

Dolphin Tales

GALVESTON COUNTY CHAPTER

April 2011

OFFICER'S CORNER

Tax Compliance Equals Chapter Spring Cleaning?



Written by Cathy French, CPS/CAP
Secretary

I know you've heard the old saying "April showers brings May flowers", and that's not all that it brings! The month of April also brings the spring cleaning, as well as, the dreaded tax season! I remember as a child at home, when spring rolled around it was time for cleaning, not just the weekly stuff, but major cleaning. My mom and grandma would move furniture, wash down walls, wash the windows, put up the screens (which always meant a cold spell was coming), and start planting the garden(s). Right after Christmas the seed catalogs would arrive and they would begin pouring over them, picking and choosing what they wanted to get for the gardens. There would always be the staples like

beans, carrots, tomatoes, cucumbers, lettuce, radishes and corn, and sometimes they would find something different to try just for the "fun" of it. The reason would be to find out if that particular item would grow in our soil.

Could your computer, desk or office area use a spring cleaning? What about all those old files that you have on your computer? I know I have a terrible habit of not deleting anything until the first of the year. Why? Because I know if I delete it, I will need it again. Think of all of the available space you might have if you deleted unnecessary files and documents that you no longer need.

The dreaded tax season is once again upon us. There are several things we need to take care of both personally and as a chapter. As of January 2011, IAAP headquarters discovered a few tax compliance issues currently being used by our organization that could hurt us as a whole. Our organization, which is 501 (C) (6), must abide by the tax laws mandated and regulated by the federal and state governments. Below are a few of the guidelines that the organization and all its entities must now follow:

- ◆ No more 50/50 drawings. The law states that no member or individual can benefit from a drawing which offers money. Money is defined as coins, paper currency, or a negotiable instrument that represents and is

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“...ONLY TWO RAFFLE EVENTS ARE ALLOWED PER CALENDAR YEAR ALTHOUGH YOU MIGHT HAVE 10 ITEMS AT ONE EVENT...”



“...IF YOU HAVE QUESTIONS... CONTACT ONE OF THE DIVISIONAL OFFICERS...”

readily convertible to coins or paper currency (such as a check or money order).

- ◆ Raffle guidelines are governed by the individual states. In the state of Texas, only two raffles are allowed per calendar year and can only be conducted one at a time. Raffles are to be open to everyone, and tickets are purchased with money by anyone. Raffle tickets must clearly define who, what, when, and where. A raffle event can consist of multiple items, such as you might sell raffle tickets where participants can choose from different items to win. Please remember, if you are considering a raffle, only two raffle events are allowed per calendar year although you might have 10 items at one of the raffle events. This law is different per state so please check with your state regarding this law.
- ◆ Door prizes are still allowed as long as no money is exchanged to obtain the door prize tickets and everyone has equal opportunity to win.
- ◆ Scholarships are not allowed if it benefits any member or relative of any member. That is why the chapter had to cancel the membership contest (educational scholarship) that was offered this fiscal year.
- ◆ Paying for a select group to attend an event is not allowed. Unfortunately, the chapter will not be able to continue to sponsor members to attend the CPS/CAP Banquet to receive special recognition for their accomplishment as this is benefiting a select few/group.
- ◆ However, the chapter may continue to pay the expenses of the Delegate and Alternate to represent the chapter at the T/L Division and/or International EFAM events as they are handling the business of the chapter on their behalf. The chapter may also pay for all chapter officers and Committee Chairs to attend Leadership Training as this too is serving a purpose by becoming better leaders for your chapter.

If you have any questions regarding the above guidelines, please contact one of the division officers. Also, on the International website there is a webinar that was developed to address the tax compliance issues. So go ahead and check it out.

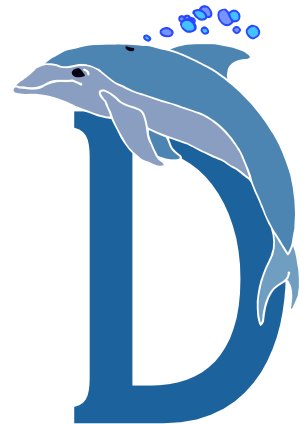
So best of luck with your spring cleaning! Also don't forget to protect your chapter by following the tax compliance guidelines. Unfortunately, failure to comply with these rules/guidelines can cost the chapter and IAAP thousands if audited.

Did you know?

On April 12, 1892 George C. Blickensderfer patented the first portable typewriter.

Calendar of Events

July 8, 2010	Creating a Skills & E-Portfolio Rhonda Driver, CPS/CAP
July 18—21, 2010	International Education Forum & Annual Meeting Boston, MA
August 5, 2010	Excel 2007—New Features Kate Skol, CompuTrain Business Solutions
September 9, 2010	Information Security-The Basics Bob Shaffer, UTMB
October 7, 2010	Substance Abuse in the Workplace Gary Seale, PhD, TLC
November 5 & 6, 2010	CPS/CAP Exams
November 11, 2010	Business Solutions for Greater Productivity Dale Osberg, Avery
December 2, 2010	Holiday Party
January 6, 2011	Get The Recognition You Deserve Tyra Olson, Office Team (Brandlyn Minter)
February 3, 2011	Meeting was rescheduled to Feb. 10th due to bad weather
February 7, 2011	GCC Annual Seminar, Galveston Hilton
February 10, 2011	Become Indispensable in a Disposable Workplace Bonnie House, CPS/CAP, T/L Division Treasurer <i>Don't forget to bring a new member to the meeting!</i>
March 3, 2011	Paper to Digital Organizing Janice Marie Simon, MA, CPO®, MD Anderson
April 7, 2011	“Who is Robert?” Parliamentary Procedures Dortha Gray, CPS/CAP, EOG Resources, Inc. <i>Officer Nominations</i>
May 6 & 7, 2011	CPS/CAP Exams
May 12, 2011	Is a Mortgage a Strategy or Just an Interest Rate Anna Babineaux, Mortgage Consultant Mortgages by the Bay/Sponsor: Texas Supreme Mortgage <i>Election of Officers</i>
May 13—15	T-L Annual Meeting, Crowne Plaza North Greenspoint
June 2, 2011	Adding POP and PIAZZ to PUBLICIZE Your Chapter Frances McAnear, CPS/CAP, T-L Division Vice President <i>Installation of Officers</i>



IAAP / T-L Division News Corner

Make your plans now to attend 2011 EFAM in Montreal Canada July 24 - 27, 2011. Registration is now available and you have the opportunity to save money if you sign up now. A countdown began March 21 with the ability to save \$50 that day and each day they deduct one dollar savings off until May 15. You can also save \$150 off of registration if you booked at one of the three host hotels. You need your hotel confirmation for registration to save \$150.

What's The Difference Between Delegates, Alternates and Proxies Webinar?

Hopefully some of the chapters attended one of the webinars offered on Wednesday, April 6. This year, the delegate and alternate information will not be on the registration form. This will be a separate form for the delegates and alternates to fill out and should be available by April 15. This year, you can **mail** the form into EFAM Credentials at PO Box 20404 Kansas City, MO 64195, **fax** the form to 816-891-9118, or scan and **email** the form to credentials@iaap-hq.org. The form will still need to be signed by the president and the alternate. If your chapter is not sending a delegate to EFAM, please fill out the proxy form and return it by mail. It is a three part form so it will need to be mailed in to headquarters.

DIVISION NEWS: (www.iaap-txla.org)

T-L DIVISION RAFFLE

The Texas-Louisiana Division Board is offering a great raffle item this year. Please contact Tina Wiggins, CPS/CAP at tinaswiggins@yahoo.com if you have any questions regarding the raffle item. THE DELL STREAK - one of the hottest new items out on the market. Take good times with you wherever you go. A brilliant 5-inch screen lets you surf, watch videos and stay connected. The Dell streak ensures that you can multitask and play without delay including music and games. Where are you headed today? Find the quickest route with the real-time maps from the integrated A-GPS and e-compass functionality.



2011 T-L DIVISION IAAP ANNUAL MEETING

**Mark your calendars and make plans to join us at the Crowne Plaza North Greenspoint in Houston, Texas, May 13-15, 2011. You will not want to miss this exciting meeting where special speakers will help you identify "What's In Your Toolkit" so that you can tap into your "Admin Power". Registration is available online or you can send in your registration by mail. See www.gaciaap.com or <http://www.iaap-txla.org> for registration form.

2011 AM BUSINESS MEETING OUTLINES

The Greenspoint Area Chapter is selling business outlines for the 2011 TX-LA Divisional Annual Meeting in May. The outlines are \$5 each, and can be sent via email to chapter delegates and alternates attending the annual meeting. The outline is a fill-in-the-blanks document used by delegates and alternates who should take notes of the business session and activities at the annual meeting so they can report back to their chapters. Contact Kaye Pittman, CPS/CAP at 281.353.4826 or kaye.pittman@sbcglobal.net for the order form. Orders must be received by April 25th.

Newsletter Committee: Karla Villeneuve, CPS/CAP kvilleneuve@standardparking.com, Mary Contreras, CPS Mcontreras@leaguecity.com and Rhonda Driver, CPS/CAP rhonda.driver@nasa.gov. The Galveston County Chapter Newsletter "Dolphin Tales" is a monthly publication. The deadline for submission of materials is the following Monday after the monthly chapter meeting each month.

Is it Spring Cleaning or De-Cluttering?

Written by Mary Contreras, CPS

So, spring is in the air and a lot of people are preparing for their yearly spring cleaning. That concept is foreign to my household. My mother never did that so I thought it was an urban myth.

I should confess I hate cleaning, and I'm extremely unorganized. My house is a mess 80% of the time; it's chaos trying to find things that I might have just set down. My husband and I have decided try this "spring cleaning" idea and de-clutter our life.

First, I had to find out what exactly "Spring Cleaning" is. This search lead me to Google that question. Did you guys know that Spring Cleaning is cleaning your house from top to bottom? What a crazy concept! No wonder we never did that in my house. My mother was a single parent raising 6 kids and working 3 jobs. She never had that much time on her hands to do all that. All she really needed was good advice on how to get started for example, Martha Stewart has a list that you can use for your Spring Cleaning chores. Check out her website www.MarthaStewart.com and look under the "Spring Cleaning" section she has. She has really great tips on how-to tackle difficult cleaning jobs, chore lists, and really good advice.

Next, I looked up websites that could help me get organized and also address the clutter problem I have. The first website we looked up was the www.FlyLady.com, which was recommended to me by Rhonda Driver CPS/CAP. I checked out the "How to De-clutter" section which gave me good tips on how to get started. I also looked into another website, www.unclutter.com, to get more ideas on how to organize our space and different perspectives on how to stay clutter free. Both websites list similar questions on how to determine if you should keep, throw away, or give away your clutter.

- ⇒ Do I, or anyone in my household, love this item?
- ⇒ Have I, or anyone in my household, used it in the past year?
- ⇒ Is it really garbage?
- ⇒ Do I have another one that is better?
- ⇒ Should I really keep two?
- ⇒ Does it have sentimental value that causes me to love it?
- ⇒ Or does it give me guilt and make me sad when I see the item?
- ⇒ Will it be needed on a definite date in the future?
- ⇒ Does this item serve a worthwhile purpose in my life?
- ⇒ Do I need to keep it for legal or tax purposes?
- ⇒ Is it more important to me to keep this item than to have the space it occupies?
- ⇒ Would it be difficult or expensive for me to get another one?

Now, I had all this information, advice, and tools to help me get started. Next, we

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"...DID YOU GUYS
KNOW THAT SPRING
CLEANING IS ..."



"...MY MOTHER WAS
A SINGLE PARENT
RAISING 6 KIDS AND
WORKING 3 JOBS.
SHE NEVER HAD
MUCH TIME ON HER
HANDS ..."

Administrative Professionals Week, April 25–29 Administrative Professional Day, April 27th



In 1984, a small group of HL&P secretaries met, brainstormed, and implemented a series of successful lunch-time study sessions with certain members of management serving as volunteer instructors. These sessions were part of a drive to promote the Certified Professional Secretary® (CPS®) certification process. The CPS® exam consisted of: Accounting, Behavioral Science in Business, Business Law, Economics and Management, Office Administration and Communication, and Office Technology. At the turn of the 21st century, the CPS® exam was streamlined making way for the advanced Certified Administrative Professional® (CAP®) rating specializing in Organizational Management. Both ratings (post 1988 and 2001, respectively) require recertification every five years. Although the number certified at the company has fluctuated over the years for various reasons, CNP currently has 28 – slightly higher compared to the 1980's.

This year is unique to all Administrative Assistants / Office Professionals not only here at CNP, but internationally. The International Association of Administrative Professionals® (IAAP®) will be retiring the term “secretary” along with its CPS® rating effective November 1st -- moving to a one-rating system.

In 2010, CNP's Certified Administrative Professionals launched a modified version of its predecessor lunch-time study sessions entitled “Dine ‘n Discern” (the new “lunch ‘n learn”) (DND) which are held quarterly. Volunteer instructors for these sessions are now conducted by those currently certified, but anyone can attend and / or give a presentation provided content meets specific guidelines.

So, as Administrative Professionals Week begins, give thought to those who work tirelessly behind the scenes making everyone's job a little easier. For details about certification, rating changes, SharePoint site access, or to be invited to upcoming DND sessions, please feel free to contact any of the Certified Administrative Professionals pictured.



Seated (left to right): Janette Narvaez, CPS (Regulated Operations), Patricia Mendiola, CPS (CFO Organization), Linda Gamel, CPS/CAP (CFO Organization), Deborah Grounds-Sanders, CPS/CAP (Regulated Operations), Jo Ann Partida, CPS (General Counsel Organization).

Standing (left to right): Debra Cozine, CPS (HR), Yvette Garza, CPS/CAP (Regulated Operations), Irene Allen, CPS/CAP (HR), Debby Young, CAP (CFO Organization).

Newsletter Committee: Karla Villeneuve, CPS/CAP kvilleneuve@standardparking.com, Mary Contreras, CPS Mcontreras@leaguacity.com and Rhonda Driver, CPS/CAP rhonda.driver@nasa.gov. The Galveston County Chapter Newsletter “Dolphin Tales” is a monthly publication. The deadline for submission of materials is the following Monday after the monthly chapter meeting each month.

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took the advice of FlyLady to take one room at a time and work clockwise into sections of that room, and every day we do one section for one hour. We started with our entry way, which is our living room; because it is the first space people would see when they walked into our house.

We asked ourselves those questions with each item we weren't sure if we should keep. If we answer "YES" to those questions, then that item went into a storage box or was kept out on display. If we answered "NO" to that item, then we decide right there if we would give it to Goodwill, sell it, or throw it away. Also when we were done each day with our section, we looked over the box of "to sell" and made a decision of it was enough stuff worth taking a weekend out of our busy schedule to run a garage sale. If it wasn't, then it all went to the Goodwill donation box.

We started on March 21, and in a week, we have cleaned and organized one of two desks. Then, we divided the built-in book case into several sections and de-cluttered it. By Sunday March 27, 2011, we have cleaned it from top to bottom. It's liberating to see the big difference in that area now. We still have the rest of the room to go, which right now doesn't seem so overwhelming or impossible.

It doesn't take very long to fill space with stuff or to overlook a mess because you stop seeing that mess and develop "Clutter blindness." So, I encourage everyone to check out those websites and see if your household needs spring cleaning or maybe just some de-cluttering. If perhaps you have "Clutter blindness," please know there is a cure.



Jamie Teer with "Drive Angry" film poster

You are probably wondering, Who is Jamie Teer?

Jamie Teer is Rikki Killebrew's niece. Jamie started pursuing acting when she attended Lamar Cons High School. She performed in several plays while attending Southwest Texas State University. My favorite was "The Backyard Story" which was about bugs and critters you may find in your backyard. Jamie played the villain, a bat with a Russian accent! After that, Jamie was the lead

in a very serious play entitled "Tongue of a Bird". She portrayed the Mother of a missing child. There was not a dry eye in the whole auditorium. Jamie went on to New York to study at Atlantic Theater Co. Acting Conservatory and later moved to California for a while before settling in Austin. Jamie also works as a Pastry Chef at a quaint little coffee house called "Hot Mama's Cafe" where she bakes the most delicious cookies and desserts. My sister's, Jackie Teer (Jamie's Mom) and D'Lisa Killebrew attended Jamie's movie premier on Friday February 25th at Edwards Cinema. We all couldn't be more proud of our budding actress!



Jackie Teer (Proud Mama), D'Lisa Killebrew, Jamie Teer and Rikki Killebrew

Submitted by Rikki Killebrew

Committee Info

Arrangements

- ◇ Janet Kidd said that the May 2011 meeting should be held at Kelley's Restaurant in La-Marque.

Hospitality

- ◇ Rikki Killebrew will be looking for door prizes soon.

Newsletter

- ◇ Please keep those articles and items of administrative interests coming.

Nominations

- ◇ Chris Romair, Nominations Chair announced the following nominations for 2011—2012:

<i>President</i>	<i>Rhonda Driver, CSPA/CAP</i>
<i>President-Elect</i>	<i>Janet Kidd, CPS/CAP</i>
<i>Vice President</i>	<i>Brenda Slawson, CPS/CAP</i>
<i>Treasurer</i>	<i>Georgina Eastmond</i>
<i>Secretary</i>	<i>Lisa Romero</i>
- ◇ Elections will be held at the May 2011 meeting.
- ◇ Also, we need someone to take over as Nominations Chair for next year. So think about volunteering for this position. It is a great way to learn

Ways and Means

- ◇ Garage Sale / Bake Sale will be held on June 4, 2011. We are in the process of finding a location. President Barham has added the information to the ICC as a "Save the Date".
- ◇ Candle Sales—Janine Cmaidalka can get candles if anyone is interested in purchasing them.
- ◇ Saving aluminum cans – see Chris Romair regarding this project.

Become a Fan on our Facebook Page:

<http://www.iaaacebook.com/pages/IAAP-Galveston-County-Chapter/317661456133>

Congratulations to President Annette Barham! Administrative Professional of the Year

The 2011 Administrative Professional of the Year Award goes to an individual who has always been an active member.

If our chapter holds an event or fund-raiser, she was at the forefront of the activity and has done so even before becoming an officer.

She has served as an officer in various positions. She served as Committee Chair for the Arrangements Committee; Education Committee and lead the Chapter Study Group.

She served on the Arrangements, Education and Hospitality Committees as well as twice on the T/L Division Meeting Pages Committee.

She supports and represents our Chapter in a professional manner. She was the finalist for Division Member of the Year last year at T/L.

That is why the 2011 Administrative Professional of the Year Award goes to Annette Barham, CPS/CAP.



Rikki Killebrew (last year's recipient) presents the 2011 APY award to Annette Barham

Holidays in April . . .

◇ <i>April Fools Day</i>	<i>April 1st</i>
◇ <i>Passover</i>	<i>April 18</i>
◇ <i>Earth Day</i>	<i>April 22</i>
◇ <i>Good Friday</i>	<i>April 22</i>
◇ <i>Easter Sunday</i>	<i>April 24</i>
◇ <i>APD</i>	<i>April 27</i>

Visit our Chapter Website at:

<http://www.iaap-txgalv.org>

Did you know?

Income taxes are due April 18th due to Washington, D.C. celebrating
Emancipation Day April 15th?

IAAP April Anniversaries

Darlene Bordelon—2008
Beverly Cherry—2009
Mary Contreras, CPS—2009
Margaret Cuellar—2004
Pat Fletchall—2009
Chris Torres—2009



Annette Barham, CPS/CAP
Rhonda Driver, CPS/CAP
Cathy French, CPS/CAP
Janet Kidd, CPS/CAP
Karla Villeneuve, CPS/CAP

*Congratulations to 2010-2011 MOE's as of 4/11.
Let's keep this list growing.*



Thank you to our sponsor!

IAAP April Birthdays

Cheryl Affolter, CPS/CAP—4/8
Chris Torres—4/20
Rikki Killebrew—4/25
Lynn Purdue, CPS/CAP—4/25



Annette Barham, CPS/CAP
Janine Cmaidalka, CPS/CAP
Rhonda Driver, CPS/CAP
Georgina Eastmond, CPS/CAP
Cathy French, CPS/CAP
Deborah Ground-Sanders, CPS/CAP
Bobbie Guyton, CPS/CAP
Janet Kidd, CPS/CAP
Lynn Maida, CPS/CAP
Renee Percy, CPS/CAP
Lynne Purdue, CPS/CAP
Teresa Ramirez
Pam Stout, CPS/CAP
Karla Villeneuve, CPS

Congratulations to the above members for their achievement!

Galveston County Chapter 2010-2011 Board of Directors

President, Annette Barham, CPS/CAP
President-Elect, Rhonda Driver, CPS/CAP
Vice President, Karla Villeneuve, CPS/CAP

Secretary, Cathy French, CPS/CAP
Treasurer, Georgina Eastmond, CPS/CAP
Past President, Janine Cmaidalka, CPS/CAP

www.iaap-txgalv.org