all gifts, helping my colleagues within the various departments at the College of Medicine to understand the policies of the University of Florida Foundation, and working with development officers to provide them with financial reports for faculty members and donors. So I spend a lot of my days looking at numbers and on the phone. I cannot imagine working anywhere else where you could get the same type of satisfaction as I get working for the College of Medicine.

In my personal life I am married to my best friend. We are in the process of adopting (have been for five years now) and anticipate adding to our family by year's end.

~ *Susanne* ~

## *Member Birthdays*

*August 4 – Leilanie Merrill, CAP*

*August 16 – Gail Fine*

*August 25 – Tatia Miller*

*August 31 – Debbe Duffie*



## *~~IAAP Join Dates~~*

*August 2004 – Carmen Braun*

### **Officers and Committee Chairs on the 2010-2011 Gainesville Chapter Board**



**President – Rebecca Carlisle, CPS/CAP**



**President-Elect – Katie McGregor**



**Vice-President – April Floyd CAP**



Treasurer – Norma Castlen

### A Sad Goodbye---



Due to unforeseen circumstances, Karol Black has resigned from her position of Secretary on the Board, as she will be moving to New Jersey. We wish her the very best, and thank her for being a member of our chapter.

### COMMITTEE CHAIRS:

*Volunteer today! Contact Rebecca Carlisle, CAP at [carlir@lifequest.ufl.edu](mailto:carlir@lifequest.ufl.edu)*

APW & Seminars – *Patty Foster, Co-Chair with the Board*

CPS/CAP Education –

Community Service – *Patty Foster, Co-Chair with Donna Grillo and Gale Fine*

2011 Division Chapter Hosting – *Jodie McGregor, CAP & Katie McGregor, Co-Chairs*

Historian – *Karol Black*

Hospitality – *Linda Feller*

Membership –  
Mentoring – *April Floyd, CAP*  
Newsletter – *Sue Jarzen, CPS*  
Public Relations -  
Programs – *Sue Jarzen, CPS*  
Retirement Trust Fund –  
Scholarship –  
Ways & Means –  
Web Page – *Linda Freese, CAP training*  
*Leilanie Merrill, CAP*

## CURRENT EVENTS AND PROGRAMS

### **\*Note\*\*\*change in Board Meetings to Monday**

Board Meeting, at CH2MHill office.  
5:30 pm. Conference Call:  
1.866.203.7023. Access Code:  
1399292448.

**FDAM meeting THURSDAY, AUGUST 5 AT CH2MHill!!**  
Preparation for the June 2011 meeting which the Gainesville chapter is hosting. All members are invited to attend!

### **August 10, 2010**

Chapter Meeting speaker:



Robin Harpe, Author, Motivational teacher and Certified Work-Life Strategist. One Re-Cert point available.

**Community Service:** *Tools for Schools:* Computer, construction and notebook paper; tape, pencils, craft supplies, pens, crayons, glue, scissors, office supplies, hand sanitizers, dry erase markers, paper towels, tissues and backpacks.

**September 6, 2010**

Board Meeting, at CH2MHill office.

**September 10-11, 2010**

Florida Division *Leadership and Education Conference (LEC)*. Venue: Courtyard by Marriott, Cocoa Beach, FL. Cost \$89

**September 14, 2010**

Chapter Meeting speaker, Ms. Devon Chestnut, PR Specialist, Cox Communications.



*“Living Healthy in a High Tech World: Put technology to use and learn healthy benefits available today.*

**October 4, 2010**

Board Meeting, at CH2MHill office.

**October 12, 2010**



Chapter Meeting speaker, Candy Puls CPS/CAP, Florida Division President-

elect, presentation on forming a study group for CPS/CAP exams.

**October 17-20, 2010**

IAAP Fall Conference, Hilton Seelbach Hotel, Louisville, KY, sponsored by HQ.

**February 5, 2011**

Gulf coast Chapters [Bartow, City Center, Clearwater, Lakeland, SaraKeys, St. Petersburg, Tampa and USF Area Chapters] present a Pre-Spring Seminar. Speaker, Mark Thompson. *Hold the date!*

**March 6-9, 2011**

Spring Conference, Hyatt Regency Hotel, Tampa, FL, sponsored by HQ.

**Quote for the Month**

*Attitudes are contagious--is yours worth catching? -- anonymous*

**Tech Tips**

If you have thousands of pictures stored in your computer, a thumbnail or index image of all of them would be a better file management practice. An index image of all your pictures will also give you an easy time when searching a certain photo.

ALT and F4 at the same time will close 90% of all windows and programs.

**Office Politics**

You may not like to think about office politics, but it exists in every office.

There are rules and territories that are as real as they are unspoken. Below are ten secrets to mastering office politics\*:

1. Stay positive
2. Choose your words wisely
3. Listen well
4. Don't sling mud
5. Don't burn bridges
6. Networking is key
7. Salute the general [make your boss look good]
8. Stay on top of your game
9. Display grace under pressure
10. Think money [keep your eye on the bottom line]

\*in National Institute of Business Management, Special Report, 2001, p. 23-24.

How do you tell your boss he/she is wrong?

The answer: *Vvvveerrryy carefully!*

### **Let's Have a Meeting!**

#### *Seminar:*

A meeting for giving and discussing information.

#### *Symposium:*

A formal meeting at which several specialists deliver short addresses on a topic or on related topics; a collection of opinions on a subject.

#### *Colloquium:*

Usually an academic meeting at which specialists deliver addresses on a topic or on related topics and then answer questions relating to them.

#### *Conference:*

An interchanging of views; a meeting for the purpose of serious discussion and interchange of views.

#### *Forum:*

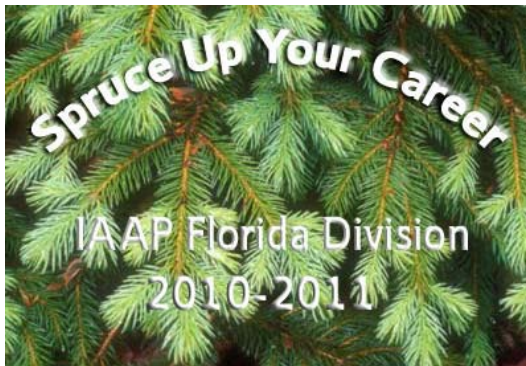
Public meeting or lecture involving audience discussion; involving discussion of a problem usually by several authorities.

### **CPS and CAP Recertification Deadlines**

If you have been putting off applying for the CPS or CAP exams, now is the time to apply for the November 2010 exams. All applications/retake registrations and fees are due into the certification department by **August 15<sup>th</sup>**.

Questions on recertification or other certification matters: contact the certification department at 816-891-6600 x2248 or email your questions to [certification@iaap-hq.org](mailto:certification@iaap-hq.org). The next deadline date will be February 15, 2011 for applications.





**IAAP Mission Statement**

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

**August 10th Chapter Meeting**

Dinner Pot Luck  
Please bring your favorite Dish to share

*Come Join us!!*

We meet at  
CH2MHill Office  
3011 SWWilliston

RSVP required by the Friday before the meeting. *Please* email **Linda Feller, Hospitality Chair**, at [lfeller@jonesedmunds.com](mailto:lfeller@jonesedmunds.com) and advise what you will be bringing for our Pot Luck Dinner

Guest speaker: Robin Harpe, Author, Motivational Teacher and Certified Work-Life

Strategist: *Designing your work-life strategy: Advanced Goal Achieving Techniques*

[One Recertification Point available]

**Community Service Projects: Note for the following months:**

- August – Tools for Schools
- September – Child Advocacy Center
- October – American Cancer Society Walk
- November – Gainesville Community Ministry
- December – St. Francis House
- January – Displaced Homemakers Program  
At Santa Fe College
- February – Alz Place
- March – Peaceful Paths
- April – Ronald McDonald House
- May – Articles for Soldiers
- June – Haven Hospice



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Newsletter, Editor, Susan A. Jarzen CPS.  
Please email news items to [saj@flmnh.ufl.edu](mailto:saj@flmnh.ufl.edu)  
Check the Chapter web page at <http://iaapgainesville.org> for Upcoming Dates of Interest and Special Meetings, and the IAAP Headquarters web page: [www.iaap-hq.org](http://www.iaap-hq.org) for more up-to-date happenings. Florida Division News can be found at the following website: <http://www.iaap-floridadivision.org>