

# THE PULSE



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**Newsletter Committee:**

- Christina Gebara, CPS/CAP
- Marie Barth, CPS/CAP
- Letitia Ivey, CPS/CAP
- Janet K. Stiles, CPS/CAP

Visit our website at:  
<http://medctr.iaap-hq.org>

**Board Contact**  
 Robbie Moreno, CAP

Please note that the names International Association of Administrative Professionals® (IAAP®), Administrative Professionals Week® (APW®), Certified Professional Secretary® (CPS®), and Certified Administrative Professional® (CAP®) are registered trademarks of the International Association of Administrative Professionals.

## President's Letter

Dear Members,

It has been a very busy September and October. We had our September Chapter Meeting at the Holiday Inn—Medical Center on Monday, September 26. Ms. Meredith Slocum from OfficeTeam presented “How to write the Perfect Resume and Cover Letter.”

Our Annual Fall Seminar was held on Thursday, September 29 at Reliant Center. Our speaker was Mr. Jim Randolf from SkillPath. The topic was “Making Emotional Intelligence and Writing Work for You.” We had 40 people in attendance. Everyone had a great time learning more about emotional intelligence.

We had a wonderful turn out to the October 17, Executive's Evening Event. We had 35 members and executives in attendance. Thank you to Yvette Banuelos, CPS/CAP and her committee for coordinating the event. They were able to secure Mr. Bill Beausay who spoke on the “Personal Power and Creating Miracles When You're Done In, Fed Up and Stressed Out.” Congratulations to Mr. Richard Lee who was named the Executive of the Year. Mr. Lee is the executive to Yvonne Jones, CPS at Harris County Hospital District. We also had to previous winners of the Executive of the Year in attendance.

I would like to wish everyone sitting for the November 5 CAP exam luck!

Sincerely,  
 Melissa

**Teaching was the hardest work I had ever done, and it remains the hardest work I have done to date.**

**Ann Richards**

## We Want to Hear from You!

This is your chance to shape *eTips*. What writing topics do you want to hear about? What communications tips would you like to share? What words do you constantly mix up? Send us your ideas, and you could see your name in *Writing eTips* or *The Mid-Month Mini!*

### Now is the time to take the IAAP certification exams

The changes announced in Boston to the IAAP certification exams are effective with this November 2011 administration. It's new! It's exciting! It continues to be relevant to the career minded administrative professional.

Starting November 2011, IAAP will offer one certification: the Certified Administrative Professional — or CAP — rating. We will also offer a specialty exam in Organizational Management.

New candidates may apply to take the one-part CAP exam; or apply to take both the one-part CAP exam and the one-part Organizational Management specialty exam. The deadline to submit a complete application and fees for the November exams is August 15; that is a received by date, not a postmark date. The new CAP exam will be administered Saturday morning, November 5. The Organizational Management specialty exam will be administered on Saturday afternoon.

New candidates will find the Exam Guide and the Application on the main web site under [Certification](#), or on the web community under Member Resources > Certification Information. The Exam Guide includes the guidelines for applying to take the exam, the exam content outline, the complete bibliography of recommended study materials, tips on how to prepare for the exam, and more.

If you are an existing candidate, and have passed two parts of the previous exam, you will be receiving a personalized registration form for the November exam. That will be your last opportunity to finish up your remaining part. If you're not certain if you are still eligible to retest in November, email the certification department at [certification@iaap-hq.org](mailto:certification@iaap-hq.org).



The Options Office Skills Training Program provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.

[Options Office Skills Training Program brochure](#)

[Downloadable signup form \(PDF\)](#)

[Signup online](#)

### It pays to be an IAAP Member!

Did you know you get discounts on registration for the [Certified Administrative Professional](#) or [the Certified Professional Secretary exams](#)? Check it out! <http://www.iaap-hq.org/join/>

## Members' Page

### Word Pair of the Month:

#### *comprehensible, comprehensive*

The trick to using these words correctly is in the suffixes: *-ible* and *-ive*. The suffix *-ible* means "capable of," so the definition of *comprehensible* is "able to be comprehended or understood."

On the other hand, the suffix *-ive* refers to a quality. So *comprehensive* suggests the quality of something all-inclusive and means "covering a broad range."

You might remember the two words with this sentence: "The auto policy explained its *comprehensive* coverage in a clear, *comprehensible* way."

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REMINDER

Monthly Express  
Social Lunch  
Tuesday, November 8, 2011  
11:30am at

Black Walnut  
5510 Morningside Drive  
Houston, Tx 77005  
713-526-5551

### How to create and use a time diary

Throughout the week, we often experience periods of high and low productivity, but understanding why is not always so easy.

Creating a time diary can help you identify some interesting things about how you use your time and what you could do to use it more effectively, according to *TheSimpleDollar.com* article, "[Building and Using a Time Diary](#)." By making small tweaks to your daily routines, you can increase your energy, alertness and mental health.

If you create a time diary, let us know what you find out about yourself in the [OfficePro discussion group](#).

### Subscribe!

*eTips* is like finding a writing coach in your inbox. It includes the best writing information, helpful tips and advice, plus updates on evolving communication practices. [Sign up today!](#)

## Elaine's Florist

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

### Are you CPS and/or CAP?

Consider joining the CPS/CAP Society of Texas: [www.cpscapsot.org](http://www.cpscapsot.org)



# Calendar

Dates to Remember - 2011	
Social Luncheon	November 8, 2011
November Chapter Meeting	TBD
Social Luncheon	December 13, 2011
Holiday Social	TBD

OCTOBER 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
NOVEMBER 2011						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
DECEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Exams and Deadlines

Nov. 4-5, 2011 [Upcoming Changes](#)

May 5, 2012  
Deadline Dates

Aug. 15, 2011

Feb. 15, 2012

For November 2011, the new exams will be administered on Saturday; select retake candidates will test Friday and Saturday. For May 2012, all exams will be administered on Saturday.

[Exam Application](#)

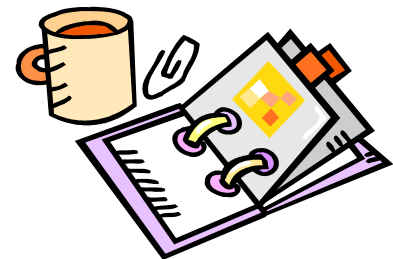
[CAP Exam Guide](#)

[Org. Mgmt. Specialty Exam Guide](#)

[Job Function & Employer Statement](#)

[Exam Centers](#)

*Save the Date!!*



Are you a fan of [Facebook](#) ? If so, the Medical Center Chapter now has its' own page!!

Search for IAAP – Medical Center Chapter to keep up with upcoming events and important information.

Got an idea for a great story? Want to submit an article for the next issue? Or maybe you have a monthly feature idea!

Email Christina Gebara, CPS/CAP at [cgebara@mdanderson.org](mailto:cgebara@mdanderson.org)

## 2011-2012 Growth Programs

The 2011-2012 Growth Programs documents are [now available for download](#) in the Membership folder of the IAAP International Library. The 2011-2012 Growth Programs October Membership Drive Contest is coming up soon, so start planning your meetings now!

IAAP Connections

*Opportunities are usually disguised as hard work,  
so most people don't recognize them.*

*Ann Landers*

## Happy Anniversary IAAP



IAAP is celebrating its 70th anniversary in the 2011-2012 year. We're going to celebrate with a special anniversary issue of OfficePro and we'd like your help. Here's how:

- Send us your stories of historical moments and big projects your chapter or division took on. I'm thinking of events such as the year chapters bought billboards to promote Administrative Professionals Day or the Clear Lake/NASA Area Chapter that arraigned for the Space Shuttle Atlantis to carry the IAAP flag on board its mission.
- Were you a part of IAAP during its early years? We'd like to hear from you.
- Share personal accounts of how IAAP has helped your career and how the association has changed with the profession.
- E-mail us your scanned photos that depict unique events for your chapter/division or the profession.

Everything must be e-mailed to [officepro@iaap-hq.org](mailto:officepro@iaap-hq.org). **Make sure to put "Anniversary" in the subject line.** We do not guarantee placement in the magazine. Write concisely. Please make your submission between 100 – 200 words. Include your name and chapter with your submission. All photos must be scanned and be high resolution (300 dpi or over) at 100 percent. We will not acknowledge submissions or inform you if your submission will be included in the magazine. No hard copy submissions, please. We cannot return submissions sent in hard copy format.

## Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: The **Gift of Membership**. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the **Gift of Membership**. You can either mail/fax in the **Gift of Membership** form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her **Gift of Membership**. It only takes a few minutes but gives a gift that lasts an entire year.

Don't let another day go by. Give the perfect gift, the **Gift of Membership**.

[Gift a New Membership](#)

[Gift a Membership Renewal](#)

## Webinars/Seminars

IAAP has joined forces with a number of training providers to bring high-caliber training to you, either through online training or through seminars coming to your area. If you're looking for training but don't know where to go, see if our workshop partners will meet your needs.

### Desktop Learning

IAAP is partnering with KRM Information Services, Inc. and McMurry to bring virtual learning events directly to your PC. Let IAAP help you hone your professional skills with audio seminars and audio-and-web-based workshops. Use the live sessions for independent learning or gather a group and make it a team venture. It's all the same price. You'll also receive recertification points.

[Find out more information on the program schedule, pricing and registration information.](#)

LLL®

**Leading Learning Living**

PMB # 161 8524 Highway 6 North  
 Houston, TX 77095  
 (281) 463-6454 Fax (281) 345-6307  
[lynce.lucas@prodigy.net](mailto:lynce.lucas@prodigy.net)  
[www.leadinglearningliving.org](http://www.leadinglearningliving.org)

***CAP® CLASS REGISTRATION FORM***

MODULE: Part 1: Certified Administrative Professional Study Course

DATES: January 12, 2012 – March 1, 2012

DAY: Thursdays

TIME: 11:30 a.m. – 1:30 p.m.

PLACE: MD Anderson – 1155 Pressler, Houston 77030

COST: \$185.00 (books not included) - **Payment due November 30, 2011**

NAME:

---

 Print Name

COMPANY

WORK #

FAX #

CELL #

EMAIL

**IMPORTANT PLEASE READ:**

The CAP® exam blueprint revision will take effect in November 2011. This course is comprised of two parts. Part 1 is a prelude and foundation for Part 2. Registration will be based upon first-come demand. The completed form is due in advance of payment to reserve space. Please e-mail or fax completed form directly to Leading Learning Living. It is a possibility of space limitation. Leading Learning Living reserves the right to cancel classes with full refund to participants if minimum class enrollment is not met. MasterCard, VISA & checks are accepted. Checks should be made out to Leading Learning Living and mailed to address heading.

# VirginiaTech

Institute for Distance and Distributed Learning  
University Gateway Center, Suite 120  
902 Prices Fork Road (0392)  
Blacksburg, Virginia 24061  
Tel: 540-231-7327 Fax: 540-231-2079

PLEASE DISTRIBUTE OR ANNOUNCE AT YOUR CHAPTER MEETINGS

August 25, 2011

Dear IAAP Chapter,

Virginia Tech began its Online Review Course for IAAP's previous CPS® exam and CAP® exam back in 2009. We enrolled almost 220 people in different modules of that course.

IAAP is now offering a new CAP exam and an Organizational Management (OM) specialty exam. To prepare people for these new exams, we went back to a fresh screen and developed a new Online CAP Review Course, and are in the midst of developing an **Online OM Review Course**.

We are no longer using a summary guide published by an outside vendor as the adopted text for our review course. Rather, our online course developers went back to source material – to IAAP's bibliography of 23 textbooks – which IAAP uses as the source material for their exams. We understand it would be virtually impossible to find the time on your own to read, study and know everything in all 23 books. But we equally recognize that short review courses and study guides that rely upon summary "bullets" and flashcards for you to memorize and then, on test day, get confused, isn't sufficient. That is why we developed a six-month online course designed as an intensive and structured review of the subjects covered by the exams. The university is committed to providing the best review course possible and has invested heavily in this revision to attain that goal.

The **Online CAP & OM Review Courses** are anytime-anywhere, designed to fit with your schedule (nights, early mornings, weekends or anytime) instead of a set meeting time each week. There is sufficient flexibility to even skip a week without feeling as if you were behind and needed to catch up. And the courses are being taught by full-time university staff members who have passed the CAP and OM specialty exams (or their previous equivalents), and who often have a masters degree.

The **Online CAP Review Course** starts on November 7, 2011 in preparation for the CAP exam on May 5, 2012. We have included a hard copy of a flyer describing our new review course. We would ask that you pass it and this letter around at an upcoming chapter meeting. You can also go to our website at [www.cpscap.iddl.vt.edu](http://www.cpscap.iddl.vt.edu) to learn more, to register, and to print additional copies of the flyer.

With best regards,

*Mark Halsey*

Mark C. Halsey  
Associate Director for Finance and Administration

Disclaimer: IAAP does not govern or endorse any particular review course. Taking a review course does not guarantee passing the CAP exam or OM specialty exam.

## Productivity Plans & the Post-Summer Letdown By Denise Landers

A lot of us went to the summer thinking about all of the things we were going to accomplish... only to eventually watch those goals dissipate away with the long days and summer sun. I have written in the past about the letdown that often comes toward the end of January or the beginning of February, when people realize that their New Year's resolutions weren't realistic enough, and the same thing can happen at the end of the summer, officially ending in late September.

Believe it or not, the more goal-driven you are, the bigger problem this can be. After all, summer does not just mean warm days and long vacations – many of us enter those months with the intention of getting some of our projects on track during the slow season. If you have not gotten as far ahead as you might have liked, the end of summer can actually be a little bit depressing. So, what do you do when your big summer productivity plans have gotten away from you?

The first thing to do is go easy on yourself. Regardless of what you did or did not finish, the fact that you even made plans to start with is an accomplishment in and of itself. Beyond that, here are four things you can do to get your goals back on track:

**Appreciate the progress you *did* make.** Maybe you didn't finish that online learning course or nail down the details for major proposal, but you probably did take at least some steps in the right direction. Every positive move and action brings you closer to your goal, so learn to feel good about what you did get done over the summer. Building from where you are now is still better than starting over.

**Figure out what held you back.** In the same way, if there are some specific reasons, problems, or time constraints that kept you from finishing as much as you might have liked, now is a good time to acknowledge them and figure out what you could do differently going forward. Setbacks are part of life. What separates the most productive men and women from their peers is how they learn from them and move on.

**Set shorter-term goals.** If there is one persistent goal-setting problem that could be said to affect most people – other than not having any goals at all – it might be that they do not think of the details. In other words, they want to do something fantastic, like earn another degree or find another ten clients, without thinking about all of the smaller steps that have to come first. If you find that your summer goals were a little too ambitious, take a step back and consider whether there aren't some other, smaller targets you could set for yourself in the near future.

**Work on *all* parts of your life.** Often, the difficulty in reaching a particular goal is that it ignores your other goals. For instance, spending more time at work is a good idea, but only if it doesn't prevent you from being close to your family, taking care of your health, maintaining a social life, and so on. Getting too far out of balance, or becoming burnt out, is actually counterproductive over a span of time longer than a few weeks. So, the problem might not be with your goals in and of themselves, but that you do not have enough of that to apply to other parts of your life.

Taking these tips is a good starting point toward moving past summer and achieving a whole new level of productivity this fall. Just think of all the things you could get done before the holidays and New Year!

*Denise Landers is the author of [Destination: Organization, A Week by Week Journey](#) and the owner of [Key Organization Systems, Inc. \(www.keyorganization.com\)](#). She is a national speaker, trainer, consultant and coach providing conference sessions, corporate training, and individual assistance to improve daily work flow and time management skills. Contact her at [dlanders@keyorganization.com](mailto:dlanders@keyorganization.com)*

**TEXAS-LOUISIANA DIVISION INC.**ID #559000  
www.iaap-txla.org

**DATE:** September 8, 2010

**TO:** Chapter Members thru Chapter Presidents  
and Members at Large

**FROM:** Texas-Louisiana Division Board of Directors

**SUBJECT:** 2011-2012 Division Member of the Year (DMOTY)

The Texas-Louisiana Division has approved the award for the 2011-2012 Division Member of the Year. Attached is this year's Application. We encourage all members to apply for this outstanding recognition of their accomplishments during the period of April 1, 2011 through March 31, 2012.

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 Member of the Year (DMOTY) application and submit it to the Texas-Louisiana Division President (address on page 4 of the application), postmarked on or before April 14, 2012.

The three (3) finalists will be recognized at a special DMOTY luncheon during the 2012 Annual Meeting, at South Shore Harbour Resort and Conference Center, in League City, Texas. The winner will be based on the highest number of points.

If you have any questions or need verification on any part of the application, please contact me or a Division Board member.

*Bonnie House, CPS/CAP*

Bonnie House, CPS/CAP, Secretary  
On Behalf of the Board of Directors

Attachment

PRESIDENT	PRESIDENT ELECT	VICE PRESIDENT	SECRETARY	TREASURER
Carla Flowers, CAP-OM 2111 Bolivar Street Denton, TX 76201 817-368-2743 cflowers@denco.org	Tina Wiggins, CAP-OM 38 N Veilwood Circle The Woodlands, TX 77382 713-828-0538 tinawiggine@yahoo.com	Charlene Kesee, CAP-OM 16822 Watering Oaks Ln Houston, TX 77083 713-745-1613 cdkesee@mdanderson.org	Bonnie House, CAP-OM 715 Avenue K So. Houston, TX 77587 281-249-2845 bohous@ducoinc.com	Emily Garner, CAP-OM 3601 W 28 Ave Amarillo, TX 79109 806-353-7321 mastersonmgmt@sbcglobal.net

## 2012 Texas-Louisiana Division Inc. Member of the Year Application



1. Nominations for Division Member of the Year should be submitted through the home chapter and be the result of a chapter selection process. Division Members at Large should submit their application through the T-L Division President.
2. Please use this form for application; typewritten only.
3. Top three (3) finalists will be recognized at a special DMOTY luncheon during the Annual Meeting. Winner is based on highest points.



### PROFESSIONAL DEVELOPMENT RECORD

For the period April 1, 2011 through March 31, 2012

A hand-written application will not be considered.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Chapter: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

A. IAAP Participation (current year only):	Points
1. Chapter Office Held: (10 points)	_____
2. Committee Chairman: 5 points at Chapter level 8 points at Division level 10 points at International level	_____
Committee Member: 3 points at Chapter level 5 points at Division level 8 points at International level	_____
3. Obtained Member of Excellence: (8 points)	_____
4. Meeting/Seminar Attendance:	_____
a. Attended 2011 Division Annual Meeting (15 points)	_____
b. Attended 2011 IAAP Education Forum and Annual Meeting (EFAM) (15 points)	_____
c. Attended 2011 Fall Conference or 2012 Spring Conference (15 points each)	_____
d. Number of Chapter business meetings attended. Attach list with dates (4 points each).	_____
e. Number of Chapter programs attended (2 points each). Attach list with dates and titles.	_____
f. IAAP-sponsored seminars or workshops (including those attended at any convention). Attach list with dates and titles (10 points each)	_____
5. Spoke about IAAP, Options, or CAP certifications to a group or organization: Include organization name, subject of program, and date. Minimum 15 minutes, with documentation provided, i.e. program. (10 points each) Not included in any other section.	_____

**Section A. Total Points:**

**B. Certification Participation (documentation required):** **Points**

- 1. **Passed all or any part of the CPS or CAP exam in May and/or November 2011.**  
(5 points for each part up to a maximum of 20 points for the 4-part exam). \_\_\_\_\_
- 2. **Received certification anytime before May, 2011.**  
(10 points) \_\_\_\_\_
- 3. **Attended review course(s) April 1, 2011 through March 31, 2012.**  
(3 points per course) \_\_\_\_\_
- 4. **Completed CEU self-study course(s) April 1, 2011 through March 31, 2012.**  
(3 points per course) \_\_\_\_\_
- 5. **Received CPS/CAP Recertification April 1, 2011 through March 31, 2012.**  
(10 points) \_\_\_\_\_

**Section B. Total Points:**

**C. Education Study Courses (documentation required):** **Points**  
(Non-IAAP sponsored, job-related. Must be completed during the period April 1, 2011 – March 31, 2012)

- 1. **Accredited College Course.**  
Successfully completed a business-subject or job-related, accredited college course or extension course. Please attach copy of transcript.  
(Two [2] semester hours or more - 3 points per semester hour)  
List course, college, and completion date below:  
  

- 2. **Workshop/Seminar.**  
Non-IAAP sponsored, business-related, one-half day minimum duration to qualify.  
(5 points each; 10 courses maximum)  
List Workshop/Seminar below:  
  


**Section C. Total Points:**

**D. Teaching Courses:** **Points**  
(Does NOT include one-day workshops or seminars).

1. Taught CAP review course or other IAAP-related study course, one or more hours per course.  
 (10 points per course, 50 points maximum)

Date	Location	Subject

2. Taught an education course (one or more hours) outside of normal job duties.  
 (5 points per course, 25 points maximum)

Date	# Hours	Location	Subject

**Section D. Total Points:**

**E. Community Involvement Representing IAAP: (5 points per project)** **Points**  
 Chapter involvement or individual marketing themselves as an IAAP member.  
(Must have been completed during the period April 1, 2011 – March 31, 2012).

Date	Project

**Section E. Total Points:**

## DMOTY Summary Page

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### PROFESSIONAL DEVELOPMENT RECORD

For the period April 1, 2011 through March 31, 2012

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Section Description	Point Recap
A. IAAP Participation	_____
B. Certification Participation	_____
C. Education Study Courses	_____
D. Teaching Courses	_____
E. Community Involvement	_____
<b>GRAND TOTAL:</b>	_____

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### MEMBER INFORMATION

NOTE: RECIPIENTS ARE NOT ELIGIBLE TO REAPPLY FOR A PERIOD OF FIVE YEARS AFTER RECEIVING THIS AWARD.

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**Member Signature:** \_\_\_\_\_ (Date) \_\_\_\_\_

**Chapter President Signature:** \_\_\_\_\_ (Date) \_\_\_\_\_  
(or Vice President if President candidate)

**Chapter Treasurer Signature:** \_\_\_\_\_ (Date) \_\_\_\_\_  
(or Vice President if Treasurer candidate)

FOR MEMBER AT LARGE:  
**T-L Division President Signature:** \_\_\_\_\_ (Date) \_\_\_\_\_

Please circle your preference:

**I would / would not like to have notification sent to my employer if selected as the Texas-Louisiana Division Member of the Year.**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

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### DEADLINE INFORMATION

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**Send completed forms to the Division President postmarked no later than April 14, 2012.**

Carla Flowers, CAP-OM  
 Texas-Louisiana Division President  
 2111 Bolivar Street  
 Denton, TX 76201

**Medical Center Chapter IAAP**  
**2011-2012 Committee Chairperson and Board Contacts**

Committee	Description	Date/Frequency	Chairperson	Board Contact
Administrative Professionals Week*	APW Committee arranges a special program before or during the APW in April to enhance visibility of administrative professionals.	2nd to last week of April		Doreen Brandenberger
Audit Committee	Conducts an audit of the Chapter financial records to be completed within 15 days after receipt of all financial records through the end of the fiscal year.	Annually	Marie Barth, CPS/CAP	Melissa Menchaca
Bylaws & Standing Rules	Maintains conformity in Chapter Bylaws and Standing Rules with International & Division, proposes, edits amendments.	Annually	Robbie Moreno, CAP	Robbie Moreno, CAP
CPS/CAP	Promotes the CPS and CAP programs and development.	Monthly	Yvonne Jones, CPS	Dee Garrett, CPS
Community Service	Develops and coordinates community outreach services.	Monthly		Doreen Brandenberger
Executives' Evening	Coordinates and promotes all activities involved in the planning and execution of this annual event.	17-Oct-11	Yvette Banuelos, CPS/CAP	Melissa Menchaca
Historian	Takes pictures at every event, maintains a Chapter scrapbook available to members, gives written chronicle of historical activities for the year.	Monthly		Melissa Menchaca
Meeting Coordination	Coordinates all regular and special meetings including, venue, menus reservations, special equipment, etc. Acts as host at Chapter mtgs.	Monthly		Melinda R. Peña CPS/CAP
Membership	Directs all activities involving recruitment and maintenance of membership data and publication of a Chapter roster.	Monthly		Melissa Menchaca
Nominating	Consists of up to five members elected by the Board of Directors four months prior to the Chapter's May meeting.	Annually	Rose Salazar	Melissa Menchaca
Program	Attains speakers and topics for monthly meetings and oversees all details of this.	Monthly		Melinda R. Peña CPS/CAP
Publicity	Publicizes Chapter activities through the press and other media.	Monthly	Carrie Rogers, CPS/CAP	Melissa Menchaca
PULSE	Prepares and distributes the Chapter's monthly publication at least ten times a year.	Monthly	Christina Gebara, CPS/CAP	Robbie Moreno, CAP
Seminar	Responsible for all arrangements of two annual seminars to raise operating funds for the Chapter.	Bi-Annually		Melissa Menchaca
Online Auction	Manages the procurement of bid items and coordinates all other aspects of this fundraising event.	Annually	Hilaria Martinez	Dee Garrett, CPS
Tellers	Consists of three members appointed by the President to serve at any meeting where nominations, elections or voting are done by ballot. Collects the ballots, tallies and reports the vote.	Annually		Melissa Menchaca
Ways and Means	Develops and promotes projects to raise funds for the Chapter.	Monthly	Mary Jane Manshour	Melissa Menchaca
Webmaster	Maintains the Chapter's Web page and works with the Chapter Board and Committees to keep information current and up-to-date.	Monthly	Dana Mejia, CAP	Robbie Moreno, CAP
Employment referral	Distributes info on job openings.	Monthly		Melissa Menchaca

# The Medical Center Chapter's Mission



To be the acknowledged, recognized leader of office professionals and to enhance their individual and collective value, image, competence and influence.

*Core Values*

- *Integrity*
- *Respect*
- *Adaptability*
- *Communication*
- *Commitment*

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