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Lighthouse News

"Lighting the pathways for professional growth"



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

October 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).

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

Calendar of Events

October 2009

10th - JOL Chapter Meeting 5:30 PM
 "Mastering the Ceremony"

16th - National Bosses Day

26th - Executive Board Mtg, 12-1PM,
 Pizza Hut, Brynn Marr

November 2009

12th - JOL Chapter Meeting 5:30 PM
 "Identity Theft" & JOL 5th Birthday

30th - Executive Board Mtg, 12-1 PM,
 Pizza Hut, Brynn Marr

visit our website:

www.iaap-jol.org



Karen Beblo
 JOL Treasurer

**Member
 Spotlight**

My name is Karen Beblo and I was born and raised in Jefferson, Iowa. I am the 3rd of five children. Thru the military I met and have been married to my wonderful husband Dan for over 22 years. I graduated college in San Diego, California with degrees in Accounting Finance and in Business Management. We moved to Jacksonville for the 2nd time in 1994 and after retiring from the Marine Corps we decided to stay and make this our permanent home. For the past 15 years I have worked for Marine Federal Credit Union.

We have three boys, Christopher 20, Michael 16 and Justin 14 (*four kids if you count one of my dogs, Joey*). I have always been very active with my kids and in sports. In my spare time I'm an official for Baseball, Men's Softball, Basketball, and Volleyball, involved with Band Boosters, Boy Scouts, Saturday Bowling Youth League, and substitute teacher at church. But no matter how busy our schedules get, we always find time for Sunday brunch after church and usually a movie on Sunday afternoon (except when the Pittsburgh Steelers are playing).

I am privileged to be one of the original members of our JOL Chapter. I am currently serving my second year as Treasurer. The networking, the knowledge that can be gained, the experiences to be shared, the unlimited opportunities available but most importantly the friendships I have obtained, these are just some of the reasons I am excited about being a part of this organization.

Congratulations

Sheryl Perry CPS/CAP

Sheryl passed the CAP exam in May!!!



Pathways to Excellence

THE IAAP PATHWAYS TO EXCELLENCE RECOGNITION PROGRAM is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence. The program has a set of guiding principles; learn more under the "Principles" tab at the IAAP website: www.iaap-hq.org. You can learn more about these distinctions under their individual tabs, or you can consult our Pathways to Excellence FAQ for more information. You can also find lists of the members, chapters and divisions that have achieved awards this year. (You will need to be logged in to see this information, though!)

Become a "Member of Excellence"

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year). A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Conduct a public presentation, program or training
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review.

Completed criteria will be submitted through an online process in June. For more information go to www.iaap-hq.org and log-in your name and password. Next click the following tabs: Member Resources; Pathways to Excellence"; Member of Excellence; then download the "Member Commitment Form." It's just that simple.





JOL September 10 Chapter Program “Social Networking with Facebook”

Facebook is the #1 social networking site in the world, although in the U.S. MySpace still holds a slight advantage. In the global market however, Facebook is more than twice the size of MySpace and continues to dominate in every category. To give you an idea of Facebook’s adoption, the U.S. has a population of just over 300 million, and the world has about 6.7 billion people. That means in the U.S., with over 75 million users, 1 in 4 people have a Facebook page, with about half of those logging in each day. Worldwide, Facebook reaches about 4% of the population. One of the most interesting things about the growth of Facebook was not the fact that it had so many global users, but instead that those aged 35 and up were the fastest growing population of users and responsible for fueling much of the recent gains. That means the older population is embracing Facebook as a networking tool for business beyond simple social connections. Veronica Farish and Rebecca Garica walked us through the process of setting up and using a Facebook page.



L-R Rebecca Garcia & Veronica Farish



JOL Members and Guests

This month, October, is **breast cancer awareness month!**

Millions of families across the U.S. have been touched by breast cancer. In 2009 alone, an estimated 192,370 people in the U.S. will be diagnosed, and 40,170 will die, according to the American Cancer Society. But there is hope. A growing number of patients -- over 2.5 million -- are overcoming the disease each year. But early detection is a key factor.



The best defense is to find breast cancer as early as possible, when it is easier to treat. Finding breast cancer early is called "early detection." the American Cancer Society recommends the following for early detection:

- * Women should have mammograms each year starting at age 40 and continuing for as long as they are in good health.
- * A breast exam by a doctor or nurse should be a part of a regular health exam and should be done at least every three years for women in their 20s and 30s and every year for women 40 and older.
- * Women should report any breast change to their doctors without delay. Breast self-exam (BSE) is an option for women starting in their 20s.

October is internationally known as Breast Cancer Month and Pink Ribbon Day is always the 4th Monday in October. This year **Pink Ribbon Day is Monday, October 26th.** The purpose of the pink ribbon is to remind women of the potential dangers of breast cancer and make them take preliminary precautions. It reminds them of the need of a self checkup, and take the requisite measures before it is too late. Just think, even if only one woman saw your breast cancer ribbon, was reminded of the need to take a breast cancer test, was diagnosed, and that actually went a long way in her getting the treatment. This one life you save through a simple act such as wearing the breast cancer ribbon could give you the biggest accolade there ever was. And you must think of the countless women who see your pink ribbon when you wear them, and most probably, that might be reminding them to save their own lives.

awareness

Flu season starts to peak in November and continues to peak through April. The Centers for Disease Control and Prevention (CDC) recommend getting your flu vaccine in the months of October and November in order to prevent an outbreak to the flu virus. Every flu season a new batch of the flu vaccine is made.

You can follow a few simple steps to prevent yourself or others from getting the flu:

1. **Wash your hands** often with soap and water for at least 15 to 20 seconds. If soap and water are not available, then use the alcohol-based hand sanitizer.
2. Cover your mouth and nose with a tissue when you cough or sneeze. Throw the tissue in the trash after use.
3. Avoid touching your eyes, nose or mouth. Germs are looking for a way in.
4. Keep surfaces such as bedside table, countertop, bathroom faucets and handles and door-knobs clean by wiping them with a disinfectant according to directions on the product label.
5. If a member of the family is sick, throw away tissue and other disposable items in the trash.



When is it safe to return to work or school? Currently guidelines state that a person may return to work or school when they have not had a fever of 100 degrees or less for 24 hours without the assistance of medication, but remember to cover your cough when you return.



International Association of
Administrative Professionals®
North Carolina Division

ONE YEAR
FREE MEMBERSHIP

A challenge is being made to all
North Carolina Division
IAAP members.

For each new member you recruit in
IAAP 2009 - 2010 your name will be
placed in a drawing at our Annual
Meeting to receive a free membership
for one year.

For more information contact:
Judy Cox, NC Membership Director
coxj@ci.concord.nc.us
(704) 920-5337

Laura Davenport, Member
Virginia Blackwell, Member at Large

NORTH CAROLINA DIVISION MEMBERSHIP CHALLENGE





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

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Program Committee
 Kathy Zerba
 MCAS

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)



**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
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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.