

# IAAP® Woodlands Area Chapter

*Administrative excellence that can see the forest for the trees*

<http://www.iaap-wac.org/>

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## Come join us for lunch at our *Social Express!*

Our monthly Social Express luncheon is always set for the first Tuesday of each month at 11:30am (unless changed due to holiday). Our next Social Express is March 3rd at Romano's Macaroni Grill at 1155 Lake Woodlands Drive in The Woodlands. Hope to see you there!



Pictured above at Chili's (L to R): Sharon Swaim, Carolyn Pennell, Dawn Blake, Christina Crawford, Linda Davis, Casey Deats, Rebecca Thorpe and Kristin Freeman



IAAP  
Woodlands Area Chapter  
P.O. Box 9661  
The Woodlands, TX  
77389-6661



# President's Corner



It's time to nominate your 2009 - 2010 Board of Directors! Have you noticed one of your fellow members who you think would be a great leader? Then nominate them ... or if you are ready to step up, feel free to nominate yourself!

Monte Dean CPS/CAP will automatically step into the role of President due to her being President Elect for 2008-2009. Thank you Monte!



*Casey Deats*  
2008-2009



**IT'S TIME TO STEP UP TO THE PLATE!**

Tina Wiggins CPS is the Nominations Committee Chair, and her Committee Members are Pat Walker CPS and Karen Freytag CPS/CAP. In early February, Tina sent out an e-mail with a nomination form and the bylaws regarding officer elections. The nominations were due by March 1, 2009. For more information see the Nominations section in this newsletter on page 3.

\*\*\*\*\*

On January 31, 2009, we submitted the Avery Chapter Achievement Application. Thank you Monte Dean CPS/CAP and Patty Royall for your help with this important task.

\*\*\*\*\*

Are you going to T-L Division Annual Meeting & Education Forum in Shreveport, LA in May! Let me know and we can carpool and/or caravan!



**REMINDER!**  
**DAYLIGHT SAVINGS TIME**  
**MARCH 8, 2009, 2:00AM**



## Submit your Nomination!

The Texas-Louisiana Division has approved the award for the 2008-2009 Division Member of the Year. We encourage all members to apply for this outstanding recognition of their accomplishments during the period of April 1, 2008 through March 31, 2009. The three finalists will be recognized at a special DMOTY luncheon during the 2009 Annual Meeting in May 2009, in Shreveport, Louisiana. Nominations for Division Member of the Year should be submitted through the home chapter and be the result of a chapter selection process. Members at Large should submit their application through the T-L Division President. All nominees are to complete the T-L Division of the Year (DMOTY) application and return to the Texas-Louisiana Division President, postmarked on or before April 10, 2009.

# How R U Connected?



**Casey**



I never thought in a million years that I would ever be Chapter President; I never thought I could take on that responsibility. The main thing I have learned this year is the President can't and doesn't do it alone. I have found that the most important thing a president can do is to have good, supportive members on the Board of Directors. I couldn't do anything if I didn't trust the women around me. The support they have shown me has been amazing. Not only have the Chapter Board and Chapter Members shown support, but also the Division Board Members, other Chapter leaders, and even the team at Headquarters. If I ever have a question, someone is there to answer and guide me and, most of all, be patient with me. It has been truly an honor to represent this remarkable chapter at our meetings, as Delegate at International in July 2008 in New Orleans, and it will be my honor to serve as Delegate at the T-L Division meeting in May 2009 in Shreveport, LA. Remember, if Casey can do it, YOU can do it!



## OFFICER POSITIONS



- President-Elect
- Vice President
- Secretary
- Treasurer



**Monte**



When I became a member of the Woodlands Area chapter of IAAP, my thought was to stay fairly out of any involvement. I discovered quickly that my line of thinking was the wrong way to be thinking. As I watched each meeting, I was very impressed by the way the meetings were conducted and in the women that were active in the chapter. It didn't take long for my thinking to change from one of standing outside watching to one of wanting to be involved; to get to know my fellow members better, and to become like them. This was a real BIG step for me because up until then I was a goal-phobic. I just didn't make goals because I thought I wouldn't ever achieve them anyway. My first step was to volunteer for service anywhere it was needed. With encouragement from Tina, our Chapter President at that time, I stepped out of my comfort zone and started getting involved. The deeper involved I became, the more closely I worked with the chapter members, the better I felt about me. I am convinced now that joining WAC-IAAP was one of the best things I have ever done for myself. Serving on committees and as an officer has been a wonderful learning situation and privilege.

Now is the time to start thinking about how you can serve your chapter for next year!!

**NOMINATIONS COMMITTEE: Tina Wiggins CPS [Chair], Karen Freytag CPS/CAP, Pat Walker CPS**

# Membership



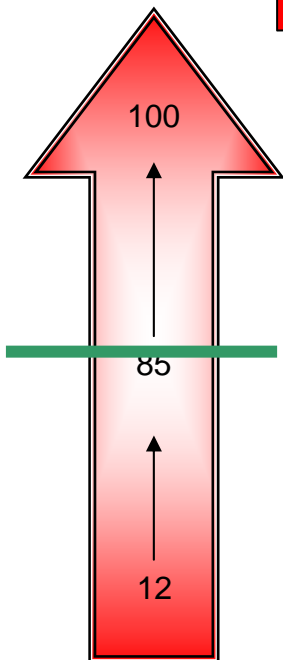
**Welcome New Members !!**

- Michelle Condon**
- Elizabeth Martin**
- Barbara Martinez**
- Carol Tompkins**
- Lorrie Weber**

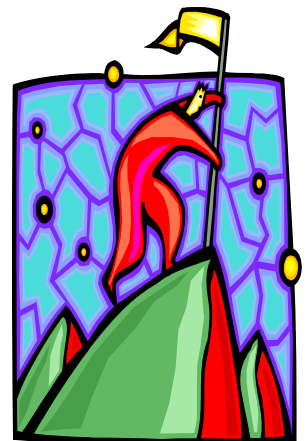
## Membership Drive for 2009

**Our Goal = 100 Members by January, 2010**

*"87" as of February, 2009*



- Get your packets and hand them out.
- Invite them to the meetings.
- Explain to them about IAAP and share your passion.
- Put IAAP brochures at your desk!!



## Upcoming IAAP Events

**March 9-11, 2009**

**Professional Education Conference**

Gaylord Opryland Resort

Nashville, Tennessee

**March 31, 2009 in Austin, TX and**

**April 2, 2009 in Houston, TX**

**“IAAP and The Office Professional—Minute Taking Made Easy” Workshop**

For more information and to register, go to:

<http://www.theofficeprofessional.com/workshops/iaapm09>

**April 4, 2009—7:45 a.m.—2:30 p.m.**

**Galveston County Chapter IAAP**

**Seminar— “What do you bring to the table?”**

Keynote Speaker: Charlotte Stallings

Houston Hobby Marriott Hotel

5 CPS or CAP recertification points available

For more information: <http://www.iaap-txgalv.org>

**April 9, 2009—7:30 a.m.—5:00 p.m.**

**City of Houston**

**Annual Administrative Professionals Conference**

“Showcasing Your Talents”

George R. Brown Convention Center in Houston

Recertification Points given for each Session attended

For more information: contact Debra Pruitt at

[debra.pruitt@cityofhouston.net](mailto:debra.pruitt@cityofhouston.net)

**April 19-25, 2009**

**Administrative Professionals Week®**

**April 21, 2009—11:00 a.m.—1:00 p.m.**

**The Woodlands Area Chapter IAAP**

**8th Annual Administrative Professionals’ Week®**

**Recognition Luncheon & Seminar**

(More information on page 11)

**April 22, 2009**

**Administrative Professionals Day**

**April 25, 2009—8:30 a.m.—11:00 a.m.**

**Reliant Energy Chapter IAAP hosts an**

**Inter-City Council Event**

**2009 Administrative Professionals Week® Breakfast**

**May 1-2, 2009**

**CPS/CAP Exam**

**May 15-17, 2009**

**Texas-Louisiana Division Annual Meeting**

Shreveport, Louisiana

(More information on page 10)

**July 26-29, 2009**

**IAAP Annual Convention & Education Forum**

Minneapolis, Minnesota

### Chapter Newsletter Contest!



Back by popular demand—the Chapter Newsletter Contest. Chapters can submit the front page of any of their Chapter newsletters to be judged by your peers at the 2009 Division Annual Meeting and Education Forum. Any newsletter in this fiscal year (July 2008—April 2009) can be submitted no later than April 30, 2009. No late entries will be accepted.

Newsletters will be displayed in the Hospitality Room at the 2009 Annual Meeting for judging.

So let’s show off our talents and brag on our chapter by entering the front page of our newsletter!

Let me know which month/year you like the best and we will submit the one with the most votes!

Email your vote to Rebecca Thorpe  
CPS/CAP at [rlthorpe@catw-tx.org](mailto:rlthorpe@catw-tx.org).  
Thanks!





*Carolyn Pennell  
CPS/CAP  
Vice President*

## CHAPTER MEETING INFO

**Thursday, March 19, 2009**

**Dr. Tom Watson Ph.D.—**  
*“A Business Case for Financial Education—Financial Wellness Principles”*

Given the current economy, many companies are giving out smaller raises or not giving them at all. Dr. Watson will demonstrate how employees can give themselves a big pay raise by eliminating their personal debt and by spending smarter.

Dr. Tom Watson Ph.D. is president of Watson Training & Development, Inc. a corporate training company headquartered in Longview, Texas, with offices in Guam/Asia-Pacific. He is also a visiting professor at the University of Texas at Tyler where he teaches courses in organizational communication. Before founding his company, Dr. Watson was a professor in the Texas A&M University System, and Director of Corporate Education at Louisiana State University in Shreveport.

Dr. Watson has over 20 years experience in international training and consulting in leadership, customer service, communication and financial education and literacy. Some of his clients include Xerox, Harris County, Exxon/Mobil, Eastman

Chemical, Neiman-Marcus, U.S. Navy, Ernst & Young, Bank of Hawaii, Citibank, and the City of Houston, to name a few.

Dr. Watson has written numerous articles on management development and financial education and is the author of the book “The Great American Debt Opportunity—Turn Your Debt into Wealth”.

Please join us at this Chapter meeting to hear Dr. Watson’s strategies for debt-elimination (using the right formula), ways to spend smarter, and how to use a “reverse budget”.

**Perry’s Steakhouse & Grill - the Banquet Room**  
 Sterling Ridge Village Center  
 6700 Woodlands Parkway  
 The Woodlands, TX 77382  
 (p) (281) 362-0569  
[www.perrysrestaurants.com](http://www.perrysrestaurants.com)

Networking 5:30pm  
 Dinner /Banquet 6:00pm  
 Guest Speaker 7:00pm  
**Cost for dinner: \$25.00**  
**Entrée —Chicken Ricci w/ garlic mashed potatoes and haricot verts**  
**Dessert: Cake**

**RSVP & Cancellation Deadline:** 5 p.m. on the Monday prior to the meeting. Please RSVP to Carolyn at Carolyn.Pennell@thewoodlandstowship-tx.gov or call 281-466-8518.

If you plan to attend, but not have dinner, please notify Carolyn. Please be advised you are obligated to pay for dinner when you make reservations. Those who RSVP and do not show up will be held accountable for payment of the dinner charge.

If you have a specific topic you would like to hear about or you have heard a speaker you think the membership would benefit in hearing, please email me at Carolyn.Pennell@thewoodlandstowship-tx.gov or call me at 281-466-8518. I welcome all suggestions and comments.

**Upcoming Meetings:**  
**April 16—Pamela Grant—**  
 “Reinvent Your Life!”



*Turning Jobs  
 Into Careers*



# Your First 100 Days on the Job



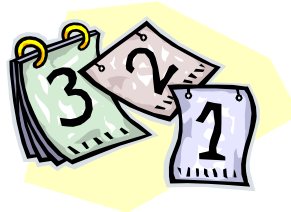
Specialized Administrative Staffing

As President Barak Obama begins his tenure in the White House, many people are focusing on the first 100 days of the new administration—and those starting a new job are wise to take a cue. The initial months on a job can be exciting, but they also are critical to shaping your manager’s and coworkers’ opinions about your potential in the new role, as well as laying the groundwork for success with the organization. Here’s how you can start off on the right foot:

- ◆ **Pay close attention.** Your initial role is to learn as much as possible, not only about your new role and job duties but also about the workplace. Pay attention to the organization’s corporate culture. Each organization has its own unwritten rules, so base your actions on how others behave.
- ◆ **Be open-minded.** Recognize that procedures at your new job may be different from what you’re used to. Make sure you give these new systems a chance before

suggesting something new or more efficient.

- ◆ **Have realistic expectations.** Recognize it will take time to master a new job and be successful in it. With your supervisor’s direction, create a list of goals for the first few months on the job and establish a timeline for meeting them.



- ◆ **Get to know your coworkers.** Learn colleagues’ names and introduce yourself to everyone you interact with. Try inviting them to lunch where you can talk without interrupting your workflow. It’s important to start building relationships with your coworkers early on so you can turn to them for assistance and advice.

- ◆ **Stay away from office politics.** Disengage when discussions turn to complaints about coworkers or other office gossip. Becoming involved in office politics, especially early on, can damage your budding relationships and efforts to establish a positive reputation.
- ◆ **Be Enthusiastic.** Show everyone that you’re glad to be a part of the team and are eager to do a good job. Not only will it help you quickly become a valuable member of the group, but you’ll also gain the satisfaction of knowing you’re doing your best.

*OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com). For more information, call The Woodlands office at (281) 681-2147.*

## Ways and Means

*Linda Santos CPS  
Ways & Means Chair*

Hello Everyone! Thanks for making our Pampered Chef fundraiser a success! So far we have ordered over \$800.00 in products. We would like to close the show by February 27th. If you would like to place an order, please email me at [lsantos@reliant.com](mailto:lsantos@reliant.com) and I will mail the catalog to you.

*Special thanks to Christina Crawford for helping me with Ways and Means at each Chapter meeting!*

Each month we give out the Chapter monthly and year to date budget information. If you have any questions regarding this information, please email me at [lsantos@reliant.com](mailto:lsantos@reliant.com).

—Linda Santos CPS





Marlene Hoffheiser  
CPS/CAP

## Professional Certification...the Career Advantage! **Certification Committee**



If you are interested in attending future CPS classes:

\***Lonestar College—Tomball**—website: [www.tomball.lonestar.edu](http://www.tomball.lonestar.edu).

\***Houston Community College**—call Leslie Smith-Green at 713-718-6309.

\***Classes with Lynce Lucas**—website: [www.LeadingLearningLiving.org](http://www.LeadingLearningLiving.org). A

Spring 2009 CAP Class is available with Lynce Lucas—Saturday, March 28—April 25, 9 a.m.—12 noon, Pennzoil Tower, 700 Milam, Houston 77002. See the [LeadingLearningLiving.org](http://LeadingLearningLiving.org) website

for info and registration form. (Registration forms will also be available at the March meeting.)

The next exam dates: Friday, May 1st (CAP) and Saturday, May 2nd (CPS). Registration closed in mid-February.

Be sure to look at the IAAP website, [www.iaap-hq.org](http://www.iaap-hq.org) for a wealth of information regarding a number of topics. The complete Recertification Brochure is at [www.iaap-hq.org/Cert/recertification.pdf](http://www.iaap-hq.org/Cert/recertification.pdf). The Excel spreadsheet to track your certification points can be found at [www.iaap-hq.org/Cert/Recertification\\_Spreadsheet.xls](http://www.iaap-hq.org/Cert/Recertification_Spreadsheet.xls).

### Upcoming Educational Opportunities:

- “IAAP and The Office Professional—Minute Taking Made Easy” Workshop—March 31, 2009 in Austin, TX and April 2, 2009 in Houston, TX. For more information and to register, go to: <http://www.theofficeprofessional.com/workshops/iaapm09>
- Mark your calendar for our own APW Lunch and Seminar on Tuesday, April 21, 2009. See page 9 of this newsletter for more information.
- May Exam dates: CAP—Friday, May 1st and CPS—Saturday, May 2nd

Don't forget to stop by the Certification Committee display on the sign-in table for timely articles, recertification point and attendance sheets.

For more information, contact Marlene Hoffheiser CPS/CAP at [mhoffheiser@mfah.org](mailto:mhoffheiser@mfah.org) or office (713) 639-7729 or home (281) 419-6790.



Rebecca Thorpe  
CPS/CAP  
Newsletter Chair

## *Thoughts and Prayers*

Our fellow members need our thoughts and prayers.

- ♥ Sabrina Scott—health
- ♥ Rebecca Thorpe—Mom, Dad and Grandma—health
- ♥ Leslie Ordener's daughter—health
- ♥ Gail Woodson—her husband who has a terminal heart condition
- ♥ Carol Klass—please keep Carol in your thoughts
- ♥ Cindy Strawn—her brother Stephen for a healthy recovery
- ♥ Colleen Whitley—death in family
- ♥ Kelly Saldivar-Bacon's husband—had a stroke and is undergoing physical and occupational therapy
- ♥ Vera Holmes' mom Inga — fighting Multiple Myeloma
- ♥ Maria Huerta—father passed away
- ♥ Martha Moreno's husband Vic—lost his battle with cancer
- ♥ Christina Crawford—friend Kassi Cranfill—recovery from motorcycle accident

*Please keep our members and their families in your prayers.*

**If you have any other notices of interest please send them to Newsletter Chair, Rebecca Thorpe CPS at [rlthorpe@catw-tx.org](mailto:rlthorpe@catw-tx.org).**



# Command Your Career, Catch the Waves of the Future

2009 Texas-Louisiana Division  
Annual Meeting & Educational  
Forum

Shreveport, Louisiana

May 15 - 17, 2009

Hosted by:

Pelican Chapter IAAP



## Hilton Shreveport

**To Make your Hotel Reservations for 2009 Annual Meeting:**

**Group Name:** IAAP Texas-Louisiana Division 2009 Regional Meeting

**Group Code:** IAP

**Check-In:** 15-May-2009

**Check-Out:** 17-May-2009

**Hotel Name:** Hilton Shreveport Hotel Phone: 318.698.0532

**Hotel Address:** 104 Market Street, Shreveport, LA 71101 [www.shreveport.hilton.com](http://www.shreveport.hilton.com)

**RAFFLE TICKET BELOW!** Just cut out and fill out ticket and send with \$10 per ticket to Sara Clinton CPS, 337 Evangeline Drive, Elm Grove, LA 71051. Must be received by April 9, 2009!

<p><b>RAFFLE TICKET</b> <b>\$10</b></p> <p>Three (3) night stay at The Hilton Shreveport <small>(can be used during T/L Meeting or at a later date)</small></p> <p>Pelican Chapter Fundraiser <i>Drawing on April 10, 2009</i></p>	<p>Name _____</p> <p>Chapter _____</p> <p>Telephone _____</p>
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**"Administrative Professionals Meeting the Challenge of an Ever-changing Workplace"**



*You are cordially invited to the*  
**8th Annual**  
**Administrative Professionals**  
**Week® Recognition**  
**Luncheon & Seminar**

*Hosted by The Woodlands*  
*Area Chapter of IAAP*

**Date:**

**Tuesday, April 21, 2009 from 11:00 AM - 1:00 PM (CT)**

**Location:**

**The Woodlands Waterway Marriott Hotel & Convention Center**



**ONLINE REGISTRATION: <http://apw2009iaap.eventbrite.com>**

**Speaker: Jon Stetson "The Stetson Experience"**

***Internationally acclaimed mind reading comedian***



Jon Stetson has been a Most Valuable Player at thousands of corporate events. Jon is a third-generation entertainer whose intelligent, interactive approach to entertaining places him on an exclusive list of corporate America's most sought-after performers. Jon's stand-up comedy covers a core of mystery in an uproarious wrapper of fun. Jon may look familiar from one of his **50 national television appearances**, or perhaps from one of his live performances in over 25 countries. He has entertained **President Bush, President Carter, Donald Trump, the New England Patriots, and the King of Sweden**. "The Stetson Experience" has been invited to perform at the **White House on five occasions**. Nobody does what Jon Stetson does in quite the way that he does it. This internationally acclaimed, mind reading comedian will make you laugh, make you think, make you feel like an awe-struck kid.

**You're not going to believe what you see!**



## IAAP BOARD OF DIRECTORS LISTING

**INTERNATIONAL - 2008-2009**

President	Barb Horton CPS
President-Elect	Susan K. Shamali CPS/CAP
Vice President	Mary A. Ramsay-Drow CPS/CAP
Secretary	Janine Joy Riemersma CPS/CAP
Treasurer	Karlena Rannals CPS/CAP
SW District Director	Antoinette Smith CPS/CAP

**TEXAS-LOUISIANA DIVISION - 2008-2009**

President	Suzanne Dunbar CPS/CAP
President-Elect	Donna Shotwell CPS/CAP
Vice President	Michelle Spradley CPS/CAP
Secretary	Traci McIntosh CPS
Treasurer	Carla Flowers CPS/CAP

<http://www.iaap-hq.org>

<http://www.iaap-txla.org>

### WOODLANDS AREA CHAPTER - 2008-2009

**OFFICERS**

President	Casey Deats
President-Elect	Monte Dean CPS/CAP
Vice President	Carolyn Pennell CPS/CAP
Secretary	Patty Royall
Treasurer	Linda Santos CPS
Immediate Past President	Misti Jeter CPS/CAP

**COMMITTEE CHAIRS**

Audit	Tina Wiggins CPS
Bylaws/Standing Rules	Judy Syptak CPS/CAP
Community Involvement	Carolyn Pennell CPS/CAP
Certification	Marlene Hoffheiser CPS/CAP
Historian	Sharon Swaim CPS
Hospitality	Rebecca Thorpe CPS/CAP
Membership	Tina Wiggins CPS
Newsletter	Rebecca Thorpe CPS/CAP
Publicity	Marina Valenzuela CPS
Ways & Means	Linda Santos CPS
Raffles	Christina Crawford
Website	Laura Bonhart CPS
APW (Impact Meeting)	Misti Jeter CPS/CAP
InterCity Council	Monte Dean CPS/CAP
Nominations	Tina Wiggins CPS

The IAAP **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

### CHAPTER CALENDAR OF EVENTS

**MARCH 2009**

- 3rd - Social Express - Romano's Macaroni Grill- 11:30 a.m.
- 10th - WAC Board Meeting - 6:00 p.m.
- 16th - RSVP Deadline for Chapter Meeting - 5 p.m.
- 19th - Chapter Meeting—see page 5
- 20th - Newsletter Deadline

**APRIL 2009**

- 7th - Social Express - Kobe Japanese Grill - 11:30 a.m.

