

IAAP®

WOODLANDS AREA
CHAPTER

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2011-2012 OFFICERS

PRESIDENT:

[Carolyn Pennell, CAP-OM](#)

PRESIDENT ELECT

[Rebecca Thorpe, CAP-OM](#)

VICE PRESIDENT:

[Julie Waldenfels, CAP-OM](#)

SECRETARY:

[Beverly Melder, CAP-OM](#)

TREASURER:

[Kellie Parsons, CAP-OM](#)



3 Years in a Row!

Woodlands Edge



Administrative excellence that can see the forest for the trees

VOLUME 10, ISSUE 2

FEBRUARY 2012

Message from the President



[Carolyn Pennell, CAP-OM](#)
2011-2012 President

Hello Chapter Members! Can you believe it? We are already in the second month of 2012! Time goes by very quickly and we have much work to do in the next five months. Along with many great events coming up, which we discussed at the January chapter meeting and are outlined in the weekly e-mails from the T-L Division Board, we have an extremely important issue that needs to be addressed right now.

Quoting from our bylaws: *“Nominations and Election - No later than the February meeting, a Nominating Committee comprised of a chairman and two members shall be appointed by the Board of Directors. The Board of Directors shall present the proposed Nominating Committee to the members at the February Chapter meeting for ratification by a majority of the members.”*

So, I or other Board members will be calling on chapter members to ask if you will serve on this essential committee. Officers play a very important role in our chapter. Leadership is necessary to assist our chapter in maintaining, growing, educating and offering guidance to the chapter as a whole. Include the committee chairs and you have the chapter Board of Directors. The Board of Directors is the glue that binds us together. Add the membership and you have our wonderful, successful chapter!

I’ve said it before and I’m saying it again – this is our chapter and it takes every member

in order for us to fulfill our goals and dreams. Neither the president nor the Board can do it alone. This is a group effort; it requires teamwork.

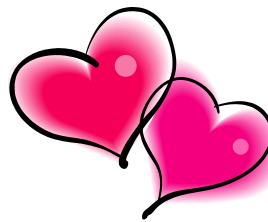
So I respectfully request if I or a Board member contacts you about serving on the Nominating Committee, please consider this important role before saying no. I understand you are busy. We all seem over loaded these days. We have our work, our families and our friends. But when we joined WAC, we were making a commitment to participate and serve in chapter business and events. Serving your chapter is energizing, rewarding, educating, and many times a lot of fun.

To carry this conversation one step further...once the Nominating Committee is appointed and approved, you must also consider serving in officer or committee chair roles.. The Nominations Committee will provide you with information on each officer and chair position. Taking your personal interests into consideration, you will be able to review the material and select a position that fits your interest and schedule. Again, I respectfully request you consider these roles.

I trust the first month of 2012 has been a good one for each of you; take care and I hope the year continues to offer you joy and success.

—Carolyn

*Attitudes are contagious...
is yours worth catching?*



IAAP 2011-2012

Chapter mailing address:
 PO Box 9661
 The Woodlands, TX 77378
www.iaap-wac.org



Julie Waldenfels, CAP-OM
Vice President



REPORT FROM THE TREASURER



Kellie Parsons, CAP-OM
The attendance count from the January Meeting:

24 Members
5 Guests
29 Total in Attendance

Chapter Meeting Information

Thursday, February 16, 2012

LOCATION:
Entergy - click [here](#) for directions
10055 Grogans Mill Rd
The Woodlands, TX 77380

MEETING TIME:
Networking 5:30pm
Dinner/Meeting 6:00pm
Program 6:40pm

Cost for dinner & program: \$15.00
Menu: Chicken Kabobs, Shrimp Kabobs, Rice Pilaf, Greek Salad, Pasta Salad, Hummus and Pita Tray, Cookies, and Iced Tea (catered by Zoe's Kitchen)

RSVP & Cancellation Deadline: Noon on the Tuesday prior to the meeting. Please RSVP through our [website](#).

If you plan to attend, but not have dinner, please notify [Julie](#). 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 from, please email [Julie](#) or call her at 281.297.3500. All comments and suggestions are welcomed.

Speaker: Dale Osberg - Avery

TOPIC: "Business Solutions for Greater Productivity"
Dale Osberg has been with Avery Dennison for over 30 years. Currently, Dale educates consumers in office products as an Account Manager. Each year Dale conducts roughly 50 educational seminars. He has been a regular speaker in such offices as US Postal Service, Exxon-Mobil, British Petroleum, and Shell, to name a few. Prior to being an Account Manager, Dale

was an Office Manager and Plant Manager with Avery Dennison.



Dale's hobbies include working outdoors and spending time with his family.

Future Meeting Information

Upcoming Meetings:

- March 22: Kathryn Watson: "When Time Keeps Slipping Away" (note date change due to CISD Spring Break)
- April 19: Monica Cornetti: "Your Face Isn't Finished Until Your Lipstick Is On"
- May 15: Stacey Farmer: "Bad Apples: Dealing with Difficult People" (note date change due to T-L Division Annual Meeting)

Certification Committee

The IAAP Headquarters website can be found at www.iaap-hq.org.

CAP Classes available:

- * Houston Community College – call Leslie Smith-Green at 713.718.6309
- * [Lynce Lucas](#) CAP review classes
- * [Virginia Tech](#) offers on-line CAP review courses.

More educational opportunities:

- * [IAAP Webinars and Seminars](#)
- * [Lone Star College](#)

CAP and OM Review material:

[IAAP](#)
[Metcalf Educational Services](#)



Monte Dean, CAP-OM
Certification Committee
Chair

Future Educational Opportunities

February 6 - [Galveston County Chapter Annual Seminar](#)

February 25 - ExxonMobil Chapters IAAP University (see Page 13 for registration form)

March 4-7 - [IAAP Spring Conference](#), Las Vegas, NV

April 26 - WAC APW Breakfast

May 18–20 - [T-L Division Annual Meeting](#), League City (Clear Lake/NASA Area Chapter)

July 22-25, - [EFAM](#), Grapevine, TX

May 17-19, 2013 - T-L Division Annual Meeting, Austin (Capital Chapter)

July 28-31, 2013 - EFAM, Anaheim, CA

“Education is what remains after one has forgotten what one has learned in school.” —Albert Einstein

New!

Technology Applications specialty

“Take the next step in your career by attaining the Technology Applications specialty from IAAP. Earning the Technology Applications specialty demonstrates your commitment to continuing technology education. Make a difference in your career by earning the TA specialty from IAAP. Here’s how: First, complete three of the Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint and Project. Following that, pass the test to receive a Microsoft certification in at least one of the Options Technology modules you completed. Then, submit the application and the fees for your TA specialty”.

Technology Applications specialty [FAQ](#)

[Options Technology Program information](#)

Technology Applications specialty [application](#)



Rebecca Thorpe, CAP-OM
President-Elect



LADIES NIGHT OUT!



Hospitality Committee

FEBRUARY BIRTHDAYS:

Beverley Melder, CAP-OM	02/01
Rebecca Thorpe, CAP-OM	02/03
Karen Freytag, CAP-OM	02/10
Connie Gee	02/24

FEBRUARY ANNIVERSARIES:

The Woodlands Township (AM)	7 yrs
Beverley Melder, CAP-OM	6 yrs
Maria Huerta	6 yrs
Monte Dean, CAP-OM	6 yrs
Kris Davis, CAP	6 yrs
Linda Santos, CAP-OM	6 yrs
Carol Tompkins	3 yrs

If we missed your birthday, please email [Rebecca](mailto:Rebecca.thorpe@bar-things.com) the month and day for our Birthday list.

"Be who you are and say what you feel because those who mind don't matter and those who matter don't mind." ~Dr. Seuss

RSVP to [Rebecca](mailto:Rebecca.thorpe@bar-things.com) for the Social Express

Social Express

WAC Social Express is an opportunity for members who work in The Woodlands to gather for lunch generally the first Tuesday of each month.

JANUARY SOCIAL EXPRESS:

Held on Tuesday,
January 10 at
The Counter
cancelled

NEXT SOCIAL EXPRESS

February 7 at 11:30am

Fuddruckers

2290 Buckthorne
The Woodlands, TX 77381
281.367.1343

Ladies' Night Out

What are YOUR ideas for LADIES NIGHT OUT?? Please contact Rebecca Thorpe at Rebecca.thorpe@bar-things.com for any ideas on our next Ladies Night Out event.

Membership

Members as of January 1, 2011 per International Headquarters = 62

Professional = 57
 Associate = 3
 Professional-Merit = 2

Need to change your name, address, phone number, e-mail, etc., in the IAAP database? Log into the [Web Community](#), click on *Network*, and then select *edit contact information*. It's that easy! Email [Marlene](#) if you have any questions.



[Marlene Hoffheiser, CAP-OM](#)
Membership Committee
Chair

Thoughts and Prayers

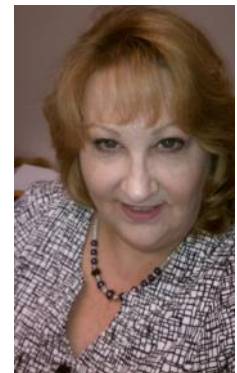
Our fellow members need our thoughts and prayers.

- ↑ Glenda Bush, as she recovers from knee surgery
- ↑ Lynne Caldwell on the recent passing of her father and travelling to Ohio
- ↑ Christina Crawford's friend Kassi Cranfill: recovering from motorcycle accident in 2007
- ↑ Christina Crawford's Dad for health issues
- ↑ Linda Davis and her husband for health issues
- ↑ Casey Deats, upcoming eye surgery
- ↑ Beverley Melder's mom, Evelyn Jackson
- ↑ Leslie Ordener's daughter and husband: health
- ↑ Adrienne Pye's son, Jeremy, is traveling throughout US training other military personnel and will be returning overseas sometime this year
- ↑ Rebecca Thorpe's Mom and Dad: health and for a successful job hunt
- ↑ Pat Walker's parents, health
- ↑ Tina Wiggin's father and step-mother for health issues
- ↑ Gail Woodson's husband: has a terminal heart condition and recent job loss

* * *

- ↑ Pray for those families in our chapter who are affected by job loss during this unstable economy
- ↑ Pray for those families in our chapter who have family in the military

If you have any other notices of interest please send them to Newsletter Committee Chair [Casey Deats, CAP-OM](#).



[Casey Deats, CAP-OM](#)
Newsletter Committee
Chair



Member of Excellence - Criteria #4

This month we will talk about Criteria #4

Criteria #4: Attend at least one professional educational workshop, seminar, or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.



Rebecca Thorpe, CAP-OM
President-Elect

This criterion has been changed to allow IAAP or non-IAAP workshops, seminars, or conferences and to require a paragraph on how the event related to your work role.

To meet this criterion you will need to attend at least one workshop, seminar or conference during the 2011-2012 fiscal year. The session that you attend should be a minimum of 60 minutes in length, and should be relevant to your work role. It can be an IAAP or non-IAAP event, but you cannot use it in your calculations to meet the requirement of Member of Excellence criterion #9.

Some examples of qualifying topics are leadership, communication and technical skills. For documentation of this criterion, you must submit a short paragraph about how the workshop, seminar or conference related to your work role or your IAAP role. You also need to submit a copy of the certificate of attendance, a copy of a letter from your employer confirming attendance, or a letter from the education provider confirming participation.

Don't forget to email me which Criterion you have completed so I can check it off our spreadsheet! I will update on our progress at the next meeting and in the next newsletter. Also, either keep your documentation on hand in case your submission is selected for audit, or you can send your documents to me to keep track of for you in our Chapter's mobile file system that I created for us. Hopefully, I am making this as easy as possible for all of you, so that no one gets discouraged about trying for your Member of Excellence.

If you have any questions about earning your Member of Excellence, you can contact me at Rebecca.thorpe@bar-things.com. I hope *all* of you are well on your way to earn your Member of Excellence this year!



Getting to know...Laura Bonhart, CAP



Laura Bonhart, CAP
Website Chair

Laura was born in Detroit, Michigan many moons ago. Her early years included lots of travel to Akron, Ohio where her parents hail from and both sets of grandparents lived. Laura also experienced exposure to the Spanish language at a young age as it was taught in her elementary school. She learned how to set a table, count, and even sing in Spanish! Unfortunately, Little Laura did not know any Spanish people with whom to conduct this intelligent conversation and her Spanish speaking skills soon faded away (although she can still sing a mean Feliz Navidad when accompanied by the radio!).

My exposure to administrative work began in high school when as a senior I enrolled in the office co-op program. On-the-job learned skills included typing *perfect* stencils for the mimeograph machine, multiple carbon copy legal contracts, filing, shipping/distributing – plus more babysitting as the owner asked me to accompany her to the Miami Beach Fountainbleau and watch her children while she attended business meetings – very exciting! From there I attended Northwestern Michigan College (located in beautiful Traverse City, Michigan) and achieved an Associate Degree in Secretarial Science; then I got married for the first time. While this marriage did not last, it afforded me the opportunity to live in various locations and practice my newly learned Secretarial Science! We traveled from Michigan to Arizona and eventually settled in Texas. During that time I worked for lawyers, an electricians union hall, veterinarians, psychiatrists, medical records administrators, medical management companies, psychiatric and medical hospitals, and last but not least – The Dow Chemical Company where I have been employed since 1999. At Dow, I have enjoyed the benefit of exposure to many different roles, first as a Kelly contractor and then as a full-time Dow employee. Currently I am an Administrative Leader for Dow Oil & Gas, a promotion I received in October 2010, and my daily travels take me to the Energy Corridor of Houston located near I-10 and Eldridge Parkway.

At home in Magnolia, life is shared with my husband of almost 23 years – Johann – who is the 5th in a line of Johann Bonharts descending from Germany. There is not a 6th to this line however, as we were never blessed with children; instead we share our home with our current animal family: Beagle mix brothers, Sparky & Fred; the littlest dog (our cat) Twitch; and the newest addition a Shih-Tzu Maltese mix named Schatzi (this means treasure in German). Together we enjoy music, though not in the fashion reported by Monte Dean, CAP-OM a few months ago – instead we attend as many rock concerts as we can throughout the year. In fact our first show

of 2012 is this month but in Ruidoso, New Mexico! We have also the past several years been fortunate enough to be able to attend floating concerts, specifically by a Southern Rock band by the name of Lynyrd Skynyrd aboard a cruise ship! Now that's a concert! Just a few more interesting facts about me of which I am very proud: both my parents are still living with Dad turning 94 January 20th and Mom 91 on January 31st. Together they will celebrate 70 years of marriage on March 14th this year!! Now that's a WOW.

As for IAAP, I never knew it existed until one day at Dow I saw the initials CPS after a co-worker's name in her e-mail signature. I called her immediately to ask what that stood for as I was extremely interested. She told me and then as luck would have it shortly afterward Brazosport College in Lake Jackson offered CPS certification classes taught by Dow admins! I was able to utilize Dow's educational reimbursement to assist with the cost of the college

classes as well as the certification test fee. I first certified in 2002 and it was after the move to Magnolia that I discovered the Woodlands Area Chapter in early 2003. My first meeting was the installation of officers for their 2nd year in operation and I remember thinking – wow, that's so cool! Everyone was very welcoming and it wasn't long before I too was participating as CPS Committee Chair (2003-2005), followed by Treasurer (2004-2005), then President-Elect & CPS Committee Chair (2005-2006), Web Site Committee Chair (2006-2009); Banquet Committee Chair for TX-LA Division Annual Meeting (2008); and also Bylaws & Standing Rules Committee Co-Chair at West Houston Chapter when I briefly transferred my membership. Currently I am once again Web Site Committee Chair and thrilled to be back at WAC. This is a very caring bunch of individuals who know how to get things done while supporting one another. If you haven't yet had a chance to engage more with the chapter, serving on a committee is a great way to start – and for us to get to know you a little better! To quote our Chapter President Carolyn Pennell, CAP-OM, "As a chapter member you should take advantage of all the wonderful opportunities your membership in IAAP and our chapter bring to you ~ education, leadership, networking, socializing, and more. Don't sit on the sidelines; start making that leap to remarkable!"



2012 Texas-Louisiana Division Inc.

“IAAP Bingo”

Member: _____ Member ID: _____

Chapter Name or Division Member at Large: _____

Chapter President (if applicable): _____ Date Submitted _____

RULES: Bingo is open to all active members of the Texas-Louisiana (T-L) Division during the period of July 1, 2011 through April 30, 2012. Card is complete when a member achieves 5 squares across, up/down, or diagonally. To validate a square, members need to have a chapter president, the representative of the organization presented to, or a seminar event chair sign and date the appropriate square. If you are a DMAL, your division board contact, the representative of the organization presented to, a chapter president, or a seminar event chair can sign the square, or attach a copy of a certificate of attendance. If you have additional questions, contact Vice President Charlene Kesee, CAP-OM at cdkesee@mdanderson.org or 713-745-1613. **Entries must be mailed to Charlene Kesee, CAP-OM, 16822 Watering Oaks Lane, Houston, TX 77083 and postmarked by April 30, 2012.** The winner will be drawn at the May 2012 Annual Meeting and Education Forum League City, TX, from validated entries postmarked on or before April 30, 2012. **No late entries accepted.**

Free Spaces:



B	I	N	G	O
Sign the online Member of Excellence Commitment Form	Attend seminar that offers 2 recertification points other than Division Annual Meeting or International	Sit for the CAP exam or recertify	Host 1 potential new member at a chapter meeting	Make a presentation to an outside organization regarding IAAP
Attend International EFAM in Montreal	Chapter invites a Division Board member to speak at a chapter meeting	Earned Member of Excellence Award for previous year	Serve as a chapter officer; chair or be a member of a chapter or division committee	
Attend seminar that offers 2 recertification points other than International or Division Annual Meeting	Chapter submits Avery Chapter Achievement Award application		Recruit one new member	Chapter conducts an Educational Seminar or plans an APW Event in April 2012
	Recruit one new member	Attend 3 chapter meetings	Register for the 2012 T-L Division Annual Meeting	Donate \$ toward Retirement Trust Foundation
Attend a Division sponsored Leadership Training Session	Chapter holds a New Member Orientation Program or sponsors a New Chapter	Chapter holds an Executive Event or your Executive attends a chapter meeting	Chapter publishes a 4+page newsletter 2 or more times a year or member submits an article for publication in a newsletter, magazine or website	Chapter conducts a CMOTY event or other Member Recognition Award or submits a DMOTY application

Follow Up on the Social Media Survey



Hellen Sutley, CAP-OM
Publicity Chair

I wanted to follow up with you regarding the Social Media Survey that was sent out to the membership last year.

Thank you to those who responded, while it was not a large group that replied, the answers were consistent. The overview below represents the majority view of the respondents:

- Respondents use Facebook and Linked In
- Respondents are not interested in Twitter
- Facebook is used for friendship and family connections
- The WAC website is visited only once or twice a month mainly for registering for the monthly meeting.
- The National IAAP website and communities is visited a little more often than the WAC site and it is used to find information or join in the web community discussions.
- Going forward respondents felt we should have an open Facebook page to help attract potential new members
- However, respondents wondered how we would keep the Facebook page updated and interesting

Now it will be the task of the Board to put together a plan for our Social Media Strategy for the Chapter – this will be brought back to the Chapter in the near future.

If you did not responded to the Survey, but would still like to give me your comments, please email me at hellen.sutley@us.mcd.com

Ways and Means

Since I did not receive any suggestions for the Rockets game we will scrap that idea for now.

Our annual meeting will be here sooner than we think. As the APW Committee is looking for door prizes I will be looking for items we can raffle during the annual meeting. With the new rules of two raffles a year, we need to bring in as much funds as we can at APW and T-L Division Annual Meeting.

Remember if you have any ideas or suggestions for raise money for our chapter I would love to hear from you.



Linda Santos, CAP-OM
Ways & Means
Committee Chair

New Job, New Start

OFFICETEAM®

Specialized Administrative Staffing

A Robert Half Company

You got the job! You're relieved. You're happy. You're excited. You're...scared.

The euphoria people experience when getting hired is often tempered by anxiety at the thought of working in a new place. Learning the ins and outs of a new office can be intimidating and can even cause you to wonder whether you're qualified for the job. But a little strategy and preparation can help alleviate these fears so you can feel more confident about getting off to a good start.

Below are five tips that can help make starting a new job less stressful and more enjoyable.

- **Make Yourself Known.** You have nothing to gain by being a wallflower. Reach out and get to know people, especially since you're bound to have questions or need information. Make a point of introducing yourself around the office right from the start instead of waiting for people to come to you. Taking the initiative goes a long way in establishing good relationships with your new colleagues and lets them know you're approachable as well.
- **Know the Written Rules.** Each office has its own protocol and it's important for you to learn it. Taking the time to read the company handbook will familiarize you with office procedures and ensures that you don't inadvertently cross any lines. Adhering to the dress code and other office policies demonstrates your desire to fit into your new work environment and be a team player.
- **Watch and Learn.** You probably discussed corporate culture during your interview, but you'll need to familiarize yourself with the *subculture* as well. The underlying subtleties of office dynamics



can take time to discern. Casual Friday attire may not be as casual as it was at your last job. Email might be the preferred method of communication with your new boss. Studying the behaviors of your coworkers will give you an indication of the overall tone of the office. You'll soon learn what's acceptable — and what should be avoided.

- **Present Ideas Respectfully.** Contributing is important, but so is the *manner* in which you contribute. In general, offering perspectives and feedback only when asked is best for a newcomer. Be mindful of the fact that you are in the process of developing bonds with your new coworkers and be respectful of the bonds they've already built. Making comparisons with your previous office or freely offering “constructive criticism” right away can distance you rather than help you fit in.
- **Avoid Being Overzealous.** Everybody likes a go-getter, but don't overload yourself with volunteering for additional work until you're comfortable with your new responsibilities. Spreading yourself too thin could result in work that falls short of your capabilities and could also undermine your manager's confidence in you the next time you volunteer for a side project. Allowing yourself an adjustment period will give you the opportunity to establish yourself. Then you can determine the amount of extra work you can realistically handle.

If you still feel your confidence waning at times, remind yourself that, of all the candidates who applied for the job, you were the one who was chosen. Obviously, you exhibited something that made your employers feel you would be a good fit. They expect there to be a learning curve, and so should you.

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 325 locations worldwide, and offers online job search services at www.officeteam.com. For more information, call The Woodlands office at 281.681.2147.

International News



Tamra Goodall, CAP-OM
2011-2012
International President

I'm starting off this calendar year with an exciting announcement. I am pleased to introduce IAAP's new executive director, Gerald J. "Jay" Donohue, Jr., CAE, CMP. Jay comes to IAAP with an impressive résumé. He's had over 18 years of association experience, having served as executive director/chief administrative officer and chief operations officer for three major national and international membership organizations. His background also includes serving as an executive job coach with the nation's first, oldest and premier outplacement firm, Challenger, Gray and Christmas.



Click [here](#) to read her entire article.

Save the Date!



EVENT: 2012 Educational Forum and Annual Meeting (EFAM)

DATE: July 22-25, 2012

LOCATION: [Gaylord Texan Hotel and Convention Center](#), Grapevine, Texas
Hotel reservations now open!

HOSTED BY: [North East Texas Area Council \(NETAC\)](#)



Carla Flowers, CAP-OM
2011-2012
T-L Division President

T-L Division News

Save the Date!

EVENT: 2012 TEXAS-LOUISIANA DIVISION ANNUAL MEETING

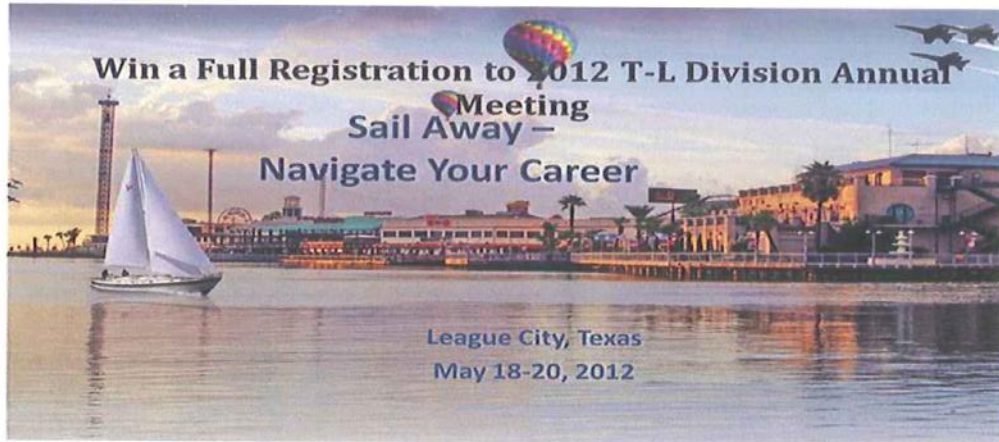
DATE: May 18-20, 2012

LOCATION: [South Shore Harbour Resort](#), League City, Texas

THEME: Sail Away With Us...Navigate Your Career!

HOSTED BY: [Clear Lake/NASA Area Chapter](#)





**Texas-Louisiana Division
Raffle Ticket – Order Form**



Name: First/Last	
Address: City, State, Zip	
Contact Phone Number:	
E-Mail Address:	
Chapter:	

_____ Number of Tickets x \$10.00 each = \$ _____

_____ Number of Tickets @ 3 doe \$25.00 = \$ _____

Winning Ticket will be drawn on February 11, 2012

(Deadline to purchase tickets for the registration is January 31, 2012.)

<p>Return Completed Form and Payment to: Emily Garner, CAP-OM T-L Division Treasurer 3412 Royal Road Amarillo, Texas 79109</p> <p>Make Check Payable to T-L Division IAAP</p>

<p>Treasurer Use Only</p> <p>Date Received: _____</p> <p>Check No. _____</p> <p>Amount: \$ _____</p>
--

The ExxonMobil Chapters IAAP
Present Their 2012 IAAP University:

Upstream Technical Training Center
3102 Buffalo Speedway, Houston, TX 77098
REGISTRATION FORM



Name	
Chapter	
Email	
Phone	
Dietary Restrictions	
Breakfast:	
Corner Café Bakery	
AM Session:	8:00 – 9:30
Dortha Gray	
Communication Across Generations	
Keynote Speaker:	9:45 – 11:45
Ruth McCurdy	
Are Dreams Wishes or a Roadmap For Our Future?	
Lunch:	11:45 – 12:45
The French Corner	
PM Training Session 1:	12:45 – 1:45
Jason Malwitz	
Microsoft Office	
PM Training Session 2:	2:00 – 3:00
Marla Regan	
Organizing Time	



SEND REGISTRATION FORM TO:
JILL.D.ALEXANDER@EXXONMOBIL.COM

MAKE PAYMENTS AT:
[HTTPS://WWW.WEPAY.COM/EVENTS/72928](https://www.wepay.com/events/72928)

IF YOU WISH TO PAY VIA CHECK:
 JILL ALEXANDER
 3319 MERCER, URC-SW660
 HOUSTON, TX 77027

- **Vendors**
 - **Door Prizes**
 - **Silent Auction**
- 5.5 Recertification Points Pending**

Doing More with Less
February 25, 2012
Early Registration February 3rd - \$40 / Late February 15th- \$45

IAAP BOARD OF DIRECTORS LISTINGS

INTERNATIONAL - 2011-2012

President	Tamra Goodall, CAP-OM
President-Elect	Karlena Rannals, CAP-OM
Vice President	Judith A. Yannarelli, CAP-OM
Secretary	Antoinette Smith, CAP-OM
Treasurer	Wendy Melby, CAP-OM
SW District Director	Dortha W. Gray, CAP-OM

TEXAS-LOUISIANA DIVISION - 2011-2012

President	Carla Flowers, CAP-OM
President-Elect	Tina Wiggins, CAP-OM
Vice President	Charlene Keese, CAP-OM
Secretary	Bonnie J. House, CAP-OM
Treasurer	Emily Garner, CAP-OM-MOS

WOODLANDS AREA CHAPTER - 2011-2012

OFFICERS

President	Carolyn Pennell, CAP-OM
President-Elect	Rebecca Thorpe, CAP-OM
Vice President	Julie Waldenfels, CAP-OM
Secretary	Beverly Melder, CAP-OM
Treasurer	Kellie Parsons, CAP-OM

COMMITTEE CHAIRS

APW Meeting	Cindy Strawn, CAP-OM
Bylaws & Standing Rules	Jana Lawler, CAP-OM
Certification	Monte Dean, CAP-OM
Community Involvement	Jana Lawler, CAP-OM
Financial Review	Linda Santos, CAP-OM
Historian	Casey Deats, CAP-OM
Hospitality	Tara Coon
Membership	Marlene Hoffheiser, CAP-OM
Newsletter	Casey Deats, CAP-OM
Nominations	OPEN
Publicity	Hellen Sutley, CAP-OM
Ways & Means	Linda Santos, CAP-OM
Website	Laura Bonhart, CAP
Ad Hoc Committees:	
Chamber Participation	Marina Valenzuela, CAP

IAAP MISSION:

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

Past Chapter Presidents

2010-2012	Carolyn Pennell, CAP-OM
2009-2010	Monte Dean, CAP-OM
2008-2009	Casey Deats, CAP-OM
2007-2008	Misti Jeter, CAP-OM
2005-2007	Tina Wiggins, CAP-OM
2004-2005	Suzanne Dunbar, CAP-OM
2003-2004	Judy Syptak, CAP-OM
2002-2003	Pat Millspaugh
2001-2002	Kristen Nangle/Catherine Bibawy

Past Chapter Member of The Year

2010-2011	Julie Waldenfels, CAP-OM
2009-2010	Suzanne Dunbar, CAP-OM
2008-2009	Carolyn Pennell, CAP-OM
2007-2008	Patty Greenley, CAP-OM
2006-2007	Misti Jeter, CAP-OM
2005-2006	Adrienne Pye, CAP-OM
2004-2005	Casey Deats, CAP-OM
2003-2004	Tina Wiggins, CAP-OM

CHAPTER CALENDAR AT A GLANCE

FEBRUARY 2012

- 7th - Social Express: Fuddruckers
- 14th - RSVP Deadline for Chapter Meeting
- 16th - Chapter Meeting
- 20th - March Newsletter deadline

MARCH 2012

- 6th - Social Express: Dairy Queen
- 20th - RSVP Deadline for Chapter Meeting
- 22nd - Chapter Meeting
- 26th - April Newsletter deadline