



# Lighthouse News



*"Lighting the pathways for professional growth"*

*Jacksonville-Onslow-Lejeune*

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### Points of Interest

- ◆ The JOL Chapter meets the second Thursday of each month, 5:30 – 7 PM, Marine Federal Credit Union (MFCU), 4180 Western Blvd Ext (use rear entrance)

### February 2011

- ◆ Thurs, February 3rd, JOL Chapter Meeting 5:30 PM

### March 2011

- ◆ Thurs, March 10th, JOL Chapter Meeting 5:30 PM

## Member Spotlight

Debra joined the JOL Chapter in January 2011. Her career began in 1976 and while there have been many twist and turns, she has returned to full time Admin Assistant -- her love and God given talent.

She is currently working for the Semper Fit Division of MCCS Camp Lejeune, which includes Recreation, Sports, Fitness and the Single Marine Program. Prior to this she worked for the President of an International non profit giving her the experience of international travel and working with government officials.

During her years with McDonnell Douglas as an Executive Secretary, she also worked as the Facilities Manager during the transitions of the different branches being sold off and was in charge of securing phone equipment, security services, janitorial services and coordinating relocations for the departments in the branch. While at Amcor Sunclipse North America her skills as an Administrative Assistant were utilized in the



**Debra Mouisset**

Business Analyst department to help with the writing of stream lined programs for management reports.

Debra has 4 children and 4 grandchildren and is moved to Jacksonville to be near her daughter and husband who are both active duty military. She has children and grand-children also living in California and Virginia.

Debra enjoys sewing and crocheting and outdoor activities (when the weather is nice) and spending time with her children and grand-children.

## JOL Mission

To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.



## IAAP Mission

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



## Greetings from your JOL Chapter President



I think after an extremely cold January, we will be prepared to handle anything that February might put us through. I'm sure everyone is ready for spring to arrive and hopefully the groundhog won't see its shadow on February 2.

In my January message I challenged each of you to make your resolution to get more involved; or to achieve your certification (must apply by February 15) or "Member of Excellence" award. One member has already achieved this distinction and I know many others will follow. The chart is filling up and some members are only a few check marks away from achieving theirs.

There's still time to register to attend the North Carolina Leadership and Education forum in Charlotte on February 18-19, 2011. So far we have 9 members from our chapter who have signed up to attend and the deadline is February 11. Transportation has been arranged so we can all travel together. In addition to the educational seminars and networking opportunities, those who achieved their CPS or CAP certification in May and November will be recognized at the Education luncheon on the 19<sup>th</sup>. We had 5 members who will be recognized. I'm excited about attending this event and hope you will have the opportunity to do so yourself. Don't forget to mark your calendar to attend the Administrative Professional Luncheon on April 20 at Marston Pavilion. JOL is co-sponsor of this event.

A big thank-you goes out to our Membership Committee members who conducted a new member orientation prior to our January meeting. These meetings will be held on a quarterly basis. They will also be giving a presentation on IAAP membership to two Office Administration classes at Coastal Carolina Community College on February 9. This is a good opportunity to introduce the students to the benefits of belonging to a professional organization.

I would also like to challenge all our members to reach out in some way to help OUR chapter to succeed. I understand how busy everyone is with their job and personal life, but if we all work together, we can accomplish so much more for our chapter. It is important for you to provide your feedback and suggestions. I will be sending out our annual survey for members to complete and chapter meeting surveys will once again be distributed at the meetings. Our success is based on the value each of you receives from the programs and activities we offer. We need to know your thoughts and ideas.

Once again, thank you all for your support and you should be proud of your role within the chapter. Member involvement is what makes the Jacksonville-Onslow-Lejeune Chapter a valuable asset in achieving **Passion and Purpose**.

Debra Forney, CPS  
JOL President



### JOL Chapter's January Featured Speaker - Mrs. Miriam Appleton CPS/CAP

Miriam addressed the JOL Chapter members on certification as a Certified Professional Secretary and Certified Administrative Professional. She explained the upcoming changes to the certification process and how certifying can further your career.

Miriam has been the driving force behind JOL's success with its' members achieving their certification and in ensuring the chapter receives recertification points as a result of monthly speakers. Thank you Miriam, for your dedication to our professional development!





# Upcoming JOL Chapter Meeting

Thursday, February 3rd, 2011  
5:30 PM

Marine Federal Credit Union  
"Office Ergonomics",  
Donna West

## JOL Meeting Dates: 2011

Jan 13	Feb 3	Mar 10
Apr 14	May 12	Jun 9
Jul 14	Aug 11	Sep 8
Oct 13	Nov 10	Dec 8



February Birthdays/Anniversaries

**Birthdays**

Deb Forney CPS - 2/18

**Membership Anniversaries**

Sandra Jimenez CPS - 2/2010

## Dinner & a Movie Raffle



The JOL Chapter Ways & Means Committee is raffling dinner & a movie for two just in time for Valentine's Day. Tickets are \$1.00 each or 6 for \$5.00. The drawing will be held at the February 3rd JOL Chapter meeting.



JOL Chapter members Kathy Zerba (aka Captain America's Daughter) and Toby Covarrubias (aka Ironette) (left to right) participated in the Onslow County Special Olympics Polar Plunge on January 8th, as part of "Team New River". The team raised over \$5,000 for Special Olympics by plunging into the waters off Onslow Beach onboard Camp Lejeune. This is an annual event for Toby & Kathy and, as usual, were happy to be "freezin' for a reason"!



Congratulations Annie Chivers on your achievement in being selected as the Marine Corps Base Camp Lejeune Civil Service Employee of the Year!



## Celebrate Black History Month ~ February 2011

Black History Month is a remembrance of important people and events in the history of the African diaspora. (*The African diaspora was the movement of Black Africans and their descendants to places throughout the world—predominantly to the Americas, then later to Europe, the Middle East and other places around the globe*). Since 1976, it is celebrated annually in the United States of America and Canada in February and the United Kingdom in the month of October. In the U.S., Black History Month is also referred to as African-American History Month.

The remembrance has its roots in 1926 by United States historian Carter G. Woodson as "Negro History Week". Woodson chose the second week of February because it marked the birthdays of two Americans who greatly influenced the lives and social condition of African Americans: former President Abraham Lincoln and abolitionist and former slave Frederick Douglass. Woodson also founded the Association for the Study of Negro Life and History, now the Association for the Study of African American Life and History.

Since its inception in 1926, Negro History Week and Black History Month have been given annual themes. The first annual theme was simply, "The Negro in History," but since then the themes have grown more specific. The theme for 2011 is "African Americans and the Civil War".

## History of President's Day ~ 21 February 2011

Titled *Washington's Birthday*, a federal holiday honoring George Washington was originally implemented by an Act of Congress in 1880 for government offices in the District of Columbia (20 Stat. 277) and expanded in 1885 to include all federal offices (23 Stat. 516). As the first federal holiday to honor an American citizen, the holiday was celebrated on Washington's actual birthday, February 22. On January 1, 1971, the federal holiday was shifted to the third Monday in February by the Uniform Monday Holiday Act.

The first attempt to create a Presidents' Day occurred in 1951 when the "President's Day National Committee" was formed by Harold Stonebridge Fischer of Compton, California, who became its National Executive Director for the next two decades. The purpose was not to honor any particular President, but to honor the office of the Presidency. It was first thought that March 4, the original inauguration day, should be deemed Presidents' Day. However, the bill recognizing the March 4th date was stalled in the Senate Judiciary Committee (which had authority over national holidays). That committee felt that, because of its proximity to Lincoln's and Washington Birthdays, three holidays so close together would be unduly burdensome. During this time, however, the Governors of a majority of the individual states issued proclamations declaring March 4 to be Presidents' Day in their respective jurisdictions.

An early draft of the Uniform Monday Holiday Act would have renamed the holiday to Presidents' Day to honor the birthdays of both Washington and Lincoln, which would explain why the chosen date falls between the two, but this proposal failed in committee and the bill as voted on and signed into law on 28 June 1968, kept the name Washington's Birthday. By the mid-1980s, with a push from advertisers, the term "Presidents' Day" began its public appearance. Although Lincoln's birthday, February 12, was never a federal holiday, approximately a dozen state governments have officially renamed their Washington's Birthday observances as "Presidents' Day", "Washington and Lincoln Day", or other such designations.

Source: Wikipedia

# From My



By: Norma Bain, CPS/CAP

*The recent death of my sister, Jeanne Marshall, was one of the deepest hurts and losses that I have experienced thus far in my life. Losing mother was painful to watch her body fade away, but there was time to prepare my heart and the selfish feeling to keep her alive was relinquished as I accepted the fact of keeping her alive kept her chained to a body filled with pain. That was in 2008 and I now say, “mom you would have loved to have been here to hear Savannah sing, Elijah make the first hoop of the season or Camron’s enthusiasm with coin collections”. But the loss of Jeanne at age 65 was totally devastating. It came without time to prepare or let go.*

*Grief and loss will visit all of us. **Accepting the loss** is the first step. Jeanne is not coming back, I accept that but I am so thankful that I know she is with mom and dad in a place that was not made by hands and her pain is over. The second step is **experiencing the pain**. Believe me; I have done that. I want to thank my husband, Sandy and my girls and other family members and you **JOL, NCD** and all my church friends for the cards and the calls. It has not removed the pain, but it has made it bearable. Then **life with out our loved one** is the next step in recovering from grief. Jeanne had a heart of gold. My husband always lovingly said she was the “mouth of the North” and that I am the “mouth of the South”. We always kept each other informed on what was going on in the family. I will truly miss that communication. The final stage is **finding a place in your heart for the memories** and then moving on. Thanks to so many of you that have allowed me to tell you about my dear sister. I have shared some of our stories and now have planted in your mind and **heart** a brief glimpse of “my Jeanne”. I pray as you suffer loss that you will have the support of family and friends and can help you work through the process keeping the memory of your loved one alive in your heart. God is my strength and fortress.*

Each of us makes his own weather, determines the color of the skies in the emotional universe which he inhabits.

~Fulton J. Sheen~

# THE Trust

RETIREMENT TRUST  
FOUNDATION

Admin  Admin  
Helping Our Own

The Retirement Trust Foundation’s mission is to provide housing assistance for administrative professionals, age 55 and older, who are in need. Your generosity provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. This program is accessible by all members within the six districts of IAAP.

Want to donate on-line using a credit card? Visit the RTF website, [www.iaap-rtf.org](http://www.iaap-rtf.org) . Click on the “Donate” tab and select “Contribute online.” It’s as easy as that!

Don’t want to use a credit card? Visit the RTF website, [www.iaap-rtf.org](http://www.iaap-rtf.org). Click on the “Donate” tab and select “Printable Donation Form.”



**Don't forget  
to collect your  
Box Tops for  
the IAAP/  
Avery Box Top  
Challenge**



The Chapter continues to collect items for the Onslow Community Outreach Shelter. Just bring in your donated items to the meetings.

**NC Division 2011 Leadership and Education Forum  
Sheraton Airport Hotel  
Charlotte, NC  
February 18-19, 2011**

The North Carolina Division cordially invites you to attend our 2011 Leadership and Education Forum which will be held Friday and Saturday, February 18-19, 2011 at the beautiful Sheraton Charlotte Airport Hotel located at 3315 Scott Futrell Drive in Charlotte, North Carolina.

Please mark your calendars now and make plans to attend this fun filled educational event! Our forum will begin on Friday afternoon at 1:00 p.m. with a seminar entitled **The Art of Interpersonal Communication**, presented by Renee Brooks, Creative Director at ASLANcreative. Our afternoon of learning will continue with concurrent seminars presented by NC Division Education/Certification Director Faith Hill, CAP with **Metamorphosis - Travel the Process of CHANGE! Are you a CHANGE AVOIDER or a CHANGE ACCEPTER?** And NC Division Past Division President Jo Gillin, CPS with **Envisioning the Future - Strategic Planning**.

We will also have time to enjoy shopping and learning about new products at our Vendor/Ways and Means Office Expo. Our "Student Clothes Closet" has been such a success that we have decided to bring it back this year as well. Of course, Friday wouldn't be complete without our Evening of Welcome which will include dinner, a silent auction and some wonderful entertainment - let's just say that Elvis *will* be in the building!

We don't slow down on Saturday! We begin our day with **Nutrition and Fitness for the Administrative Professional** presented by Matthew Short, Gold Standard Certified Personal Trainer and self-esteem instructor. Next, we will enjoy **Let's Turn It Up! - In Pursuit of Excellence Through Purpose and Passion** presented by Sherry Vaughn, whom you may remember from last year's presentation of **The Energy Bus**. Our time together will come full circle with our Certification Recognition Luncheon where we will have the opportunity to not only recognize all members who have recently achieved certification, but also those who have recertified. Our keynote speaker for the luncheon will be one of our newly certified members.

As always, your NC Division Board works hard to keep the best interest of our Division members in mind. Due to our economy, we have voted to keep the registration fee at \$95 for professional members and 575 for student members/advisors/merited members. The Sheraton is offering a room rate of 5119, which you can share with as many as three of your closest friends! Please note that this room rate price includes a complimentary breakfast on Saturday morning! So that you will feel that you are getting your money's worth, we will be offering recertification points for our seminars (remember that two are offered concurrently)!

**FINAL Registration deadline is February 11, 2011!! PLEASE NOTE: The NCD President-Elect must receive your registration on or before February 11 - registrations received by mail after this date will not be accepted.**

## pas·sion [pash-uh n]

### -noun

1. any powerful or compelling emotion or feeling, as love or hate.
2. strong amorous feeling or desire; love; ardor.
3. strong sexual desire; lust.
4. an instance or experience of strong love or sexual desire.
5. a person toward whom one feels strong love or sexual desire.
6. a strong or extravagant fondness, enthusiasm, or desire for anything: *a passion for music*.
7. the object of such a fondness or desire: *Accuracy became a passion with him*.
8. an outburst of strong emotion or feeling: *He suddenly broke into a passion of bitter words*.
9. violent anger.
10. the state of being acted upon or affected by something external, esp. something alien to one's nature or one's customary behavior ( contrasted with action).
11. (often initial capital letter ) *Theology* .
  - a. the sufferings of Christ on the cross or His sufferings subsequent to the Last Supper.
  - b. the narrative of Christ's sufferings as recorded in the Gospels.
12. *Archaic*. the sufferings of a martyr.

## &

## pur·pose [pur-puh s] **noun, verb**, -posed, -pos·ing.

### -noun

1. the reason for which something exists or is done, made, used, etc.
2. an intended or desired result; end; aim; goal.
3. determination; resoluteness.
4. the subject in hand; the point at issue.
5. practical result, effect, or advantage: *to act to good purpose*.

### -verb (used with object)

6. to set as an aim, intention, or goal for oneself.
7. to intend; design.
8. to resolve (to do something): *He purposed to change his way of life radically*.

### -verb (used without object)

9. to have a purpose.

### -Idioms

10. on purpose, by design; intentionally: *How could you do such a thing on purpose?*
11. to the purpose, relevant; to the point: *Her objections were not to the purpose*.



A reminder to update the Chapter President on your status in achieving  
**Member of Excellence**

# Certification

PASSION &  
PURPOSE



Thinking of taking the certification exam in May 2011?

The recommended study materials for the certification exams are the college texts listed in the bibliography section of the Review Guide. The Guide is available on the IAAP website under the tab Professional Development, Certification, Exams. The link is <http://www.iaap-hq.org/prodev/certification/exams.html>. The Guide that is currently listed on the website is for those who are currently testing or plan to test in May 2011.

Since the outline was just recently changed, there are no new review materials at this time. However, as soon as Prentice Hall and Metcalf Educational inform us of when their materials will be available, we will pass that information along. Keep in mind, the intent of review materials is to review information one already knows. The certification exams are not written from either the Prentice Hall or Metcalf review materials. The exams are written from the college texts listed in the Guide. When preparing for the exams, candidates are encouraged to use a variety of resources.

Some candidates who are testing in May 2011 will be allowed to retake failed parts in November 2011. We will determine those candidates by the number of parts they have passed after testing in May. If they have two parts passed, they will be given one more opportunity to retest in November 2011. If the candidate has passed only one part after the May 2011 exam, they will be moved into the new outline, which will become a one-part examination.

The Review Guide for those who plan to test under the new outline in Nov 2011 will be available and posted on the website within the next month. This will include the new outline and bibliography of recommended study materials.

IAAP's Certification Program will be changing **effective November 2011**. We're excited about the upcoming changes, and we hope that you will be too. Our goal, as always, is to maintain a vibrant program that's marketable to the professional community. These changes will help us achieve a much simpler system of expansion with an understandable and easier to explain certification program.

Be sure to check out this section in the monthly newsletter for updates and Q & A's about the new certification program or contact Miriam Appleton CPS/CAP, JOL Chapter Committee Chairperson for CPS/CAP Services and Education, at [appleton@campbell.edu](mailto:appleton@campbell.edu).



## Ways to Achieve Member of Excellence Part 1

(An explanation for 3 of the 8 criteria)

*MoE Category - #6: Fiscal Responsibility – Mandatory Requirement*

Criteria - **Pay membership dues on or before anniversary date**

How to qualify

Pay membership dues on or before anniversary date

Evidence to submit

Copy of receipt showing payment date

HQ to confirm

*MoE Category - #1: Certification*

Criteria - **Be a current CPS and/or CAP**

How to qualify

Earn your Certified Professional Secretary® designation and/or your Certified Administrative Professional® designation

If you have already earned your CPS/CAP, ensure you recertify regularly so your designations remain valid

Once you have earned your designation and provided you keep it current, you may claim this point annually

Evidence to submit (any one of the following)

Copy of certification certificate or plaque

Copy of letter of congratulation for passing exam

Copy of letter of congratulation for recertifying

Copy of recertification certificate

Copy of Active Members List showing designation

*MoE Category - #2: Commitment*

Criteria - **Sign the online Member of Excellence Commitment agreement**

How to qualify

Simply sign the Commitment form and then save it so it is available in the event of an audit. A copy of the form was included in the October 14 agenda packet.

Evidence to submit

Copy of signed/dated Commitment Form

# The Dangers of Geotagging



In August of 2010, Adam Savage, of “MythBusters,” took a photo of his vehicle using his smartphone. He then posted the photo to his Twitter account including the phrase “off to work.” Since the photo was taken by his smartphone, the image contained metadata revealing the exact geographical location the photo was taken. So by simply taking and posting a photo, Savage revealed the exact location of his home, the vehicle he drives and the time he leaves for work. Read the full story here: [http://www.nytimes.com/2010/08/12/technology/personaltech/12basics.html?\\_r=1](http://www.nytimes.com/2010/08/12/technology/personaltech/12basics.html?_r=1)

Geotagging is the process of adding geographical identification to photographs, video, websites and SMS messages. It is the equivalent of adding a 10-digit grid coordinate to everything you post on the internet.

Geotags are automatically embedded in pictures taken with smartphones. Many people are unaware of the fact that the photos they take with their smartphones and load to the Internet have been geotagged.

Photos posted to photo sharing sites like Flickr and Picasa can also be tagged with location, but it is not an automatic function.

Photos have used geotagging for quite some time. Certain formats like the JPEG format allow for geographical information to be embedded within the image and then read by picture viewers. This shows the exact location where a picture was taken.

Most modern digital cameras do not automatically add geolocation metadata to pictures, but that is not always true. Camera owners should study their camera’s manual and understand how to turn off GPS functions.

On photo sharing sites, people can tag a location on their photos, even if their camera does not have a GPS function. A simple search for “Afghanistan” on Flickr reveals thousands of location tagged photographs that have been uploaded.

Tagging photos with an exact location on the Internet allows random people to track an individual's location and correlate it with other information.

One of the simplest ways to avoid displaying too much information is to disable the geotagging function on smartphones. Since most smartphones automatically display geographical information, it takes a little more effort on the user’s part to protect their privacy.



<http://www.iaap-hq.org/events/conferences/spring>



## BENEFIT of IAAP MEMBERSHIP:

The Office Professional is pleased to offer you special pricing on the product below as an IAAP membership benefit.

**ON-DEMAND TRAINING**  
The training you want, when you want it.

**IAAP members save \$20 off of the one year pricing! (Price shown includes the discount)**

⇒ View our entire selection of audio and video learning sessions, along with some free samples [here!](#)

Most training sessions last between 45-60 minutes, and come with follow-along supplements that help guide you through the session.

### SUBSCRIPTION OPTIONS

The Office Professional On-Demand Training Subscription: 1 Month, 1 User	Online Access for 1 User for 1 Month	\$29.95
The Office Professional On-Demand Training Subscription: 1 Year, 1 User	Online Access for 1 User for 1 Year	\$129.95
The Office Professional On-Demand Training Subscription: 1 Year, Multi-User	Online Access for up to 30 Users	\$229.95 for 1 Year

## Tips for the Workplace

### Technology Tip:

You can hide all windows, revealing only what's on the computer desktop, with one keystroke: hit the Windows key and "D" simultaneously in Windows, or press F11 on Macs (on recent Mac laptops, Command+F3; Command is the key with the cloverleaf logo).

That's great when you want examine or delete something you've just downloaded to the desktop, for example. Press the keystroke again to return to what you were doing.

microsoft at home

*Looking for Microsoft Tips at Home? Check out this web site for helpful information.....*

<http://www.microsoft.com/athome/default.aspx>



**Marine**  
Federal Credit Union

PO Box 1551 Jacksonville NC 28541-1551

**Marine Federal Credit Union** membership is not just available to the military? Marine FCU also partners with local businesses and organizations to offer membership to individuals living and working in our local communities. JOL Chapter of the IAAP is a business partner of Marine FCU and as members of JOL you and your family members are eligible for membership. Marine FCU offers a full range of services and benefits including auto loans, mortgages, financial planning, credit cards, electronic financial services as well as several checking and savings options. Feel free to stop by any Marine FCU branch for more information or to open your account. **Thanks to Marine Federal for allowing us to meet at their headquarters facility.**



(left to right) Janet Tucker, Debra Forney CPS, Kathy Zerba, and Linder Morton

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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](mailto: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.

**Annual Membership Dues**

Dues	Chapter	Division	Int'l	TOTAL
Member*	\$15	\$10	\$83	\$108
Student	\$7.50	\$5	\$50	\$62.50

\*New members also pay a one-time processing fee of \$15.  
This is waived for students.



[www.iaap-hq.org](http://www.iaap-hq.org)  
[www.iaap-nc.org](http://www.iaap-nc.org)  
[www.iaap-jol.org](http://www.iaap-jol.org)

***Certify Your Credibility***

Future CPS®/CAP® Exam

Exam Dates Application Deadline  
May 5-6, 2011 Feb 11, 2011

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