

IAAP Takes Boston by Storm: A First-hand Report by Robbie Scott

This year the IAAP held its Education Forum and Annual Meeting in beautiful historic Boston, Massachusetts. I was blessed and was able to represent our chapter at this meeting. Along with 1456 fellow IAAP members, I spent several days networking and attending educational seminars. My time in Boston will not soon be forgotten.

Upon arriving in Boston, I headed straight to the convention center to report in as the delegate for our chapter and pick up my convention badge and information package. Sunday morning

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Save These Dates!

ExxonMobil North Chapter Meetings:

Wednesday, August 18: Chapter Meeting Changing Places, Changing Faces. This interactive presentation will help you assess how you manage change, and provide you with key strategies for embracing workplace shifts and advancing your career.

Upcoming Events:

- **Saturday, August 7: Tyler Chapter IAAP** will sponsor an IAAP Leadership University from 8:00 AM until noon at Traditions Restaurant in Tyler. See attached form.
- **Saturday, August 14: Southwest Houston Chapter IAAP** will host a professional development forum from 8:00 AM until 3:30 PM at RAC. A registration form is attached.
- **Sunday, August 15: Registration deadline to take the CAP examination** on November 5. Your payment must be in the hands of IAAP HQ by August 15.
- **Thursday, September 30: The Medical Center Chapter IAAP** will hold a fall seminar from 8:30 AM until 4:30 PM at the Holiday Inn Houston South Loop. Find a registration for m attached.

PASSION & PURPOSE
EXXONMOBIL NORTH CHAPTER

Our Chapter welcomes a new member

A warm welcome is extended to **Cynthia A. Harrell** who joined our chapter in July. Cynthia works in ExxonMobil Development Company's Project Management and Execution group in Greenspoint 5.

We look forward to working with you in our chapter and are happy to have you as a member. Welcome aboard!



Chapter IAAP anniversaries - June

Congratulations to one and all!

Lillie Fisher	1 year
Patricia Lyon	1 year
Linda Payne CPS/CAP	7 years
Diana Roche CPS	3 years
Vicki Williams CPS	7 years

Chapter IAAP anniversaries - July

Congratulations to everyone!

Donna Begue CPS	1 year
Patty Inzana CPS	3 years
Esther McCarty CPS	3 years
Sharon Mautz	3 years
Jill M. Neal	1 year
Lisa Pierce CPS/CAP	2 years
Robbie Scott	3 years
Lori Vaughan	3 years



Grammar Squirrel



Have you ever heard people say, "I *could* care less . . ."? They could care less? The correct form of this phrase is "I *couldn't* care less" - which means, "I care so little that I could not care any less."

IAAP Storms Boston (Continued)

the delegate briefing and business sessions began. We were given an opportunity to meet each of the candidates who were running for a position on the International Board. The candidates were allowed two minutes to tell us a little about themselves, and I must say their speeches were quite entertaining. There were three candidates running for Southwest District Director, Marsha R. Bryan, CPS/CAP from Arkansas-Oklahoma Division, Suzanne Dunbar, CPS/CAP from Texas-Louisiana Division and Dortha W. Gray, CPS/CAP also from Texas-Louisiana Division.

Susan Shamali, CPS/CAP delivered the State of the Association on Sunday. The upcoming theme for IAAP, "Passion and Purpose" was unveiled, changes in the certification program were outlined and items new to IAAP were mentioned (i.e. pod casts, webinars, expanding web). She thanked every for helping make her year as president so memorable. One line from her address has stayed with me and I would like to share it with everyone, "Being remarkable is a process, not an event."

Monday morning the voting began bright and early. After the first vote the delegates in the Southwest District were advised there would be a second vote. Following a second vote **Dortha Gray, CPS/CAP, was announced as the new Southwest District Director for 2010-2012.**

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IAAP Storms Boston (Continued)

After all votes were counted we welcomed the following as our new International Board of Directors:

**President - Mary Ramsey-Drow
CPS/CAP**

**President Elect - Tamra L. Goodall,
CPS/CAP**

**Vice President - Karlana Rannals,
CPS/CAP**

Secretary - Antoinette Smith, CPS/CAP

Treasurer - Judith Yannarelli, CPS/CAP

**Affiliate Representative - Leanne M.
Fisher, GradCert Bus, JP**

**Southwest District Director - Dortha W.
Gray, CPS/CAP**

**RTF Trustees - Carolyn L. Prather, CPS
and Kelly A. Reggio, CAP**

As a perfect end to a full day of meetings we celebrated with an evening of welcome. "Take Me Out to The Ballgame" was the theme. The music and DJ were fantastic. It was a chance for everyone to let their hair down. It looked like the theme should have been "Dancing in the streets," because everyone was dancing their buns off. You could feel the floor moving. This provided a chance to visit with old friends and new acquaintances. Everyone's mood was relaxed and festive.

Tuesday morning we were introduced to our first keynote speaker, **Vernice "Flygirl" Armour**. Flygirl was America's first African American female combat pilot and the first black woman to wear the gold wings of a Marine Corps aviator. Her topic

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IAAP Storms Boston (Continued)

was “Who needs a runway – Take off from where you are.” I recommend listening to the pod cast that is available on the IAAP website for a taste of the speech delivered by Flygirl. She stressed that we are all sexy helicopters and do not require a runway to take off. We have gifts, skills and talents which are the tools/weapons to break through any barrier between where we are and where we want to be.



Vernice “Flygirl” Armour

Tuesday afternoon brought **Erin Brockovich** to the podium. While working as a file clerk at a law firm, Erin uncovered Pacific Gas & Electric poisoning the water in Hinkley, California.



Erin Brockovich

Erin did let us know she did not stay with the motorcycle guy in the movie, but if the real life motorcycle guy looked like the guy in the movie, she would have never kicked him out. On a more serious note she stressed how important it is that we set about achieving our goals and dreams with determination and drive, even when it seems they are out of reach. With sincere effort, great dreams can be achieved.

Tuesday and Wednesday were packed full of educational seminars. The sessions I attended were a) Developing An Effective Administrative Processes and

(Continued next column)

IAAP Storms Boston (Continued)

Procedures Binder, b) More Time for You – Breaking the Cycle of Too Much To Do and No Time to Do It, c) Outlook 2007 Tips and Tricks, d) Wood 2010 for Power Users, and e) Make Your Excel Data Shout Out Loud. I have a lot of information that I will be sharing in the near future.

Wednesday night we all gathered for the final banquet. The food was excellent. Judy Yanarelli, International Treasurer and Karlena Rannels, International Vice President introduced Mary Ramsay-Drow, CPS/CAP, the new International President. Many members of Mary Ramsay-Drow’s family were in present for her first speaking appearance as the International President of IAAP.

Everyone was encouraged to begin making plans to attend 2011 EFAM in Montreal Canada July 24 - 27, 2011. Piggy banks were sold at the office expo, and it was determined that if you save \$4 a day, you will have enough to attend the next EFAM. I bought my own piggy bank and have already started saving for my next EFAM adventure.



**(L) Robbie Scott
Reporter-at-large,
feature writer, and
Member / Chapter of
Excellence
Committee Chairman**



Meet Our Sunshine Chairman

Erika Anzaldua CPS is our new Sunshine Committee Chairman and she is doing a great job already. Even before she was made chairman, she created our chapter flyer in time for distribution at the installation meeting, and she did an outstanding job on that, too.

In her role, Erika is responsible for sending cards and flowers or plants, as appropriate, for lifting the spirits of members who are suffering through difficult times or for special occasions such as promotions, anniversaries, certifications, or awards. To this end, Erika designed cards using Microsoft *Publisher*. Furthermore, Erika developed a new member welcome package consisting of a welcome card, a package of microwave popcorn and two popcorn bags tied in a blue ribbon.

Erika sent congratulatory cards to our members who achieved their CPS ranking in May: **Donna Begue CPS, Juanita Castro CPS, and Courtney Tavares CPS**. She didn't send herself a card, but Erika was among the others who passed the CPS test in May.

In the spirit of shining a little starlight on a new chairman, keep up the good work spreading the sunshine, Erika!

(R) E. Anzaldua CPS



From the editor:



Another IAAP Education Forum and Meeting has come and gone, and the city of Boston may never be the same after. **Robbie Scott** was our delegate to EFAM this year, so make sure to read her excellent report on the conference. I truly appreciate your contribution, Robbie. You did a tremendous amount of work to create such a thorough report.

You may have noticed the new IAAP theme for this year on the front page of the bulletin: *Passion & Purpose*. According to Steve Pavlina, an American self-help author, "passion and purpose go hand in hand. When you discover your purpose, you will normally find it's something you're tremendously passionate about." Our new International President **Mary Ramsay-Drow CPS/CAP** feels the same way about it. I love ampersands, so I approve completely, although no one asked.

IAAP-HQ has quite a lineup of upcoming events scheduled for this year. The fall conference is slated for Louisville, October 17-20, 2010. When the weather turns cold, plan to participate in the spring conference in Tampa, March 7-9, 2011. The grand event is the EFAM to be held in Montreal on July-24-27, 2011. That's the one I really want to attend! For more information about these IAAP events, visit the events section of the IAAP website (www.iaap-hq.org). A flyer is attached at the end of the bulletin.

Our First Community Service Event of the Year

Sometimes, the simplest things work out best. **President Mona Elias CPS/CAP** requested that everyone bring a monetary contribution which will go to the Houston Food Bank to our chapter meeting on July 21.

Reliant Energy offered to match any donation to the Houston Food Bank received through July 30 up to \$50,000. We collected a total of \$112.00 at the July meeting through member contributions. Our chapter pledged \$200.00 from our budget, which, added to the donations from the meeting, totals \$312.00 that we will send to the food bank. When we factor in Reliant Energy's matching contribution, the Houston Food Bank will receive \$624.00,

We have volunteered at the Houston Food Bank before; however, this time the matching donation idea seemed like a great opportunity to help the food bank in a different way. According to **Mona Elias CPS/CAP**, "You can all feel proud – we are off to a great start in giving back to the community!" Thanks to everyone who participated, especially in these difficult economic times. What a chapter!



If you lack the courage to start, you have already finished.

We are Members of FHPW!



After several years of trying, the ExxonMobil North Chapter IAAP is now a member of the Federation of Houston Professional Women. Gloria Cronan and Patty Inzana CPS are our delegates to attend federation meetings and to represent our chapter, with Antoinette Jackson serving as alternate. Any member may attend the FHPW meetings and pay for dinner, or may just attend the meeting. Please clear it with Gloria Cronan first.

The Federation of Houston Professional Women (FHPW) is an alliance of women's professional organizations, chartered by the state of Texas as a non-profit, non-partisan business league. Each FHPW member organization has professional or businesswomen members focused on education, networking, specific careers or community service.

FHPW offers quarterly events designed to bring its diverse membership together to promote a place of POWER and INFLUENCE. Quarterly events are open to both members and guests and allow Houston professional women the opportunity to network, have some fun and learn something new.

At their Women of Excellence Gala, one woman from each Member Organization is honored for her commitment to her organization, her community or her profession. It is a night of glitz and glamour. We hope to have a table for members of our chapter at the gala.

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IAAP Chapter of Excellence Requirement

To comply with the IAAP-HQ requirement that we publish our budget, please note the budget below and consider it duly published. If you have any questions or comments about the budget, please contact Chapter President Mona Elias CPS/CAP or Chapter Treasurer Abbie Barbley CPS/CAP.

ExxonMobil North Chapter IAAP Fiscal Budget for 2010-2011			
	Committee	2010-2011 Budget	Example
Membership Revenue	Membership	2,000.00	IAAP Rebates
Education Revenue	Education	900.00	Seminar Revenue
Fundraising Revenue	Ways & Means	600.00	Raffles, Other Activities
Interest Revenue	Administrative	8.00	Checking/Savings Interest
Anticipated Revenue for 2010-2011		3,508.00	
	Committee	2010-2011 Budget	Example
Advertising Expense	Administrative	300.00	Website; Other Advertising
Bank Fees	Administrative	0.00	
Dues and Subscriptions	Administrative	250.00	FHPW
Event - Annual Banquet	Programs	1,800.00	CPS Banquet; Appreciation Banquet
Event - Monthly Meeting	Programs	1,200.00	FHPW Delegate Subsidy
Event - Teambuilding	Programs	0.00	
Event - Education Seminars	Education	1,000.00	IAAP University or Other Seminars
Gifts Expense	Administrative/Various	500.00	Speakers; Other Gifts
Supplies Expense	Historian/Various	300.00	Historian or Chapter Supplies
Other - Miscellaneous	Administrative/Various	250.00	All other expense not catergorized
Anticipated Expenses for 2010-2011		5,600.00	

FHPW (Continued)

FHPW gives back through its Educational Foundation. As a charitable foundation, FHPWEF is able to receive contributions from individuals, member organizations, gifts and special fund raisers, like the Women of Excellence Gala. Each year the Educational Foundation awards scholarships and grants to advance the education and knowledge of Texas Women.



What are IAAP's Core Values?

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

Our Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Learn, Grow, Network



Members and non-members who attend IAAP events are energized when they go back to their offices. Besides learning from the industry's best teachers, authors and speakers, our members network with each other, learning from the triumphs and trials of other office professionals. If you haven't attended IAAP's International Education Forum and Annual Meeting or one of our conferences, put that on your list of things to do.

The three key phrases of IAAP's mission statement are **education, community building, and leadership development**. IAAP has a long history of meeting these goals at the following events – the spring Professional Education Conference, the International Education Forum & Annual Meeting, and the fall Certification Conference.

If you've been thinking about joining IAAP, we invite you to join our chapter. Once you join, be sure to participate. Involvement is the way to make the most of your membership. In fact, most ExxonMobil managers allow administrative professionals to charge membership dues to their PCards, since we are a corporate chapter. Our chapter meetings are held once a month during lunchtime, and we have great programs planned. Visit a meeting, talk to your manager, and join IAAP today!

**2010-2011
ExxonMobil North Chapter
IAAP Officers**

President

Mona Elias CPS/CAP

Vice President

Lain Brown

Secretary

Debbie Bartelsmeyer

Treasurer

Abbie Barbley CPS/CAP

Directors

Sherry Grantham

Sue Pittel CPS

Visit the IAAP website at www.iaap-hq.org

The Light is a monthly
publication of the ExxonMobil North
Chapter IAAP

***The Light* Committee:**

Debbie Bartelsmeyer, Secretary /
Board Contact
Sue Pittel CPS, Director / Editor

Please send comments or
suggestions to Sue Pittel at
sue.c.pittel@exxonmobil.com.

**2010-2011 IAAP
Texas-Louisiana Division Officers**

President

Michelle Spradley CPS/CAP

President-Elect

Carla Flowers CPS/CAP

Vice President

Frances McAnear CPS/CAP

Secretary

Tina Wiggins CPS/CAP

Treasurer

Bonnie House CPS/CAP

**2009 – 2010 IAAP
International Officers**

President

Mary Ramsay-Drow CPS/CAP

President Elect

Tamara Goodall CPS/CAP

Vice President

Karlana Rannals CPS/CAP

Secretary

Antoinette Smith CPS/CAP

Treasurer

Judith Yannarelli CPS/CAP

SW District Director

Dortha W. Gray CPS/CAP

International Trustees

Kathryne Hampton CPS/CAP

Lynda Boulay CPS/CAP

Kelly A. Reggio CAP

Patricia D. Row CPS/CAP

Susan Shamali CPS/CAP

Karlana Rannals CPS/CAP

2011 Texas-Louisiana Division Inc.




"IAAP Bingo"

Member: _____ Member ID: _____

Chapter Name or Division Member at Large: _____

Chapter President (if applicable): _____ Date Submitted _____

RULES: Bingo is open to all active members of the Texas-Louisiana (T-L) Division during the period of July 1, 2010 through April 30, 2011. Card is complete when a member achieves 5 squares across, up/down, or diagonally. To validate a square, members need to have a chapter president, the representative of the organization presented to, or a seminar event chair sign and date appropriate square. If you are a DMAL, your division board contact, the representative of the organization presented to, a chapter president, or a seminar event chair can sign the square, or attach a copy of a certificate of attendance. If you have additional questions, contact Vice President Carla Flowers CPS/CAP at cflowers@denco.org. **Entries must be mailed to Frances McAnear CPS/CAP at 4818 Cairnsean, Houston, TX 77084 and postmarked by April 30, 2011.** The winner will be drawn at the May 2011 Annual Meeting and Education Forum in Houston, TX, from validated entries postmarked by April 30, 2011. Free spaces: 

B	I	N	G	O
Sit for the CPS or CAP exam or recertify	Serve as a chapter officer; chair or be a member of a chapter or division committee	Sign the online Member of Excellence Commitment Form	Make a presentation to an outside organization regarding IAAP	Host 1 potential new member at a chapter meeting
Attend International EFAM in Boston	Attend seminar that offers 2 recertification points other than Division Annual Meeting or International	Attend 3 chapter meetings	Chapter invites a Division Board member to speak at chapter meeting	
Chapter conducts a CMOTY event or other Member Recognition Award or submits a DMOTY application	Chapter submits Avery Chapter Achievement Award application		Register for the 2011 T-L Division Annual Meeting	Chapter conducts an Educational Seminar or plans an APW Event in April 2011
	Your chapter turns in the first, second and third quarter report on time to their board contact	Earned Member of Excellence Award for previous year	Recruit ONE new member	Chapter publishes a 4+ page newsletter 2 or more times a year or member submits an article
Chapter holds an Executive Event or your Executive attends a chapter meeting	Chapter has a Mentoring Program for new members or sponsors a New Chapter	Attend a Division sponsored Leadership Training Session	Attend seminar that offers 2 Recertification points other than International or Division Annual Meeting	Donate \$ toward Retirement Trust Foundation

Back to the Basics

IAAP Leadership University



Get a jump start on the 2010-11 IAAP year by attending IAAP Leadership University, sponsored by Tyler Chapter! You will receive specialized officer and committee training to enable each leader to perform their responsibilities when the new year begins. In addition, Lisa Allen of Express Employment Professionals will lead back-to-back seminars on "Let's Talk About Generations."

Succession planning is vital to the success of every chapter, and this seminar will help us develop a new perspective on how people of different age groups think, perceive, and perform.

If a minimum of four chapter officers and chairmen (Bylaws, Certification, Education, and Membership) attend this seminar, it will fulfill the requirement for **2009-10 Chapter of Excellence**. It has also been approved to fulfill the requirement for the **2010-11 Division President's Award**, requiring that officers and chairmen attend a leadership workshop led by the division officers.

Schedule

8:00-8:20am	Muffins, Coffee, and Welcome
8:30-10:00am	"Let's Talk About Generations," led by Lisa Allen
8:30-9:15am	Presidents/Vice Presidents Training
9:15-10:00am	Secretaries/Treasurers Training
10:15-11:45am	"Let's Talk About Generations" (repeat)
10:15-11:00am	Committee Chairmen Overview for Bylaws, Certification, Education, and Program Chairmen
11:00-11:45am	Committee Chairmen Overview for Membership, Publicity, and Fundraising Chairmen
12:00 Noon	Questions, Door Prizes, and Closing followed by lunch

Cost: \$50 per person, includes muffins and lunch
Due: July 31, 2010

Make checks payable to **Tyler Chapter IAAP** and mail payment and registration form to Vickie Osborn CPS/CAP, 11558 State Highway 64, Ben Wheeler TX 75754. A confirmation email will be sent upon receipt of registration. **There will be no refunds after July 31.**

Saturday, August 7

8:00 a.m.

Traditions Restaurant

6205 S. Broadway, Tyler 75703

Hotel Information

Hilton Garden Inn - 220 E. Grande Blvd., Tyler, TX - (903) 509-1166

Holiday Inn Select - 5701 South Broadway, Tyler, TX - (903) 561-5800

Country Inn and Suites - 6702 South Broadway Avenue, Tyler, TX - (903) 561-0863

Directions to Traditions Restaurant

Traditions Restaurant is located at 6205 S. Broadway (Hwy. 69). From Interstate 20, go south on Hwy. 69, passing through Tyler. You will cross Loop 323 on the north side and then again on the south side of Tyler. After crossing the loop on the south side, continue south. Traditions will be on the right side of Broadway/Hwy. 69, appx. 2.1 miles.

Registration Form

Name: _____

Address: _____ City _____ St _____ Zip _____

Home Phone _____ Office Phone _____ Fax _____

Email Address _____

For more information, contact Vickie Osborn CPS/CAP, (903) 852-3778 or vickie.osborn@oracle.com.



**The Medical Center Chapter
International Association of Administrative Professionals
Presents**

“The Administrative Professional Conference”

Thursday, September 30, 2010

8:30 a.m. – 4:30 p.m.

Holiday Inn - South Loop/Reliant Park/Medical Center

8111 Kirby Drive at LaConcha

Houston, TX 77054

Phone: 713.790.1900



Registration Form

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Cell Phone: _____

Email Address: _____

IAAP Member #: _____

Registration

includes:

- Course materials
- Breakfast
- Lunch
- Parking
- 6 Recertification Points

\$139 Early Bird Fee postmarked by September 2

\$149 Fee postmarked after September 2

<http://medctr.iaap-hq.org/IAAPHO/MedicalCenter>

For accounting purposes IAAP MCC EIN# 44-0367954

You are responsible for payment of your reservation if you do not cancel prior to September 23. We do not accept post-dated checks or payment on-site.

Mail registration form & check payable to: Medical Center Chapter IAAP

Attn: Bertha Rodriguez, CPS

2601 Bellefontaine St. A104

Houston, TX 77025

Credit Card payments can only be made and accepted through PayPal (MUST email form to Bertha Rodriguez, CPS at bertha-rodriguez@att.net or mail to her at the address above to be officially registered)

8:30 a.m. registration & breakfast / 9:00 a.m. Seminar

*****DEADLINE FOR REGISTRATION / CANCELLATION: SEPTEMBER 23*****

BUILDING BLOCKS FOR SUCCESS

***SOUTHWEST HOUSTON CHAPTER
PROFESSIONAL DEVELOPMENT FORUM***



***International Association of
Administrative Professionals®
Southwest Houston Chapter***



***Leadership
Certification
Networking***

**Seating is Limited:
Registration Deadline:
July 31, 2010**

***Required Today: Positive Attitude and
Networking skills
Presented by Donna Shotwell***

***Lead and Communicate Effectively
Presented by Kelly Smith***

***Effective Email Communication
Presented by Alise Isbell***

6 recertification points pending

***August 14, 2010
RAC Houston
1880 S. Dairy Ashford/
Ashford Crossing II,
Suite 220,
Houston, TX 77079
8:00 am – 3:30 pm***

***IAAP Members - \$55.00
Non-Members - \$60.00***

Return w/Remittance

Name: _____

Member #: _____

Number of Reservations: _____

Amount Enclosed : _____

Vegetarian Meal Needed: _____

Mail to: Southwest Houston Chapter
c/o Christine Jones
P.O. Box 1536
Alief, TX 77411-1536

IAAP EVENTS

**SAVE
THE
DATE**

Mark your calendar for these upcoming IAAP events. Visit the events section of the IAAP website (www.iaap-hq.org) for more information.

