

Dolphin Tales

Officer's Corner

Happy New Year Members!

It's hard to believe we are half way through this year! I am enjoying serving our Chapter, learning much, and I thank you for this opportunity. Annette recently sent an e-mail encouraging you all to look at where you want to serve this coming year. I also encourage each one of you to take a role where your interest lies. It's more fun and informative than just attending. I want to thank several members who have recently stepped up to help our Chapter and those who have already said they plan to. Annette is going to be an awesome President, but she does need all our support.

We have many exciting things coming. It's time to sign up to attend our Passport to Excellence Seminar, March 6. Rhonda has it on our website. Please don't miss our February meeting. Renee has a great evening planned. The program "Expanding your Horizons through IAAP" includes a well known and loved speaker and much information about the IAAP organization. This is our annual membership drive so please bring someone with you. I promise they will enjoy the evening and want to join our Chapter with you.

The CPS/CAP Society has a program scheduled on January 30. Please look at attending with us. And, of course, I am working to motivate everyone to attend Texas/Louisiana Division Annual Meeting. I would like to have us earn the honor of having the most members in attendance this year. I know you will be glad you commit and attend. The information flyer should be coming any day now.

I am working on several things for our Chapter including 2010 Avery Great Results Chapter Achievement Award and Chapter of Excellence Award. I am also working toward 2010 Presidents Award and Member of Excellence for myself. Please strive to earn the Member of Excellence Award for yourself. I would be ecstatic to also have our Chapter with the highest member percentage to earn this award.

For those that weren't able to attend, I want you to know Congratulations are in order for Karla Villeneuve CPS and Mary Contreras! Karla earned her CPS and will now be studying for her CAP. Mary passed one part of the CPS tests and is studying to take the other two parts in May. We will have a group for you to study with if you have decided to begin your quest to earn this certification.

See you on February 4th!

Written by:

Janine Cmaidalka CPS/CAP, Chapter President



Janine Cmaidalka
CPS/CAP
GCC President

GCC IAAP Newsletter JANUARY 2010

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Dear Chapter Members:

I wanted to drop you a note letting you know that I am planning for our new year, which is coming up sooner than we can believe. I am looking for committee chairs and committee members to assist me with our upcoming year. I want to see who would like to stay on their existing committees and who would like to move to a new committee. Anyone interested in stepping up and helping our chapter grow, please let me know what position you may be interested in. Also, let me know if you want to Chair the committee or be a member.

Below are the existing committees. Please let me know if you would be interested in staying on the committee or taking a challenge and changing to another committee.

Galveston County Chapter IAAP
Committees 2009-2010

Board/Officers – President Janice Cmaidalka; President-elect Annette Barham; Vice-president Bobbie Guyton; Secretary Karla Villeneuve; Treasurer Margaret Cuellar

Committee	Chair	Members
Administrative Professional of the Year/Admin Week	Bobbie Guyton CPS/CAP	Janine Cmaidalka CPS/CAP; Renee Percy CPS/CAP; Kristi Keel CPS/CAP; Rhonda Driver CPS/CAP
Arrangements	Cathy French CPS/CAP	Teresa Rameriz; Georgina Eastmond CPS/CAP
Bylaws & Standing Rules	Karla Villeneuve	Bobbie Guyton CPS/CAP
Certification/Education	Annette Barham CPS/CAP	Debbie Grounds CPS/CAP
Executive Event		
Hospitality/Door Prizes	Rikki Killebrew	
Membership/Impact Meeting ◦ New ◦ Retention	Renee Percy CPS/CAP	
Newsletter	Mary Contreras	Annette Barham CPS/CAP Cathy French CPS/CAP Cathy French CPS/CAP
Nominations	Chris Romair CPS/CAP	Cathy French CPS/CAP
Programs	Lisa Romero	Renee Percy CPS/CAP
Publicity	Georgina Eastmond CPS/CAP	
Retirement Center Trust	Mary Contreras	
Scholarship	Lynn Maida CPS/CAP	
Seminar	Pam Stout CPS/CAP	Kristi Keele CPS/CAP Lynne Purdue CPS/CAP Lynn Wyatt CPS/CAP Chris Romair CPS/CAP Renee Percy CPS/CAP Karla Villeneuve LeeAnne Hendley Deborah Grounds CPS/CAP Georgina Eastmond CPS/CAP
Ways & Means	Bobbie Guyton CPS/CAP	
Webpage	Rhonda Driver CPS/CAP	Renee Percy CPS/CAP
Membership Recognition (Special Committee)	Janet Kidd CPS/CAP	

I am also looking to see who is interested in becoming a chapter officer/board member. The positions are: **President-elect, Vice-president, Secretary, Treasurer.** Unfortunately our Treasurer Margaret Cuellar, doing an awesome job, will have completed her term this year. That will open her position. We are looking forward to another great year but we need to start looking now for members that want to step up and work with me to help our chapter grow. This has been a great year and fortunately I have grown and learned so much. I anticipate more growth and opportunities with all of your help and support.

Thank you for all your help and support.
Annette Barham CPS/CAP
President-elect -2009-2010

New Year & Baby Steps!

By Rhonda Driver CPS/CAP



With the New Year and a new decade what better time to whip the slate clean and start anew. Of course this is the time when everyone is making the New Year's resolutions of which will only be kept for a few weeks or maybe a few months. This year, I challenge my fellow GCC IAAP members to make this a new beginning for changing lifestyles. My life has already changed so much this past year and it has been an exciting journey with my new job. I asked myself what areas of my life I wanted to change and needless to say my list was overwhelming! Therefore, as the FlyLady says, you can accomplish anything you set your mind to by taking Baby Steps! So here goes, I picked 2 areas (one for each foot) and that would be my health and my home, well clutter to be more exact.

With each year of getting older my health has been a decline, as the pounds are on the incline, energy levels on a decline and bucket list on an incline. It feels like I'm on an out of control roller coaster! The weird part is, I don't feel like I eat that much, in fact, all I have to do is look at food and it adheres to my hips and other places too! OK maybe I'm just in denial, nonetheless, I need a plan so here are my baby steps to better health: drink 4 bottles of water a day, track what I eat, and dedicate 15 minutes for active movement.

- According to the latest health articles, you should drink an ounce of water for every 2 pounds you weigh but let's face it, that's not happening, so it's baby steps with 4 water bottles a day, or 64 ounces.
 - Tracking my food intake. These same articles state that journaling your activities, tracking what you eat, and listing something positive that happened that day will help you realize where changes need to be made and how easy it is to form better habits. You don't have to write a full story each day, just jotting down things in bullet style is sufficient and you will adjust to what is comfortable for you. I didn't have any plans to change my diet at first, but I can see that being the result of this activity. Did you notice I didn't use the word "Exercise"? Apparently my mind has established a mental block to the word "Exercise" and using it sabotages my efforts, therefore, I have joined the new trend and chosen "Active Movement" instead. This can mean many things such as walking, jogging, bike riding, yoga, strength training, playing games, etc. – but no exercise! Playing with my Wii will come in handy for this!
- That's a total of 30 minutes per day (15 minutes to document daily activities and 15 minutes of active movement) to better health and hopefully some weight loss to boot!

Now tackling my home is another challenge and clearing out the clutter is a major lifestyle change which will take LOTS of baby steps especially since my dear husband and I are both pack rats! We are definitely prime candidates for the TV show Mission Organization. Since that's not likely to happen, I've turned to a website called FlyLady.com for help. She's the one who has given me the inspiration and motivation to concur my lifestyle change with baby steps. The program divides your home into zones and you concentrate on one zone each week. Proven techniques are provided for creating daily morning and evening routines that are fun and help to take control over the clutter which provides a relaxing environment. These techniques are called Flying Lessons and the first one you learn is how to shine your sink which is done every night before going to bed! She also teaches you how to do the de-clutter boogey as well as other games and songs that keep you motivated. The program is broken into 15 segments and also sends you on special daily missions. There's a huge support group called FlyBabies to help keep you motivated and share your comments about all the fun challenges. I can't believe how much fun I have had in just one week and the noticeable difference it has made. This will take some time to get a complete handle on all our clutter but that's OK, after all it didn't get that way over night and with baby steps we'll get there. Tim has even gotten into the program which now doubles our Flying time! Here's another 30 minutes per day dedicated to my lifestyle change! If you're interested in learning more about the program, check out FlyLady.com, it's a great website to help concur the clutter while having fun!

So there it is, my "Baby Steps" for this year's lifestyle change and it's only a 1 hour per day commitment. I think I can do that just by not spending so much time on FaceBook and FarmTown, and I know you've seen my Farm! It's a new year and a new decade, so I ask, what kind of baby steps will you be making this year? Happy New Year 2010!

Let's Face It!

Did you know that our chapter now has a FaceBook Page?

If you answered no, please look us up and join the group and help to spread the word!

It is set up so that anyone can post to it and offers a great opportunity to share upcoming events, job opportunities, kudos, etc. We'll be looking for you there! Here is the direct link to our FaceBook Group Page.

<http://www.facebook.com/topic.php?topic=14923&uid=381785895023#/group.php?gid=381785895023>

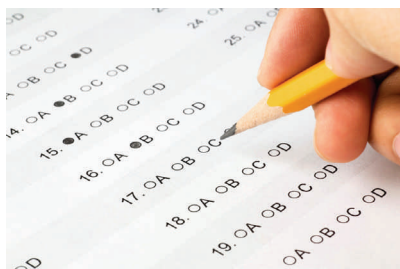


Here are some pictures of our GCC IAAP Christmas Party. I was such a great time, I hope you enjoy.



CPS/CAP Exams

By: Annette Barham CPS/CAP, President-elect



Well the CPS/CAP exam results are in and I hope everyone made their goals. I know there are quiet a few members relieved that the results have come in. Whether you passed one, two, three or possibly all four parts of the exams, I am very proud of all the members that took the time to study, go take the tests and have the patients to wait for the results.

The CPS/CAP exams show how many changes there have been in the previous years. We, as administrative professionals, have grown considerably and working towards becoming certified, shows that we are willing to work hard for that certification.

I would like to wish my bests on all of your continued success in reaching your goals and becoming CPS/CAP certified. The end results are well worth it.



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Up Coming Events & Save the Date

Up Coming Events

◦ Monthly Chapter Meetings

February 4, 2010

5:30 pm to 8:00 pm

Kelly's Restaurant, Texas City

March 4, 2010

5:30 pm to 8:00 pm

Kelly's Restaurant, Texas City

April 1, 2010

5:30 pm to 8:00 pm

Nominations of Chapter Officers

Kelly's Restaurant, Texas City

May 6, 2010

5:30 pm to 8:00 pm

Kelly's Restaurant, Texas City

Election of Chapter Officers

Save the Date

MCC Seminar

- **January 30, 2010**

Annual/Business Meeting CPA/CAP Society of Texas

www.cpscapsot.org

Chapter Seminar

- **March 6, 2010**

Marriott Hotel near Hobby Airport

- **May 2010**

T/L Division Meeting

Amarillo, TX

- **April 20, 2010**

APW Breakfast _ Woodlands Area Chapter

Woodlands Water Way



Congratulations from January 2010 GCC Meeting

Good of the Order:

- Kelly Henson got engaged over the holidays
- Rhonda Driver's granddaughter was in a contest with over 40, 000 kids and was one of four picked for a 1-year contract with GapKids.
- Renee Percy sold her house in Galveston
- Rikki Killibrew's daughter got engaged over the holidays.



Name Tag Contest Winners:

- Nametag winner: Rhonda Driver, Cathy French and Kelly Henson



Announcements:

Renee Percy is running for Secretary of the T-L Division.

JAAP Anniversaries

Yvonne Hudson



JAAP Birthdays January 2010

- **Karla Villeneuve**



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