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Lighthouse News

“Lighting the pathways for professional growth”

Jacksonville-Onslow-Lejeune Chapter

of the

International Association of Administrative Professionals®



July, 2009 Volume 7, Issue 1

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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).

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

JOL Chapter welcomes all administrative professionals to Chapter meetings

Calendar of Events

July 2009

16th - Chapter Meeting Social at Texas Steakhouse & Saloon.

27th - Executive Board Meeting 1-2PM - Pizza Hut, Western Blvd

August 2009

4th - National Night Out 3:30 - 8PM Riverwalk Crossing Park

13th - JOL Chapter Meeting

For more meeting dates and Chapter information, visit our website: www.iaap-jol.org



Protect Your Health with Office Ergonomics

Donna West, a charter member of JOL of IAAP, was the June Presenter. Her presentation was on “Protect Your Health With Office Ergonomics.” Ms. West explained what ergonomics is and how to recognize common ergonomics stressors in the workplace. Ergonomics being the study of how a workplace and the equipment used can best be designed for comfort, efficiency, safety and productivity. Some examples of the workplace problems and losses can be increased absenteeism, increased worker’s compensation cost, restricted work time, etc. A few signs and symptoms, which can appear in your joints or muscles are discomfort or pain, redness, numbness and tingling. An example of a disorder is carpal tunnel syndrome. It is important to build good habits by using good posture, maintain natural, relaxed positions and avoid prolong direct pressure. For more information visit Ergonomics Center of North Carolina at www.TheErgonomicsCenter.com.



Member Spotlight



Deb Forney was born and raised in a small farming community in Nebraska where she graduated from Newcastle Public School in a class of 18 students. She tried to continue her education over the years as a military spouse and continued to enroll in courses to further her education.

She began working with the City of Jacksonville in 1990 as the Administrative Assistant to the Public Works Director and was promoted to Executive Assistant to the City Manager five years later where she has worked for the past 14 years. She received her Deputy City Clerk designation in 1999.

Deb Forney and her family liked Jacksonville so much that her husband retired from the Marine Corps and made Jacksonville their home. She has been married to her hometown sweetheart, Steve, for 35 years. They have four children; two daughters and two sons; two grandsons and three granddaughters who all live and work here in Jacksonville.

Her favorite hobby is gardening and she tries to can several quarts of tomatoes and vegetables each year for the family. She enjoys the outdoors, as her family spends most of their weekends on the boat, camping, or just enjoying each other’s company in the backyard.

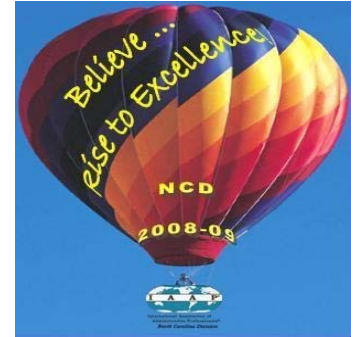
2009 North Carolina Division Annual Meeting

This year's annual meeting was held June 5-7th at the Renaissance Charlotte Suites Hotel in Charlotte, North Carolina. The keynote speaker for this year's conference was Brian Blasko, a noted motivational speaker. His key addresses were "Rise to Excellence While Cruisin' Through Life at 35 MPH" and "The Car Key Factor:



2009-2010 NCD Chapter Presidents

Rise to Excellence With Effective Communication". Mr. Blasko's seminars integrated such themes as developing your self-esteem level, developing self leadership, identifying self-motivators, setting the pace, and identifying self downfalls. Everyone enjoyed these seminars and appreciated Mr. Blasko's participation in the conference.



Debra Forney spent time with the incoming 2009 presidents at the Annual Meeting. Shirley Kiziah President, had a briefing with the presidents in which policy and direction were discussed. Debra Forney was nominated by the JOL Chapter for the Member of the Year Award.

Norma Bain CPS/CAP received her officer's pin. 2009-2010 NCD Treasurer Norma Bain CPS/CAP is returning for her second year as Treasurer of the Division. Norma stated that serving the Division as Treasurer has been an experience that has caused her to learn new skills in dealing with spreadsheets and she has also been rewarded by interacting with those serving on the Board. She stated that it has made her a better employee for my company. She also stated that she appreciates the help that other members of IAAP have invested in her growth in our organization.

Dianne M. Hughes, CPS/CAP, made an out going President's speech. President Hughes gave her appreciation to each chapter that worked towards having a Chapter of Excellence and she recognized the Presidents of each Chapter. She was pleased to award Vanessa Eads a check for \$250 that she had pledged for the member that brought in the most members during 2008-2009. Vanessa was responsible for signing up 11 members. President Hughes was complimentary of the Charlotte Chapter and their professionalism and enthusiasm in heading up our Annual meeting in Charlotte. She was overwhelmed with the presentation of the onetime Scholarship in her name that will be awarded to a Student IAAP chapter member at the 2010 Leadership and Education Forum

Shirley S. Kiziah CPS/CAP, gave the incoming President's speech. Power of Commitment is the theme this year. She expressed her desire to continue to move the division forward through the Power of Commitment. A commitment from the Board of Directors, Chapter Presidents and each member in the Association. This theme is also being used by International.

2009-2010 Officers: Shirley S. Kiziah CPS/CAP-President; Sandy Stotesbury CPS/CAP – Vice President; Wanda Lentz- Secretary; Norma Bain CPS/CAP-Treasurer NCD Directors: Brenda Teague CPS-Education/Certification Director; Judy Cox-Membership Director; Gail Belanger-BLSRs.



**Shirley Kiziah CPS/CAP
NCD 2009-2010 President**

(NCD Division Conference Photos on Next Page)

2009 NCD Division Conference Photos



Melinda Ward accepting the Member Retention Award JOL received from NCD President Dianne Hughes CPS/CAP



Fun was had by all!!!



JOL members who attended the 2009 Division Conference (from top left): Delisa Johnson, Pam McIntosh, Miriam Appleton CPS, Nancy Ortiz, Melinda Ward, Deb Forney & Norma Bain CPS/CAP.

Installation of JOL Officers

2009-2010

On Thursday, June 11, 2009, JOL installed its newly elected officers. Officiating at the ceremony was Shelby Jones, Chief Magistrate of Onslow County. Ms. Jones officiated over the installation of the new officers, which included Deb Forney as President, Miriam Appleton, CPS as Vice-President, Nancy Ortiz as Secretary, and Karen Beblo as Treasurer. These officers were elected to serve for the 2009-2010 chapter session. Ms. Forney acknowledged the leadership role she was about to undertake and thanked the membership at large for the opportunity. A reception was then held for all chapter members.



Shelby Jones, Chief Onslow County Magistrate

July/August

Birthdays/Anniversaries



Birthdays

Melinda Ward - 7/8

Pam McIntosh - 8/23

Anniversaries:

Donna West - 8/1987



★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★
 ★ **QUOTABLES**..... ★
 ★ "Only those who will risk ★
 ★ going too far can possibly ★
 ★ find out how far one can ★
 ★ go. T. S. Elliot ★
 ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Keyboard Shortcuts for Word Documents

Most keyboard shortcuts are easy to remember because they go by their initial; i.e. Ctrl s = save, Ctrl f = find etc.



Here are more tips for you to use:

Tip of the Month

When you are in a document and press Ctrl F2, it will bring you to "Print Preview". Press Ctrl F2 again and it brings you back to your original view.

For line spacing, highlight the text and then press Ctrl 1 for single space, Ctrl 2 for double space and Ctrl 5 for 1.5 spacing.

Quick tip for changing case: Highlight a word or phrase and press Shift F3 and it will change the case. Press Shift F3 again and it changes to another case.

This works in Word and PowerPoint, but doesn't seem to work in Excel.

Quick tip for changing font size: Highlight a word or phrase and press Ctrl + Shift and use the 'less than' key (<) or 'greater than' key (>) to change your font size smaller or larger.

Quick tip for using superscript and subscript: Highlight a word or number and press Ctrl and the plus sign (+) for subscript. Press Ctrl + Shift and the plus sign (+) for superscript.

You can toggle this key to change it back.

Quick tip: You can lock your computer quickly by pressing the "Windows" key and the 'L' key.

AUGUST 4th

JOL Selling 50/50 & Dinner & A Movie Raffle Tickets

Join us at the

11th Annual Crime and Drug Prevention Event and help us man our JOL booth. The event will be held at the Riverwalk Park located in downtown Jacksonville from

5 pm till 9:30 pm.

Booth Volunteer Times Are:

4-6 PM or 6-8 PM

Contact or Email Deb Forney

dforney@ci.jacksonville.nc.us





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
Jennifer Hoopes
City of Jacksonville
jhoopes@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)

Benefits of attending include

- Tips and techniques to apply immediately
- Increased credibility
- Get an edge on others
- Stay on top of your profession
- Become visible to others
- Networking with other administrative professionals in our area

What you will learn

- How membership in IAAP® can enhance your career
- How others in your profession deal with work stresses
- Resources to assist in continuing education
- What CPS and CAP stand for and what attaining this distinction can do for you
- Future activities to develop and sustain the JOL Chapter
- How to join this professional organization

Who may attend

All administrative staff including:

- Administrative Assistants
- Customer Service Representatives
- Technical Support Personnel
- Financial Systems Support Staff
- Business Educators and Students
- Data Entry Specialists
- A newly relocated member
- A member at large
- Anyone who just wants to know what the association is all about

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>
11/6-7/09	08/15/09

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