



Lighthouse News



International Association of
Administrative Professionals®
JOL Chapter

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*"Lighting the pathways for professional
growth"*

Jacksonville-Onslow-Lejeune

Volume 5 Issue 11

November 2010

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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)

November 2010

- Thurs, November 4th, JOL Chapter Meeting 5:30 PM

December 2010

- Thurs, December 9th, JOL Chapter Meeting 5:30 PM



Toby Covarrubias

I'm a native of Brownsville, Texas. I married a military service member which brought me to Jacksonville, NC, for most of his career.

I started my Civil Service career working for the FBI under the Ford Administration as a clerk typist in Washington DC in 1975. In 1977 I was employed as a clerk typist at the Pentagon for the White House Liaison Office under the Carter Administration. Moved to Camp Lejeune and was employed as a Legal Secretary for the Combat Engineer School. In 1986 transferred to Camp Pendleton, employed as a Supervisory Clerk Typist for the Pass and ID office. I took a promotion as a Secretary for Base Motors aboard Camp Pendleton. In 1989, transferred to Austin, Texas and was hired as an Executive Secretary to the 704th Squadron at Bergstrom AFB, Austin, Texas. In 1992 transferred to Jacksonville, NC, and was hired at Base Maintenance as Secretary to the Operations Section and the Base Maintenance Officer for 9 years. In 2001, I took a promotion at MCAS New River as



an Executive Secretary to the Operations Officer, S-3 and in 2002 took a promotion to my current job as an Assistant Facility Planner at MCAS New River in 2001.

I became a member of the Jacksonville-Onslow-Lejeune Chapter of the IAAP in September 2010.

I have two wonderful children, Jon & Jenni, and have 5 grandchildren who are living in Florida and Washington State. I love taking pictures, traveling and meeting new people.

JOL Mission

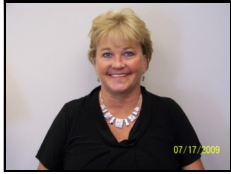
To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

Daylight Savings Time
ends on 7 Nov



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

A Thanksgiving Poem
By Aileen Fisher

All in a Word



T for time to be together, turkey, talk, and tangy weather.
H for harvest stored away, home, and hearth, and holiday.
A for autumn's frosty art, and abundance in the heart.
N for neighbors, and November, nice things, new things to remember.
K for kitchen, kettles' croon, kith and kin expected soon.
S for sizzles, sights, and sounds, and something special that abounds.
That spells ~~~THANKS---for joy in living and a jolly good Thanksgiving.



Ah, the temperatures are getting cooler, the nights are getting longer, the beauty of the fall colors is everywhere and football season is in full swing – what else can one be thankful for? I know as you think about that question, you will find so much more to add to the list not only from your family, friends, and career, but also from your IAAP membership and the JOL Chapter.

We have active and energetic membership that steps forward when a project needs to be completed. Just look at the amazing number of donations made to our Community Project for the homeless shelter last month. I know Ms. Wyrick was very appreciative of all the items given by our members and my heartfelt thanks go out to each and everyone who participated to help those in need. The best part of giving thanks is giving back to another.

I would also like to thank Norma Bain, CPS/CAP who rewarded us so generously for participating in the "JOL BINGO" challenge. I can't remember when the last time I had a popcorn ball and the cookies and lemon bars were delicious. Then if that wasn't enough, the personalized note cards she included with the IAAP stickers went way over the top. That was one goodie bag FULL of surprises – Thanks for all your hard work and dedication, Norma.

As a reminder - don't forget to bring your "Box Tops for Education" labels to the November 4 Chapter meeting. Kathy Zerba is collecting them and has a cute special designed bag to put them in. Remember, each box top is worth 10 cents to the elementary school we are supporting. We will also be celebrating JOL's 6th birthday at the November meeting so come enjoy some birthday cake and networking with members and guests.

As one final note – Please support our Military Veterans on November 6th and attend the Veteran's Day parade. It is one of the most moving and emotionally charging events you will ever experience. Don't forget to keep them in your prayers on November 11. Hope to see you on the 4th and if you are traveling during the Thanksgiving holiday – be safe and enjoy.

Debra Forney, CPS, JOL President



JOL Chapter's October Featured Speaker - Mr. Ron Bower, Toastmaster

Mr. Ron Bower gave an outstanding presentation on public speaking at the 14 October JOL Chapter meeting. He talked about looking for opportunities to "Tell Your Story", whether it be a story about your family history, a motivational story, or a talking about your vision for the future. We all have a story to tell and the more you speak, the better you become.

Thank you Mr. Bower, for taking time out of your schedule to help us enhance our skills!





Upcoming JOL Chapter Meeting

Thursday, November 4th, 2010

5:30 PM

Marine Federal Credit Union
"Personal Protection & Identity
Theft",
Mr. Chris Robinson

JOL Meeting Dates: 2010/2011

Nov 4	Dec 9	Jan 13
Feb 3	Mar 10	Apr 14
May 12	Jun 9	Jul 14
Aug 11	Sep 8	Oct 13
Nov 10	Dec 8	



November
Birthdays/Anniversaries

Birthdays
none

Membership Anniversaries
Norma Bain CPS/CAP - 11/1994
Debbie Earley CPS/CAP - 11/2000
Deb Forney CPS - 11/2004
Karen Beblo - 11/2004
Nancy Ortiz - 11/2004

WELCOME

JOL Chapter's newest members:

(from left to right)

Evelyn Ackerman, Carmen Weathers, and Toby Covarrubias



Advanced Skills Admins Need to Excel in Today's Workplace

It's no secret that admins are taking on new roles in today's office. Here are some of the skills needed to excel in the workplace today, according to the Education & Professional Development Department of the International Association of Administrative Professionals (IAAP).

- Project manager
- Software trainer (especially for execs and new hires)
- Software adaptor (adapting software to particular company needs)
- Web site maintainer (updater)
- Negotiator (with clients and vendors)
- Online purchaser
- Reviewer/evaluator of furniture and technology equipment (includes phone systems, copiers, and more—purchasing and leasing)
- Coordinator of mass mailings (includes dealing with the printer and determining the most cost-efficient method)
- Storing and retrieval of information, along with interconnecting its significance (could be e-info, tapes, videos, paper, etc.—multi-formats)
- Scheduler and maintainer of calendars for self and others (mostly done electronically; also includes scheduling facilities)
- Meeting planner (includes negotiating hotel contracts, scheduling catering, preparing for cyber- and video-conferencing)
- Travel planner (includes online research, booking, tracking, preparing the traveler, securing needed info such as maps, phone numbers, alternatives, emergency numbers)
- Desktop publisher (brochures, flyers, annual reports, and other things that are sent directly and electronically to the printer, Web design and postings)
- Team leader dealing with virtual members (from other facilities, traveling execs, or with outside business partners)

What new positions will open for secretaries/administrative professionals in the future?

- Telecommuting (by administrative assistants and managers)
- Home-based administrative services businesses
- Training for administrative support staff (on-site and through local colleges)
- Information management on the Internet (becoming a "Web Master")
- Personal computer troubleshooter
- Creating customized software manuals for organizations, particular to department and/or industry needs
- Secretarial/clerical recruiter for temporary/permanent placement agencies
- Newsletter editor (compile and summarize information on particular areas of interest)
- Multimedia librarian/coordinator/information abstractor
- Video and/or Web conferencing coordinator (scheduling, site preparation, equipment procurement, host conferencing, on-site at business center or off site)
- Technology coordinator/facilities management (maintenance scheduling, tracking/backing up databases, installing new hardware/software)
- Graphics/desktop publishing coordinator
- Support services consultant

http://www.iaap-hq.org/resources/keytrends/advanced_skills_admins_need_to_excel.html

BYLAWS & STANDING RULES COMMITTEE - *submitted by Pam McIntosh, Chairman*

The Bylaws and Standing Rules Committee is one of eight committees that the JOL Chapter currently has. The members of the committee are Norma Bain CPS/CAP, Scarlet Monroe, Kathy Zerba and myself.

This committee is responsible for the following five items.

1. Shall maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and the Division Bylaws and Standing Rules.
2. May propose amendments and resolutions.
3. Shall edit/correlate all proposed amendments to the Bylaws and Standing Rules of this Chapter and submit them together with the committee's recommendation and the reasons for the recommendation to the membership in accordance with these Bylaws.
4. Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto the Division Bylaws and Standing Rules Committee for approval as amended or at least every four years for review.
5. Shall assist the Board of Directors in preparing and submitting amendments to the International and/or Division Bylaws and Standing Rules and Resolutions to the International Bylaws and Standing Rules Committee on behalf of the Chapter.

If you have any questions about the Bylaws and Standing Rules or have a recommendation for a change to them, please see one of the committee members or myself.

JOL Chapter Community Service

There are approximately 1,600 homeless in Onslow County, 400 of which are children.



In 2009, the Onslow Community Outreach Homeless Shelter provided assistance to 233 shelter residents for 2,955 bed nights (35% increase in bed nights). Shelter residents included: 85 women, 64 men, 33 families, 31 veterans, and 53 children.

The primary reasons for staying at the shelter were eviction, unemployment and family break up. All residents are required to make efforts to end their homeless situation by getting a job and seeking counseling from shelter staff.

JOL Members collected and donated bottles of shampoo and conditioner; washcloths, towels, and other items to the Shelter. These items were proudly presented to Ms. Sandra Wyrick, Director of Onslow Community Outreach, at the October 14th JOL Chapter meeting.



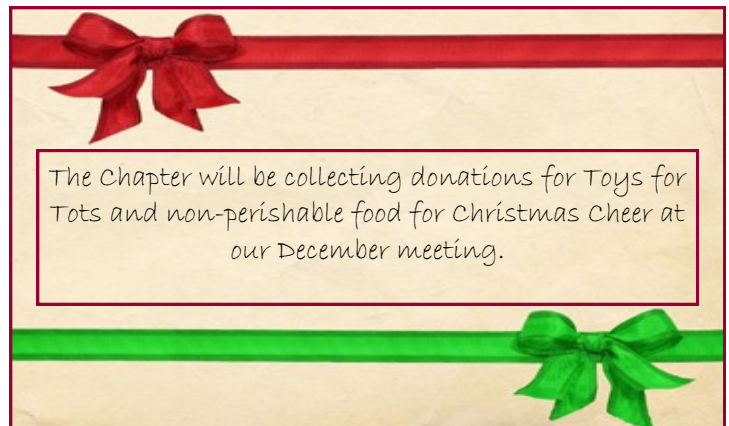
WHAT VOLUNTEERING MEANS TO ME - submitted by Kathy Zerba

Volunteering is personal and means something different to everyone. To me, it is a sense of duty to give back to the community and to those who may need assistance. There is no greater satisfaction than “doing good”. I was extremely active in volunteering in the Virginia Beach community. I had taken on the collateral duty at work to oversee our Command’s Community Service Program. For four years, one or two Saturdays a month, I took young Navy and Marine Corps entry level students into the community through the City’s Helping Hands program. We did yard work and minor home repairs for elderly and disabled citizens. To work alongside the Sailors and Marines who willingly gave up part of their weekend to make a difference, was truly a motivating experience.

We also volunteered as a family. Each year my husband and our two sons took part in Clean the Bay Day and the United Way’s “Day of Caring”. And I even managed to get both of my sons into the cold waters of the Atlantic Ocean for the Special Olympics “Polar Plunge” each winter! I have continued to coordinate the Polar Plunge at MCAS New River and watching our team grow from 6 people in 2006 to 21 team members in 2009 has been exciting.

Though I haven’t been able to volunteer as often as I’d like to, I do seek out as many opportunities as I can. To put my time and energy into something that is selfless and meaningful I, personally, find exhilarating. Whether picking up trash from a highway, mentoring young people, helping an elderly neighbor with their yard work, or jumping into the ocean in January to raise money for Special Olympics, I encourage everyone to volunteer. Who knows, it may help you to find your true Passion & Purpose!

You give but little when you give of your possessions. It is when you give of yourself that you truly give. ~Kahlil Gibran



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.

**Member of
Excellence**



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

BENEFIT of IAAP MEMBERSHIP:

You will receive discounts on educational products and resources that have been created, reviewed and/or selected especially for admins (also shows what skills you ought to be mastering to keep up-to-date as a professional and the sequence of skills required to move up the career ladder).



Tips for the Workplace

Technology Tip:

How to streamline the Outlook inbox

To organize the messages you need to categorize them. In order to categorize the messages you need to go with these steps:

Step 1: Go to Edit, then to Categories and choose the Categories list

Step 2: Add new categories to denote the groupings for your business or personal e-mail

Step 3: Click on the Ok two time to save the setting and exit.

You can categorize the e-mails, calendars, entries, tasks and other such items in the same manner.

Looking for tips and tricks of organization and the latest office trends?

Look no further. This site will provide you with up-to-date information on organization, prioritization, the newest office trends and even some technical information on keeping your work and life organized.

<http://www.theprofessionalassistant.net/>



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.**

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





VETERANS DAY is an annual United States holiday honoring military veterans. A federal holiday, it is observed on November 11. It is also celebrated as Armistice Day or Remembrance Day in other parts of the world, falling on November 11, the anniversary of the signing of the Armistice that ended World War I. (Major hostilities of World War I were formally ended at the 11th hour of the 11th day of the 11th month of 1918 with the German signing of the Armistice.)

U.S. President Woodrow Wilson first proclaimed an Armistice Day for November 11, 1919. In proclaiming the holiday, he said, *"To us in America, the reflections of Armistice Day will be filled with solemn pride in the heroism of those who died in the country's service and with gratitude for the victory, both because of the thing from which it has freed us and because of the opportunity it has given America to show her sympathy with peace and justice in the councils of the nations."*

The United States Congress passed a concurrent resolution seven years later on June 4, 1926, requesting the President issue another proclamation to observe November 11 with appropriate ceremonies. An Act (52 Stat. 351; 5 U.S. Code, Sec. 87a) approved May 13, 1938, made the 11th of November in each year a legal holiday; "a day to be dedicated to the cause of world peace and to be thereafter celebrated and known as 'Armistice Day'."

In 1953, an Emporia, Kansas shoe store owner named Alfred King had the idea to expand Armistice Day to celebrate all veterans, not just those who served in World War I. King had been actively involved with the American War Dads during World War II. He began a campaign to turn Armistice Day into "All" Veterans Day. The Emporia Chamber of Commerce took up the cause after determining that 90% of Emporia merchants as well as the Board of Education supported closing their doors on November 11, 1953, to honor veterans. With the help of then-U.S. Rep. Ed Rees, also from Emporia, a bill for the holiday was pushed through Congress. President Dwight Eisenhower signed it into law on May 26, 1954.

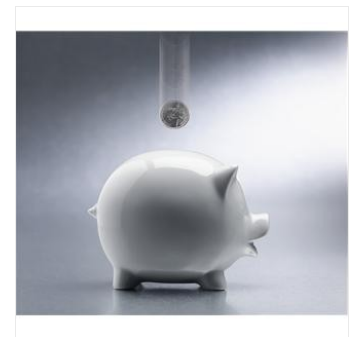
Congress amended this act on June 1, 1954, replacing "Armistice" with Veterans, and it has been known as Veterans Day since. --from Wikipedia

Looking for ways to save money?

Visit feedthepig.org for tons of tips and other resources to help with your spending and savings habits, identify ways you can start saving and commit to making changes that will reduce your debt and grow your savings.

Some of the features on this site:

- Find out how much you can save no matter what course your life takes in the 5% Challenge
- Take a quiz to see how well you understand the psychology behind our saving and spending habits
- Get savings tips
- Pick a personality similar to yours in "Me Save?" then choose a set of spending habits you want to change or break and find out how much you can save over a month, a year, or even 35 years



All this is part of a national campaign sponsored by the American Institute of Certified Public Accountants (AICPA) and The Advertising Council.



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

Officers 2010 - 2011

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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 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
www.iaap-nc.org
www.iaap-jol.org

Certify Your Credibility

Future CPS®/CAP® Exam

Exam Dates Application Deadline

Nov 5-6, 2010 Aug 15, 2010

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.