

# Dolphin Tales

## Officer's Corner



### Administrative Professionals Week

Written by: Annette Barham CPS/CAP  
President Elect— Galveston County IAAP Chapter

May 2010

Renee Pearcy CPS/CAP and I attended the Inter-City Council Administrative Professionals Week event on April 24, 2010. It was hosted by the Houston Chapter IAAP at the beautiful Omni Houston Hotel. Susan Shamali CPS/CAP was the guest speaker and did a wonderful job. For those of us who do not know who Susan is, she is the 2009-2010 IAAP International President. She did a presentation on “Power of Commitment”.

I believe Susan touched on several different types of commitments but the one that hit closest to home for me, was when she spoke on not being too committed and overwhelming yourself. Becoming overwhelmed is a very easy thing to do, but she gave us some pointers on how to keep focused and stay on target. One of the ways was to write down your commitments and say them out loud. Not just once but until you have finished the goal you set for that commitment. This is something that is very hard for me to do, but I am going to try and use some of the strategies that she taught us during her presentation.

Susan was entertaining and inspirational during her presentation. She was able to get all of us engaged, to interact and to speak on topics we were given. This gave us the opportunity to get to know the members at our table and be involved in discussions with them.

While there, we had time to network, visit with old friends and make new ones. This is the best opportunity you can have to broaden your knowledge and possibly open new doors to new horizons.

If you ever get the chance to listen to Susan speak, take the time, it will not be a disappointment. This was a day well spent. Thank you to ICC and the Houston Chapter IAAP for putting on such a great program.

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## Peace of Mind

Submitted by  
Deborah Grounds Sanders CPS/CAP

Many of us are looking forward to retiring and have planned and protected our assets for this next phase in our lives. But, have we been as protective of our personal estate and affairs once we are gone? Have you asked yourself, "How difficult will it be for my love ones to sort through my affairs upon my death"? Having asked ourselves that question, we recently purchased a financial and personal estate planner that I could easily load onto my computer, answer a few questions, fill in the blanks, how easy can it get? **We were good to go!**

At our April Chapter Meeting Barbara Epperson, Attorney at Law specializing in Personal Estate Planning opened my eyes and raised questions regarding our personal estate preparation efforts. Gary and I were comfortable with what we had put together would be sufficient for us. After all we do not have multiple real estate properties, numerous bank accounts; he has two adult kids from previous marriage, none for me, basically cut and dry, so we thought. I did purchase our home about twenty years ago which was designated to Gary if I go first and then onto his kids once both of us are gone. Much to my surprise I never even considered inserting statements disclaiming previous spouses. I am thinking, this could take several pages...being there were no children born in my previous marriages why would I even entertain this thought? Of course Gary has an ex-spouse to be considered too. These things could come back and haunt one of us or worse, our kids.

According to Barbara, there are many areas that should be addressed and the wording in a will is very specific and is necessary to provide you with **peace of mind**. Our generation is more exposed to blended and extended families than our parents and many areas to consider when protecting your total estate. Now is a perfect time to sit down and discuss these issues with your spouse. If you are unmarried this applies to you as well. Take care of your business and do not leave a mess for your kids. *They will really hate you then.* Barbara is very knowledgeable in this field and can provide any family with a plan you can live with...ha! The main reason Gary and I will reconsider our plan, is Macie. How could we not want to protect something so precious? Protect now the ones you love that you later will leave behind.



For additional information on your estate planning and legal assistance at reasonable rates contact Barbara Epperson [eppersonlaw@comcast.net](mailto:eppersonlaw@comcast.net) (281) 984 7300.

# Galveston County 2010 Administrative Professional of the Year Award

**Congratulations to this year's recipient!**

**Rikki Killebrew**

**Thanks for everything you do for our Chapter!**

## Nominations for 2010—2011 GCC Officers

Cathy French presented the following members as nominees for our upcoming election of officers :

President Elect:	Rhonda Driver
Vice President:	Kelly Henson Janet Kidd Karla Villeneuve
Treasurer	Georgia Eastmond
Secretary	Cathy French

Be sure to attend our chapter meeting May 6th to cast your vote!

**Up Coming Chapter Events**

**Monthly Chapter Meetings**

Kelly's Restaurant, Texas City

5:30 pm to 8:00 pm

**May 6, 2010**

Renee Pearcy CPS/CAP presents  
"Enhancing Your Career Through Men-  
toring" - (1 recert)

**Election of Chapter Officers**

**June 3, 2010**

Succession Planning presented by  
Michelle Spradley (T/L Board) (1 recert)

**Installation of Chapter Officers**

**Save the Date**

**May 12, 2010**

City of Houston Annual Administrative  
Professional Conference

George R. Brown Convention Center.

For more info contact  
debra.pruitt@cityofhouston.net

**May 14-16, 2010**

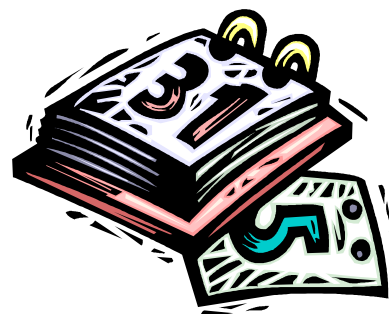
IAAP T/L Division Meeting  
Amarillo, TX

www.tldivisioniaap@yahoo.com

**October 17-20, 2010**

IAAP Fall Conference  
Louisville, KY

Hilton Seelbach Hotel



**Tidbits from April 2010 GCC Meeting**

**Good of the Order:**

Congratulations to **Rhonda Driver's** 6 year old grand-daughter Ami Roberts who was chosen 1 of 14 from 40,440 contestants to be a GAP Kid! Rhonda will share additional photos via email.



A Star is Born!

**Margaret Cuellar's** daughter, Jessica, will be graduating from Texas State University in San Marcos, Texas on May 15, 2010, with a Bachelor of Arts Degree in Mass Communication , with Minors in Business Administration and Media Studies.

**Renee Pearcy** completed and submitted her Member of Excellence form—Way to go Renee!

**Lisa Romero** was recently promoted to Senior Administrative Assistant. Congratulations!

A BIG Thank You to those who worked the recent garage sale raising funds for our chapter. The Pampered Chef fund raiser was also a success!

## *It Could Take a Village to Honor Those Who Serve*

By Patrick F. McCann

Submitted by Lynne Purdue CPS/CAP

This **Memorial Day**, many of us will turn to those we know in our church, our neighborhood, and our workplace and say, "Thank you," to those who have served in our country's armed forces in peace and war. We will remember the fallen, and perhaps say a prayer for them and their loved ones.

That is all any veteran can ever ask, but for those who occasionally look around and say, "I wish I could do more," here are some ways that you can do something beyond those heartfelt words, ways to honor the dead by helping the living.

- Volunteer at the VA. There are thousands of veterans who are ill, elderly, wounded, or just hitting a tough patch of luck and who could use a hand navigating the labyrinth of rules of getting their benefits, or who just could use someone to talk to about the troubles they are experiencing. We have one of the largest VA hospitals around smack dab in the middle of Houston; why not see if you could help? Call 713-791-1414, or go to <http://www1.va.gov/volunteer>.

- Give to the Army, Navy and Marine Corps, or Air Force Relief. Many folks don't know about these organizations; they are all volunteer groups that provide money and assistance for active duty and retired service members and their families who experience financial hardship, mostly due to their service. They provide financial assistance for the short term, counseling, and even practical items like furniture and housewares for those families who have to relocate due to changes in orders. By the way, if you cannot give cash, your time is even more valuable. Go to [www.csmahq.org](http://www.csmahq.org); [www.afas.org](http://www.afas.org); [www.nmcrrs.org](http://www.nmcrrs.org); [www.aerhq.org](http://www.aerhq.org) for more.

- Adopt a family of a military member in your hometown. A lot of people, especially those married to or parents of active or mobilized reserves and Guard, are pretty quiet about it. Yet, if you ask at your work or your church, you will be surprised how many folks you know have a blood stake in this difficult time. When you find out who

they are, ask if you can write to their son or daughter. Ask how they are doing; offer to do something for them, baby sit, fix a leaky pipe, whatever you can. Just the offer lifts their spirits and those far away who worry that there is no one to take care of their loved ones back at home. If it takes a village to raise a child, it sure takes a village to watch over those left behind.



## Earth Day

Submitted by: Lee Ann Hendley

### Why Earth Day?

It broadens the base of support for environmental programs, rekindles public commitment and builds community activism. This year marks the 40 year anniversary of Earth Day. A big goal: a carbon-free future based on renewable energy and an individual's commitment to responsible, sustainable consumption.

### Enbridge Energy took the day to spring clean, recycle and donate!

The Enbridge Houston office employees were able to wear their favorite "weekend warrior" jeans on Earth Day. We did some worthwhile spring cleaning: shredded unnecessary files, donated extra supplies and dumped junk. The floor captains organized the shred bins, large trash bins, recycle bins and designated areas to drop off unwanted office supplies – such as binders and folders and writing instruments.

We had fun! Everyone (even upper management) spent the day cleaning our work areas and all employees were treated with pizza, salad and desert for participating—we sure built up an appetite!

For the second year, our extra supplies were donated to Dogan Elementary in HISD. This is an economically challenged school with a dedicated and appreciative student body, faculty and staff.



Dogan Elementary student Trinity Kennebrew sent us this thank you letter for our donation last year:

"Thank you for all of the school supplies. I love you for that because I really need them. I'm so sick of having to beg for pencils. Other students would always say 'get your own!' But having school supplies is a big part to our education. If we don't get a good education, we will never be what we want to be. I want to be a dancer but I have to pass all of my grades first. Thank you and never stop doing what you do.

Did your company do anything special for Earth Day this year? If not, perhaps you can suggest doing something similar next year?

## JAAP Anniversaries

Phraulene Deats	May 1954
Kelly Henson CPS	May 1997
Lee Ann Hendley	May 1999
Kathy Schwertner	May 2002
Renee Percy	May 2004
Georgina Eastman	May 2005
Catherine French	May 2005



## JAAP Birthdays

Janine Cmaidalka CPS/CAP	May 2
Janet Kidd CPS/CAP	May 2
Yvonne Hudson	May 10
Bobbie Guyton CPS/CAP	June 13
Tina Pennington	June 17
Teresa Ramirez	June 17
Kathy Schwertner CPS	June 21
Joyce Crow	June 24





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