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Lighthouse News

“Lighting the pathways for professional growth”

Jacksonville-Onslow-Lejeune Chapter
 of the
 International Association of Administrative Professionals®



August, 2009
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Points of Interests

The JOL Chapter meets the second Thursday of each month, 5:30 pm -7:00 pm, Marine Federal Credit Union (MFCU), 4180 Western Blvd. Extension (rear entrance).

JOL Chapter welcomes all administrative professionals to Chapter meetings

Your input is welcome. Please send comments, suggestions, news items, and articles to: info@iaap-jol.org

Calendar of Events

August 2009

31st - Executive Board Meeting
 12-1PM - Pizza Hut, Western Blvd

September 2009

10th - JOL Chapter Meeting 5:30 PM “Social Networking...What’s it all about”

28th - Executive Board Meeting
 12-1-Pizza Hut

For more meeting dates and Chapter information, visit our website:

www.iaap-jol.org



JOL Annual Social Event

The 2nd Annual JOL Social Event was held at the Texas Steakhouse and Saloon on Hwy 17 on July 16th. Members enjoyed a delicious meal and great conversation. They also brainstormed on future programs and listened to committee Chairmen explain what their committees do for the Chapter.



A Message from the President

First off, I want to thank each of our members for their vote of confidence in my ability to lead this chapter. I am very proud of our chapter and the things we have accomplished and consider this an honor to be able to serve you. I am looking forward to the things we can achieve during this year with everyone’s hard work. To help guide us in reaching these achievements I have set some very attainable goals that I believe together we can accomplish this year. They are:

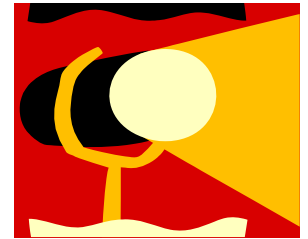
- * Increase membership
- * Retention- retain our members
- * Increase attendance at our chapter meetings
- * Promote CPS/CAP certification opportunities/programs

Having members who are dedicated and supportive makes my position so much easier and I thank each and every one of you for all your help in achieving these goals.



Deb Forney, JOL President

Member Spotlight



Miriam Appleton
2009-2010 JOL Vice-President

I was born Miriam Claire Farrell, Burlington, New Jersey October 16, 1951. I attended Burlington City High School taking secretarial courses all four years with basically the same teachers. I was a member of the Jr. National Secretaries Association (which was a part of what is now IAAP). In my senior year I worked after school as a file clerk for a local attorney. After graduation, I worked full time for the same attorney as a file clerk, receptionist, and secretarial assistant. I have also worked as a secretary for Legal Assistance in Okinawa, Japan. I have worked for the Army Corps of Engineers, and Environmental Management: Fish and Wildlife. I have been a teacher's assistant, library assistant, CCD instructor, and secretary/president of various Staff NCO Wives Clubs. I was the Adjutant of the Jacksonville Young Marines for 12 years. Presently, I work for Campbell University, Camp Lejeune campus. I have been there eleven years. I am the receptionist, data entry specialist, and administrative assistant. I have taken a correspondence Paralegal course, and I have a Microsoft Office Word Specialist certificate. I try to take advantage of continuing education seminars whenever I can. I obtained my CPS certification in May 2007. I like to dance, paint, read, and do artificial flower arrangements. One of the most enjoyable jobs I've had was as the craft instructor and storyboard designer for a craft shop.

I will be married to my husband, David, who I met in high school, for 37 years this November. We have three children: Miriam Claire Foster 34, who is presently living in Covington, Indiana and is the Assistant Registrar for Wabash College; Amber June Yates 32, who works at home for Direct TV here in Jacksonville; and Mark David Appleton 26, who is a US Marine and presently stationed in Georgia. We have three granddaughters: Jenna Marie Foster 9, Taylor Kathleene Weeks 11, and Alisyn Rose Yates 6. The granddaughters are by my girls. David says Mark's job is to work on the grandson! We also have a white American Alaskan Spitz dog, who thinks she is one of my children (and I do, too).

My husband is a retired US Marine Corps Captain of 23 years. We have traveled across country to Japan and back. Most of our duty stations were in the south, but we have been to others, too: Camp Lejeune, NC, Albany, GA (2), Millington, TN, 29 Palms, CA, Bayonne, NJ, Ft. Monmouth, NJ, and Okinawa, Japan. He has been retired from active duty for 16 years. He is presently working for Hunter's Creek Middle School teaching computer technology. He has been a substitute teacher, and has taught Math, Science, and Social Studies in Trexler Middle School, New Bridge Middle School, and Northwoods Park Middle School.

I have had a wonderful life. I had excellent parents and an enjoyable childhood, I loved school, and I have loved all the duty stations. We as a family have experienced things that others never get a chance to experience. Yes, there have been ups and downs, and health problems, but the good Lord has always been there and given me strength to see these through.

August/September Birthdays/Anniversaries



Birthdays

Pam McIntosh - 8/23

Tammy Davis - 8/29

Nancy Ortiz - 9/5

Anniversaries

Tammy Davis - 8/15



Future JOL Programs

- | | |
|--------|-----------------------------------|
| Oct 8 | Speaking in Public |
| Nov 12 | Identity Theft & JOL 5th Birthday |
| Dec 10 | Christmas Ornament Exchange |
| Jan 14 | Why Certify |

Keeping a Sharp Mind

Concerned about protecting your mind from the effects of advancing years? Experts offer these tips to help you retain your mental edge:



Tip of the Month

Stay fit. Physical activity promotes alertness and appears to slow mental deterioration.

Exercise your mind too. Learn a new language, take a class, or try crossword puzzles or word games to stimulate your brain. Turn off the TV -- more than three hours a day is associated with a 30 percent higher risk of dementia.

Simmer Down. Excessive stress takes a toll on your brain and body. Talk out or write down your concerns, or take up a relaxing hobby.

Remember that fish is brain food. Eating fish high in omega-3 fatty acids may lower the risk of lesions that cause dementia and strokes.

Eat your veggies. Antioxidants found in colorful fruits and vegetables may help protect the brain and body from age-related damage. The B vitamins in lean meat, whole grains, fortified cereals and beans may be helpful too, as well as curcumin, a component of turmeric, commonly found in Indian curries.

Stay smoke-free. Avoiding cigarettes can cut your risk of dementia in half.

CPS/CAP STUDY GROUP

Time to start studying to take the exam in May.

If you are interested in joining or starting a group, contact Miriam Appleton CPS at:

appleton@campbell.edu



Group versus eGroup in the New IAAP Web Community

If you've been on the new IAAP Web Community, you're sure to have noticed something called a Group and something else called an eGroup. Mr. Clinton Sprain of Headquarters explains what the difference is between the two.

Here's what he said: "Essentially, a 'group' is just a list of people, and all 'belong' to it get access to things assigned to that group. An 'eGroup' is specifically a place for discussion (akin to a forum or LISTSERV) that is attached to one of those aforementioned groups. That's it in a nutshell."

So, the JOL Chapter Group is where all the members of the chapter would be listed, and the JOL Chapter eGroup is where they would have discussions pertaining to the chapter. This will be a topic of discussion at the upcoming Presidents' Retreat in September and Deb will be bringing back more information on this topic to share with the Chapter.

International Bylaws and Standing Rules Update

International Bylaws and Standing Rules Proposed Amendments - Voting Results

1. Proposed Bylaws Amendment 1 on new membership dues was amended and passed as amended. The amended amounts for members residing in the United States and Canada are: professional \$83, professional-merited \$47, student \$50, associate \$180. The amounts for each category for members outside the United States and Canada are \$20 higher.
2. Proposed Bylaws Amendment 2 on a \$15 processing fee for all new members passed.
3. Proposed Bylaws Amendment 3 on raising annual affiliate fees from \$130 to \$155 passed.
4. Proposed Bylaws Amendment 4 on payment of renewal of membership dues within 30 days after renewal date was amended and passed.
5. Proposed Bylaws Amendment 5 on election of district directors and eliminating some no longer needed wording passed.
6. Proposed Bylaws Amendment 6 on association members-at-large representation at EFAM and election of delegate and alternate passed.
7. Proposed Bylaws Amendment 7 on changing the words “annual convention” to “annual meeting” passed. This ties in with the name change to International Education Forum and Annual Meeting.
8. Proposed Bylaws Amendment 8 on adding a new membership classification of institutional group failed.
9. Standing Rules Amendment 1 on changing the words “annual convention” to “annual Meeting” passed.



The 2009-2010 International Board was installed on Tuesday, July 27 (left to right: President Susan Shamali CPS/CAP, President Elect Mary Ramsay-Drow CPS/CAP, Vice President Tamra Goodall CPS/CAP, Secretary Janine Riemersma CPS/CAP, Treasurer Karlana Rannals CPS/CAP, Canada District Director Sharron Buttler CPS/CAP, Great Lakes District Director Wendy Melby CPS/CAP, Southeast District Director Virginia Boyd CPS/CAP, Affiliate Representative Jennifer Hinkson CMP, Northeast District Director Judith Yannarelli CPS/CAP, Northwest District Director Valerie King CPS/CAP, Southwest District Director Antonette Smith CPS/CAP.

Mark your calendars to attend the next Education Forum and Annual Meeting on July 18-21, 2010 at the Hynes Convention Center in Boston, Mass.



Miriam Appleton,CPS, Deb Forney,
Karen Beblo, and Nancy Ortiz (L-R)

Officers 2009 - 2010

President

Deb Forney

City of Jacksonville

dforney@ci.jacksonville.nc.us

Vice-President

Miriam Appleton, CPS

Campbell University

Appleton@campbell.edu

Treasurer

Karen Beblo

Marine Federal Credit Union

kbeblo@marinefederal.org

Secretary

Nancy Ortiz

City of Jacksonville

nortiz@ci.jacksonville.nc.us

Committee Chairpersons

By-Laws & Standing Rules

Norma Bain, CPS/CAP

Jones-Onslow Electric Membership Corp

nbain@joemc.com

CPS®/CAP® Service and Education

Miriam Appleton CPS

Campbell University

appleton@campbell.edu

Media/Newsletter/Website

Nancy Ortiz

City of Jacksonville

nortiz@ci.jacksonville.nc.us

Membership Committee

Debra Forney

City of Jacksonville

dforney@ci.jacksonville.nc.us

Ways and Means Committee

Janet Tucker

Marine Federal Credit Union



Meets **Second Thursday** Each Month

Marine Federal Credit Union

4180 Western Blvd., Extension

(Rear Entrance)

Jacksonville, NC

5:30 pm – 5:45 pm (networking)

5:45 pm – 7:00 pm (education/Chapter business)



**International Association of
Administrative Professionals®**

JOL Chapter

The Jacksonville-Onslow-Lejeune (JOL) Chapter was chartered in November 2004 and promotes professionalism through continuing education, chapter programs, and networking for administrative assistants.

The chapter is one of 18 chapters of the North Carolina Division.

If you would like to join us at our next meeting, please contact the Membership Committee by e-mail at membership@iaap-jol.org or call (910) 938-5221. A JOL chapter member will gladly contact you with more information and welcome you to your first meeting.



www.iaap-hq.org

www.iaap-nc.org

www.iaap-jol.org

Certify Your Credibility

Future CPS®/CAP® Exam

<u>Exam Dates</u>	<u>Application Deadline</u>
5/8-9/10	02/15/10
11/6-7/10	08/15/10

Part 4 of the CAP exam is administered on Friday afternoon, Parts 1-3 of the CPS and CAP exams are administered on Saturday.