

Dolphin Tales

GALVESTON COUNTY CHAPTER

October 2011

OFFICER'S CORNER

What Fall Means to Me



Written by Lisa Romero, Secretary

As most of you may know, Fall (Autumn) is the season that comes between summer and winter. Americans usually call this season Fall, simply because it is a time of falling leaves. It is also the time when both night and day are equal. In the Northern Hemisphere, this season marks the transition from summer into winter during the month of September.

Although I would like to consider myself to be a fan of the summer months, I can't help but get a little excited about the approaching Fall season. My calendar seems to just "fill up" out of nowhere and I have to remind myself that I have choices to make about what I "need" to do and where I "need" to be. Being involved with church, IAAP, my family and the community all have their "calls to duty" and I find myself relying heavily on calendar scheduling. There is a great sense of accomplishment and "warm & fuzzy" feeling when I am able to meet all my obligations while at the same time helping other people.

The Fall season brings many thoughts to mind. As the weather begins to turn a little cooler, I find myself thinking about how ironic it is that things within my own life have begun to change as well. First let me say that I feel so blessed to be a member of our chapter. My sister members have supported and encouraged me during the good times and the difficult times. The professional relationships that I have forged as a member of this wonderful chapter are both genuine and lifelong blessings. Without a doubt, networking has been the "key factor" in having a successful career. In addition, the self-confidence that I have acquired finds me doing things that I thought I would never be able to do. For example, let's take public speaking. Before joining IAAP, you would have never seen me standing up in front of a group, even if I knew everyone in the room!!! Now, I am proud to say that I can do this with ease (at least in front of my chapter). This great accomplishment would never have come about if it were not for my willingness to serve on numerous Chapter committees and my "leap of faith" decision to run for Chapter Secretary.

As women, both our professional and personal calendars fill up very quickly while trying to balance our careers with our personal lives. As parents, grandparents, aunts, etc., we

Continued on page 4



Inside this issue:

OFFICER'S CORNER	1
WHAT FALL MEANS TO ME	
T-L DIVISION NEWS CORNER	2
T-L DIVISION NEWS CORNER (CONTINUED)	3
CHAPTER FUNDRAISERS	4
CALENDER OF EVENTS	5
COMMITTEE REPORTS / INFO	6
GRACE UNDER FIRE	7
MEMBER OF EXCELLENCE, ETC.	8

T-L Division News Corner

LEADERSHIP TRAINING

Update on the Austin Leadership Training!!

*October 29, 2011

Austin, TX hosted by the Capital Chapter. The training will take place at the Dell Building PS2-1, Cetus Conference Room (located near IH-35 and Parmer Lane. Cost is \$25 and will include a continental breakfast and beverages. Mark your calendars and plan to attend.

North Tarrant Bluebonnet Chapter is holding a unique fundraiser called **Saving Dinner** whose mission is to bring families back to the dinner table, one meal at a time. Created by NY Times best-selling author and nutritionist, Leanne Ely, "The Dinner Diva", Saving Dinner's innovative meal planning products do the "heavy lifting" of meal planning for you by providing "packages" of healthy and delicious recipes the whole family will love. Each package includes complete meal plans, shopping lists, tips for whittling-down prep time (and more), making meal time a time-saving pleasure rather than a chore. **THE BEST PART** is your package is emailed to you immediately upon purchase (in PDF format) so you can start putting them to use right away!

Annual Meeting – Save the Date

The Texas-Louisiana 2012 Annual Meeting and Education Forum will be held at South Shore Harbor Resort and Convention Center in League City, Texas, May 18 – 20, 2012. We hope you will attend this weekend of education and enrichment. It is guaranteed to be exciting and energize you in your work and at home. The Tours and Events committee has gone "overboard" with a Sunset Fanta Sea Cruise planned for Thursday night, May 18, on beautiful Clear Lake leaving from South Shore Resort's Marina, and other exciting surprises are planned as well. Please join us in "*Making the Leap to Remarkable!*"

EDUCATIONAL OPPORTUNITIES

SEMINARS

Las Colinas Chapter's IAAP – U – October 15, 2011 – Irving, TX

Career-minded office professionals seeking the skills and knowledge necessary for the leap to remarkable will be learning and networking with their peers at IAAP UNIVERSITY 2011. Complete the online registration form at www.lascolinasiaap.org

North Dallas and Plano Chapters

Invite you to their *Projecting A Professional Image* seminar, Saturday, October 29. Please visit www.iaap-plano.org then click on the Meetings and Events tab for more information or to register.

La Pine Chapter

Spring seminar – March 24 –More information will follow as details are finalized, including reduced hotel rates. **Save the date.**

T-L Division News Corner (continued)

CAP CERTIFICATION REVIEW COURSES

Aggieland Chapter Provides Online Study Materials for Certification Exams.

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!

North Texas Area:

The North Tarrant Bluebonnet Chapter (NTBC) IAAP is pleased to offer CAP Certification Review Courses this fall beginning July 28 at the Boy Scouts of America in Las Colinas. We would appreciate your distribution of this information to your membership.

Click on the link for more information and to register:

<http://www.iaap-ntbc.org/IAAPHQ/NTarrantBluebonnet/Certification/CertificationReviewCourses/Default.aspx>

North Dallas Chapter

Organizational Management Specialty Review Courses August 18 – October 20. Please contact Joan McEwan, CPS/CAP at joanmcewan@att.net for more information

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. Please click on the following link for more information www.leadinglearningliving.org

COMPUTER TRAINING

Click here <http://www.computrain.com/newsletter.htm> to view Microsoft training courses offered by CompuServe.

SPECIAL EVENTS

Inter-City Council of Houston – Area IAAP Plans APW Breakfast – April 21, 2012

SAVE THE DATE – April 21, 2012! Galveston County Chapter is hosting the ICC APW Breakfast on April 21, 2012. Details are being worked now and we can guarantee you will be “Making a Remarkable Leap” if you attend. Please put this on your calendar now and stay tuned for additional information coming soon!”

CAP Society of Texas

The CPS/CAP Society announces its 2012 annual meeting. Please visit www.cpscapsot.org for more details. Note: their new website will roll out by 01 November at www.capsot.org.



tend to “over-extend” ourselves. As for me, my personal calendar fills very quickly during the Fall season as there are many events which take place at my church (Abundant Life Christian Center - LaMarque, TX) during this time of year. Three major events which come to mind are the annual Hotel Hallelujah/Heartbreak Hotel Production, the Hallelujah Harvest and Campmeeting On The Coast 2011. I get really excited about these events as I am blessed with: 1) witnessing the awesome talent of not only our very own Youth Group, but many others who put forth long hours to ensure that this production is “top notch” family entertainment while teaching a valuable lesson to all about morals and decision-making and 2) listening to awesome speakers sharing testimonies about their own life-changing experiences while offering information on how we can utilize decision-making tools within our daily lives.

In conclusion, if any of you have been hesitant to make a change in your life (be it personal or professional), I encourage you to take that “leap of faith” and in doing so, you will find that you “can do” those things that you thought you “couldn’t do”. ***If you are not involved in your IAAP chapter “GET INVOLVED”, as the rewards are there for the taking.***

“...I ENCOURAGE YOU TO TAKE THAT ‘LEAP OF FAITH’ AND IN DOING SO...”

Chapter Fundraisers

SAVE THE DATE – Galveston County Chapter is hosting its annual seminar on **Monday, February 6, 2012**. The theme is: *“Life’s a Beach: Let’s Build Sand Castles!”* and features 3 great speakers for the low price of \$109 early bird special until December 31st and \$119 after. The seminar will be held at the beautiful Hilton Galveston Island Resort & Spa. Special room rates have been secured at the rate of \$99 per night. Additional details and registration are available on the chapter website, iaap-txgalv.org. This is a seminar you won’t want to miss!



Fundraiser: IAAP - Galveston County Chapter
Want easy and delicious options for your family and entertaining? ***“You are invited to shop!”*** Galveston County - IAAP Chapter (Tastefully Simple Event) feel free to forward the link to folks you feel would enjoy the Tastefully Simple experience. This fundraiser will close on November 30, 2011. *Note: shipping applies to each order, so you may prefer to combine orders with close friends and family. Thanks so much for shopping with us, and Happy Holidays!* If you have issues accessing the event, please contact Kelly Henson @ (281)575-4314. <http://www.tastefullysimple.com/WhoWeAre.aspx>

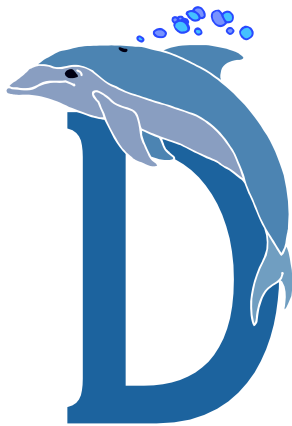


The chapter is doing the Fall Flower Bulb Fund-raiser again this year which will run mid-October through the end of November. The bulbs are guaranteed to bloom in the spring and include flowers such as drumstick allium, daffodils, narcissus hyacinths, tulips and an assortment of others. The orders are placed on-line and shipped to the purchasers door, so there’s not collections or deliveries to be made.
The chapter will receive 35% of the sales. Here is the link to the chapter’s fund-raising website. <http://bulbsforchange.com/galveston-county-chapter-of-iaap.php> - Please share with your family and friends!



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 24—27, 2011	International Education Forum & Annual Meeting Montreal, Canada
August 4, 2011	Got Paper 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 1, 2011	T-L Leadership Training in Houston
October 6, 2011	I Can Name That in OneNote! Rhonda Driver, CPS/CAP, GCC President
November 3, 2011	Avery—Business Techniques That Increases Productivity Dale Osberg, Avery Dennison
November 4—5, 2011	November 2011 CAP Exams
December 6, 2011	GCC Holiday Party—Red River BBQ in League City 6:00—8:30 p.m.
January 5, 2012	What Does It Take To Get Along? Brandlyn Minter, Division Director, Office Team
February 2, 2012	The Land of Ah? Kelly Henson, GCC Program Chair
February 6, 2012	GCC Annual Seminar— Life's a Beach! Let's Build Sandcastles! <i>Details to follow!</i>
February 15, 2012	Registration Deadline for May 2012 Exams
March 1, 2012	PowerPoint 2007—From Start to Finish Tina Wiggins, CPS/CAP—T-L Division President-Elect
April 5, 2012	Business Etiquette: The New Rules of Communication in a Digital Age Layla Alsayed, GCC Member & Office Team Manager 2012—2013 Chapter Officer Nominations
April 21, 2012	ICC APW Breakfast Hosted by Galveston County Chapter, Details to follow
May 3, 2012	Program Pending Speaker Pending 2012—2013 Chapter Officer Elections
May 4 & 5, 2012	May 2012 CAP & CAP-OM Exams
May 18—20, 2012	T-L Division Annual Meeting—South Shore Harbor Hosted by the League City Chapter
June 7, 2012	Program on Public Speaking—Title TBD Ann McHenry, CPS/CAP 2012—2013 Chapter Officer Installation

Last Tuesday of Each Month—GCCIAAP Board Meeting @ 6:00 p.m.

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.



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.

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 Rhonda Driver.

Programs

- ◇ Almost through with filling up our calendar. In search of speakers—any ideas please let Kelly Henson know.

RTF

- ◇ Please donate your change to the piggy.

Seminar

- ◇ Save The Date—Our annual chapter seminar is scheduled for February 6, 2012 and the theme is "Life's a Beach! Let's Build Sandcastles! "

Visit our Chapter Website at:

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

Become a Fan on our Facebook Page:

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



*Don't Forget that the month of
October is Breast Cancer Awareness
Month!*



Grace Under Fire:

How to Handle High-Pressure Situations

While a certain amount of on-the-job pressure is unavoidable, an extra project, seasonal rush or general rise in workload can catch anyone off guard and add strain to an already- hectic schedule. Too much stress can decrease job satisfaction and even lead to burnout.

OFFICETEAM[®]

Specialized Administrative Staffing

A Robert Half Company

What may surprise some is a survey by our company, which revealed that nearly three-quarters (74 percent) of employees polled said they perform as well or better than normal in high-pressure situations. Still many people under pressure tend toward “flight” rather than “fight.” If you’re of the “flight” variety, or even if you feel you could handle your stressful work situations better, the following guidelines should provide some help to ensure you make the most of crunch time:

- **Take a breather.** If you’re under the gun, step back before you react. Yes, it’s easier said than done, but you’ll need to calmly and quickly assess the situation and come up with an action plan before you pull the trigger.
- **Collaborate.** Seek input from colleagues. When you’re confronted with a difficult or unknown situation, ask their opinion of the best course of action. If the pressure you’re facing is the result of project overload, identify tasks that can be delegated to another member of the group.
- **Stick to the plan.** Direct your energy toward situations where you can affect the outcome. Don’t spend time worrying about what you cannot change.
- **Prioritize.** Focus your efforts on activities directly linked to your most immediate objectives. Lower-priority tasks and those with deadlines farther out can be handled later.
- **Ramp up.** Use downtime in between busy periods to prepare for the next workload peak so you can work as efficiently as possible. Organize your files and determine what types of resources you might need.

Pressure situations can bring out the best or worst in people, depending on their level of preparation. By being organized and following some key tips outlined here, it’s possible to navigate stressful work situations with greater ease. Whether you’re trying to meet a tight deadline or faced with a sudden surge of work, demonstrating grace under fire will help you perform better and show your value to your employer.

“...PRESSURE SITUATIONS CAN BRING OUT THE BEST OR WORST IN PEOPLE...”

OfficeTeam 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.

***Congratulations to the Galveston County Chapter for receiving
Chapter of Excellence for 2010—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.

IAAP October Anniversaries

Kristi Keel—10/99



IAAP October Birthdays

Lisa Romero—10/23

*Rhonda Driver, CPS/CAP—
10/23*

Mary Contreras—10/25



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 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