

Upcoming Events

**April—Nominations Open
for 2011-12 Board**

4/2 Spring University:
GP3 w/ EM North

4/TBD Appreciation Lunch
w/ EM North

May-2011-12 Voting

5/12-5/15 TX-LA Annual Division
Meeting

7/24-7/27 Education Forum &
Annual Meeting (Canada)



PRESIDENT'S MESSAGE

Have you renewed? I just got my membership renewal in the mail, and it made me think back when I first joined IAAP. My first question, like most people who join a new organization is, What's In It For Me (also known as WIIFM)? Little did I know, nor could anyone explain to me what was truly in it for me.

So, like most people, I joined because my good friend, Becky Kellett, asked me to join. Unlike most people, I had the opportunity to attend the Educational Forum and Annual Meeting (EFAM) soon after I joined. That was a revelation. I was wowed by the execution of the entire event, the great workshops and networking events, and the overall professionalism and professionals I encountered there. It truly was an inspiration to go back to my own job and look at it in an entirely new way.

Then I took the next step of being a Board member. For someone who had just joined the organization, this was quite a leap. There were so many things to know, events to attend, and people to meet. But that's how I got the most out of my membership—by truly understanding and participating in the organization.

I hope that you will take the leap with me and ask a friend to join, renew your membership, attend EFAM or Division Meeting, or become a Board member. You'll be glad you did! —*Cyndy*



2010-2011 Board of Directors

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VICE-PRESIDENT-LIZ EDWARDS CPS

TREASURER-PAT PRADIA

SECRETARY-VICTORIA GONZALEZ

DIRECTOR—NANCY CLARK

DIRECTOR— NORMA HIGGINS

2010-2011 CHAIRS

AUDIT—RACHEL MUNIZ

BY-LAWS—DEBRA WOMACK-BOROUGH

CERTIFICATION—DENISE COLVIN CAP

HISTORIAN—CAROL WEBB

CO-CHAIR—MARITZA WHITE

MEMBERSHIP—DAPHNE MIKEL

NEWSLETTER—DEBBIE IBARRA

NOMINATIONS—MONA HERPIN

PROGRAMS—EVETTE WESLEY

CO-CHAIR—JILL ALEXANDER



In The Spotlight

Jill Alexander has been a member of IAAP for only six months but in that short time span she has made a name for herself. She is on the Newsletter and Ways and Means Committees. She has already come up with some good ideas for Ways and Means.

She enjoys networking with our local chapter as well as chapters from around the globe. She doesn't reveal which country she networks with but the idea that she does it sounds exciting. She has enjoyed some of the speakers the ExxonMobil South Chapter has brought in, especially Ian Woodall who wrote and spoke on The Tao of Everest.

Her recommendation to new members is to attend meetings and special events. This helps you get a feel for what IAAP has to offer and deciding where you want to get involved.

She works in the URC building and is currently working in the Stratigraphic & Reservoir Systems Function supporting Tina Hughes. Tina is the supervisor of Stratigraphy – Carbonates in the SRS Function.

Jill believes she was born an administrative assistant because she enjoys giving of herself and helping others. She enjoys helping her section follow ExxonMobil guidelines and keeping the members of her section aware of what ExxonMobil has to offer.

Her special interest is her family; her husband, Skot, of 18 years and her daughter, Skylar, age 13. Skylar takes dance eight hours a week, which fills hers and Jill's evenings. As a hobby she enjoys raising money for American Cancer Society and other charities. She's into many projects, only one of which is Relay for Life. In their spare time (what spare time?), Skot, Jill, and Skylar watch movies to relax.

Jill Alexander
Upstream Research Company
Administrative Assistant to
Tina Hughes,
Stratigraphy Carbonates

By: Victoria Gonzalez



A H A !

Admins Helping Admins

ABOUT IAAP: TEXAS-LOUISIANA DIVISION ANNUAL MEETING

Why should you attend the Texas-Louisiana Division Annual Meeting?

First, you can save on travel costs because it's taking place right here in our own back yard at the Crowne Plaza North near Greenspoint. Secondly, you're important to the chapter; your absence will be felt. Furthermore, this is an excellent opportunity to network with ExxonMobil administrative professionals and IAAP chapter members from TX and LA. You'll make lifelong friendships as you meet at IAAP events throughout the year. Last, but not least, you

will meet and interact with your Texas-Louisiana Board members.

Have you asked your supervisor for approval? The Greenspoint Chapter has put together an amazing agenda with knowledgeable and inspirational speakers. Learn how to improve your personal and corporate success, how to improve your computing skills, how to improve your time/resource management skills, and how to be a better team member. There are times when your presence is essential for relationship building. It's almost guaranteed—you will be glad you made the effort!

Your Employer will see the difference when you're active and involved!

Click the link below to view the details and register online.

<http://community.iaap-hq.org/IAAPHQ/GreenspointArea/2011TLAnnualMtg/Default.aspx>

By: Rachel Muniz



Learn More & Join

For over 60 years, the International Association of Administrative Professionals has been helping office professionals reach their career goals through education, community building and leadership development.

LEARNING/LEADING: IAAP SOUTH CHAPTER WEBSITE

The IAAP South Chapter Website was created to be an interactive, user friendly tool to help you grow professionally as well as personally. The website is a great way to communicate upcoming events, announcements, and much more.

Numerous resources are available and ready to be vitalized by our members. For instance, using our Useful Links feature, it will no longer be necessary to click and click and click to find the information you

need. *(Well you might have to click and click, but you'll be clicking less.)*

The benefits are endless when members have the ability to connect with other administrative professionals. This website can allow you to find and discuss with other members how to manage a work-life balance, new ideas, or share learned lessons. Either way, why miss out on this great opportunity!

Already an member? Login to see members only content. Setup your

profile today with just a click. Share your energy and new ideas with us to keep the website evolving. There are no limits to the number of opportunities available.

Visit the IAAP-ExxonMobil South Chapter website today and see who we are, where we are going, and how you can get there with us. <http://www.iaap-exxonmobil.org>

By: Maritza White

PAST/PRESENT/FUTURE: SHAPING YOUR IAAP FUTURE

What's in your past? Anything good? Anything you'd rather forget about? If we're honest, most of us can answer yes to those last two questions. Psychologists recommend we not focus on the last question except for the part where we can learn from our past. Let's talk about the good things in our past. What made them good? Good times typically revolve around, "Remember when we . . ." Fill in the blank with some fond memory of times shared with good friends (even if the friends are family)!

What's going on right now? Anything good? Anything you'd rather not be doing? Again, let's talk about the last question first. If it's a job-related

task you'd rather not be doing and it occupies much of your time, maybe you need a new job assignment. The change might be good for you. If you are involved in a positive experience right now, think about why it's good.

What about your future? Got anything good planned? Going backwards one last time, if you haven't thought about your future, why not? Your future will happen whether or not you plan for it, so you might as well plan something good. That brings us to that second question. Even in those moments when we daydream about our future, it's always something good. (I'm going to retire to Waikiki Beach, so you be sure to come visit!)

If you have a good past with IAAP, I feel certain you served as a committee chair or an officer. That is the only way to improve your professional life inside this organization. If your past with IAAP has been hohum, I'd bet you haven't taken that step yet. All the good experiences (past, present, future) almost always involve other people. Good or bad, your past is over. If you are presently an active member, encourage others to see how good this involvement has been and will continue to be. Get involved it will change your present and help build your future.

By Past President: Cora Thompson

"Tips & Tricks"

How to send text messages to various cell phones from Lotus Notes

- Enter the cell number in the "to" line, no spaces (with appropriate provider extension)
- Leave Subject line blank
- Delete your signature
- Type a short message (approximately 1.5 line of text)

Provider extensions listed below

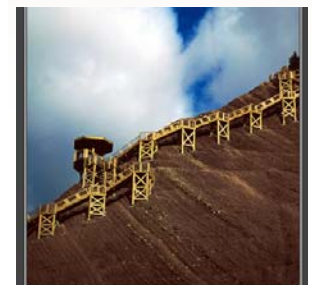
Verizon - phonenumber @vtext.com

AT&T - phonenumber@txt.att.net

T-Mobile - phonenumber@tmomail.net

Sprint - phonenumber

@messaging.sprintpcs.com



For every person who climbs the ladder of success there are a dozen waiting for the elevator.

Anonymous