

Dolphin Tales

Galveston County IAAP Chapter Newsletter

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Galveston County IAAP Chapter

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

REGISTER NOW

**GC Chapter Seminar
Feb. 6, 2012**

**Hilton Galveston Island
Resort and Spa**

- 3 Great Speakers for \$109
- 7 recertification points
- Breakfast & Lunch
- Great Networking!
- Fantastic Door Prizes!

*Life's a Beach!
So Let's Build
Sandcastles*

Are you Thankful?

By Kelly Henson, 2011-2012 Programs Chair

That's a big question as there are a number of words that mean the same thing as "thankful". A few to mention are: grateful, appreciative, pleased, and gratified.

Aside from the many trials we each encounter, we also have many blessings in life. They may not always make sense to us at the moment, and we ask "why is this happening to me"? One thing is certain, regardless of the trials and tribulations we have throughout our journey in life, we're given many reminders each and every day to be *thankful*. Each day, I remind myself and my children to be thankful for what we have, who

we have in our lives, and our abilities to contribute back to the community. On the flip side, you can also be thankful for things you "do not" have in your life.

I've been involved with IAAP since 1997, and throughout my tenure, members have come and gone, and some of those closest to me, have seen me through times of joy and that of uncertainty, each time helping me to become a much better person which I'm thankful. I'm also thankful for my involvement with IAAP's Galveston County Chapter as it has allowed me to grow through its educational



programs, the networking with others with liked interest, and chairing the Programs Committee has provided a sense of worth to others. I've been encouraged to stretch beyond my comfort zone, try new things, and spread my wings.

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IAAP Has Great Podcasts & Webinars!

IAAP features a lot of great podcasts each month to keep us informed of the latest technology and trends. Most are less than an hour long and can be downloaded. I found this one to be very informative and wanted to share. I hope you enjoy this podcast regardless of your age or gender. Liz Weinmann, author of the book, "**Get DARE From Here - 12 Principles And Practices For Women Over 40 To Take Stock, Take Action, And Take Charge Of The Rest Of Their Lives**", uses personal stories, examples of leadership from history, and the latest research and psychology to help provide insight on the thoughts and fears that keep us from realizing our true potential. It's a new way to look at personal and professional branding and fulfilling dreams. If you'll dare, you can even get the first chapter for free. <http://www.iaap-hq.org/podcasts/do-you-dare>

IAAP also has several webinars available with script and audio files which are an excellent venue for learning something new when you have a few extra minutes. I attended one on November 8th which was geared towards IAAP webmasters whose sites are hosted on the IAAP Web Community, although anyone could attend. The topics included basic editing techniques, page layout/design and document management. This webinar was packed with great information for those who are interested in getting started and helping with the chapter websites. It was conducted by Ben McClanahan, IAAP Internet Communications Coordinator. More website webinars for the intermediate and advanced users are being developed and will be available soon. I highly recommend this webinar! [IAAP Webmaster Training](#)



NEXT COE DEADLINE
December 31st, 2011
Submit Budget & Annual
Financial Report to
Chapter Members &
Division Treasurer

GCC Fund-Raiser
Fall Flower Bulbs
 "Click the link"
 100% Guaranteed to
 Bloom in the Spring!
mid-Oct – end of Nov.

GCC Fund-Raiser
"Tastefully Simple"
 "Click the link"
Order & Pay on-line and
delivered to your door!
mid-Oct – end of Nov.

GCC Fund-Raiser
A & M Craft Fair
Yummy Baked Goodies
& Homemade items!
See Rikki Killebrew to
donate your goodies
Friday, December 2nd
at A&M Galv. Campus

T-L Division News!

Chapter of Excellence 2011-2012 Deadlines

December 31, 2011: deadline for chapters to submit budget and the annual financial review (audit report) to its members with a copy to the division treasurer, Emily Garner, CPS/CAP mastersonmgmt@sbcglobal.net **(COE requirement #2)**

April 30, 2012: deadline to submit business plan to members with a copy to Tina Wiggins, CPS/CAP, division president-elect tinawiggins@yahoo.com. This plan is for the 2012-2013 year. **(COE requirement #5)**

May 2012: chapter sends a delegate or submits a proxy to the 2012 Division Annual Meeting. Bonnie House, CPS/CAP, division secretary bohous@ducoinc.com and the 2012 AM Credentials Committee will track this action item. **(COE requirement #6)**

June 1, 2012: deadline to submit Membership Drive Evaluation Form to Carla Flowers, CPS/CAP, division president cflowers@denco.org or cflowerscapom@gmail.com. Chapter must hold at least one membership drive between July 1 and May 31 of the current IAAP fiscal year. **(COE requirement #3)**

June 25, 2012: deadline to hold at least one new member orientation and submit form to Carla Flowers, CPS/CAP, division president cflowers@denco.org or cflowerscapom@gmail.com. New members in attendance must have joined IAAP within the current IAAP fiscal year. **(COE requirement #4)**

June 30, 2012: at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence. **(COE requirement 8)**. Headquarters will track.

FY2012-2013

July 2012: deadline TBD by IAAP HQ – chapter sends a delegate or submits a proxy to the International Education Form and Annual Meeting in Grapevine, Texas. This will count for IAAP fiscal year 2012-2013. **(COE Requirement #7)**. Headquarters will track.

2011-2012 COE Criteria that GCC has Completed

July 1, 2011 Criteria #7	Send Delegate/Proxy to EFAM Montreal, Canada	Completed 6/16/2011
October 1, 2011 Criteria #1	Send Calendar of Chapter Events to Members & Division	Completed 9/09/2011
June 1, 2012 Criteria #3	Hold Membership Drive and submit Evaluation to Division	Completed 8/10/2011
December 31, 2011 Criteria #2	Submit Budget & Financial Review Report to Chapter Membership & Division Treasurer	Completed 10/14/2011

Robert's Rules Revised

The 11th Edition of Robert's Rules of Order Newly Revised was published last week. According to Article XVII of IAAP's International Bylaws, the "current edition" is the one that will govern IAAP in all matters of procedure not otherwise covered in the International, Division, or Chapter Bylaws and Standing Rules. You may want to obtain a copy of the most current edition. A summary of the changes contained in the 11th Edition is available at this link <http://www.robertsrules.com/changes11.html>

Ten Things to Be Thankful For

Taken from an Ann Landers' column on 11/22/2001

1. Be thankful for the clothes that fit a little too snug, because it means you have enough to eat.
2. Be thankful for the mess you clean up after a party, because it means you have been surrounded by friends.
3. Be thankful for the taxes you pay, because it means you're employed.
4. Be thankful that your lawn needs mowing and your windows need fixing, because it means you have a home.
5. Be thankful for your heating bill, because it means you are warm.
6. Be thankful for the laundry, because it means you have clothes to wear.
7. Be thankful for the space you find at the far end of the parking lot, because it means you can walk.
8. Be thankful for the lady who sings off-key behind you in church, because it means you can hear.
9. Be thankful when people complain about the government, because it means we have freedom of speech.
10. Be thankful for the alarm that goes off in the early morning hours, because it means you're alive.

Happy Thanksgiving!

Esther "Eppie" Pauline Friedman Lederer
a.k.a. Ann Landers



Happy IAAP Anniversary! Welcome News Members

Winnifred Anderson – Nov. 2011

Amber Helfenstein – Nov. 2011



Stay On Track With Healthy Habits!

With the holiday season also comes a break in our normal healthy routines. It's easy to eat and drink our waistline into the next size up, skip that exercise routine or forget to take a moment to de-stress. Learn to have some fun this holiday season and stay on track with your healthy habits!

Healthy Habits to Maintain:

- Exercise at least 15 minutes a day
- Aim for five to nine fruits and vegetables a day
- Eat breakfast every day
- Don't skip meals - breakfast, lunch or dinner
- Limit sweets to one serving or less per day
- Limit alcohol to one serving or less per day

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.

~John Fitzgerald Kennedy

Outlook Shortcut Keys

Alt + S	Send the email
Ctrl + Enter	Send the email you're composing
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + P	Print selected text
Ctrl + K	Complete the name or email being typed in the email address bar
Ctrl + M	Bold highlighted selection
Ctrl + U	Italic highlighted selection
Ctrl + R	Send and receive all
Ctrl + F	Underline highlighted section
Ctrl + N	Create a new email
Ctrl + Y	Go to folder
Ctrl + Shift + A	Create a new appointment to your calendar
Ctrl + Shift + O	Open the Outbox
Ctrl + Shift + I	Open the Inbox
Ctrl + Shift + K	Add a new task
Ctrl + Shift + C	Create a new contact
Ctrl + Shift + J	Create a new journal entry
Ctrl + Shift + V	Move Folder

IAAP News – Certification Updates

The long awaited changes to the certification program have arrived effective November 2011. IAAP has moved from a two rating system to a single rating system, with areas of specialty. The single rating is Certified Administrative Professional, or CAP. They are also offering specialties, starting with Organizational Management (OM), which will be followed by others in the future.

All active CPS ratings will be changed to CAP, and all active CAP ratings will be changed to CAP with the Organizational Management specialty, CAP-OM. You don't need to do anything to your IAAP record, IAAP HQ will be making these changes automatically.

All CAP holders are required to recertify every 5 years or whenever they have accumulated 60 recertification points.

If you have additional questions about recertification, please refer to the [Recertification Application](#) on the HQ website. You can also contact them at certification@iaap-hq.org if you have questions regarding the changes to your personal certification record.

Examples of the only proper usage of the CAP rating and Organizational Management specialty are:

- Pat Masters, CAP
- Susan Jones, CAP-OM

Replacement certificates are available, if you choose to purchase one. The cost is \$15 per certificate. CAP plaques are also available. The cost is \$40 if mailed to a US address.

PLEASE NOTE:

Be sure to track your points so that you don't go over the 60 point limit as these points can not be carried over. Also, make sure you plan your re-certification to not fall within a month where you plan to attend large events as you will not be able to claim recertification points within the same month as you recertify.



Office Team – Key Corporate Partner of IAAP



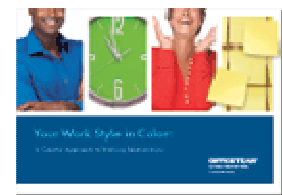
Office Team is proud to be a key corporate partner of the International Association of Administrative Professionals®.

[Click here](#) to download your 2011 Salary Guide. You can calculate the administrative salaries for our area too. Website also offers valuable information regarding the latest trends in the administrative industry.

Learn More:

- About the big picture and national hiring trends.
- Skills and attributes employers seek.
- Hiring trends in our region.
- Employment trends in the healthcare industry.

Take an [online survey](#) to identify your leading work style. Then, [download](#) their free guide to learn more about collaborating with other work style types.



Generation Z – Building Skills for Life!

LEADERSHIP SKILLS



Macie is already showing her leadership skills by taking command of the kitchen with attitude! The Gen Z feel they can do what they want, when they want, and how they want. They certainly have the wants down!

TEAM BUILDING SKILLS



The Gen Z love to socialize – the more the merrier! Give them a purpose and watch out - they'll make it happen – their way!

COMMUNICATION SKILLS



The Gen Z have communication down to a new level – they can tweet faster and better than even the birds! Can talk to any animal, so watch out for the Gen Z!

Macie, Grand-daughter of Deborah Grounds-Sanders, CAP-OM

Are You Thankful? (continued)

It all sounds so easy when you say it out loud, but the motivation of my peers, along with feeling like I have made a difference to the members and guests is truly the icing on the cake!

In closing, I want to share something from a friend.

Several studies have actually shown that an attitude of gratitude dramatically reduces stress hormones. So what are some things we can do to be more grateful?

Here are five tips:

1. Voice your thanks. I love the quote: *“Silent gratitude isn’t much use to anyone.” ~G.B. Stern.* Don’t assume the people in your life know you are thankful for them. Tell your kids, tell your husband, tell your friends how much they mean to you. In thanking them, you will feel more thankful.

2. Silence the negative. Make an effort not to complain. When you stop talking about the things you’re unhappy about, or the things you feel are lacking in your life, you’ll stop thinking about them as much too. And suddenly, your focus shifts to the positive.

3. Turn frustration into gratitude opportunities. When you look at the mess of toys all over the house, take a minute to be thankful that your kids are healthy and can play. When you look at the sink full of dishes, stop and be grateful for the food your family has to eat. Often, being grateful is just a matter of refocusing.

4. Start a gratitude journal. After you get in the habit of writing down things that you are thankful for, you’ll be surprised at how naturally this will come, and how your focus will change. I recently started a gratitude journal after reading Ann Voskamp’s beautiful book, “One Thousand Gifts.” The more I think about all I have to be thankful

for, the more I realize **all I have** to be thankful for! It’s a humbling exercise and a beautiful way to capture life.

5. Empty your well, so you can be filled. Take time to de-stress, work through issues, resolve difficult relationships, pray, and heal past hurts. It is hard to be grateful if you are harboring pain, anger, guilt, or things like that. Gratefulness is a heart issue and if your heart is hurting, it can make feeling thankful seem difficult.

This holiday season, I encourage each of you to get involved with a cause. Forgive, love and share yourself with someone less fortunate. Let’s all be thankful we have each other!

Happy Thanksgiving to you and yours!

“Silent gratitude isn’t much use to anyone.” ~G.B. Stern.



The Answer to the cryptogram can be found on the chapter website on the Photos & Fun Page – Enjoy!
<http://www.iaap-txgalv.org/GalvestonCounty/AboutUs/PhotosFun/>

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The Dolphin Tales Newsletter

A monthly publication of the Galveston County IAAP Chapter.

The deadline for submission is the second Monday of each month.

Please submit to
yhudson@utmb.edu or
rhonda.driver@nasa.gov

An original article with at least 250 Words qualifies for criteria #3 towards Member of Excellence.

Become a FaceBook Fan!

See us at:

<https://www.facebook.com/pages/IAAP-Galveston-County-Chapter/317661456133>

Please click the Like Button to follow our activities!



We're on the Web!

Visit us at:

www.iaap-txgalv.org



Calendar of Events

July 7, 2011 1 Recert Point	Leading at the Speed of Trust Jennifer Huey, Franklin Covey
July 24—27, 2011	International Education Forum & Annual Meeting (EFAM) Montreal, Canada
Aug. 4, 2011 1 Recert Point	Got Paper! Monica Jones, Esselte Corporation
Aug. 15, 2011	Registration Deadline for November 2011 Exams
Sept. 1, 2011 1 Recert Point	There's An App For That! Applications for Smart Phones & eReaders to Help Us Work More Efficiently Janice Marie Simon, MA, CPO, MD Anderson
Oct. 1, 2011	T-L Leadership Training in Houston
Oct. 6, 2011 1 Recert Point	I Can Name That in OneNote! Rhonda Driver, CPS/CAP, GCC President
Nov. 3, 2011 1 Recert Point	Avery—Business Techniques That Increases Productivity Dale Osberg, Avery Dennison
Nov. 4-5, 2011	November 2011 CAP Exams
Dec. 6, 2011	GCC Holiday Party—Red River BBQ in League City 6:00—8:30 p.m.
Jan. 5, 2012 1 Recert Point	What Does It Take To Get Along? Brandlyn Minter, Division Director, Office Team
Feb. 2, 2012 1 Recert Point	The Land of Ahs! The Art of Storytelling Kelly Henson, GCC Program Chair
Feb. 6, 2012 7 Recert Points	GCC Annual Seminar - Life's a Beach! Let's Build Sandcastles! Hilton Galveston Island Resort & Spa – Register Now!
Feb. 15, 2012	Registration Deadline for May 2012 Exams
Mar. 1, 2012 1 Recert Point	PowerPoint 2007—From Start to Finish Tina Wiggins, CPS/CAP—T-L Division President-Elect
Apr. 5, 2012 1 Recert Point	Business Etiquette: The New Rules of Communication in a Digital Age Layla Alsayed, GCC Member & Office Team Staffing Manager 2012—2013 Chapter Officer Nominations
Apr. 21, 2012 1 Recert Point (2)	ICC APW Breakfast Hosted by Galveston County Chapter, Details to follow
May 3, 2012	Program Pending Rikki Killebrew, GCC Member 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 Clear Lake/NASA Area Chapter
Jun. 7, 2012 1 Recert Point	Program on Public Speaking—Title TBD Ann McHenry, CPS/CAP with MD Anderson 2012—2013 Chapter Officer Installation

Chapter Meetings are the first Thursday each month @ Kelley's Restaurant in La Marque, TX with Networking @ 5:45 p.m. – Dinner @ 6:00 p.m. – Program @ 6:30 p.m. – Business Mtg. @ 7:30 p.m.
Chapter Board Meetings are held the last Tuesday each month @ 6:00 p.m. also at Kelley's.

Kelley's Restaurant
4604 Gulf Freeway
La Marque, Texas 77568 (exit 12)

THANK YOU TO OUR
SPONSORS

