



ExxonMobil Chapters IAAP to Have a Holiday Celebration

December 6, 2011, is the date for the combined holiday celebration of ExxonMobil North and South Chapters IAAP. The luncheon will begin at 11:00 AM at the United Way Central Office at 50 Waugh Drive.

The luncheon is complimentary; however, please send **Cathy Schaffler** \$5.00 to buy door prizes for the event. Also, since we are having the luncheon in a United Way facility, we are collecting top ten items needed by the DePelchin Center. The list is at the end of the bulletin.

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Save These Dates!

ExxonMobil North Chapter Meetings:

- Tuesday, December 6, 2011:** ExxonMobil Chapters IAAP combined holiday celebration, 11:00 AM, UW Central Office at 50 Waugh Drive. **You haven't signed up, yet? Get with it!**
- Saturday, February 25, 2012:** ExxonMobil Chapters IAAP will present their **IAAP University at UTTC**. A registration form is attached. Early bird rates are good until January 15, 2012.



Upcoming Events:

- Friday, May 18 – Sunday, May 20, 2012: T-L Division Annual Meeting.** South Shore Harbor Resort, League City, Texas. Hosted by the Clear Lake/NASA Area Chapter.
- March 4-7, 2012: IAAP Spring Conference** at Harrah's in Las Vegas. Check the IAAP HQ website for more information.



Chapter Anniversaries – Nov.

Congratulations to one and all!

Lain Brown	9 years
Sherry Grantham	9 years
Nache Snyder-Mace	7 years
Latrice Merchant	4 years
Kirstie Stewart	3 years
Brenda Ard	1 year

Chapter Anniversaries - October

Congratulations everyone!

Erika Anzaldúa, CAP-OM	17 years
Debbie Bartelsmeyer	10 years
Gracie A. Garcia	9 years
Abbie Barbley, CAP-OM	4 years
Sylvia Haynes, CAP-OM	4 years
Kim K. Hughes	4 years
Faye L. Spencer	4 years
Andrea A. Johnson	2 years
Cathy E. Schauffler	2 years
Sally Bridges	2 years



Grammar Squirrel

Use brackets to enclose parenthetical statements within another parenthetical statement.

Our CEO says we will see a 50% increase in profits by May. (Interestingly, he made the same statement at the economic summit in Geneva [June of 2006], and someone in the audience choked.)





ExxonMobil Chapters IAAP to Have a Holiday Celebration (Continued)

Cathy Schaufler also has arranged for an excellent motivational speaker to address the luncheon attendees.

Theresa Behenna is from Australia and is a world-class pianist, as well, and has performed at the Olympics and at other fascinating venues. Don't miss this opportunity to see and hear her!



Above: Theresa Behenna

If you haven't had an opportunity to send your \$5.00 for door prizes to **Cathy Schaufler**, you still have time. French Corner will cater the event, and they have a delicious menu lined up. So, you will have an outstanding complimentary lunch, be motivated and entertained by a wonderful speaker, network like there is no tomorrow, and contribute to a charitable organization all at the same time. Who else can offer that?

###

IAAP Celebrates its 70th Anniversary in 2011-2012. Congrats!



The IAAP President's Message by Tamara Goodall, CAP- OM

We now have the annual and the audited financial reports for 2010-2011 posted in the web community. Please login to view the documents at www.IAAP-HQ.org.

This fiscal year continues to improve even with the lower attendance at this year's EFAM in Montreal. More information is available in the first quarter financial update, found on our website above.

What if you could give the perfect gift to a co-worker or even a friend that would not only show you care, but help his or her career? We have just such a gift. You can give the Gift of Membership or a gift certificate to IAAP for books, conference registration and more.

Find out more about the Gift of Membership, and give something that lasts to your friends, family and co-workers this holiday season. For a gift certificate, log into the IAAP Bookstore and look for "gift certificates" at the right

As we move into this month of thanks, I am grateful for IAAP and what being involved in the association has done for me personally, and for my career. What about you?

###

**Community Service Project:
Aldine Y.O.U.T.H.**

by Linda Payne, CAP-OM

Our chapter once again assisted with the Aldine Y.O.U.T.H. Golf Tournament that was held at the Woodland Country Club, Panther Trails Course at Cannongate on November 7, 2011. With the donations from our members and some solicitation from outside sources, we were able to donate a mixture of **eleven** gift baskets toward the golfer's winning awards and the silent auction.

This year's event raised \$11,945. The funds will support educational, vocational, social, and recreational programs that provide assistance to low income youth and families in the Aldine area.

I was able to attend and had a wonderful time riding the golf cart with Aldine Y.O.U.T.H. board member Mrs. Honeycutt. Next year, I invite all of you to come join the fun!

Pictured below is Mrs. Honeycutt (left) and Linda Payne, CAP-OM..



(Continued next column)

Aldine Y.O.U.T.H. (Continued)
by Linda Payne, CAP-OM

Please thank and support our donors:

Brand IQ – Jamie Eubanks, sales representative for ExxonMobil - 281-218-7032

SewVac Outlet, Humble Sewing Center for beautifully embroidering the golf towels with the Aldine Y.O.U.T.H. logo – 281-446-1818

Robbie Scott for a generous financial donation.

All of the individual gifts and support from our members, **Mary Kaye** donations, **Folgers Coffee**, **EMEC United Way Golf Tournament**, and **EMEC SH&E**.

It is our privilege to support the outstanding work that Aldine Y.O.U.T.H. does for our community under the leadership of Mrs. Sylvia Bolling.



Left: One of 11 golf basket gifts at the Aldine Y.O.U.T.H.'s 2nd Annual Golf Tournament at The Woodland Golf Club.

###

ExxonMobil Chapters' 2012 IAAP University Slated for February

The ExxonMobil North and South Chapters IAAP plan their combined university for February 25, 2012, at the Upstream Technical Training Center. The theme this year is "Doing More with Less," and Jill Alexander of the South chapter came up with the idea of using *Rosie the Riveter* as the iconic theme for the registration form attached to this bulletin. You will see it again on the notebooks when you attend.

The early bird enrollment fee is only \$40.00 until January 15. From January 16 until January 31, 2012, the enrollment charge will be \$45.00. You can send an email copy of the registration form to Jill Alexander and pay electronically, or you may send a check and the completed form to Jill via intercompany mail. Also, please note that 5.5 recertification points are pending. Sign up early to reserve your place at this exciting meeting.

The program will be divided into four segments. The keynote speaker is a surprise; however, Dortha Gray, Jason Malwitz and Marla Regan will address *Communication Across Generations*, *Microsoft Office*, and *Organizing Time*, respectively.

The first session begins at 8:00 AM sharp with Dortha Gray, so please arrive early for registration and breakfast.

(Continued next column)

2012 IAAP University (Continued)

The keynote speaker will begin at 9:45; but you will have plenty of time for door prizes, the silent auction, and visits to vendors during breaks. Lunch will be catered by the French Corner Restaurant.

Jason Malwitz will begin his presentation on *Microsoft Office* at 12:45 PM immediately following lunch. This will keep everyone wide awake and ready to learn. The closing session will feature Marla Regan discussing *Organizing Time*. Although we all have the same 24 hours per day, organization is something that everyone seems to want to handle better. Entire stores are devoted to containing "stuff" and arranging closets. All of this should contribute to a fascinating day.

Please be sure to check out the reservation form and sign up while space is still available. This will be a university that you won't want to miss!

###



Stop These Annoying Habits to Accelerate Your Career

Kelly Services Career Tips Newsletter, November 2011

Have you ever noticed some annoying habits of your peers that make you crazy at the workplace? Have you considered that management may take an even less positive view of employees who exhibit these traits? A recent survey confirmed your worst fears.

Joseph Grenny, co-author of the popular book, *Change Anything: The New Science of Personal Success*, created a telling online survey about this subject. 972 people responded with rather startling results and comments. A full 97 percent responded that they have one or more career limiting habits (CLH) that have cost them compensation increases and/or promotions. Grenny also learned that most managers are skeptical that their employees will change these habits. Results indicate that managers report that only 10 to 20 percent of their staff ever makes meaningful changes.

Career limiting habits are those that often create an artificial “ceiling” on your ability to progress at your current employer and, probably, with future companies. While the survey identified a plethora of these habits, you should be aware of the most prevalent and career destructive tendencies.

Career limiting habits can destroy your career.

(Continued next column)

Annoying Habits *(Continued)*

The Most Annoying Habits to Avoid

Do any (or all) of these sound familiar? The combination of manager and employee respondents “agreed” that these were the top (worst) career limiting habits you could practice.

- Unreliability
- “It’s not my job” comments and philosophy
- Procrastination
- Resistance to and vocal dislike of change
- Negative attitude
- Disrespect
- Lack of focus
- Selfishness
- Passive aggression
- Risk aversion

These habits, particularly those in the top half of the list, have proven to generate career progression problems. Employees with any of these habits must change them if they want their career to accelerate. Should they continue exhibiting these habits, their careers will face serious long-term road blocks.

The responses from management, representing 50 percent of all respondents, indicate that career derailments will happen when employees exhibit these habits. This should dictate that employees avoid these annoying habits at all costs.

Most managers are skeptical that their employees will change these habits.

###

The Semi-colon by the Grammargang.blogspot.com

Semi-colons get a bad press. They have been described as the most feared form of punctuation (right up there ahead of apostrophes). Here at the Grammar Gang, we love them: the rules are simple to apply, and when you use them correctly, the outcome will be a tighter and more elegant style. One of us declares that she fell in love with someone because of his masterful use of semi-colons. We're not sure we believe her - but hey! It's worth a try, isn't it?

So let's start by taking a look at the rules for using semi-colons.

Rule #1 Use semi colons to separate lengthy items in a list (especially if those items contain commas), like this:

The shop owner's defense consisted of three specious arguments: he couldn't be expected to use apostrophes correctly because he had been the victim of poor English teachers at school; no-one really valued apostrophes anymore because they were old-fashioned; and apostrophes had no impact on the meaning of a shop sign anyway.

The Grammar Gang includes three self-declared grammar nuts: Andrea Duff, whose commitment to the correct use of commas is legendary; Linda Bergmann, who has been known to attack shop owners who engage in apostrophe abuse; and Lisa Emerson, whose students refer to her as the Semi-Colon Queen.

You can see that in this latter example, it would be very confusing to use commas to separate out the items. So, avoid confusion, and use a semi-colon.

Rule #2 Use semi-colons to join two complete sentences that are linked by meaning in some way. This one is a little more tricky and requires some personal judgment and preference. Consider the following sentences:

She wrote the report in clear, simple prose. It received a positive response from the Board.

The grammar in the sentence above is correct and clear. Both sentences are complete and therefore can work independently. However, if you wanted to imply that the two sentences are related in some way, then use a semi-colon to link them:

She wrote the report in clear, simple prose; it received a positive response from the Board.



The Semi-colon by the Grammar Gang Blog

Using a semi-colon suggests that because the report was written in clear, simple prose, it received a positive response. Of course you could have written:

Because the report was written in clear, simple prose, it received a positive response from the Board.

But where is the elegance in that? And why use more words than you need to? The use of the semi-colon implies the connection more subtly, and its use makes the sentence more concise.

Some of you may be asking "but couldn't I just use a comma?" The answer is no, you can't use a comma to join two complete sentences: it's not a strong enough piece of punctuation.

Beyond rules

Applying Rule #2 (i.e. choosing to use a semi-colon instead of a full stop or a conjunction) is a matter of taste, discernment, and context. Often it's a matter of considering the pace of your writing. Consider the passage below:

She stood in the dark, silent forest. Her heart thudded. She stepped forward. Behind her, something rustled in the trees.

Now try it with semi-colons:

She stood in the dark, silent forest; her heart thudded; she stepped forward; behind her, something rustled in the trees.

Both pieces of writing are grammatically correct. But they achieve a different impression. The pace of the second version is faster, perhaps reflecting the breathlessness of the person in the scene. Which version you prefer will depend on what you want to achieve in your writing.

Editor's Comment: Readers may have noticed that the Grammar Squirrel is a grammar nut, as well as the three members of the Grammar Gang who manage their own blog. Naturally, the squirrel was delighted to learn of the Grammar Gang but promises not to overdo the grammar angle. He realizes, with regret, that not everyone is a grammar nut.



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!

**2011-2012
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Debbie Bartelsmeyer

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Sue Pittel, CAP

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

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Chapter IAAP

***The Light* Committee:**

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

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

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What You Need to Learn from Lady Gaga: Extraordinary Performance is the New Norm!

Motivational speaker Theresa Behenna is a world-class pianist, author, recording artist and an expert on what it takes to be a leader in your field. From being laid off her office job in Australia to being hired by Coca-Cola to perform at the 2006 Winter Olympics in Italy, Theresa's unique presentation addresses today's challenges:



- Make the most of unwanted change
- The one thing you need to maximize productivity
- How to improve teamwork and boost morale
- Become priceless to your company/clients
- The success secret of billionaires and rock stars

Theresa is a Houston-based, award-winning speaker who uses live piano music to emphasize her points and enthralling stories laced with Aussie humor. Her piano CD "Songs for Friends" is in popular demand, and she is a contributing author to the book, Rekindling the Human Spirit. Theresa travels the country speaking at meetings and conferences, specializing and kickoff and closing keynote presentations.

Please make sure to **Mark Your Calendars** for this
year's
Holiday Luncheon on December 6.

This entraining program is guaranteed to leave you
informed, inspired and motivated to succeed!

**A \$5 non-refundable reservation fee is due by
November 12.** The money will be used to purchase
door prizes for the event. Check or cash can be
forwarded to:

Cathy Schaufler, GP5-782.



Top of the List

Top Needs at the DePelchin Center for Children

- Infant and Toddler Items
 - Diapers (all sizes)
 - Pull Ups (all sizes)
 - Formula
 - Crib Sheets
 - Car Seats
 - High Chairs
- School Supplies and Art Supplies
- Toiletry Items
 - Tooth Brushes
 - Shampoo and Conditioner
 - Soap
 - Hair Accessories
 - Cologne and Perfume
 - Feminine Hygiene Products
- Children and Teen Books
- Board games (such as Monopoly, Sorry, Dominoes, Checkers, Are You Smarter Than a 5th Grader, Puzzles, Legos, Connect 4, etc.)
- Children and Teen Movies
- Gift Cards for School Clothes and Undergarments
- Tickets to Recreational Activities (such as Play, Music Performances, Museum Tickets, Circus Tickets, Sports Shows, or other Houston Events)

The ExxonMobil Chapters IAAP
 Present Their
2012 IAAP University:
REGISTRATION FORM



Name	
Chapter	
Email	
Phone	
Dietary Restrictions	
AM Session:	8:00 – 9:30
Dortha Gray Communication Across Generations	
Keynote Speaker:	9:45 – 11:45
TBA	
Lunch:	11:45 – 12:45
The French Corner	
PM Training Session 1:	12:45 – 1:45
Jason Malwitz Microsoft Office	
PM Training Session 2:	2:00 – 3:00
Marla Regan Organizing Time	



SEND REGISTRATION FORM TO:

JILL.D.ALEXANDER@EXXONMOBIL.COM

MAKE PAYMENTS AT:

[HTTPS://WWW.WEPAY.COM/TICKETS/VIEW/72928](https://www.wepay.com/tickets/view/72928)

IF YOU WISH TO PAY VIA CHECK:

JILL ALEXANDER

3319 MERCER, URC-SW660

HOUSTON, TX 77027

- **Vendors**
- **Door Prizes**
- **Silent Auction**

5.5 Recertification
Points Pending

Doing More with Less

February 25, 2012

Early Registration January 15th - \$40 / Late January 30th - \$45



SAVE THE DATE! MAKE PLANS TO COME TO HOUSTON!



EVENT: 2012 TEXAS-LOUISIANA DIVISION ANNUAL MEETING

DATE: Friday, May 18, 2012 - Sunday, May 20, 2012

LOCATION: [South Shore Harbour Resort](#), League City, Texas

THEME: Sail Away With Us!

HOSTED BY: [Clear Lake/NASA Area Chapter](#)



SAIL AWAY ... NAVIGATE YOUR CAREER

Make plans now to arrive early for 2012 Texas-Louisiana Division IAAP's 60th Annual Meeting and Education Forum which will be held May 18 – 20 at South Shore Harbour Resort and Convention Center in League City, Texas. This hotel is located on Clear Lake in the Bay Area of Galveston and Houston, Texas.

The relaxed and casual atmosphere of South Shore Harbour is evident in their lush tropical swimming pool with swim-up bar. The hotel is close to the popular Kemah Boardwalk, just across the lake from NASA/Johnson Space Center, Historic League City, and a short trip from Galveston beaches and the attractions of Galveston Island.

A two-hour sailing trip is scheduled as a trip and tour for Thursday night with details to follow later. So pack your swimsuits and your bags and plan to come a day or two early to check out the area sites. The hotel reservations will be available soon.

Submitted by
Michelle Spradley, CPS/CAP
Annual Meeting Co-Coordinator