

Dolphin Tales



Janine Cmaidalka
CPS/CAP
GCC President



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President's Corner

Hello Members,

As I "settle into the job" of being President for our Chapter, I already realize the enormous benefit I will receive this year ahead. The opportunity to grow personally, the opportunity for my acquaintances in this chapter to become friends, the chance to "do" for all of you is rewarding. Thanks.

At Minneapolis I learned so much and I came home with something great from each event. Barb Horton, our out-going International President, was a real inspiration all week. Just coming out of the end of her chemo, she was very candid about her perfect hairdo, the wig that is styled just for her. You could feel the bond and love the Board had with her after walking through cancer with her. Barb said attitude is a choice and it's the only total control we have. Be positive – be grateful. She challenged us to keep a Gratitude Journal and look at the world through gratitude rather than fear. Recognize 5 things every day that I am grateful for and write them down. The world view is different and this is a way to keep positive.

At the Leadership luncheon, our speaker/author, Steven Iwersen, re-iterated this with his talk on attitude. Attitude has an influence and sets the stage; it makes or breaks us and makes the difference in success and failure. The magnitude of my attitude determines my direction. It does not choose me – I choose my attitude!

There is such an abundance of information I will touch one nugget from each speaker. The first class Saturday morning was on problem solving. This speaker was a Navy Seal, turned Salvage Expert, turned Speaker/Trainer/Author. His Master Rule #1 – "Problems are good. Embrace them, love them, and learn from them each time they visit, but don't put out the welcome mat." Master Rule #2 – "Problems are personal – but don't take them personally!" He walked us through the steps of solving problems by getting to the heart of the issue. Ask Why, Why Not, Why Not, Why Not.....moving the problem along to the real issue.

I took two classes with John Zulli, author of "The Mind Rules". The tools of the mind are Attention - what we focus on, Imagination - our mind thinks in pictures and is a great gift, and Communication - words have inherent power. What do I tell myself over and over? Ask What & How, not Why. In his second class he said the

most powerful form of influence is based in rapport and he took us through essentials of instant rapport and power listening.

Other classes I attended included one on reading body language at work with Carol Kinsey Goman, PhD, and technical classes on Outlook with Gina at Triad Consulting.

The speaker for the Leadership Workshop on Thursday was a very dynamic person I have sat in class with him in the past. Wilney Audin's class was "The Art of Being Unstoppable." He covered so much in a short time, I am still digesting it. He said the key to wisdom is to listen more, talk less, and know when to shut up. He told us to put a card on our desk at work that we see constantly, LISTEN MORE. He taught about emotional intelligence- understanding and managing emotions, communication styles, and stress busters.

All of the wonderful training was interspersed between a LONG business session of voting, which I actually enjoyed, because I watched parliamentary procedures in action. The keynote speaker, renowned global futurist Warren Evans, spoke on the major trends impacting administrative professionals and the challenges and opportunities that come with them. We played at the Midway, watched the magic of "Cirque Voila", saw many new items at the Expo, and had a wonderful banquet. We filled free time by riding the light rail to Mall of America, walked miles around downtown and through their parks and sculpture garden, ate too much great food with old friends from Hawaii and new friends from many places. The opportunity is one each of you should set a goal to do.

I'm looking forward to seeing you on September 3rd when we will be given personal financial help from a new author who has written "Investing-Starting from Scratch". Janine Cmaidalka CPS/CAP



Up Coming Events / Save the Date

Up Coming Events

- **September 3, 2009**
Kelly's Restaurant at Texas City
Monthly GCC meeting
- **September 12, 2009**
Houston, TX Texas –Louisiana
Division Leadership Workshop
- **October 3, 2009**
New Orleans, Louisiana
- **October 24, 2009**
San Antonio, TX

Save the Date:

- **September 19, 2009**
FHPW Gala—Hyatt Regency
- **October 10, 2009**
Impact meeting for SHC
Key to Success
- **October 24, 2009**
CPS / CAP Certification Banquet
Hotel ZaZa
- **November 6 & 7, 2009**
CPS / CAP Exams
- **November 14, 2009**
MCC Seminar
- **January 30, 2010**
Annual/Business Meeting CPA/
CAP Society of Texas
www.cpscapsot.org
- **April 20, 2010**
APW Breakfast—Woodlands Area
Chapter
Woodlands Water Way



Congratulations from August 2009 GCC Meeting

Recognize Excellence Among Us:

Rhonda Driver pinned Chris Romair



Announcements

Renee Percy will be doing a new member orientation
 Bobbie Guyton is a new grand mother to a new baby born
 born last Friday. He weighed 6lbs, 3 oz.
 Lynn Maida celebrating 24 years with Chevron this Satur-
 day - 8/8/09
 Lisa Romero's daughter is expecting February 2010
 Mary's daughter's birthday is Friday, August 7th
 Karla Villeneuve welcomed her god-daughter, Bethany
 Bernice Cassano, born Tuesday August 4th 6lbs, 6oz
 **see photo **



Bethany Bernice Cassano
6lbs, 6 oz
Godchild to Karla Ville-

Contest Winners:

Theresa Ramirez won \$24 in the 50/50 Raffle

Rhonda Driver won the Nametag Contest, a Sonic gift card.



My trip to Minneapolis

I can't believe it is all over. What a wonderful trip to Minneapolis. We left on July 24 and returned on July 30, 2009. The EFAM was great. Since this was my first time to go to EFAM, I was a little reluctant to go. People told me what to expect, but if you don't experience it for yourself, you can not believe what all goes on. It is very fast paced and there is a lot of walking, talking and thinking to be done; but I made it.

I wanted to let you guys know that the experience alone outweighs the cost of the entire trip. I got to hang out with 5 wonderful ladies for 7 days. I got to learn from each of them and the conference too. I got the two for the price of one deal. It was a great experience.

The conference was more than I expected. I got to see the meetings, hear speakers, and visit with members that I have met before and even members I had never seen before Minneapolis, and have a little fun at the same time. When you are at these conferences, they seem to go all out for you. At first it is a little overwhelming, but once you get your bearings straight, you can find your way around. If not, eventually, some one will call you or text you to find out where you wandered off to.

I went to the brainstorming sessions (at 6:30 a.m.) with Marie Herman. Now that was a learning experience by its self. I learned that there are other chapters that do similar things that we do and there are other chapters that do things different than we do. But I learned that all chapters are after the same thing, and that is what is best for their members.

These are just a few of my thoughts. I hope that everyone that attended the conference had as much fun and learned as much as I did. If you have never been, start saving your money now, you come back with a bunch of information, and a lot more knowledge than you expected to.

Annette Barham CPS/CAP
President-Elect



"I wanted to let you guys know that the experience alone outweighs the cost of the entire trip."



Study Group Update:

The study group has almost finished the Management book for the CPS exams. We are also happy to announce that both Karla Villeneuve & Mary Contreras have sent their application for the November 2009 test. We are still meeting on Wednesday, at the College of the Mainland in room TVB-149. Please join us if you are wanting to study for the CPS exam.

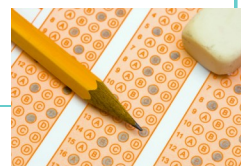
Annette Barham CPS/CAP—
Certification/Education Chairperson.

Certification News:

The deadline for submitting application to take the CPS/CAP tests has expired but you are still be able to send your application in until the 31st with a \$50 late charge.

Registration forms for eligible retake candidates for the November 2009 CPS and CAP exams are scheduled to mail by July 15. Retake candidates should submit their completed Registration form and fees to be received at the IAAP headquarters office by Aug 15. If you are an eligible retake candidate and do not receive your personalized Registration Form by July 31, please contact the Certification Department at certification@iaap-hq.org.

Retake candidates do not use the Certification Application Packet to register.





For Immediate Release

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Harry Klemfuss, Founder of Administrative Professionals Week, dies

Harry F. Klemfuss, 88, a career publicist during the mid-20th century credited as the male champion who gave inspirational birth to National Secretaries Day in 1952.

He died Monday, July 27, of natural causes. Klemfuss, a publicist at Young & Rubicam Advertising, was assigned The Dictaphone Corporation account and quickly noticed national surveys which identified a growing shortage of secretaries in the burgeoning post-war economy.

He also felt strongly the secretaries deserved a special compliment: These were the gender heirs of Rosie the Riveter and the auxiliary military women who had served valiantly in World War II and Korea. Himself a veteran of the Pacific War, he convinced U.S. Secretary of Commerce Charles Sawyer of this view and registered National Secretaries Week and the Day, now Administrative Professionals Week and Day, in the national calendar. Klemfuss won the support of Mary Barrett, President of the National Secretaries Association now the International Association of Administrative Professionals, and C.K. Woodbridge, Chairman of The Dictaphone Corporation, who agreed to head the first National Secretaries Week Council.

Secretary Sawyer acclaimed the first National Secretaries Week and Secretaries Day in June of 1952. We thank Mr. Klemfuss for his vision in creating a day to honor office professionals, which we continue to observe each April.



Lets celebrate our members:

**IAAP BIRTHDAYS
AUGUST 2009**

Debbie Grounds-Sanders



**IAAP ANNIVERSARIES
AUGUST 2009**

Annette Barham

Joyce Crow

Debbie Grounds-Sanders

Kathy Marines

Lynne Purdue

Karla Villeneuve



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Annette Barham CPS/CAP, President-Elect
Bobbie Guyton CPS/CAP, Vice-President

Karla Villeneuve, Secretary
Margaret Cuellar, Treasure
Renee Pearey CPS/CAP, Past-President