

Dress for Success Drive a Hit!

At our December chapter meeting, **Sandra Scott CPS/CAP**, our Community Service Chairman, introduced a special guest, **Amelia Murphy**, from Santa Maria Hostel. According to Sandra, "Ms. Murphy was delighted to attend and to describe to us some of the many services that Santa Maria Hostel offers to help families, women, and their children through crisis."

Sandra organized the clothing drive to provide the clients at Santa Maria programs with something appropriate to wear to job interviews and to the jobs they will ultimately hold when they have completed recovery and education.

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Save These Dates!

ExxonMobil North Chapter Meetings:

- **Wednesday, February 16, 2011:** In the February chapter meeting, Mary Ann Pittman will address EADS discussions in GP6-244 .
- **April 2, 2011:** ExxonMobil Chapters' IAAP University at the Greenspoint Conference Center. Five recertification points pending. Don't miss this one!
- **April 2011:** ExxonMobil Chapters meet to celebrate our 20-year anniversary. See page 6 for more information.

Upcoming Events:

- **Saturday, January 29, 2011: CPS/CAP Society** will hold their annual meeting and seminar at the Briar Club in Houston. A registration form is listed on the division website at www.iaap-txla.org.
- **March 7-9, 2011: IAAP International Spring Conference**, Tampa Florida. Registration form is attached.
- **May 13-15, 2011: 2011 T-L Division Meeting**, Crowne Plaza North Greenspoint, Houston, Texas. Registration will begin in February. Plan to attend this one!
- **For additional upcoming events, see page 8.**

PASSION & PURPOSE
EXXONMOBIL NORTH CHAPTER

Chapter IAAP Anniversaries - January

Congratulations to everyone!

Jackie Davidson	3 years
E. G. Harrington	3 years
Zandra Pendarvis	3 years
Norma Simien	2 years

Meet Our New Member – Brenda Ard of EMPC



Brenda Ard has been with the company for 33 years, working the entire time at the Accounting Center located at Brookhollow, before joining EMPC at Greenspoint. Brenda enjoys her church, shopping, traveling, and spending time with family and friends. **We welcome you, Brenda!**

Chapter IAAP Anniversaries - December

Congratulations one and all!

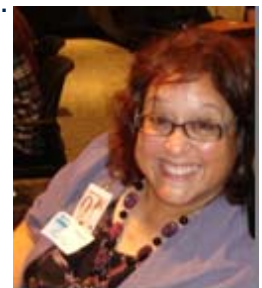
Shirley Bates	3 years
Joycelyn Funderburk	4 years
Jeannie Raymond	3 years
Sandra Scott CPS/CAP	4 years
D. Rosinta Stephens	3 years
Cornelia Wright	3 years

###

Anzaldua Earns CAP Certification

Erika Anzaldua CPS/CAP took the CAP accreditation test in November and has recently learned that she passed. Congratulations, Erika.

Erika took the CPS accreditation test in May, once again passing with flying colors. We are so proud of you.



###

Chapter of Excellence and Avery Applications are in the Mail

Well, if they aren't in the mail they are ready to go. So is my check.

President Mona Elias CPS/CAP has diligently collected data required for the two applications above. At board meetings the applications were reviewed, and individuals volunteered, really, to track down required information. If we don't receive one of these awards, it definitely will not be because Mona Elias CPS/CAP didn't work on it from sunup to sundown.

Additionally, Mona has been tireless in her efforts to ask others to apply for the Division Member of Excellence award. That is the mark of a leader. One of Mona's favorite expressions is "We are geese flying in a 'V' helping each other." We all know that the one out front at the point is making it easier for everyone else to fly. That's the same one that has a few pot shots taken at it. Mona, we are all helping each other, and we are glad that you are at the point! Thank you for all that you do.

Grammar Squirrel

Have you ever said, "I feel bad about this" and had someone correct you,, telling you to say "badly" instead? In fact, to be grammatically correct you **should** say, "I feel bad about this." It's all to do with transitive and intransitive verbs. So, if anyone tries to correct you in the future, tell them to consult a grammar guide!

###

From the editor:



Professional seminars, IAAP universities, and annual spring workshops seem to be on almost everyone's mind these days. In the next few months, we will have the IAAP Spring Conference in Tampa, the T-L Division meeting in Houston, and a healthy selection of chapter meetings to choose among. Our own ExxonMobil Chapters' IAAP University will be on April 2. The South and North chapters will meet at the Greenspoint Conference Center. Please be sure the save that date!

Many of the other chapter meetings are listed in the bulletin on page 9, and all of the "Save the Date" flyers that I've received are at the end of the bulletin. As you will see, no one can complain about the wide selection of educational opportunities available to us.

Speaking of educational opportunities, if you attended our last chapter meeting, you would have learned a heck of a lot about Excel 2007. **T-L Division Secretary Tina Wiggins CPS/CAP** did an outstanding job of condensing an 8-hour course into one hour. I never knew that Excel had so many features! We had a good turnout, and quite a few people were taking copious notes. Thank you, Tina.

Also, belated thanks go to **Bonnie House CPS/CAP , T-L Division Treasurer**, for her interesting presentation in December. Bonnie's talk was titled "Becoming Indispensable in a Disposable Workplace." Thanks, Bonnie. We appreciate our T-L Division speakers. ###

Bounce Back!

Bounce Back – Bounce Higher is the theme of the IAAP Spring Conference to be held in Tampa on March 6-9, 2011. The tough economy may be relaxing a bit, but don't be misled. Today's business world has shifted to the New Normal. We have seen it coming: fewer staff, fewer resources, and faster turnaround times formerly called doing more with less.

The two-and-a-half day conference will provide you with knowledge of business trends so you can learn how to remain resilient and maintain your competitive edge. You will understand the six keys for performing at your productive best to become a peak performer who achieves breakthrough results.

You will learn to take charge of your ever-expanding role and increasing accountability. What worked yesterday won't work today or tomorrow. Also, you will gain the foresight to create professional development opportunities each and every day so you can keep Bouncing Back – Bouncing Higher.

As usual, the speakers will be excellent, and there will be an optional Sunday workshop on March 6 with Gini Courter **before** the official conference begins.. The special workshop is titled "Microsoft Office Fast and Furious" and is for intermediate Microsoft users.

###

T-L Division Meeting - Tool Time

Plan to attend the **59th Texas-Louisiana Division Annual Meeting and Education Forum hosted by the Greenspoint Area Chapter IAAP in Houston, May 12-15, 2011!** As usual, both the Greenspoint Area Chapter and the T-L Division Board are working to make this an exciting event.

The Greenspoint Chapter chose the topic "*What's in your Toolkit?*" which will examine many of the tools we use everyday. They have carefully chosen speakers who will address a wide variety of tools from technology to how we view others in the workplace.

Among the fascinating experiences in store for us are *Cooking with the Chef*, where attendees will actually participate in cooking! For an additional charge, the chapter has plans for a wine tasting event, as well. These two delectable opportunities are planned for Thursday.

By February 1, registration forms and online payment capabilities will be available at the T-L Division and the Greenspoint Area websites through IAAP. The Greenspoint Area Chapter last hosted the T-L Division Meeting in 2003, so they have lots of experience in planning and hosting exciting, fun-filled events where new ideas abound. Plan to attend and to make sure that your toolkit is up-to-date and loaded with everything you will need to be an outstanding administrative professional.

###

News from the T-L President

President Michelle Spradley CPS/CAP of the T-L Division Board forwarded some exciting news from International. Starting January 1, 2011, IAAP is waiving the \$15 processing fee for any member who has dropped from active status in the last two years and reinstates his or her membership between January 1, 2011, and March 31, 2011. Michelle sent each chapter president a list of all dropped members and the dropped Members at Large. If you qualify, your chapter president will notify you so you can take advantage of this opportunity.

The T-L Division Raffle drawing of annual meeting registrations will be on Saturday, February 5, or Sunday, February 6, during the division board meeting. Don't miss this great opportunity to have your registration paid (\$260).

The Texas-Louisiana division Board is excited to offer TWO great raffle items this year. A flyer is attached to this bulletin with all the details and the order form. Please contact Tina Wiggins CPS/CAP at tinawiggins@yahoo.com if you have any questions regarding the raffle items.

ITEM #1

THE DELL STREAK – one of the hottest new items out on the market, the Dell Streak will allow you to take good times with you where ever you go. A brilliant 5-inch screen lets you surf, watch videos, and stay connected. *The Dell Streak*

(Continued Next Column)

News *(Continued)*

ensures that you can multitask and play without delay, including music and games. Where are you headed today? Find the quickest route with the Streak's real-time maps from the integrated A-GPS and e-compass functionality.

ITEM #2

IT IS THE PLACE TO BE! The Texas-Louisiana Division Annual Meeting in May 2011 is certainly that! Why not try your luck and have your registration all paid for the cost of a raffle ticket? Your Division Board and the Greenspoint Chapter Host Committee are working very hard to make this another fun-filled and educational time for all of our members. Mark your calendars now for May 13-15, 2011. The registration raffle tickets must be postmarked by January 31 in order to be eligible for the drawing.

###



Dress for Success! (Continued)

According to Sandra, we will have another clothing drive in the spring. These events qualify for ExxonMobil's Gifts-in-Kind program which will match the value of the clothing in money that will go the hostel.

Santa Maria recently was featured in the Houston Chronicle for its BAMBİ program which cares for babies born to mothers who are in jail. The program allows the mothers visits with their babies so they can bond with them and watch them grow. According to the Chronicle the BAMBİ program has had a remarkable effect on the mothers. It has caused them to want to improve their lives so they can raise their babies after they are released from jail. Of course, **Sandra Scott CPS/CAP** is also collecting infant and baby items for the BAMBİ program.

All of the women and children in any of the Santa Maria Hostel programs will benefit from the donated clothing. The hostel's job-training and associates' degree programs will enable women to apply for good jobs and to break the cycle of abuse. **Thank you, Sandra, for your indomitable spirit!**



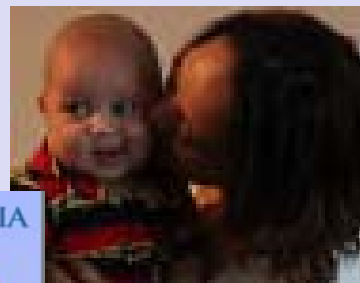
Above: Sandra Scott CPS/CAP

###

Santa Maria Wants You

Santa Maria has had a shelter for battered and abused women for 50 years, but in 1990 it started a substance abuse treatment center which is recognized as one of Texas' best-managed centers for treatment and care of addicted women and their children. It is also the largest treatment center of its kind in Texas.

Santa Maria Hostel has a Cuddles Program for volunteers who want to rock babies in the BAMBİ program between parental visits. Volunteers go through a thorough background check, so be prepared. Please look at the Santa Maria website below for other ways you can volunteer.



http://www.santamariahostel.org/about_us/about_us.html

###

20

ExxonMobil Chapters Plan Twenty-year Celebration

The combined ExxonMobil Chapters are planning to celebrate 20 years as a corporate IAAP chapter. **Bonitta Saulsberry** is chairing the committee to bring the two chapters together near the end of April for the anniversary celebration.

A few years ago, the ExxonMobil Chapter IAAP decided to form a new chapter to better enable members in the Downtown and Greenway Plaza offices to attend meetings without having to drive all the way to Greenspoint. The result is ExxonMobil North Chapter and ExxonMobil South Chapter IAAP. Now, that the company is planning to build a complex to house all of the Houston offices, the two chapters will become reunited into one chapter again. The estimated time for completion of the new offices is three to four years.

At a recent board meeting of the North chapter, the subject of our becoming one chapter was mentioned and meetings between the two boards were decided upon for planning exactly how we will accomplish this. The two chapters' Presidents will initiate the discussions to plan the way forward and get the two boards involved.



In the meantime, stay tuned for details about the anniversary celebration in April. With Bonnie at the helm, it should be a most enjoyable occasion.

Left: **Bonitta Saulsberry**

###

FHPW Celebrates 30 Years

Make your reservation now and plan to attend the Federation of Houston Professional Women's January Quarterly meeting on Monday, January 24, at the H.E.S.S. Club, 5430 Westheimer (between Chimney Rock and Yorktown).

The meeting will begin at 5:30 in the evening with networking/social time, followed by dinner and a business meeting at 6:15, with the speaker beginning at 7:00. The FHPW will start off the New Year with the theme "A Celebration of 30 Years of Leadership and Legacy." Retired Lt. Colonel Susie Barlow, the Center Director of the USO, Houston, will present "It's Not Your Grandmother's USO."

Make your reservations today!
Members: \$30 before January 17th; \$36 after. Guests: \$33 before January 17th; \$36 after. No reservations will be taken after January 21st and walk-ins will be charged \$45. Reservations are handled on-line through Acteva. Payment can be made by credit card or by check through the Acteva System. To go to the reservations, copy this link and paste into your browser:

[\[\[http://www.acteva.com/booking.cfm?bevald=214565\]\]](http://www.acteva.com/booking.cfm?bevald=214565). For more information, contact Reservations Chairman Marla Regan at 281-682-0127.

By the way, our own **Patty Inzana CPS** is the Recording Secretary of FHWP. Congratulations, Patty! Thanks also to **Gloria Cronan**, our FHWP delegate.

###

How to Not Have Mind-Numbing Meetings Excerpts from ChrisBrogan.com

We've all been there. With glazed eyes watching the clock, your mind is focusing on your next meeting or whether you truly need to buy that adorable pair of shoes you saw last weekend. If Jill makes one more inane remark, you will lose control.

Fear not! Chris Brogan has a different way to run meetings. It is tough. It **can** be done.

Schedule for Brevity

Chris Brogan had a boss who believed that no meeting should last longer than ten minutes. Don't schedule a 30-minute meeting just because that is the shortest meeting time allowed in *Notes* or *Outlook*. Brogan's short meetings worked because:

- People knew the meetings would be brief so they showed up on time.
- People gave their best efforts to be on the "good" side of the updates, because being "behind" or "delayed" or in an otherwise negative status really stands out in a 10-minute meeting.

Keep Agendas Taut

On your agenda, include the amount of time to be allowed for each item. **Do not veer away from the agenda.** It leads to rambling and wandering.



Keep Meetings Report-Minded and Action-Driven

According to Brogan, "Meetings are read-outs of information, and/or they're a place to agree upon decisions and actions. Discussions aren't necessarily the goal of meetings. In fact, discussions are a perfect way to drown a meeting in conversation." By keeping meetings focused on decisions: new logo or stay with the old (for example), you're pushing towards a better result.

Table Anything That Doesn't Fit the Format

Never, ever, ever, let someone else throw a mess into the meeting. Stay on top. Thank the person for raising the issue. Mention that you'll put it into consideration for the next agenda. Handle it offline. Do whatever. Brogan is adamant about this. It can kill the best-planned meeting.

Meetings Aren't Work

What are meetings at your company and with your culture? Most times, more often than not, meetings are what you do that keeps you from doing your real work. There are exceptions to this; however, they are few. Required corporate meetings fall into the exception category. An obvious effort has been made to improve them, including legal compliance meetings. I appreciate it.

Mr. Brogan runs a tight meeting. I've been in more meetings than I can count that led to rambling and wandering. They also led to wondering if anyone would notice if I excused myself and left, just rambled on to the next meeting or back to work. May the force be with us!

###

Upcoming Universities and Annual Educational Seminars

- **Monday, February 7, 2011: Galveston County Chapter** Annual Seminar, Galveston Hilton. See the attached registration form.

- **Saturday, March 5, 2011: Houston Chapter** Annual Seminar. Save the date. More Information will be available later.

- **Friday, March 18, 2011: LaPine Chapter** Professional Development Seminar will be from 8:00 AM – 4:45 PM at the Paragon Casino Resort, 711 Paragon Place, Marksville, LA. See the attached flyer.

- **Saturday, March 26, 2011: West Houston Chapter** Spring Seminar from 8:00 AM until 1:00 PM in BP's Seminar Room, 501 Westlake Park Blvd., Houston, TX. A flyer is attached. More Information will be available later. Save the date!

- **Saturday, April 2, 2011: ExxonMobil North and South Chapters** are planning their annual university at the ExxonMobil Conference Center at Greenspoint from 7:30 AM until 2:00 PM. There will be a keynote speaker and several workshops. More details will follow. Save the date for this exciting event! A flyer is attached.

- **Saturday, April 2, 2011: The Medical Center Chapter** Spring Seminar at the Crowne Plaza Houston Downtown. The seminar is titled Energy Vampire Slaying: 101 (How to combat Negativity and Toxic Attitudes in Your Office, in Your Home, and in Yourself.) See flyer on www.iaap-txla.org for information.

- **Saturday, April 23, 2011: The Big D Chapter** Spring Educational Forum will offer 6 recertification points, an exciting educational experience and lots of fun. See attached flyer.

A wise woman might print this page, especially one who needs recertification points.

###

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.

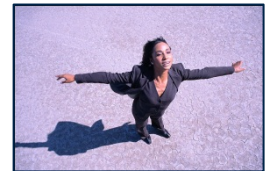
Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

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

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President Elect

Tamara Goodall CPS/CAP

Vice President

Karlana Rannals CPS/CAP

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Carolyn Prather CPS

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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

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

IAAP EVENTS

**SAVE
THE
DATE**



International Association of
Administrative Professionals®



What's in
YOUR Toolkit?



Texas-Louisiana Division Annual Meeting May 13-15, 2011

Crowne Plaza Hotel Houston North - Greenspoint
425 North Sam Houston Parkway East
Houston, TX 77060

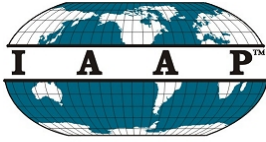


Hosted by The Greenspoint Area Chapter

www.gaciaap.com

2011

The International Association
of Administrative Professionals



International Association of
Administrative Professionals®

ExxonMobil Chapters IAAP Present:

IAAP University

The Effective Administrative Professional in the 21st Century

Saturday – April 2, 2011

7:30 AM – 2:00 PM

ExxonMobil Greenspoint Conference Center

Vendors



Raffles



Door Prizes

The Program:

- ◆ **Keynote Speaker: Pat Durham**
- ◆ **Breakout Session I**
The Heart of a Leader
Grace Under Pressure
- ◆ **Session II**
Microsoft 2010
- ◆ **Breakout Session III**
Organize Your Life
SharePoint



5 Recertification
Points Pending

Registration: On or before March 4, \$35/ Members -
\$40/ Non-Members

Contact: patty.inzana@exxonmobil.com



Registration for IAAP University

ExxonMobil North & South Chapters IAAP Presents:

The Effective Administrative Professional in the 21st Century

April 2, 2011

ExxonMobil Greenspoint Conference Center
233 Benmar, Houston, TX 77060

The Breakout Sessions

Please select the two breakout sessions you would like to attend. Every effort will be made to put you in the sessions you select, however, the determining factor will be the date/time the registration form and payment are received.

Breakout Session I (Please select one)

- The Heart of a Leader
- Grace Under Pressure

Session II (no breakout)

- Microsoft 2010

Breakout Session III (Please select one)

- Organize Your Life
- SharePoint by New Horizons

To register by Check:

Send check and this completed registration form to :

IAAP University Registration
c/o Abbie Barbley CPS/CAP
ExxonMobil Exploration Company
222 Benmar - CORP-GP8-894B
Houston TX 77060

Make check payable to:

ExxonMobil North Chapter IAAP®

Or pay by credit card using PayPal at

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

Questions call Patty Inzana at
832-928-3194

Early Bird Registration on or by March 4th members pay \$35. After March 4th Members or Non-Members will pay \$40.

To register, please complete the following information. Phone number and email address are requested should we need to contact you.

Name: _____ CPS CAP
 Chapter Name: _____ Phone: (____) _____
 Email: _____

Complimentary "Bling" shirts provided by DBS Promotions for those who register by March 4
Please indicate your T-Shirt size: S M L XL XXL

LaPine Chapter IAAP 2011 Professional Development Seminar

Career Essentials

March 18, 2011

8:00 AM – 4:45 PM

Paragon Casino Resort

711 Paragon Place

Marksville, LA

4 Recertification Points

Address Correction Requested

Ms. Elaine Keys
1101 Pine # 5141016
Baton Rouge, LA 70801



**The International Association of
Administrative Professionals®**



proudly presents

the 2011
Professional Development Seminar

Career Essentials



**Building Your Future:
Educating Tomorrow's Leaders Today**

Friday, March 18, 2011
8:00 a.m. to 4:45 p.m.
Paragon Casino Resort
711 Paragon Place
Marksville, LA 71351

Website: www.iaap-la.org

2011 Professional Development Seminar Career Essentials

Whether you are just starting your career, your career is starting over, or you are somewhere in between, this professional development seminar is what you need to advance your career.

Agenda & Recertification Points

7:00 – 8:00	Registration desk open	
8:00 – 9:00	Welcome and Keynote Address – Ballroom Ball room	
	Section A	Section B
9:00 – 9:50	Resume Writing	Go Green! with Aiem®
9:55 – 11:45	Internet - Techniques	Microsoft Office 2007
11:45 – 12:45	Lunch, Dress for Success Fashion Show & Career Prizes!	
1:00 – 2:00	Go Green! with Aiem®	Resume Writing
2:15 – 4:15	Microsoft Office 2007	Internet - Techniques
4:15 – 4:30	Pick up Parking/Return Research Card 4 cards	

Accommodations

Hotel Paragon Casino Resort	
Thursday - Saturday Nights	\$69.00/night**
Standard Guest Room	\$59
Natural Atmos Guest Room	\$59

For reservations call (202) 842-7777 and refer to code LA 11118

** \$50 for third person in room

Please return your registration by 5/11/11 to:

Ms. Louise King
Registration Chair
P.O. Box 5000
Pineville, LA 71361-5000

For more information contact Ms. Elaine Keys, Seminar Chair:
Phone: 1-513-767-5004 or
E-mail: lkeys@theiaap.org

LaPine would like to thank our sponsors:
MSP, Christus St. Francis Cabrini Hospital, Cleco Corporation,
and Paragon Casino Resort.



International Association of
Administrative Professionals®





**International Association of
Administrative Professionals®**

BIG D CHAPTER SPRING EDUCATIONAL FORUM

Saturday, April 23, 2011
7:15 a.m. – 3:00 p.m.
Childrens Medical Center
1935 Medical District Drive
Dallas, Texas 75235



6 EDUCATIONAL
RECERTIFICATION POINTS
HAVE BEEN **APPROVED!**

- **PowerPoint Advanced Techniques**
By Eli Cooper, Training Specialist Baylor Health Care System
- **Power Writing: Business Writing for the Administrative Professional**
By Shery Yellin Ph.D, Owner & CEO of The Learning Connection
- **Going Green with Avery**
By Sharon Werner of Avery Dennison
- **Working with the Various Generations in the Work Place**
By John Paul, Partner of Association Works

Mark your calendars! - You won't want to miss this opportunity of networking, educational workshop sessions, raffles, door prizes and more. Registration flyers and sign up forms with pricing information will be available soon along with map directions and information regarding area hotels. Payment options include cash, check or Paypal. Continental breakfast and boxed lunches are included in the registration price. Raffle tickets will be sold separately.

For further information contact Linda Ewing, Seminar Chair:
linda.ewing@childrens.com



International Association of Administrative Professionals®



GALVESTON COUNTY CHAPTER

Presents

"Unmask Your Potential"

Monday, February 7, 2011

Hilton Galveston Island Resort
5400 Seawall Blvd
Galveston, TX 77551
(409) 744 5000



Registration Form

7 Re-Certification
Points
(Pending)

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Cell Phone: _____

Company Name: _____

Email: _____

IAAP Member #: _____

Registration Cost

\$119 Early Bird Fee before December 1, 2010

\$129 after December 1, 2010

www.iaap-txgalv.org/IAAPHQ/GalvestonCounty

PayPal Accepted

Return Registration Form: deborah.sanders@centerpointenergy.com

Or Fax: (409) 765 4047

*Mail registration form and check payable to: Galveston County Chapter IAAP
CenterPoint Energy
Attn: Deborah Sanders, CPS/CAP
PO Box 718
Galveston, TX 77553*

*****DEADLINE FOR REGISTRATION/CANCELLATION: JANUARY 15, 2011*****

TWO GREAT RAFFLES!!

\$10.00 Each
Or
3 for \$25.00

Introducing the DELL STREAK

The perfectly-sized, go anywhere entertainment, social connection and navigation device.

Visit www.dell.com for a complete description.

Approximate Retail value \$549.99



Full Registration to 2011 T-L Division Annual Meeting

**Admin Power
What's in Your
Toolkit?**

2011 T-L Annual Meeting
Houston, Texas
May 13-15, 2011



**Texas - Louisiana Division
Raffle Tickets – Order Form**

Name: (First/Last)	
Address, City, State, Zip	
Telephone Number:	
Email Address:	
Chapter:	

DELL STREAK RAFFLE

_____ # of Tickets x \$10.00/ea = \$ _____

_____ # of Tickets @ 3 for \$25.00 = \$ _____

Winning Ticket will be drawn at the Annual Meeting in May.

Deadline to purchase tickets for the Dell Streak through the mail is May 1, 2011.

Tickets will be sold at the Annual Meeting.

ANNUAL MEETING REGISTRATION RAFFLE

_____ # of Tickets x \$10.00/ea = \$ _____

_____ # of Tickets @ 3 for \$25.00 = \$ _____

Winning Ticket will be drawn on February 6, 2011.

Deadline to purchase tickets for the Registration is January 31, 2011.

Return Completed Form and Payment to:

Bonnie House, CPS/CAP
T-L Division Treasurer
715 Avenue K
South Houston, TX 77587

Make Check Payable to: T-L Division IAAP

Treasurer Use Only

Date Received: _____

Check #: _____

Amount: \$ _____

Registration

Name _____ CPS CAP

Membership No. _____ Company _____

Preferred Mailing Address _____ Home Work

City _____ State/Province _____ Zip/PC _____

Country _____ E-Mail _____

Day Phone (_____) _____ Fax (_____) _____

Check ONE Box:	Member	Nonmember**
Early Bird (by January 31)	<input type="checkbox"/> \$525	<input type="checkbox"/> \$625
February 1 and later	<input type="checkbox"/> \$605	<input type="checkbox"/> \$705

Special Corporate Discount

Groups of 5 or more from the same company receive a \$250 discount off the total registration price. E-mail: tampa2011@iaap-hq.org for more information.

* For new members residing outside the U.S., Canada, Puerto Rico or Virgin Islands, add \$20 to the amounts listed.

Sunday, March 6 (optional)	Member	Nonmember
Gini Courter Workshop	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100

Include my e-mail address in the post-conference communication listing Yes No

Vegetarian Diet Yes No

Cancellations must be postmarked by January 31, 2011 to be eligible for a refund (subject to a \$100 administrative fee). Cancellations after this date are non-refundable.

Payment (in U.S. funds only)

Check Check # _____ (make payable to IAAP)

Visa MasterCard Discover AmEx

Card No. _____ Exp. Date _____

Signature _____

**This rate includes a one year membership to IAAP. If you wish to decline this membership, please check here:

Mail To: IAAP Spring Conference, PO Box 20404, Kansas City, Mo. 64195-0404
Ph: 816-891-6600; Fax: 816-801-1375; E-mail: tampa2011@iaap-hq.org



Save the Date!

Please join West Houston Chapter IAAP for our Spring Seminar

Saturday, March 26, 2011, from 8:00 am to 1:00 pm

at

BP's Seminar Room

501 Westlake Park Blvd, Houston, TX 77079-2604

We look forward to seeing you!

*More information to follow
Recertification points pending*

