

Dolphin Tales

GALVESTON COUNTY CHAPTER

July 2011

OFFICER'S CORNER

Where are We Going in 2012?



Written by Rhonda Driver, CPS/CAP
President

Can you believe that it is already July and we have leaped into another fiscal year at lightning speed? Needless to say, the 2010-2011 fiscal year proved to be extremely successful and if we expect to "Make the Leap to Remarkable" with another successful year, we are going to have to get started to keep that momentum going. There are a lot of changes this year to achieve Chapter of Excellence and although each task is very reachable, timing is everything. Deadlines must be adhered to at the chapter as well as the divisional level in order to achieve this distinction. So where are we going in

2011-2012 and what can we do to make that remarkable leap? Here are a few things that our committees have already started.

- ◆ The Certification Committee has already purchased the new CAP and OM study guides for members who are interested in participating in the CAP Study group and they are also looking into a study group for the MOS certifications. You'll want to keep a watchful eye of more details to come soon.
- ◆ The Programs Committee is well on its way in obtaining at least nine interesting programs that offer recertification points and maybe more.
- ◆ The Membership Committee is actively investigating ways to retain our current members through a survey, developing creative ways to market our chapter, and recruit individuals who are interested in advancing their careers in the administrative field. It is our goal to hold at least one recruitment meeting with the desire to increase membership by 10 %, and follow-up with a new member orientation, as well as partner new members with a mentor. The Committee will continue to recognize its members for their various achievements.
- ◆ The Newsletter Committee has developed a schedule to provide the members with the most current information regarding the chapter, division and interna-



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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.

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“...WE HAVE THE PASSION AND PURPOSE TO MAKE THE LEAP TO ANOTHER REMARKABLE YEAR...”

tional. They have set their goal to be recognized as the top divisional newsletter in 2011-2012.

- ◆ The Website Committee has planned training to get more members involved in learning to create and update the chapter website. Their goal is to hold the title of “Best Divisional Website” again in 2011-2012.
- ◆ The Chapter Board is investigating ways to become more efficient with the meetings by: going green and using technology that has been made available; better dissemination of information so that it will allow more time for networking, and to generate an atmosphere that promotes sharing of ideas, knowledge, and skill sets.

We still have a few projects that need addressing to help us leap to the remarkable state such as coordinating the ICC Administrative Professional Week Breakfast, the annual chapter seminar, and an extensive marketing program to get our chapter’s name in the business community. We have the passion and purpose to make the leap to another remarkable year; all we need now is our members’ commitment and dedication as we lead the chapter at the speed of trust. Please join me and the Board as we take the pledge to step up and help the chapter “Make the Leap to Remarkable”.

We can’t do it without you!



Visit our Chapter Website at:

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



“...PREVIOUS CANDIDATES AND HAVE NOT PASSED TWO PARTS, THEY WILL HAVE TO ...”

Did You Know—Exam Re-take Info?

Candidates who have previously taken the CAP exam, and have passed at least two parts, November will be their final opportunity to finish up. Those individuals will receive a personalized registration form with additional information later this month.

For those who are previous candidates and have not passed two parts, they will have to start over with the new exam. They will need to submit a new application and verification of experience.

If you are an existing candidate with questions about your personal status, please contact at certification@iaap-hq.org. They’ll be happy to look at your file and answer your questions.

Good Luck!

Calendar of Events

- July 7, 2011** **Leading at the Speed of Trust**
Jennifer Huey, Franklin Covey
- July 24—27, 2011** **International Education Forum & Annual Meeting**
Montreal, Canada
- August 4, 2011** **Program Title Pending**
Monica Jones, Esselte Corporation
- August 15, 2011** **Registration Deadline for November 2011 Exams**
- September 1, 2011** **There's An App For That! Applications for Smart Phones & Readers to Help Us Work More Efficiently**
Janice Marie Simon, MA, CPO®, MD Anderson
- October 6, 2011** **I Can Make That in OneNote!**
Rhonda Driver, CPS/CAP—GCCIAAP President
- November 3, 2011** **Avery Program Title Pending**
Dale Osberg, Avery
- November 4—5, 2011** **November 2011 CAP Exams**
- December 6, 2011** **GCC Holiday Party—Details Pending**



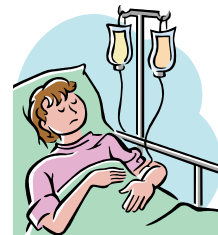
Did You Know...

True or False:

1. Health problems caused by extreme heat kill more people each year in the U.S. than tornadoes or hurricanes? **True**, an average of 675 people each year die of heat illnesses which is more than floods, lightning or any other weather event.

The CDC offers some of the following tips for staying safe in extremely hot weather:

- ◆ Keep cool. Air conditioning is the best way to protect against heat illness & injury.
- ◆ Stay hydrated. Drink cool non-alcoholic beverages & increase your fluid intake regardless of your activity level. Drink more water than normal and don't wait until you're thirsty.
- ◆ Keep informed: Know the symptoms of heat illnesses and sun overexposure and be prepared to provide first aid treatment.
- ◆ Be careful when exercising, tending your yard, or playing sports. Take breaks, stay hydrated, wait until the cooler parts of the day to do yard work and/or plan activities indoors during peak heat hours.



So please take heat advisory seriously & let's all beat the heat!

IAAP / T-L Division News Corner

AVERY BOX TOPS CHALLENGE

Congratulations to West Houston Chapter, they are "Tops" in Box Tops!" The West Houston Chapter is the **WINNER** of the IAAP/Avery BoxTops Challenge!!! They won first place for chapters with 40+ members. This was the first year for the contest and WHC really set the example!

The chapter collected 3466 box tops, which earned Frostwood Elementary School \$346.63, and earned the WHC a \$2000 educational grant!!!! The check will be presented at EFAM in Montreal next month. We are extremely proud of the teamwork shown by all of your collection efforts. Many, many thanks to all who participated in this FUN and philanthropic effort.

On behalf of the WHC Board of Directors, I want to sincerely thank Carole Smith, CPS/CAP for leading this community-based initiative and Marilyn Simms for her creative collection efforts and her entertaining BoxTop parties.



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

DIVISION DINNER IN MONTREAL

Hope you all have your bags packed and are ready to head to Montreal. While there, please make plans to attend the Texas-Louisiana Division Dinner to be held at Bonaparte Restaurant on July 26 at 7:30 p.m. All Texas-Louisiana Division members and their guests are welcome to attend. Please see the attached for more details and to RSVP.

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We've Got an app for that!

We've created an icon that can live on your apps screen for your iPhone and iPad. We will make available to Blackberry and Droid users when it's available to us through our mobile provider.

OfficePro is now everywhere you are!

Dear IAAP Member:

I'm excited to announce that OfficePro is now mobile. The magazine you love that shows up in your mailbox seven times a year can now be accessed on your Mac or PC, iPhone, iPad, Blackberry or Droid phone/device.

When a new issue is available, we'll send you an e-mail notification. With this new mobile version, you can share articles with your friends and co-workers who are not members/subscribers. Instructions are a breeze. You can access instructions when you view the magazine. In this mobile version you can bookmark, search by keyword, access articles by the table of contents and click-through hyperlinks embedded in the magazine.

Access the July 2011 issue: [HERE](#)

We also have an archive section complete with the 2011 issues. As time permits, we will add to the archive which is a member-only benefit. Access the 2011 archives: [HERE](#)

For faster access on your iPhone or iPad: Touch and it will give you the option to add to your homescreen.

Computers/Blackberry/Droid: Access <http://officepro.iaap-hq.org> and bookmark it for easy access.

We are excited to offer this added value to your IAAP membership at no extra charge. Thank you for your continued support of IAAP and for reading OfficePro.

Happy reading!
Emily Allen
Managing Editor, OfficePro magazine

*OfficePro and IAAP are not responsible for data charges to download and view mobile OfficePro

INTERNATIONAL NEWS:

Make your plans now to attend 2011 EFAM in Montreal Canada July 24 - 27, 2011. Registration is available. You can save \$150 off of your registration if you are booked at one of the three host hotels. You need your hotel confirmation for registration to save \$150.

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IAAP President's Message

As I write my last president's message to the leadership of our association, I want to share with you that I've been where you've been. I started out on a journey years ago serving in a variety of roles in my local chapter and my division. I've been a treasurer, corresponding secretary, vice president, chaired committees and more before serving on the international board. I understand the hard work, sometimes thankless, that goes into leadership at any level. If you haven't heard it in a while, thank you for your service to IAAP during this Passion and Purpose year.

I started out as international president with a great passion for our association and I leave with the same passion. As Tamra Goodall, CPS/CAP takes over in a few weeks, I am confident that the gains we've made this year, and in years past, will continue.

On behalf of the IAAP International Board and Don Bretthauer, CAE, I'm announcing that Don will be leaving the association after his current contract expires December 31, 2011. Don will have been with IAAP for nearly 10 years at the time of his departure. While Don is proud of his accomplishments since joining IAAP in April of 2002 as executive director, he told me he's excited at the prospects to apply his experience and expertise to advance another association. We wish him well.

I asked Don for a few words to put in this message: "I am extremely proud of the advancements that have been made by IAAP, especially over the last three years or so. We have also been diligent in overcoming recent significant challenges created by the economy. I firmly believe that I am leaving IAAP in a much better place. I am especially grateful for the talented staff and the exceptional leadership that have worked so well together over the past several years. I look forward to taking the experience I have gathered to help advance the future success of another association."

On behalf of the board, we thank Don for his service to IAAP and for his efforts to help guide the association through some difficult times. Don has served with several past international presidents and I am sure that I speak for them when I say that Don has provided exceptional leadership of the staff and has been a true partner in leading the association since he came to IAAP in April of 2002. The international board will begin conducting a nation-wide search to fill the executive director position.

We just ended the final quarter of our fiscal year. Here is the [Year End Financial Update](#). In spite of the sluggish economy and recovery, the budget has seen a vast improvement.

It's been an honor serving as your international president this year. I look forward to seeing many of you in Montreal next week.

Mary Ramsay-Drow, CPS/CAP
IAAP International President

[Register today!](#)

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Committee Info

Arrangements

- ◇ Meetings are the first Thursday of each month at Kelley's Restaurant in La Marque, Texas. Networking / Dinner begins at 5:45 p.m. until 6:30 p.m. Program begins at 7:30 p.m.

Certification & Education

- ◇ Anyone interested in studying for the new CAP or CAP-OM exams please contact Karla Villeneuve, CPS/CAP.
- ◇ We are in the process of getting information to do a MOS Certification exam study group for 2011—2012. If you are interested let Karla know.

Newsletter

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

Congratulations to our 2011—2012 Board

President	Rhonda Driver, CSPA/CAP
President-Elect	Janet Kidd, CPS/CAP
Vice President	Brenda Slawson, CPS/CAP
Treasurer	Georgina Eastmond
Secretary	Lisa Romero

The Board is still looking for members to fill some Chair and committee positions—please contact our new President Rhonda Driver, CPS/CAP.



Become a Fan on our Facebook Page:

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

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Better Title, Bigger Paycheck? Not Necessarily

An impressive title doesn't always come with a bigger paycheck. In a survey by Office Team, 22 percent of human resources managers said it's at least somewhat common for their companies to award promotions without salary increases. That's perfectly acceptable for 55 percent of workers interviewed who said they would be willing to accept a promotion without a salary increase.

Most companies prefer to offer an employee a promotion and a raise at the same time. But some companies continue to operate with lean budgets and may not be able to pair the two.

If you are offered a promotion but no raise, carefully consider if you are willing to take on the additional responsibilities without increased pay. You may want to work with your boss to set a timeline for a future raise. For example, perhaps your manager will agree to give you a raise after six months if you meet certain performance objectives.

The following are alternative incentives you might request if your company is not able to offer a raise along with a promotion:

- ◆ **More vacation time.** Consider asking for a few extra days or weeks off each year.
- ◆ **A bigger bonus.** It may be possible for your company to increase the percentage of your annual bonus or give you a spot bonus.
- ◆ **Flexible schedules.** The ability to work from home or commute during off-hours may save you time and money.
- ◆ **Professional development.** Pursuing training or continuing education can increase your marketability, which could pay off in the long run.
- ◆ **An equity stake.** In some cases, you may be able to negotiate restricted stock in the company based on your performance in the new role.

Above all, have a candid conversation with your manager about the new job and responsibilities, how your performance will be measured, and options you can explore to ensure you are fairly compensated. That is the best way to guarantee your satisfaction in the position and make sure both you and your manager have a clear picture of your role and your future with the organization.

Office Team is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 315 locations worldwide, and offers online job search services at www.officeteam.com.



“...CAREFULLY
CONSIDER IF YOU
ARE WILLING TO
TAKE ON THE
ADDITIONAL
RESPONSIBILITIES
WITHOUT
INCREASED PAY...”

IAAP July Anniversaries

Beverly Evans

Linda Lindquist

Lynn Wyatt Maida, CPS/CAP



Annette Barham, CPS/CAP

Rhonda Driver, CPS/CAP

Georgina Eastmond, CPS/CAP

Cathy French, CPS/CAP

Deborah Grounds-Sanders, CPS/CAP

Janet Kidd, CPS/CAP

Renee Percy, CPS/CAP

Karla Villeneuve, CPS/CAP

Congratulations to all on your achievement!



Thank you to our sponsor!

IAAP July Birthdays

Margaret Cuellar—July 3

*Cathy French, CPS/CAP—
July 15*

*Darlene Bordelon—July
7/24*



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 2011-2012 Board of Directors

President, Rhonda Driver, CPS/CAP

President-Elect, Janet Kidd, CPS/CAP

Vice President, Brenda Slawson, CPS/CAP

Secretary, Lisa Romero

Treasurer, Georgina Eastmond, CPS/CAP

Past President, Annette Barham, CPS/CAP

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