

Dolphin Tales

GALVESTON COUNTY CHAPTER

August 2011

OFFICER'S CORNER

Going Back To School...At Any Age!



Written by Janet Kidd, CPS/CAP
President-Elect

Once upon a time, a long time ago, in a galaxy far, far away, I decided to go back to school to earn a degree. My first choice was to become a teacher. Upon learning that I would have to take a year off to "student teach", that dream pretty much flew out the window. I could not afford to take off work (driving a school bus) to student teach at little or no pay. My attention then became focused on an Associate Degree in Business Administration. Twenty years later, I finally earned that degree. I felt like I was rode hard and put up wet, but relieved it was over.

About that same time, I was offered a position at College of the Mainland in their Business Education Department. While working in Business Education, I was given information about IAAP by one of the instructors and was encouraged to be a part of this professional organization. Who knew that would be the best advice I would receive. I joined the Galveston County Chapter in 2004 and never looked back. While getting off to a slow start, I finally began to chug along and joined a study group, tested and passed both CPS and CAP certifications.

Now, seven years later, I am looking into, once again, broadening my education and skills by going back to school to get a Medical Administrative Support Certificate. My thought process is that maybe I can get a little part time position when and if I ever get to retire and still be active in the administrative assistant community. I only have a few classes to take as several classes I took for my Business Associate degree transferred into this program.

What a scary thought for me. I thought I was finished with this school learning. I'm out of

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the study habit so that skill has to be re-developed. And “oh my gosh” the thrill and thought of taking endless notes, not to mention trying to decipher what I was thinking while taking those notes cannot be expressed in this article. But wait a minute, isn’t that the same thing as taking minutes? What have I gotten myself into **again**?

Will it be hard? YES! Will there be days that I just want to give up? YES! Do I want to spend my every waking moment doing homework, research papers, studying for exams? NO! But just imagine the opportunities resulting from an education that is there for **any-one** who wants to take a firm hold of the rope and take a hard and wild ride. There is only one way to start and that is one step (or class) at a time.

I have a mixture of thoughts running through me: anticipation, excitement, nerves, apprehension and did I mention that I hold a full time job and let’s face it....I’m “OLD”! But, on the other hand, I have learned confidence, value in myself, support from my chapter, and the “*I can do it*” attitude through IAAP.

The definition of “school” has many meanings, but the basic description is: **an institution for instruction in a skill or business**. While as a member of IAAP, I was exposed to a variety of “schools” in the form of workshops, lectures, and conferences. All covering a menagerie of topics that I could apply to both my personal life as well as my professional one. I never thought the educational and learning opportunities would manifest themselves in the way they have. In performing my job, things just started making sense. Almost without any energy or thought, I began to start using what I had **learned** in all the venues I attended. I attribute any advancement I’ve made at COM to my association and participation in the IAAP “schools”. All this without study, homework, or tests.

I encourage anyone to take that first step toward education. Whatever venue you choose, formal education or workshops, it’s up to you but either way you have taken that first step and have gone to school. While you can’t change your past, you CAN change your future. Go ahead: You can make a leap to being remarkable!

Welcome back to school!

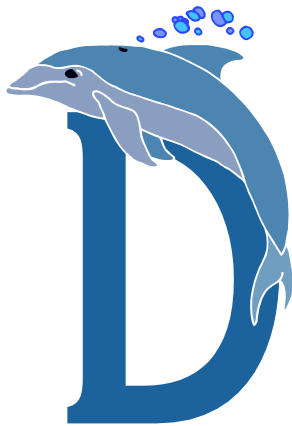
“...I HAVE
LEARNED
CONFIDENCE
VALUE IN MYSELF,
SUPPORT FROM
MY CHAPTER...”

Tim and Rhonda Driver’s
trip to Florida to be a
part of history and watch
the last shuttle launch
“Atlantis” on July 8, 2011.



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.

Calendar of Events



July 7, 2011

Leading at the Speed of Trust
Jennifer Huey, Franklin Covey

July 26, 2011

GCCIAAP Board Meeting @ 6:00 p.m.

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

August 23, 2011

GCCIAAP Board Meeting @ 6:00 p.m.

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

September 27, 2011

GCCIAAP Board Meeting @ 6:00 p.m.

October 6, 2011

I Can Make That in OneNote!
Rhonda Driver, CPS/CAP—GCCIAAP President

October 25, 2011

GCCIAAP Board Meeting @ 6:00 p.m.

November 3, 2011

Avery Program Title Pending
Dale Osberg, Avery

November 4—5, 2011

November 2011 CAP Exams

November 29, 2011

GCCIAAP Board Meeting @ 6:00 p.m.

December 6, 2011

GCC Holiday Party—Details Pending

January 24, 2012

GCCIAAP Board Meeting @ 6:00 p.m.

February 21, 2012

GCCIAAP Board Meeting @ 6:00 p.m.

March 27, 2012

GCCIAAP Board Meeting @ 6:00 p.m.

April 24, 2012

GCCIAAP Board Meeting @ 6:00 p.m.

May 29, 2012

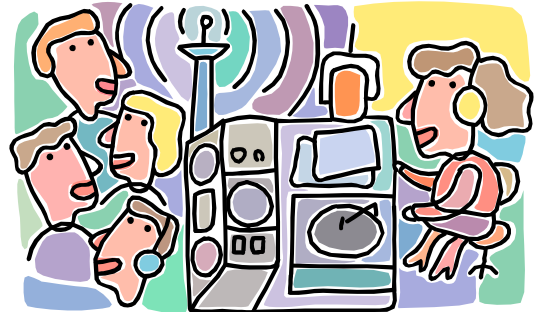
GCCIAAP Board Meeting @ 6:00 p.m.



Tune in to WIIFM – Membership Recruitment Meeting, August 4, 2011

Written by Annette Barham, CPS/CAP
Past President

It was my great pleasure to do a Membership Recruitment Presentation for Galveston County Chapter and its guests on “Tune in to WIIFM”. If you were unable to attend our meeting, well here is a brief overview of the presentation. What does “WIIFM” stand for? The answer is “What’s In It for me!” We showed our three guests how IAAP can help you in building your career, learning new technology and techniques and much, much more.



During the presentation, we discussed how the administrative profession has evolved over the years. We are given more responsibilities, more authority in decision making, on top of our day-to-day workloads. We all agreed that this was true. We even agreed that our jobs have changed in the past and are changing daily. With technology changing every day, as professionals, we have to stay on top of all the new technology such as smart phones, digital tablets, texting, twittering, etc. IAAP helps us keep our skills sharp and our communication skills top notch. We are also present on Linked-In, Facebook and Twitter.

We discussed the new International theme being “Making the Leap to Remarkable”. I explained that if you are willing to make that leap, IAAP and our chapter is willing to help you take the first step in doing so. IAAP and our chapter will help you become the best administrative professional you can be.

We also took a look at IAAP’s mission statement: “Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development and their core values.” We discussed what integrity, respect, adaptability, communication and commitment means to IAAP and our members and what it could mean to you.

We went over some of the educational aspects of IAAP and what our chapter provides to help our members obtain professional certifications, learn new business techniques and help improve our communication skills and networking opportunities. With the help of IAAP and our chapter you can succeed in ways you can not imagine.

We also discussed how IAAP and our chapter can help develop leadership skills. There are so many ways to gain leadership experience. We have leadership in the international level, divisional level, and chapter level. You can strengthen your leadership by participating in committees, holding an office, and working closely with other members. Our chapter will be hosting the APW breakfast, annual seminar and looking at new avenues to market our chapter that you are welcome to participate.

“...IF YOU ARE
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IAAP / T-L Division News Corner

INTERNATIONAL NEWS—COE DEADLINES

- ◇ October 1: deadline for chapters to submit annual calendar with education and/or training topics to members with a copy to the division vice president, Charlene Kesee, CPS/CAP cdkesee@mdanderson.org <<mailto:cdkesee@mdanderson.org>>. (COE requirement #1)
- ◇ December 31: deadline for chapters to submit budget annual financial review (audit report) to members with a copy to the division treasurer, Emily Garner master-sonmbmt@sbcglobal.net <<mailto:master-sonmbmt@sbcglobal.net>> (COE requirement #2)



T-L DIVISION—NEWS THIS WEEK

BINGO Form Now Available

- ◇ Start working on filling in the squares – who knows, you might be the winner of a fabulous prize. After this week, the form will be posted on the website.
- ◇ Aggieland Chapter provides online study materials at <http://www.iaap-aggieland.org> for CAP exams and links to new CAP information. Click on the CPS-CAP INFO tab to access audio recordings of previous study classes, PowerPoint presentations, Key Terms, and much more!

LEADERSHIP TRAINING

- ◇ August 27, 2011—Leadership Training hosted by NETAC [North East Texas Area Council] which is comprised of the Dallas and Fort Worth Area Chapters.
- ◇ September 24, 2011—New Orleans, LA: Mark your calendars and plan to attend. More details to follow.
- ◇ Dates for Houston and Austin/San Antonio will be announced soon.

FUNDRAISERS

- ◇ 2012 Grapevine EFAM—Do you have your REMARKABLE pin yet? This year's International theme is....
- ◇ Please support the 2012 Host Committee by purchasing the pin for yourself, your officers, chapter members and others in the administrative profession. The order form can be found at http://iaap2012.org/index.php?p=1_12 . After you fill out the form, it will re-direct you to PayPal.



TRAINING OPPORTUNITIES

CAP CERTIFICATION REVIEW COURSES

Houston Area: CAP-OM course taught by Leading Learning Living, beginning September 24 and ending October 29. Classes are held on Saturday mornings from 9 a.m. to 12 p.m. See attached for details.

COMPUTER TRAINING

CompuServe has release its July - October Microsoft Office Training schedule. Please click on the link for more details. <http://www.computrain.com/newsletter.htm> <<http://www.computrain.com/newsletter.htm>>

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Committee Reports / 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 6:30 p.m. Business meeting begins at 7:30 p.m.

Bylaws & Standing Rules

- ◇ Planning a review date soon.

Certification & Education

- ◇ We have purchased the new study material and will start a study group when members are ready. 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.

Programs

- ◇ Three more months to fill our calendar. In search of speakers—any ideas please let Kelly Henson know.

RTF

- ◇ Please donate your change to the piggy.

Seminar

- ◇ Need a chair for this committee. Open to suggestions / ideas.

Ways and Means

- ◇ Requesting your ideas.

Website

- ◇ Work in process—will start training soon.

Visit our Chapter Website at:

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

Become a Fan on our Facebook Page:

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

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If you become a member of IAAP one of the benefits would be receiving the award-winning publication *OfficePRO*. It is published seven times a year with a wealth of information on how to stay on top of our profession with great articles, latest technologies, career development, and much, much more.

IAAP also offers Pathways to Excellence. We went over the 10 key principles that the program focuses on; certification, commitment, communication, education and training, fiscal responsibility, leadership development and roles, marketing, research, and community outreach, programs and participation, recruitment and retention and strategic planning. It was explained that these are the same principles that businesses are built on.

After the presentation was complete, we found out that the three guests were very interested in becoming a member of IAAP and a member of our chapter. We would love to be able to announce our new members soon. Thanks to all our members for making our guests feel welcome. We are one of the friendliest chapters in IAAP. We hope you will help us in keeping this status.

“...ONE OF THE BENEFITS WOULD BE RECEIVING THE AWARD WINNING PUBLICATION OFFICEPRO...”

Pam Stout's trip to Cadiz, Spain in May 2011



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IAAP August Anniversaries

Annette Barham, CPS/CAP—2005

Joyce Crow—1996

*Deborah Grounds-Sanders,
CPS/CAP—1999*

Lynn Purdue, CPS/CAP—1996

Karla Villeneuve, CPS/CAP—2007



Thank you to our sponsor!



IAAP August Birthdays

*Deborah Grounds-Sanders,
CPS/CAP*

August 13th



Annette Barham, CPS/CAP

Janine Cmaidalka, 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

Pam Stout, CPS/CAP

Karla Villeneuve, CPS/CAP

Congratulations to the above for your 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

www.iaap-txgalv.org