

Dolphin Tales

GALVESTON COUNTY CHAPTER

May 2011

OFFICER'S CORNER

Moving Up ... Moving On?



Written by Karla Villeneuve, CPS/CAP
Vice President

The month May is filled with lots of opportunities for moving up and moving on. It is a time where people of all generations to make changes or transitions in their life. Students are graduating high school and entering college, or graduating from college and starting their careers. People are moving up and moving on by retiring, getting married, starting families, starting businesses, and changing careers. We are even seeing transitions within our own chapter as members are moving on to hold new positions within their Chapters and/or Divisions while others have chosen to move up to board level positions. It is an awesome time for learning and for growth.

In my role of Newsletter Chair, I mentioned at the last board meeting, that the "theme" for the May issue of the Dolphin Tales was "Moving up... Moving on". I expected a couple of them to jump at the task to write the article for the Officer's Corner, since it all counts towards obtaining "Member of Excellence". Well, I had no such luck and no takers, in fact, they looked at me as if hoping some famous author would suddenly appear and volunteer! I waited a moment, which actually felt like several minutes for a response. Then one of them suggested that I should embrace this opportunity and write the article. Well that wasn't what I expected either, although after a matter of seconds, I thought to myself "was it really my turn again... really" or did I just get hoodwinked? Then I thought for a few more seconds and said "why not?" It will only make me a better writer and will keep my creative juices running. Practice makes perfect (or near as we can get).

So here goes. Moving up...moving on means different things to different people, so let me take each little fragment separately and explain what it means to me on a chapter level. Moving up, to me, means taking the necessary steps to challenge myself, by doing things I never thought I would or could, simply by stepping outside the box. I think I've done that to a certain degree by starting as the Arrangements Chairman for this chapter, moving on to Secretary, then on up the ladder to Vice President. I also took the leap out of the box by studying for both the CPS & CAP exams, and to my surprise I PASSED both! Another leap was to help others by facilitating a CPS & CAP Study Group, and I accepted the challenge of producing a monthly newsletter that by the way, was voted one of the top three chapter newsletters at T-L Divisional Meeting this month — Yeah! As you can see, I've really challenged myself to take advantage of my

Continued on page 2



PASSION & PURPOSE
GALVESTON COUNTY CHAPTER

Inside this issue:

OFFICER'S CORNER MOVINGUP ... MOVING ON	1
CONGRATULATIONS TO CHAPTER WEBSITE WIN	2
CALENDAR OF EVENTS	3
IAAP/T-L DIVISION NEWS CORNER	4
NUMBER 1 SKILL FOR WORKPLACE—RESILENCY	5
COMMITTEE INFO	6
ODDS & ENDS	7
MEMBER OF EXCELLENCE, ETC.	8

Continued from page 1

“...MOVING ON IS
A TIME OF
TRANSITION FROM
ONE LEVEL TO
ANOTHER...”

IAAP membership and the numerous growth opportunities to move up...and move on. I hope all of you take that same challenge to move out of your comfort zone. Make this a year to do something you thought you would or could never do, like being on a committee, or chairing a committee, or even studying for the CAP exam. I promise you will learn how IAAP works at the chapter, division and international levels. It will be an experience that you can take with you for the rest of your life.

I think of moving on ... as a time of transitioning from one level to another, and for me it is moving from being on the board for the last two years to spreading my wings to different things and other challenges. Recently, I was asked if I wanted to volunteer on the Hospitality Committee for the 2012 Sail Away T-L Division Conference hosted by our sister chapter, Clear Lake NASA Chapter. Of course, I said yes, as this is my next moving on adventure. Now don't get me wrong, I was a little hesitant because the only person I knew, from the Clear Lake Chapter, was Michelle Spradley, CPS/CAP who is the 2010 – 2011 T-L Division President. I have to admit though, since joining the committee, I have met some of the nicest women. I have had the privilege of getting to know people I probably would never have had the chance to know. I feel like I'm a part of the sisterhood of the Clear Lake NASA Chapter, and I want to thank them for making me feel so welcomed. So I am looking forward to this new adventure and all its added excitement and growth during this transition period.

So whether we are moving up... or moving on, it requires each of us to make changes to some degree. It can be exciting and/or scary; however, it is whatever we make of it. I hope you choose to make it exciting because life is too short, so make the choice to step out of your comfort zone and make the best of it no matter what. We are so lucky, in this chapter and the division, to have women here that want to share their knowledge and experiences. So go for it, use them and transition your life into something exciting. You can do this by involving yourself more in your chapter and your division. Be like Nike and you know ...”Just do it!”

Congratulations!

Visit our Chapter Website at:
<http://www.iaap-txgalv.org>

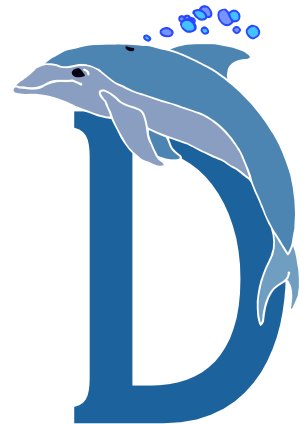
Congratulations to our Chapter Website for winning the top prize as “Best Website” at 2011 Texas / Louisiana Division of International Association of Administrative Professionals Conference held May 12th—15th at the Crowne Plaza North Greenspoint in Houston, Texas.

Congratulations also goes to our Chapter Dolphin Tales Newsletter for being named one of the top 3 Newsletters at the same conference!



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. You can save \$150 off of registration if you are 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?

This year the delegate, alternate, or proxy form is not in triplicate as in years past and can be faxed, scanned and emailed or mailed.

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. **Deadline is July 4th.**



[DIVISION NEWS: \(www.iaap-txla.org\)](http://www.iaap-txla.org)

LEADERSHIP TRAINING SEMINARS

****Tyler Chapter** is having a IAAP University Leadership Seminar, **Saturday, June 11, 2011 from 8:30 am.—1:00 p.m.** This will be held at Traditions Restaurant located at 6205 S. Broadway (Hwy 69), Tyler, TX. Cost is \$50 per person, which includes muffins and lunch. For more information contact Vickie Osborn, CPS/CAP at 903.852.3772 or vickie.osborn@oracle.com.

UPCOMING CHAPTER SEMINARS

****Brazoria County Chapter** is having their first annual seminar, Saturday, June 11, 2011 from 9:30 am.—4:30 p.m. This will be held at The Swiss Cherotel Brazosport Hotel and Conference Center located at 925 Highway 332 Lake Jackson, TX. Early bird (until May 31st) cost is \$35 for members and \$45 for non-members. For registration and payment options visit www.iaap-bc.org.

INCOMING CHAPTER PRESIDENTS AND PATHWAYS TO EXCELLENCE PRESENTATIONS

Below is the link for the presentations for incoming presidents.

Incoming Chapter Presidents

<http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Resources/ViewDocument/Default.aspx?DocumentKey=91a6a925-a9a6-4ede-a6a1-fd472084aa2c>

Below is the link for the presentation for members concerning the Pathways to Excellence program.

Member of Excellence

<http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Resources/ViewDocument/Default.aspx?DocumentKey=a722e86-398b-4014-845f-f24a8bd7613f>

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.

Number 1 Skill For The Workplace – Resiliency

Written by Susan Fenner IAAP Headquarters

With all the changes that have taken place in the workplace over the last few years, it is obvious that things will never go “back to normal” – instead, we are living the New Normal. Cost-cutting measures that got us through the economic recession will stay in place. Companies will be slow to replace full-time staff, keep finances pared back, expect more, faster, and continue to hold us accountable. The days of the past are just that...past. So, we have to learn to live and thrive in the New Normal.

The definition of mediocrity today is meeting expectations. Employers expect that we will innovate, embrace technology, and work to achieve results, not just stay busy. So, what is the top skill that will get us through this demanding time? The answer is – resiliency.

Resiliency is the art of bouncing back after a challenge, a mishap, or a disappointment. It requires that you change your mind set and live the new reality. Here’s how to develop resiliency.

1. Be 100% committed to your employer, your profession, your values and goals. It requires knowing the end game and staying focused.
2. Look at mistakes and failures as learning experiences. Be transparent – even with your customers.
3. Keep honing new skill sets. As the times change, so must you.
4. Keep pace with technology, but don’t be overwhelmed by it. Find a colleague who is tech savvy and stay in touch to find out the latest programs and most useful apps.
5. Learn to let go. In this sped-up world, today’s disaster can be tomorrow’s road to greatness. Don’t dwell on, move on.
6. Work on developing self confidence. The better you feel about yourself, the more you can handle ambiguity and change.
7. Collaborate. It takes a village (or a good work team) to produce results. Don’t try to go it alone - nobody can know everything – just know who to call on.

“...EMPLOYERS
EXPECT THAT WE WILL
INNOVATE, EMBRACE
TECHNOLOGY ...NOT
JUST STAY BUSY”

“...COLLABORATE. IT
TAKES A VILLAGE (OR
A GOOD WORK
TEAM) TO PRODUCE
RESULTS”



The art of being resilient will allow you to Bounce Back – Bounce Higher!

Committee Info

Arrangements

- ◇ Our May 2011 meeting was held at Kelley's Restaurant in LaMarque. We were so excited to be back home.

Newsletter

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

Nominations

- ◇ Elections were held at the May meeting and the following were elected as our **2011—2012 Board:**

<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>

CONGRAUTLATIONS LADIES!



- ◇ Installation of the new officers will be at the June 2nd 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 how it all works

Ways and Means

- ◇ Garage Sale / Bake Sale will be held on June 11, 2011. Rikki's daughter graciously offered her home to hold the event. We will have more information at the June meeting.
- ◇ Flower Bulb Fundraiser was a success with our chapter netting 35% of each sale. Next fundraiser will be in the fall.
- ◇ 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.iaacebook.com/pages/IAAP-Galveston-County-Chapter/317661456133>

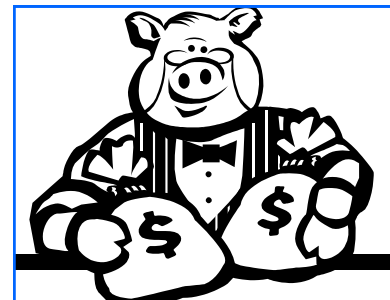
This year we experienced and are going to experience four unusual dates: 1/1/11, 1/11/11, 11/1/11, 11/11/11; that's not all ... take the last two digits of the year in which you were born; now add the age you will be this year, and the result will be 111 for everyone!

For example - Harry was born in 1957, and $57 + 54 = 111$

This is the year of Money!!!

This year October will have 5 Sundays, 5 Mondays and 5 Saturdays.

This happens only every 823 years.



In the late 1700s, many houses consisted of a large room with only one chair. Commonly, a long wide board was folded down from the wall and used for dining. The "head of the household" always sat in the chair while everyone else sat sitting on the floor or stayed standing. Once in a while, a guest would be invited to sit in their chair during a meal. This was a great honor. Hence the term "**Chair man.**" Later it became: "**Chairman of the Board**"

As incredible as it sounds, men and women took baths only twice a year - in May and December. Women kept their hair covered, while men very often shaved their heads because of lice and bugs and they wore wigs made from wool. The wigs couldn't be washed, so to clean them they would carve out a load of bread, put the wig in the shell, and bake it for 30 minutes. The heat would make the wig big and fully. Hence the term "**Big wig.**" The term has become synonymous with the wealthy and powerful.

Check out this website:
www.littleknownfactsshow.com

This is a cool website with fun facts on different topics such as presidential, military, math, trivia fun facts, etc. Just go to the Fun Facts selection page, click a topic and enjoy.

That's where I found the fun facts about "Chair man" and "Big wig".

Did you know that?

IAAP May Anniversaries

Georgina Eastmond, CPS/CAP—2005

Cathy French, CPS/CAP—2005

Renee Percy, CPS/CAP—2004

IAAP May Birthdays

Janine Cmaidalka, CPS/CAP—5/2

Janet Kidd, CPS/CAP—5/2

Yvonne Hudson—5/10



Annette Barham, CPS/CAP
Rhonda Driver, CPS/CAP
Georgina Eastmond, CPS/CAP
Cathy French, CPS/CAP
Janet Kidd, CPS/CAP
Renee Percy, CPS/CAP
Karla Villeneuve, CPS/CAP

Congratulations to 2010-2011 MOE's as of 5/11.

Let's keep this list growing.



Thank you to our sponsor!



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