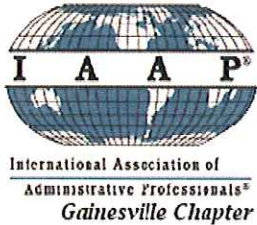


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President's Message



TEAMWORK

This past weekend I had the pleasure of working an event to celebrate a doctor's 40 years with the University of Florida. His amazing achievements were celebrated and there were visitors from all around the globe here to commemorate him. When I think of all that this doctor achieved in the last 40 years, I can't even imagine what I will have accomplished or where I could possibly be in 40 years!

As assistants, we all know that events of this magnitude don't just happen, it's a team effort.

They don't just magically get done and they usually involve long hours and hard work. Sometimes we are behind the scene and sometimes we are front and center. Either way, assistants are the cogs in the gears that help to complete events and projects from the minute to mammoth undertakings.

At our Annual New Membership Recruitment meeting on February 13, 2012, we will have the pleasure of having Ann Koralewski, Public Functions Coordinator at the University of Florida as a speaker. Ms. Koralewski will

speak to us about *The Meeting Planning Toolkit*. Ms. Koralewski will offer an overview of the essential tools needed for planning a successful meeting, covering everything from Event Narratives to Event Scripts.

I hope that you all will be able to join us on February 13th for a wonderful event and allow us the opportunity of demonstrating a small portion of what IAAP can do for you and your career as an Administrative Professional.

Retirement Trust Foundation



Happy Groundhog Day,
Happy Valentine's Day,
Happy February! Spring is just around the corner and is my favorite time of year. The trees and flowers all start budding out. The temperature starts warming

up. And, the birds start returning bringing their excitement with the chirping.

Are you excited about the next season in your life? Retirement? IAAP and The Retirement Trust Foundation can help you with your needs!

Vista Grande is a retirement home built by The RTF as housing for retired administrative professionals. Vista Grande offers one

and two bedroom apartments ranging from 456 to 807 square feet with one or two bathrooms. All apartments have kitchens and range from 456 to 807 square feet.

Vista Grande has 168 apartments and is located in Rio Rancho, NM, a picturesque mesa northwest of Albuquerque.

Alice Schultz, CAP
Southeast District

December Holiday Party



Good food and a good time was had by all who attended the Chapter December Holiday party.

Our thanks go out to Jeremy Foley for providing the wonderful food and to Patty Foster who

arranged for the event to be held at the UF Women's Auxiliary Club.

The White Elephant gift exchange capped off a delightful evening of conversation, food, and companionship.

Member Birthdays

January

Rachel DiSesa –
January 8

February

Frederick West –
February 7

Linda Freese –
February 27

March

Jamie Caldwell Hill
– March 10

April Floyd –
March 22

Debbie Klassen –
March 22

April

Helen Harris –
April 24

Upcoming Dates of Interest

<p>Wednesday January 4, 2012 5:30 PM</p>	<p>Board Meeting Ayers 720 Building 720 SW 2nd Avenue, Ste 405</p>
<p>Tuesday January 10, 2012 5:30 PM</p>	<p>Chapter Meeting Ayers 720 Building 720 SW 2nd Avenue, 5th Floor North Program: <i>Research and Education Fundraiser – Norma Castlen</i></p>
<p>Saturday January 28, 2011 9:00 AM</p>	<p>FLAN – Port Orange Roberta Lehr, Chapter President</p>
<p>Saturday February 4, 2012 7:30 AM – 4:30 PM</p>	<p>2012 Annual Seminar – IAAP Cape Coral Chapter Cape Coral Hospital Auxillary Meeting Room Registration \$49 – 7.5 recertification points www.iaapcapecoral.org</p>
<p>Tuesday February 7, 2012 5:30 PM</p>	<p>Board Meeting Ayers 720 Building 720 SW 2nd Avenue, Ste 405</p>
<p>Monday February 13, 2012 5:30 PM</p>	<p>New Membership Recruitment Meeting Chapter Meeting Chamber of Commerce Program: <i>The Meeting Planning Toolkit – Ann Koralewski, UF Public Functions Coordinator</i></p>
<p>Tuesday March 6, 2012 5:30 PM</p>	<p>Board Meeting Ayers 720 Building 720 SW 2nd Avenue, Ste 405</p>
<p>Tuesday March 13, 2012 5:30 PM</p>	<p>Chapter Meeting Ayers 720 Building 720 SW 2nd Avenue, 5th Floor North Program: <i>Effective E-Communication - Kathy Giery, Director of Public Relations, LifeQuest</i></p>
<p>Saturday March 24, 2012 7:30 AM – 4 PM</p>	<p>Spring Education Conference Lake Buena Vista <i>All Board members encouraged to attend.</i></p>
<p>Tuesday April 3, 2012 5:30 PM</p>	<p>Board Meeting Ayers 720 Building 720 SW 2nd Avenue, Ste 405</p>
<p>Tuesday April 10, 2012 5:30 PM</p>	<p>Chapter Meeting Ayers 720 Building 720 SW 2nd Avenue, 5th Floor North Program: <i>Excel Tips, Tricks and Shortcuts – Leilanie Merrill, CAP-OM</i></p>