



June Chapter Meeting Was Celebratory and Informational

The June chapter meeting was alive with activity. Absolutely everything was excellent, from the catering, to the guest speaker, to the 20th anniversary tumblers, to the installation of officers. Shame, shame, shame, if you missed it.

The meeting kicked off with an ice breaker. Courtney Tavares, CPS, stuck a name on each person's back, and that same individual had to determine the name by asking questions. Names ran the gamut from Brad Pitt to Mother Goose, with a large helping of Disney characters.

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Save These Dates!

ExxonMobil North Chapter Meetings:

- **Wednesday, July 20, 2011: ExxonMobil North Chapter IAAP monthly meeting.** The meeting will begin at 11:00 AM in GP5-838-844. Please be prompt.

Upcoming Events:

- **July 24-27, 2011: The IAAP Education Forum and Annual Meeting** is in Montreal, Quebec, at the Montreal Convention Center. Register online during the first week of June.

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Chapter Anniversaries - June

Congratulations everyone!

Lillie Fisher	2 years
Linda Payne, CPS/CAP	8 years
Diana Roche, CPS	4 years
Vicki Williams, CPS	8 years
Patricia Lyon	2 years

November CPS/CAP Certification Deadline – August 15, 2011

The deadline to register for the November CPS/CAP exams is August 15, 2011. To register, go to <http://www.iaap-hq.org/certification>.



Chapter Anniversaries– July

Congratulations to one and all!

Grammar Squirrel



Most of us know that *a.m.* indicates a time in the morning while *p.m.* indicates a time later in the day. Yet, one of the biggest stumbling blocks for people is whether to label the twelve o'clock that happens around the lunch hour as *a.m.* (since it happens when it's light outside) or *p.m.*

Officially, 12 *p.m.* means noon and 12 *a.m.* means midnight.

From a language standpoint, you can avoid confusion by writing noon or midnight and avoiding the *a.m.* and *p.m.* labels altogether.

Donna Begue, CPA/CAP	2 years
Cynthia Harrell	1 year
Patty Inzana, CPS	4 years
Sharon Mautz	4 years
Jill Neal	2 years
Lisa Pierce, CPS/CAP	3 years
Robbie Scott	4 years
Kathryn Stoltz	1 year
Lori Vaughan	4 years

June Chapter Meeting

(Continued)



President Mona Elias, CPS/CAP, introduced and thanked the caterer Marc Mann from Cordúa. The food was excellent because it was freshly prepared on site in the kitchen near the meeting room. They also have a great box lunch at a very competitive price.

While lunch was in progress, Mona asked Darlene Gates, the guest speaker, to help her in recognizing board members and committee chairs who are leaving office. They are Vice President Lain Brown, Secretary Debbie Bartelsmeyer, Treasurer Abbie Barbley, CPS/CAP, and Directors Sherry Grantham and Sue Pittel, CPS.



Committee chairs recognized are Community Service Chairman Sandra Scott, CPS/CAP, Program and Education Chairman Patty Inzana, CPS, Ways, Means Chairman Bonitta Saulsberry, FHWP Delegate Gloria Cronan, Membership Chairman Antoinette Jackson, Tellers Committee and Nominations Chairman Debbie Bartelsmeyer, Chapter/Member of Excellence Chairman Robbie Scott and Sunshine Chairman Erika Anzaldúa CPS/CAP.



Guest Speaker Darlene Gates, EMDC Strategic Planning Manager, expressed a shared concern about our changing, constantly-evolving work environment and what administrative professionals can do to help the company go forward. Some of the



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June Chapter Meeting

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qualities useful in accomplishing this are initiative, resourcefulness, and a superior ability to work efficiently in a demanding environment. One must be an excellent communicator, verbally and in writing, along with maintaining strong computer skills. Interestingly, Ms. Gates mentioned strong multi-tasking skills; however, the trick here is to be able to focus on the two or three things that are most important to your client. Of course, safety and unquestionable ethics are at the top of any ExxonMobil list on which to base our actions and attitudes.

The line up of the chapter board of directors for new year which begins in July looks like this:

- President: **Mona Elias, CPS/CAP**
- Vice President: **Cathy Schaufler**
- Treasurer: **Debbie Bartelsmeyer**
- Secretary: **Sherry Grantham**
- Directors:
 - **Patty Inzana, CPS**
 - **Sue Pittel, CPS**

Near the end of the program, Vice President Lain Brown presented President Mona Elias CPS/CAP with a trophy including an inscription of appreciation and a gavel. Thanks go to Lain again for selling the "magic plants" at the T-L Division Meeting in May and at the chapter meeting in June. Jack and his beanstalk have nothing on Lain and her magic plants. Our chapter had done quite well with them.

Chapter Meeting Photos



Above: EMDC Strategic Planning Manager and Guest Speaker Darlene Gates



Above: President Mona Elias, CPS/CAP



Denise Leavell (left) and Diana Roche, CPS, (right)
The beverage is Diet Coke --- really.



Bonitta Saulsberry (above)



Faye Spencer (left) and Linda Payne, CPS/CAP (right)

Chapter Meeting Photos

Xie xie .

Abui ngan!



Danke schön!

Merci!

Gracias!

The awesome **Cordúa staff** (above) catered an outstanding luncheon. Contact **Marc Mann** (second from left) for catering.



Above: Frances Mazzarella (left) and Sherri Prentice (right)



Above: Two pretty guests smiling for the camera

Chapter Meeting Photos



Above (l-r): Abbie Barbley, CPS/CAP, Lain Brown, Gloria Cronan, and Patty Inzana, CPS, all pose separately with guest speaker Darlene Gates,



Above: President Mona Elias, CPS/CAP, Vice President Cathy Schaufler, Secretary Sherry Grantham, Treasurer Debbie Bartelsmeyer, and Directors Sue Pittel, CPS, and Patty Inzana, CPS.

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

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

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Michelle Spradley, CPS/CAP

President-Elect

Carla Flowers, CPS/CAP

Vice President

Frances McAnear, CPS/CAP

Secretary

Tina Wiggins, CPS/CAP

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**2009 – 2010 IAAP
International Officers**

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