

# THE PULSE

## November 2008

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## MESSAGE FROM THE PRESIDENT

Hello, Chapter!

It's that time of year again, the nights are tad cooler, the wind blows a little harder – snuggly weather. The Fall is an absolutely beautiful time of year; setting the stage for the end of one cycle before a new one begins.

Guess what? **We have a new meeting venue.** We are now meeting at the Springhill Suites by Marriott. They are located at 1400 Old Spanish Trail. We will no longer be paying \$32.00 a month for food and a meeting.

What can I say, once again, **Robbie Moreno** and her team have pulled off another HIGHLY successful Executives' Evening. I am so proud of her and her group that the mere words, *thank you*, aren't sufficient. I am humbly in their debt for making me look good that night. Following is an excerpt from an email I received from one executive in attendance, "*A fine and very professional occasion last night.*" With that sentiment, I couldn't agree more. Please see the article that Robbie wrote in reference to Executives' Evening.

At Executives' Evening, the winner of the quarterly Recruitment Award was announced. It just so happened, we had a tie – who knew! The winners of the first quarter Recruitment Award are **Brenda Anderson** and **Deborah Gonzales**. Brenda was at Executives' Evening to receive her award. If you're interested in what the award looks like, [click here](#).

Our next chapter meeting will not actually be a meeting, but a social – the Medical Center Holiday Social. Yvette Banuelos is diligently working on this and when I receive more information, I'll gladly pass it on.

As always, I send you warm regards.

*Ron*

## Board Reports

### Membership

Welcome to Janice Sams, who joined our chapter in October, and to Tracy Glover who joined IAAP as a member-at-large in September and transferred to our chapter in October. New member installations were held at the October chapter meeting for those able to attend. Dorothy Crump was recognized and installed. Installations will be held again at the November chapter meeting. Please contact Marie Barth CPS/CAP and let her know whether you will be attending the November meeting so arrangements can be made for installation by e-mail at [marietheresebarth@yahoo.com](mailto:marietheresebarth@yahoo.com), work at 713-745-8550, cell at 713-248-2218 or home at 713-644-4231.

Warm wishes and big thanks to our chapter members who recently renewed their memberships: Margaret Bailey, Donna Glover, Linda Guerin, and Deborah Williams.



**Growth Program:** Our International Headquarters is offering incentives to members who sponsor new members . . . a member who sponsors a new member will receive the 2008-2009 International Theme "Excellence in Action" pin.

**Recruit 5 Rewards Program** A member who sponsors 5 new members (not transferring members) in 2008-2009 will receive a \$25 gift card.

**Recruit 10 Rewards Program** A member who sponsors 10 new members (not transferring members) in 2008-2009 will receive a \$50 gift card.

**Recruit 15 Rewards Program** A member who sponsors a minimum of 15 new members (not transferring members) in 2008-2009 will have one year of international, chapter, and division member dues paid by IAAP.

**IMPACT Competition** The top 10 IAAP chapters that conduct an IMPACT meeting from July 1, 2008 through May 31, 2009, and sustain the highest percentage of net growth from their IMPACT meeting will each receive \$175. Chapters must send their IMPACT invitation along with an official entry form to Headquarters. Invitations and entry form must be received at Headquarters no later than June 15, 2009. New members and transfers must join the chapter within one month from the date of the IMPACT meeting. Submit only one IMPACT meeting entry for this contest period.

**Monthly Recruitment Program** The top three chapters that recruit the most new members each month in the 2008-2009 year will receive \$100 (U.S.) each. Chapters can win all 12 months. Membership applications with payment must be received prior to the last business day of each month and at least six new members must be recruited.

**Individual and/or chapter ties will be determined by a drawing.**

Please contact Marie Barth CPS/CAP or International Headquarters [membership@iaap-hq.org](mailto:membership@iaap-hq.org) if you have questions about the recruitment rewards program.

Please remember to update your contact information with our International Headquarters at [membership@iaap-hq.org](mailto:membership@iaap-hq.org).

## CPS/CAP CERTIFICATION

Best of luck to those sitting for the CPS and/or CAP exams! Exams were recently administered on November 7-8, 2008. Exams will again be administered May 1-2, 2009. The deadline to apply to take the May 2009 exam(s) is February 15, 2009.

Members interested in meeting with a study group to prepare for the exam(s) please contact Marie T. Barth CPS/CAP [marietheresebarth@yahoo.com](mailto:marietheresebarth@yahoo.com) or 713-248-2218/cell; 713-745-8550/work; 713-644-4231/home

San Jacinto College is offering CPS review courses during the spring 2009 semester. Please see the flyer on page 7. Times and dates can be adjusted to meet the needs of the students. The CAP review can be added for those interested. Please contact David Lewis 281-542-2061 or [david.lewis@sjcd.edu](mailto:david.lewis@sjcd.edu) for more information.

## From the Webmaster...

Hello IAAP – Medical Center members! My name is James Conklin and I am very interested in your comments related to making our chapter website the best it can be. For starters, I noticed that many of you have not logged on in a very long time. If you wouldn't mind, please take a few minutes to log on and update any information that is obsolete in reference to your personal information. Next, take a look around and get familiar with what's there. All suggestions will be welcomed.

As your webmaster, I will spend most of my time updating the site with announcements of IAAP events and other related activities. In order for me to effectively manage our site, I will need lots of input from the members. If you're like me, you want a site with quality content that is informative and useful. If you are on a committee, be sure and inform me of the activities that is going on with your committee and I will add to our listing.

Well, that's enough for now. I will anxiously await your suggestions. My contact information is 832-367-2209 or [james\\_conklin@hchd.tmc.edu](mailto:james_conklin@hchd.tmc.edu).



## Around the T-L Division...

The Houston Leadership Workshop, “*Race to Excellence*”, was held on Saturday, November 8<sup>th</sup>, at the Holiday Inn on Highway 59 South and the Beltway. The event was an excellent opportunity to get direct training from our Texas-Louisiana Board of Directors.

The seminar was a success and well attended by the Medical Center Chapter members, including: Ron Bouchard CPS/CAP, Robbie Moreno CPS/CAP, Eric Gagneaux, Esther Jimenez, Melissa Martin, Angela Elemeuwa CPS, Angela Hill, Christina Gebara CPS/CAP and Yvette Bañuelos, CPS.

President Suzanne Dunbar CPS/CAP, President-Elect Donna Shotwell CPS/CAP, Vice President Michelle Spradley CPS/CAP, presided over the event, which discussed in-depth chapter leadership roles and responsibilities. They spoke about the importance of the chapter bylaws and communication. Leadership skills needed for a professional role and direct qualities of what makes a good leader. There were break-out sessions that focused on President/President-Elect/Vice President duties and Treasurer and Secretary responsibilities.

The afternoon was rounded out with a discussion on what it takes to be a “Member of Excellence” and “Chapter of Excellence”, something each member of the IAAP should strive for.

*Yvette Bañuelos, CPS*

## Need to Trim Your Budget? Brown Bag it!

Taking a healthy lunch to work is one of the simplest ways to trim your budget. Eating out can be costly and unhealthy, but when you pack your lunch at home, you can control your portions and choose healthier ingredients. What makes a healthy lunch?

Make sure your lunch is balanced. Include some lean or low-fat protein along with carbohydrates to keep your body fueled.

Combine protein and fiber from whole grains, beans, nuts, vegetables and/or fruit to make you feel full and satisfied.

Use whole-grain breads, pitas and wraps for your sandwiches. Choose lean fillings like sliced eggs, tuna fish, cheese or lean meats. Jazz them up with assorted greens, fresh basil, sprouts, sliced cucumbers, onions and tomatoes.

Other great options for lunch might include last night’s dinner, hard boiled eggs, vegetarian wraps, cereal; anything you enjoy at home can be packed up and eaten for lunch. Think about making extra food for dinner so you can have it for lunch the next day. To take this idea a bit further, try cooking in the bulk. On the weekend, make a big pot of chili, soup, or rice and beans and freeze into individual portions that are ready to take to work.

-From WebMD.com

## Project Management

### Taking a Bite Out of Holiday Organizing

As the holiday season approaches, it a good time to reflect on an old saying that still has a current application.

Q: *How do you eat an elephant?*

A: *One bite at a time.*

No matter how daunting the project you face, there is a way to begin:

#### **Break it into manageable pieces.**

That sounds simple, yet we tend to forget the concept when faced with a major assignment. Instead the task can develop into a procrastination issue as you postpone working on it until you have "enough time." Chances are you will not find an appropriate block of hours, and then suddenly the deadline is looming, panic ensues, and stress accumulates. The same techniques that apply in the work environment for managing projects can be used to handle the extra activities that arise during the holiday season. There are seven steps to follow that will help to ensure you accomplish your goal within a designated period of time.

**1. Set a concrete goal.** *Define your purpose. Be specific.*

"Increasing sales" is not concrete. Instead determine for what product you want to increase sales and by what percentage.

**2. What is the final deadline?** *If one has not been set, set your own.*

Something that is worth aiming for as a specific target needs to have a time frame. Otherwise it falls into that "Someday/Maybe" category. Put it on your calendar if you want it to happen.

**3. Break the project into subtasks.** *Group the subtasks into working blocks.*

Start with a list of each step that needs to occur in order to complete the work. Once you have a master list, group similar items together.

**4. Determine the progression.** *Are they sequential or parallel activities?*

Sometimes one activity hinges on another, and sometimes blocks can be worked on at the same time. For instance, if you are planning a conference, travel and hotel arrangements would be one block while booking speakers would be another.

**5. Create deadlines for each step.** *Build in extra time for delays.*

Start with the final due date and work your way backward, noting on your calendar what the deadline is for each activity. Mark your deadline a week or more ahead of the absolute due date to guard against unexpected events.

**6. Assign the tasks.** *Delegate what you can. Place the rest in your Daily Action files.*

If it is a detailed or complex project, try to assign a block rather than bits and pieces from several blocks. This helps with accountability and gives the person delegated the jobs a clearer picture of what is happening.

**7. Monitor progress.** *Develop a tracking log to follow up, noting what was delegated, to whom, and the due dates.*

A log sheet can be either paper or electronic. When the job is complex, meet regularly with those handling the different aspects. You want to be sure everything comes in together and that one person does not half the progress of the others. For holiday projects, get your family team involved instead of trying to handle everything on your own. It will help you look forward to the fun instead of dreading the extra tasks that can rob you of the holiday spirit.

## Compliments of Denise Landers of Key Organization



# HOLD THE DATE

## The CPS®/CAP® Society of Texas

Annual Meeting & Seminar

Saturday, January 31, 2009

The Briar Club  
2603 Timmons Lane, Houston, TX  
713-622-3667

We will have as our keynote speaker, Gretchen Gemeinhardt. Her topic is "Courage to Lead". More information will follow.

### Agenda

7:30 a.m.	Registration
8:00 a.m.	Business Meeting (members only)
9:00 a.m.	Full Breakfast
9:30 a.m. - 12:30 p.m.	Seminar (3 hours)
12:30 p.m.	Closing & Door Prizes

### Cost

tbd	Members
tbd	Non-Members

**Hold the Date! Registration Form Coming Soon!**

*You do not have to have your CPS/CAP to attend the Seminar.*



Any questions, contact: Angela Elemeuwa CPS  
angela\_elemeuwa@hchd.tmc.edu

Check out our website at <http://www.cpscapsot.org>



## Certified Professional Secretary

### ***SAN JACINTO COLLEGE IS OFFERING A REVIEW CLASS PREPARE TO TAKE THE CERTIFICATION EXAM***

The skills required to remain effective and competitive in today's work environment are rapidly changing. New technologies and organization structures and process demand employees to engage in constant renewal and review. The Certified Professional Secretary (CPS) course provides a review for today's office worker. The CPS designation is a unique certification program for secretaries and other administrative support staff.

The CPS review course is designed as a refresher class for individuals planning to take the CPS exam to attain the CPS rating. Class curriculum is based on the CPS Examination Review Series published by Prentice Hall. Registrants should have previous knowledge of the topics covered.

#### **Certified Professional Secretary Review Comprehensive**

POFT 1049

***Prerequisites: Meet requirements of IAAP (International Association of Administrative Professionals)***

This course is review preparation for Part I – III of the Certified Professional Secretary Exam.

*Note: Materials Included*

<b>Class Dates:</b>	<b>Jan 26 – Mar 12</b> 6:00 pm – 10:00 pm Monday, Tuesday, and Thursday
<b>Location:</b>	San Jacinto College Central Campus 8060 Spencer Highway Pasadena, TX 77505
<b>Cost:</b>	<b>\$1,045</b>
<b>CEU:</b>	<b>12.0</b>
<b>HRS:</b>	<b>120</b>

For more information,  
call or e-mail

**David Lewis**  
**281.542.2061**  
**david.lewis@sjcd.edu**

*Visit [www.iaap-hg.org](http://www.iaap-hg.org) for exam dates.*

***Get prepared to take the exam  
and earn your certification.***



International Association of  
Administrative Professionals®

## CALENDAR

### Dates to Remember - 2009

CPS/CAP Society Annual Meeting & Seminar – The Briar Club	Jan. 31, 2009
Professional Educational Conference, Nashville, TN, USA	March 9 – 11, 2009
Administrative Professionals Week	April 19 – 25, 2009
Administrative Professionals Day	April 22, 2009
CPS/CAP Spring Exams (Application Deadline: 02-15-09)	May 1 – 2, 2009
Texas-Louisiana Division Annual Meeting and Education Forum – Hilton Convention Center Shreveport, LA	May 15 – 17, 2009
International Convention and Educational Forum, <a href="#">Minneapolis Convention Center</a> , Minneapolis, MN	July 26 – 29, 2009

**Save the Date!!**

NOVEMBER 2008						
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JANUARY 2009						
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## 2009 Texas-Louisiana Division Inc. "Sharing IAAP \$150 Bingo"




Member: \_\_\_\_\_ Member ID: \_\_\_\_\_

Chapter Name or Division Member at Large: \_\_\_\_\_




Chapter President (if applicable): \_\_\_\_\_ Date Submitted \_\_\_\_\_

**RULES:** Bingo is open to active members of the Texas-Louisiana (T-L) Division only during the period of September 1, 2008 through April 30, 2009 (except for squares regarding International in New Orleans and 2008 Division Annual Meeting). 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 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. For proof of purchasing a product of an IAAP Corporate sponsor, please attach a copy of the receipt. If you have additional questions, contact Vice President Michelle Spradley CPS/CAP at michelle.spradley@basf.com.

**Entries must be mailed to Michelle Spradley CPS/CAP at 9814 Dover Hill, LaPorte, TX 77571 and postmarked by**

**April 30, 2009.**   and  are "Free Spaces." The winner will be drawn at the May 2009 Annual Meeting and Education Forum in Shreveport, LA, from validated entries postmarked by April 30, 2009.

S	H	A	R	E
Chapter member or DMAL sign the online Member of Excellence Commitment Form	Attends 1 seminar that offers .2+ CEUs other than Division Annual Meeting or International	Chapter member or DMAL <i>sits</i> for or passes the CPS or CAP exam	Host 1 potential new member at 2 different chapter meetings	Chapter member or DMAL makes a presentation to outside organization regarding IAAP

Chapter member or DMAL attended International in New Orleans	Chapter invites a Division Board member to <u>speak</u> at chapter meeting	Chapter member or DMAL Recruits 1 new member	Purchase a product from one of the IAAP Corporate Sponsors	
Attends 1 program or seminar that offers CEU or Recertification credits other than International	Chapter submits Avery Chapter Achievement Award application		Chapter member or DMAL Recruits 1 new member	Chapter conducted an Educational Seminar or plans an APW Event in April 2009
	Chapter member or DMAL Recruits 1 new member	Chapter member or DMAL attends a chapter meeting	Member or DMAL has registered for the 2009 T-L Division Annual Meeting	Donate \$ toward Retirement Trust Foundation
Chapter member or DMAL attends a Division sponsored Officer Training Workshop	Chapter has a Mentoring Program for new members or sponsors a Student Chapter	Chapter member or DMAL attended the 2008 Division Annual Meeting	Chapter publishes a 4+page newsletter 2 or more times a year or member submits an article	Chapter conducts an CMOTY event or other Member Recognition Award

### Medical Center Chapter – IAAP 2008-2009 Committee Chairmen and Board Contacts

Committee	Chairman	Board Contact
Administrative Professionals Week®	Rose Rabb	Melissa Martin
Audit Committee	Anne McHenry, CPS/CAP	Marie T. Barth, CPS/CAP
Bylaws & Standing Rules	Anne McHenry, CPS/CAP	Robbie Moreno, CPS/CAP
CPS/CAP	Marie T. Barth CPS/CAP	Marie T. Barth CPS/CAP
Community Service	Sherry Reed Allison	<b>TBD</b>
Executives' Evening	Dorothy Crump	Robbie Moreno, CPS/CAP
Program	Lynda Tucker	Ron Bouchard CPS/CAP
Meeting Coordination	Yvonne Jones, CPS/CAP	Esther Jimenez
Membership	Marie T. Barth, CPS/CAP	Angela Hill
Nominating	Debra Ellis	Angela Hill

<b>Our Mission</b>	PULSE	Letitia Ivey, CPS/CAP	Ron Bouchard, CPS/CAP
Seminar		James Conklin	Angela Elemeuwa, CPS
Jewelry Expo		Hilaria Martinez	Esther Jimenez
Tellers		<b>TBD</b>	Melissa Martin
Ways and Means		Yvette Bañuelos, CPS	Eric Gagneaux
Webmaster		James Conklin	Angela Elemeuwa, CPS
Publicity		John Vreeland	Eric Gagneaux

11/07/2008

**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.**

### 2008-2009 International Board of Directors

President	Barb Horton, CAP
President Elect	Susan K. Shamali, CPS/CAP
Vice President	Mary A. Ramsay-Drow, CPS/ CAP
Secretary	Janine J. Riemersma, CPS/CAP
Treasurer	Karlana Rannals, CPS/CAP
Southwest Dist. Dir.	Antoinette Smith, CPS/CAP

### 2008-2009 Division Officers

President	Suzanne Dunbar, CPS/CAP, The Woodlands, TX
President Elect	Donna Shotwell, CPS/CAP, Houston, TX
Vice President	Michelle Spradley, CPS/CAP, LaPorte, TX
Treasurer	Carla Flowers, CPS/CAP, Denton, TX
Secretary	Traci McIntosh, CPS, Dallas, TX

### 2008-2009 Chapter Officers

President	Ron Bouchard, CPS/CAP
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Sponsors • Sponsors • Sponsors • Sponsors • Sponsors • Sponsors  
 Advertising • Advertising • Advertising • Advertising • Advertising  
 President Elect Robbie Moreno, CPS/CAP  
 Vice President Yvette Baniolos, CPS  
 Treasurer Eric Gagneaux  
 Secretary Melissa Martin  
 Director Angela Eletreuya, CPS  
 Director Angela Hill  
 Immediate Past Pres. Esther Jimenez  
 Marie T. Barth, CPS/CAP

### 2008-2009 Newsletter Committee

Letitia Ivey, CPS/CAP  
 Ron Bouchard, CPS/CAP  
 Robbie Moreno, CPS/CAP

## Elaine's Florist

4796 Beechnut • Houston, Texas 77096 • [elaines@elainesflorist.com](mailto:elaines@elainesflorist.com)



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