

PULSE

July 2009

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MESSAGE FROM THE PRESIDENT



Welcome to another new and exciting year!

The Medical Center Chapter Leadership Team has been working arduously to offer the members innovating programs with very energetic and knowledgeable speakers and lots of personal growth educational opportunities.

Considering this critical economic time, we have also designed a convenient four-month **pay plan** to renew your membership dues. This is optional at no extra cost to you. If you are interested, please contact me for details.

Before we move forward we need our members to review the information on a couple of issues listed below, **The Budget 2009-2010 and the New Venue Change**. We will take a vote on **July 20th** at our monthly business meeting.

Budget 2009-2010 The 2009-2019 budget can be found my logging into the chapter website. Click on documents and then, click on 2009-2010 budget.

New Venue Change Our dynamic Program Chair, Melinda Peña, CPS/CAP has found a beautiful hotel to conduct our business monthly meetings. The prestigious ZaZa Hotel offers a gourmet plated dinner complete with dessert and coffee, paid parking with the total price of \$25 per person. Our former meeting venue, the Springhill Suites by Marriott has served us well however, the Board of Directors and the Audit Committee Chair have come to a consensus that the ZaZa Hotel is a more suitable venue for our meetings. I strongly urge you to vote yes to this venue change as well. For more information please click on the following link:

<http://www.hotelzazahouston.com/>

Thank you and best regards,

Robbie Moreno CAP

Editor
Ron Bouchard CPS/CAP
Chairman, Newsletter
Committee

Board Contact
Robbie Moreno CAP

Review of Articles
Robbie Moreno CPS/CAP
Yvette Banuelos CPS/CAP
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T-L Division President's Incoming Speech

**2009-2010 Texas-Louisiana Division
President's Incoming Speech
by
Donna Shotwell CPS/CAP**

The Pelican Chapter has gone above and beyond in bringing us an outstanding weekend with great speakers who put us all on the right path to "command our careers and catch the waves of the future". Please join me in showing our appreciation to the members of the Pelican Chapter and the other volunteers from the Texas-Louisiana Division whose hard work and dedication have made this a weekend to remember.

As we move into the 58th year as the Texas-Louisiana Division, the leadership of your board continues to make strides in promoting excellence and taking the Division to the next level in membership and chapter development. This year we will build on the accomplishments and tools that past leadership has provided and continue to promote education and leadership to all members and as a team again be the best Division in the Southwest District and the International Association.

The Board will continue to encourage chapters to use the Member Retention Program this year which will be distributed to all chapter Presidents after July 1. This program will assist chapters in attaining an annual retention rate of 80% and move them toward achieving the Chapter of Excellence Award at the International level.

One of the most significant programs that have been offered the last couple of years is the Officer Training Workshops. We will continue this training for those who are interested in pursuing a leadership position in their chapters. These workshops will be offered in Houston, San Antonio and New Orleans during September and October 2009. An abbreviated workshop will also be held in Dallas at the Las Colinas IAAP University in September. The workshops will offer valuable information to assist you in being a leader in your chapter this year or in the future. The workshops will discuss the tools you need to be an effective leader along with some new ideas and suggestions to help you achieve success in your chapter. Look for dates of this year's workshops in the August issue of the TEXANA.

Did everyone submit at least one Bingo this year? The Board will again offer every member the opportunity to participate in the BINGO challenge and have their name placed in a drawing to win \$150. The criteria will be sent to the membership after July 1st. It is not hard to achieve a BINGO, it just takes "Commitment" - as Peter F. Drucker said "Unless commitment is made, there are only promises and hopes; but no plans".

Our Division has accomplished many goals the past few years through teamwork and commitment of each of the members in all of the chapters. This year the Division's goals will include:

- Retain an annual retention rate of 80%
- Submit the Avery Dennison Award application
- Submit the Division of Excellence application
- Provide Three Officer Training Workshops
- Charter two new chapters
- Charter one new student chapter
- Provide four scholarship awards

- Increase parliamentary knowledge to division members
- Offer a member recruitment award, chapter membership awards, a newsletter contest and BINGO award.

In order to help the division accomplish these goals, we will use a Strategic Plan to keep our focus and track our accomplishments. The Strategic Plan will also help the division assist chapters in reaching their goals to become an International Chapter of Excellence, attain the Division Presidents Award and complete the Avery Chapter Achievement Award.

To earn the Texas-Louisiana Division President's Award for fiscal year 2009 – 2010, a chapter must fulfill five required items and at least five additional items during the period July 1, 2009 through April 15, 2010. The five required items are: Sign the Chapter of Excellence Commitment Form, receive recertification points for a minimum of seven chapter meetings (60% of your chapter meetings), hold a minimum of one IMPACT meeting (which is a meeting specifically geared toward recruitment), submit an application to the Avery Chapter Achievement Award AND submit new officers listing to Headquarters and the Division Secretary by July 1st. The additional five items will come from a list of 12 that will be sent to all chapters after July 1, 2009. Chapters must submit supporting documentation for each category by the deadline and those Chapters that receive the President's Award will be presented with a desk clock at the 2010 Annual Meeting and Education Forum in Amarillo, TX.

To support the chapter presidents in achieving these goals, each will be assigned a Board Contact for the coming year. She will be your mentor and will have the responsibility of assisting you in achieving your Chapter goals. Please remember that your Board Contact or any Division Officer is available to present a program to your chapter, at no charge to you. This will help you meet two of the criteria for the Division Presidents Award, having a program that qualifies for recertification points and having a Division Officer present one program per fiscal year. Please take advantage of this opportunity to provide your members with an educational program and opportunity to earn recertification points.

The Chapter President's packet will be mailed to each Incoming Chapter President after July 1st. Chapter Presidents should submit the Delegate/Alternate forms for representation at the 2009 International Education Forum and Annual Meeting to International Headquarters by July 6, 2009. If your Chapter will not be represented at the International Education Forum and Annual Meeting, we ask that you please complete a proxy form and send to Headquarters with a copy to the Division by July 6, 2009. It is important that every chapter take this opportunity to have their vote be counted at the International Education Forum and Annual Meeting. I will be attending the 2009 International Convention in Minneapolis as your Division Delegate and President-Elect Michelle Spradley CPS/CAP will be attending as the Alternate.

While attending the Incoming Division President's Conference in Kansas City, Missouri, this past April, I met several International Officers and the 35 other Division President-Elects. Throughout the weekend we were able to network, build camaraderie and share dozens of ideas on how to have a successful year as Division President. As you may remember the International Board has been working towards universal branding, and during the course of the meeting President Elect Susan Shamali introduced the 2009 - 2010 International theme: "*Power of Commitment*".

The Division will also be adopting this logo for the 2009-2010 year and it will be available to each chapter with your chapter's name after the International Education Forum and Annual Meeting in July.

I am very excited and honored to serve as your Division President this year. I want to thank the members of the Medical Center Chapter, especially Anne McHenry CPS/CAP, Carrie Rogers CPS and Linda Jones CPS/CAP who have supported me in all of my IAAP leadership endeavors since 1998. Even when I was not sure of my potential they always were - You have been and will continue to be wonderful friends and mentors. I also want to thank each of the T-L Division members for your continued support. I am confident that with Michelle, Carla, Frances, Bonnie, teamwork and the "Power of Commitment" the Texas-Louisiana Division can and will be the number one Division in the Association. I want to end with a quote from racecar driver Mario Andretti "Desire is the key to motivation, but it's determination and commitment to an unrelenting pursuit of your goal – a *commitment* to excellence – that will enable you to attain the success you seek."

Medical Center President's Incoming Speech

I am honored to serve as the Chapter President for the year 2009-2010. In accepting the Chapter President's Pin and Gavel, I also accept the obligation and the responsibilities of this office. I know our Medical Center Chapter Leadership Officers will be willingly to share these responsibilities and obligation with me as we strive to take our chapter to the next level of excellence. I will do everything in my power to make this happen. Without the members help we cannot be successful!

My theme for the year is:



Aim for Success. We are going to target the key areas which are crucial to the success of the chapter to achieve our goals. We are diligently working on fundraising ideas to generate the dollars needed to offer educational programs such as scholarships and continued education to improve our skills and performance. We are also working hard to reach out to people who do not know the IAAP and make it accessible to them.

I will sincerely make every effort to be the leader you expect me to be. On my behalf and the rest of the officers, I would like to thank you again for your support and trust. Thank you very much.

Board Installation Pictures – Medical Center Chapter



IAAP Member's of Excellence – Medical Center Chapter



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. You can learn more about these distinctions under their individual tabs, or you can consult our Pathways to Excellence FAQ for more information.

Members from the Medical Center Chapter who have obtained this "Member of Excellence" are:

Yvette Banuelos CPS/CAP
Marie Barth CPS/CAP
Ron Bouchard CPS/CAP
Anne McHenry CPS/CAP
Donna Shotwell CPS/CAP

CPS/CAP

Congratulations are in order to Yvette Banuelos CPS/CAP and Janet Stiles CPS/CAP for passing their CAP test after sitting in on the May 2009 exam. If you see them, congratulate them on a job well done.

EXTRA, EXTRA! READ ALL ABOUT IT!

CPS/CAP Society of Texas

SAVE THE DATE: The CPS/CAP Society of Texas will be holding their Annual Meeting and Seminar on Saturday, January 30, 2010 at the Briar Club located at 2603 Timmons Lane at Westheimer. More information will be available in the near future.

CALENDAR

Dates to Remember 2009	
Board Retreat	July 11, 2009
Medical Center Chapter July Meeting – Hotel ZaZa	July 20, 2009
International Convention and Education Forum, Minneapolis Convention Center, Minneapolis, MN	July 26 – 29, 2009
Deadline to register for November CPS/CAP exams	August 15, 2009
Medical Center Chapter August Meeting	August 24, 2009
Medical Center Chapter September Meeting	September 28, 2009
2009 Certification Conference – Portland Marriott Downtown Waterfront, Portland, OR	Oct. 18 – 21, 2009

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Save the Date!!

Our Mission

THE MISSION OF THE INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®
IS TO BE THE ACKNOWLEDGED, RECOGNIZED LEADERS OF
ADMINISTRATIVE PROFESSIONALS AND TO ENHANCE THEIR INDIVIDUAL AND
COLLECTIVE VALUE, IMAGE, COMPETENCE, AND INFLUENCE.

<p style="text-align: center;">INTERNATIONAL OFFICERS http://www.iaap-hq.org 2008 – 2009</p> <p>President.....Barb Horton CAP President-Elect.....Mary A. Ramsay-Drow CPS/CAP Vice President.....Susan K. Shamali CPS/CAP Secretary.....Janine Riemersma CPS/CAP Treasurer.....Karlana Rannals CPS/CAP Southwest District Dir.....Antoinette Smith CPS/CAP</p>	<p style="text-align: center;">TEXAS-LOUISIANA DIVISION OFFICERS http://www.iaap-txla.org/ 2009-2010</p> <p>President.....Donna Shotwell CPS/CAP President-Elect.....Michelle Spradley CPS/CAP Vice President.....Carla Flowers CPS/CAP Secretary.....Frances McAnear CPS Treasurer.....Bonnie J. House CPS/CAP</p>
<p>MEDICAL CENTER CHAPTER OFFICERS http://community.iaap-hq.org/IAAPHQ/MedicalCenter/Home/Default.aspx</p> <p>President.....Robbie Moreno CAP President-Elect.....Yvette Banuelos CPS/CAP Vice President.....Angela Hill Secretary.....Melissa K. Menchaca Treasurer.....Dana Mejia CAP Direct.....Robbie Lofton CAP Director.....Tomekia Griffin Director.....Yvonne Jones CPS</p>	

2009-2010 Newsletter Committee

Ron Bouchard CPS/CAP, Editor
 Robbie Moreno CPS/CAP
 Yvette Banuelos CPS/CAP

Elaine's Florist

4796 Beechnut • Houston, Texas 77096 • elaines@elainesflorist.com



A banner for Elaine's Florist & Gift Baskets. On the left, the logo features a stylized flower and the text 'Elaine's Florist & Gift Baskets'. In the center is a city skyline. On the right, a woman in an orange shirt stands with her arms crossed. Text on the banner includes: 'Call us Today (713)661-6788 or 1(800)951-4545', 'Voted "Best Houston Florist" in a public poll by the Houston Press', and 'Personally assisting our customers one at a time.'

Source: <http://www.elainesflorist.com/>

