

# PULSE

March 2009

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**Editor**  
Letitia Ivey, CPS/CAP  
Chairman, Newsletter  
Committee

**Board Contact**  
Ron Bouchard, CPS/CAP

**Review of Articles**  
Robbie Moreno, CPS/CAP

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## MESSAGE FROM THE PRESIDENT

Welcome to a new month, Medical Center Chapter!

This is a reminder that our annual education seminar, titled "Managing Your Boss", will be held on Friday, March 13<sup>th</sup>, at the Crowne Plaza Hotel - Downtown on Smith Street, featuring Thelma Ellen, Ph.D. The cost is \$120 for members of IAAP and \$130 for non-members.

Please see the flyer attached to this issue of the Pulse for more information on this outstanding event!

Don't forget that daylight saving time begins at 2 a.m., Central Standard Time, on Sunday, March 8<sup>th</sup>. Don't forget to set your clocks **forward** one hour. Please be advised that we will be voting on the budget for the 2008-2009 IAAP fiscal year, at the March chapter meeting.

Our presenter for the March meeting is Atty. Barbara Gardner. Atty. Gardner is a partner with Tucker, Vaughan, Gardner & Barnes, P.C. and her presentation is titled "Women: Winning in the Workplace". The featured topics are guaranteed to address a variety of area that will help to enrich our current work life, like securing mentors and supporters, leadership skills and choice of words and voice inflection. One recertification point will be awarded for this workshop.

Warm regards,

Ron

## Special Reports

### Post Review of the February Chapter Meeting

By: Carrie Rogers, CPS



If you did not make the February Chapter meeting, you really missed a fantastic speaker and program. Mr. Aaron T. Hansz, CRPC, Financial Advisor, Wachovia Securities, LLC presented the program *Show Me How My Money Works*. Before he presented his PowerPoint Presentation, he asked the attendees if we wanted to see statistics and numbers on his presentation or did we have specific questions we wanted answered. We chose to give him specific questions to answer.

What a timely program to discuss our retirement accounts and the uncertainty associated with the downturn of the economy, especially the stock market. Based on the questions we asked, Aaron stated he is not an attorney or a CPA, but these are his recommendations to getting us through the current situation.

They are:

- 1) Pay yourself first. Put 20% in a savings account or other investment tool of your choice. If you are not able to start out with 20% make that your goal. Start with 1%, 2%, etc. and you will be surprised how much you can save.
- 2) Set up priorities. For example, is it more important that you drive the newest car on the market or save money and buy a vehicle that will meet your needs without all the bells and whistles.
- 3) Until the recent downturn, we could expect our money to double in seven years. That is still the goal when choosing the right investment tool for you.
- 4) Do not buy individual company stocks. This is like putting all of your eggs in one basket and if that company gets in financial trouble, there goes your life savings. The key is to diversify your portfolio.
- 5) Currently good investment tools are Fannie Mae stocks, bonds (they go up when the stock market goes down), money market (this is a glorified savings account currently paying 1%), and mutual funds. If you stay within the same mutual fund family you are not charged to buy and sell.
- 6) Sell market shares only when you are not under duress and do not sell unless you have to.
- 7) Medium capitalization market is better than small or large capitalizations.

On a personal note, we had a financial advisor come to the TMC Library to discuss money management. By saving \$4 a day, you can have \$1,460 in a year's time! Additionally, by not eating lunch out three times a week, you can save another \$1,560 annually.

By making these small changes, you can have \$3,020 by this time next year in your savings account! If you find yourself needing the services of a financial advisor, Aaron gave his phone number, 832.439.3280, and encouraged us to call him. Identify yourself as a member of the Medical Center Chapter of IAAP.

## Board Reports

Houston Community College is currently holding CPS/CAP review courses at the University of Texas M. D. Anderson Cancer Center. The current course being offered is Office Administration. The next course offered is Office Management.

Office Management will begin March 24th and run through April 30th. Class hours are 5:30 p.m. to 9:30 p.m. Classes are being held in the Mays Clinic, room ACB1.2345, at 1220 Holcombe Boulevard. Use entrance # 5 off of Bertner Ave. Donna Dowling will be the instructor for Office Management. For additional information, please call Leslie Smith-Green, Business Program Manager at Houston Community College at 713-718-6309.

The next CPS and CAP exams will be administered May 1-2, 2009. The deadline to apply to take the exam was February 15. CPS and CAP exams will also be administered November 6-7, 2009. Deadline to apply is August 15, 2009.

### New Members January & February:

Tiffany McKenzie	Joined 1/2009
Irene DeLaRosa	Joined 2/1/2009
Desmine L. Drew	Joined 2/1/2009
Patricia Hon	Joined 2/1/2009
Arminda Martinez	Joined 2/1/2009
Faith Narcisse	Joined 2/1/2009
Elizabeth Tenorio	Joined 2/1/2009
Linda D. Williams	Joined 2/1/2009

### Renewed Members December, January, and February:

Brenda Alexander CPS/CAP	Joined 12/1/2004
Keisha D. Ash	Joined 3/1/2008
Gwendolyn (Dede) D. Baloney	Joined 2/1/2002
Angelita Castillo-Scott	Joined 5/1/1999
Debra S. Ellis	Joined 3/1/2008
Tonya Foreman	Joined 2/1/2008
Adelina (Keats) Fuentes CPS/CAP	Joined 1/1/2005
Tomekia W. Griffin	Joined 2/1/2002
Kathy D. Hebert	Joined 2/1/2006
Bridget D. Johnson	Joined 3/1/2002
Yvonne Jones CPS	Joined 1/1/2005
Melissa Menchaca	Joined 11/1/1996
Eunice Muckelroy	Joined 3/1/1989
Geraldine Munerlyn	Joined 3/1/2008
Brenda Sommerville CPS/CAP	Joined 11/1/1999
Janet K. Stiles CPS	Joined 3/1/2007
Jacqueline Taylor-Brown	Joined 1/1/2005
Sandra Williams CPS	Joined 1/1/2005

Members, please remember to verify your personal information online @ [membership@iaap-hq.org](mailto:membership@iaap-hq.org). If you know someone who is not receiving IAAP-Medical Center Chapter notifications, please ask them to verify their e-mail address with International Headquarters. More information on certification can be found at [www.iaap-hq.org](http://www.iaap-hq.org) or contact Marie T. Barth CPS/CAP at 713-248-2218 or [marietheresebarth@yahoo.com](mailto:marietheresebarth@yahoo.com).

## Professional Development

### Decluttering and the Tradition of Giving

Is there anything in your office or your home that you do not need, use, or cherish? If so, the excess falls under the definition of CLUTTER. Regardless of whether the clutter is obvious or hidden, it becomes a problem when:

- It takes extra time to find what you need
- It nags at you and leads to stress

Chances are you are already struggling with a shortage of hours every day. Can you afford to waste time and energy hunting for things?

Two ways that add to the physical clutter in our lives are:

1. Failure to make a decision on where something belongs or if it should even stay
2. Fear of hurting someone's feelings

The second point applies to gifts that you have been given.

1. Over the last few months have you used all of your holiday presents?
2. Is there still anything that does not have a "home"?

The giving and receiving of gifts is a wonderful tradition. Yet honestly, how many times have we opened something, smiled, thanked that person, and wondered inside, "What will I ever do with this?"

Our appreciation of the person and our innate desire to be kind often make us feel that that we must keep or display something that may just not be the right fit for us at this time in our lives. Yet keeping something that we neither need nor love is a drain on our efforts to better manage our time and our space.

In a traditional gift-giving society, the recipient is more a custodian or steward than its owner. If we hold onto something and do not use it, we do not honor the giver. The gift must always move, either the actual item or something of value that resulted from that present. On this second point, it could be an intangible; for example, your parents providing you with a college education, and you in turn doing this for your children.

Make sure that a gift does not become an obstacle in your space or life. Try these alternatives:

- Decide right away if it is something you will use or cherish.
- For every new physical item coming in, move something out.
- For excess items, think about who could benefit and pass them on.
  - Stuffed animals to the police department for working with children
  - Blankets and bedding for disaster relief
  - Unwanted dry goods to food pantries
  - Clothing to charity resale facilities or consignment shops
  - Heirlooms to the next generation for safekeeping
  - Books to half-priced stores
  - Sports equipment to local parks and after-school programs

Benefits to you:

- Uncluttered spaces reduce time spent searching for things
- Cleared areas improve the flow of energy and reduce stress
- You are helping someone
- You can claim a tax deduction
- The spirit of the gift continues



**EXTRA, EXTRA! READ ALL ABOUT IT!**

### Inter-City Council Events...

The Galveston County Chapter presents "What Do You Bring to the Table", a motivational seminar by Charlotte Stallings, at the Houston Hobby Marriott, on Saturday, April 4, 2009. Learn what incredibly successful and talented people "bring to the table" every single day to achieve their goals professionally and personally. The cost for the seminar is \$99.00 before March 21<sup>st</sup>, and \$119 after March 21<sup>st</sup>. Five educational recertification points will be awarded for this seminar. For more information, contact Lynn Wyatt, CPS/CAP at 832-854-5657.

### Professional Enrichment...

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The Texas State Association of Parliamentarians will present a workshop titled "Leadership and Conflict Resolution Skills, from a Parliamentarian's Perspective". This workshop will be held on Saturday, April 18, 2009, at the Bayland Community Center. The cost for the workshop is \$25 and the deadline for registration is Friday, April 10<sup>th</sup>. Please contact Judith Joe at 713-682-7435 or j.joe@prodigy.net.

### One-Minute Motivator...

Eliminate "I'll try" from your vocabulary. As soon as you say, "try", you know you can't do it, you won't do it, and it's over. "Try", weakens your self-confidence and gives you an out, you are sure to take. You know when others say they will "try", it isn't going to happen, and it is the same for us. Learn to say, "I will" and if necessary learn to explain why something didn't work and how it will be better next time.

—Edward W. Smith, author of "Sixty Seconds to Success"

### Quotes of the Month...

**"It makes no difference how many peaks you reach if there was no pleasure in the climb" -- Oprah**

**"One starts an action simply because one must do something." —T.S. Eliot**

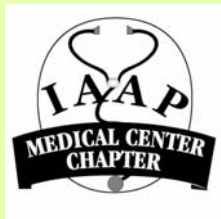
# The Medical Center Chapter - IAAP®

Presents

THELMA ELLEN, Ph.D.

“MANAGING YOUR BOSS”

“Strategic Skills for Administrative Professionals”



The Medical Center Chapter IAAP®

8th Annual Educational Seminar

Friday, March 13, 2009

8:30 a.m. to 4:30 p.m.

Crowne Plaza Hotel Houston-Downtown  
1700 Smith Street, Houston, Texas 77002



## Here's What You'll Learn!

- How to effectively manage upward
- The importance of recognizing the value of the boss-subordinate relationship
- How to take action and make demands (respectfully, of course)
- To take responsibility for your boss' deficiencies
- Give positive and negative reinforcement
- To choose your words appropriately
- To focus on what you can change
- How to remove the communication barrier between you and your

*Thelma Ellen, PhD, MSSW, ACSW, LCSW, LPC, LMFT Diplomate and Clinical Social Worker. She has been employed by the Harris County Hospital District since 1981 and currently serves as an Administrative Director. She is well known for presenting workshops, seminars and conferences on a local, state and national level in areas related to clinical leadership and professional development.*

*She is the author of "The Expression of Generativity." She has received a service award for Area Chair (University of Phoenix), an Individual Service Award and an Outstanding Community Award (Organization of Social Work) and has been a the faculty member for the University of Houston.*

## Registration Fee

Members: \$120

Non-Members: \$130

## Registration includes

- Valet Parking
- Continental Breakfast
- Lunch
- Afternoon Snack
- Workshop Materials and Handouts

For more information call

Angela Elemeuwa, CPS

Seminar Chairperson

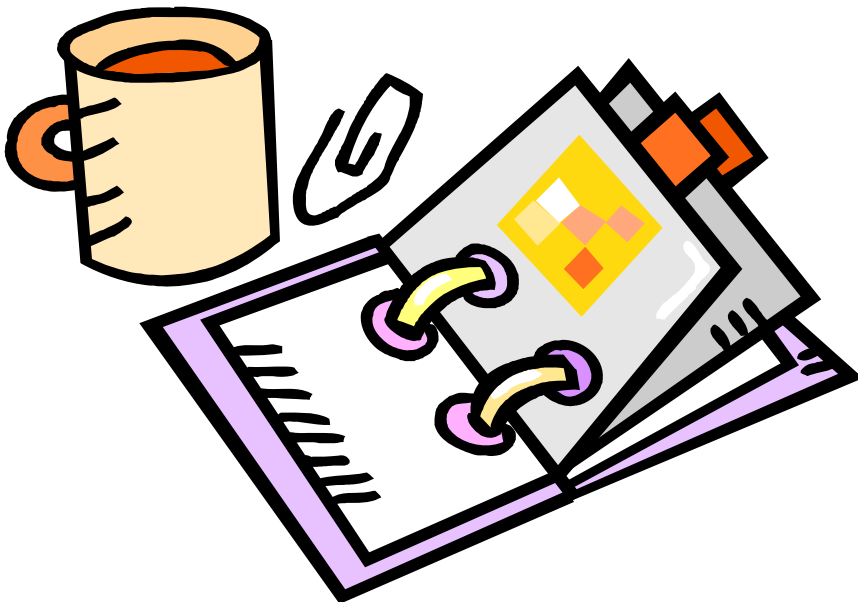
1-888-608-9993

**\*\*First 25 entries will be submitted for the Early Bird Drawing\*\***

## CALENDAR

Dates to Remember 2009	
Professional Educational Conference, Nashville, TN	March 9 – 11, 2009
Medical Center Chapter Annual Seminar – Crowne Plaza Hotel - Downtown	March 13, 2009
Medical Center Chapter Meeting	March 23, 2009
Administrative Professionals Week	April 19 – 25, 2009
Administrative Professionals Day "Excellence in Action"	April 22, 2009
APW Breakfast	April 25, 2009
CPS/CAP Spring Exams (Application Deadline: 2-15-09)	May 1 – 2, 2009
Texas-Louisiana Division Annual Meeting and Education Forum – Hilton Convention Center, Shreveport, LA	May 15 – 17, 2009
International Convention and Education Forum, Minneapolis Convention Center, Minneapolis, MN	July 26 – 29, 2009
2009 Certification Conference – Portland Marriott Downtown Waterfront, Portland, OR	Oct. 18 – 21, 2009

**Save the Date!!**



MARCH 2009						
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31						

## 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.

### 2008-2009 International Board of Directors

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Southwest Dist. Dir.	Antoinette Smith, CPS/CAP

### 2008-2009 Division Officers

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### 2008-2009 Chapter Officers

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Director	Angela Hill
Director	Esther Jimenez
Immediate Past Pres.	Marie T. Barth, CPS/CAP

### 2008-2009 Newsletter Committee

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

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## Elaine's Florist

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Dessert Gallery Bakery and Café

3200 Kirby Dr.

Houston, TX 77098

713-522-9999

[www.dessertgallery.com](http://www.dessertgallery.com)

