



FHPW – Women of Excellence Gala by Patty Inzana, CPS

It was September 17, and, at last, we were going to honor the first Woman of Excellence for the ExxonMobil North Chapter IAAP, Sue Pittel, CPS. The gala is an annual fund-raising event for the Federation of Houston Women Professionals to provide scholarships for women.

The day started out dreary and rainy with very slow moving traffic on the freeways to downtown Houston. The event was being held at the beautifully elegant Hyatt Regency Downtown.

(Continued on Pg. 9)

Save These Dates!

ExxonMobil North Chapter Meetings:

- **Thursday, October 6, 2011: ExxonMobil North Chapter IAAP Networking meeting.** Charlene Kesee, CPS/CAP and Lain Brown will speak at this breakfast meeting between 7:00-9:00 AM in the Greenspoint Conference Center.
- **Wednesday, October 19, 2011: ExxonMobil North Chapter IAAP monthly meeting.** The meeting will begin at 11:00 AM in GP5-838-844. Please be prompt.

Upcoming Events:

- **October 9-11, 2011: The IAAP Fall Conference** is in San Diego. The theme for this year's conference is "Fall Forward: Hot Topics for Tomorrow's Workplace."
- **October 15, 2011: The Inter-City Council of Houston - Area IAAP CPS/CAP Recognition Banquet** at the Crowne Plaza River Oaks. To register, go to: <https://www.wepay.com/tickets/view/139787>

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Chapter Anniversaries – Sept.

Congratulations to one and all!

Patricia Dwyer, CPS	3 years
Antoinette Jackson	3 years
Jennifer Jeter	1 year
Irma Molsberry	1 year
Jackie Richter	8 years
Barbara Sawaya	2 years

Chapter Anniversaries - August

Congratulations everyone!

Jeannie Curtis	4 years
Diana Guardiola	2 years
Sandra Guilbeau	4 years
Susan Kleb	4 years
Bianca Knighton, CPS/CAP	3 years
Cathy Lindley	3 years
Christine Martinez	2 years
Mary Mead, CPS	4 years
Catherine Mills	4 years
Rebecca Moreno, CPS	4 years
Sunday Pederson	4 years
Linda Pope	4 years



IAAP 2011-2012



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

**Fall Conference,
October 9-12, 2011**





New Member Profiles



New Member Profile



Bobbie Allen-Mouton
 EMDC Project Management
 & Execution

Bobbie describes watching or reading mystery and suspense movies or books as her real hobby. She enjoys family dinners and birthday celebrations, church and shopping. Bobbie's mentor is Sherry Grantham.

New Member Profile



Vicki Brim
 ExxonMobil US Production

Vicki Brim supports the LaBarge Reservoir Group at W. Greens road. Vicki enjoys football of all kinds and Lacrosse which her husband and daughter coach. Quilting and reading are Vicki's offseason hobbies. Sue Pittel, CPS, is Vicki's mentor.

New Member Profile



Diane Smith
 ExxonMobil Exploration

Diane Smith has been playing *Monopoly* with real money and real rental properties for the past five years. She enjoys painting with acrylics, making and selling jewelry, movies, plays, and dining out with friends. Diane's mentor is Patty Inzana, CPS.

New Member Profile



Beth Stegle
 EMDC Project Management
 & Execution

Beth Stegle is the assistant to the Vice President of Project Management and Execution in ExxonMobil Development. Her hobbies include travel, dance and reading.. Gloria Cronan is Beth's mentor.

Chapter of Excellence, Item 8

As mentioned in the last news bulletin, the ExxonMobil North Chapter IAAP earned the Chapter of Excellence Award in July at EFAM in Montreal. It is not an easy award to win, and in the upcoming fiscal year, it will only be more difficult.

International headquarters announced that chapters must have Members of Excellence equal to at least seven percent of their total membership, or a minimum of two members, if the chapter is small. This is item 8 in the list of requirements for Chapters of Excellence. For example, ExxonMobil North Chapter will need seven Members or Excellence based on a membership of 80 people. Of course, it would be fabulous to have 20% of our members qualify as members of excellence. Why settle?

Fortunately, becoming a Member of Excellence is not as difficult as becoming a Chapter of Excellence. If you have any questions about becoming a Member of Excellence, contact one of your board members. For our chapter members' convenience, the criteria for becoming a Member of Excellence is attached to this bulletin. We can do this!

The Member of Excellence online submission link will be available **October 10** for entering Member of Excellence Submissions for 2011-2012. Every 20th submission is being audited, so have your Member of Excellence documentation ready in case your submission is selected.

Networking Breakfast on Oct. 6

ExxonMobil North Chapter invites you and your guests to a Networking and Information Breakfast for Administrative Professionals on Thursday, October 6, between 7:00 and 9:00 AM in the Greenspoint Conference Center in GP3.

The meeting will kickoff with registration and breakfast beginning at 7:00 AM. At 7:30 AM our new **Texas-Louisiana Division Vice President Charlene Kesee, CPS/CAP**, will address the group. Between 8:00 and 8:15 AM, time will be allowed for questions and door prizes. Our second speaker will be our **Special Projects Chairman Lain Brown** who will speak about our chapter in particular. Our corporate chapter has grown into an active, relatively large group that is focused on mentoring, education, leadership skills, and community service.

If you've been a member of an IAAP chapter before, or if you have never heard of IAAP, please make the time to attend this great opportunity for networking, gaining information and a terrific breakfast. **Please R.S.V.P. to Sherry Grantham** at 281-654-5716 or by email at: sherry.l.grantham@exxonmobil.com. Please let Sherry know whether you will bring a guest or guests.

We look forward to seeing you at the networking breakfast! It is a wonderful way to start a Thursday. Breakfast, door prizes, networking --- what's not to like?

Networking October 6!

Aldine Y.O.U.T.H. to Hold Second Annual Golf Tournament

Monday, November 7th --- SAVE THE DATE!! Linda Payne, CPS/CAP, and Sandra Scott, CPS/CAP, are signing up volunteers to participate in the Aldine Y.O.U.T.H. 2nd Annual Golf Tournament, held at the Woodlands Country Club - Panther Trails Course. Mrs. Sylvia Bolling, Executive Director/Founder of the group, noted "that this tournament will allow us to raise even more funds to support the 25 educational, vocational, social, and recreational programs that our non-profit organization provides our low income community youth and families."

Please consider donating your time or talent to the tournament:

- Register as an individual golfer and/or form a team;
- Sign up to be a Platinum, Gold, Silver or Bronze sponsor;
- Sign up to be a lunch, drink, or hole sponsor;
- Donate auction items;
- Donate items for golfer gift bags;
- Let others know about the tournament and sponsorship opportunities, and encourage them to participate;
- Volunteer on the day of the tournament;
- Make a tax-deductible donation to Aldine Y.O.U.T.H. if you cannot participate.

(Continued next column)

Aldine Y.O.U.T.H. Golf Tourney *(Continued)*

Linda Payne, CPS/CAP, has committed to donating five baskets for the tournament in November. Please bring golf-themed items for the baskets. If you have a computerized sewing machine that can monogram and embroider, please consider jazzing up some hand towels for the baskets. If you knit or crochet, please make golf club covers. The baskets last year, shown below, were beautiful.



According to Community Service Chairman **Sandra Scott, CPS/CAP**, the tournament is a "great opportunity for networking and fun. We hope that Aldine Y.O.U.T.H. has an even more successful tournament this year and look forward to supporting them." Please contact **Sandra or Linda** if you are interested in participating. Remember, we are filling **five** baskets!

December 6 Luncheon – Be There!

For the December meeting this year, we are going to have a year-end celebration between the ExxonMobil North and South chapters on **December 6, 2011**. This will be a wonderful opportunity for members of each chapter to meet one another or renew old acquaintances.

Mona Elias, CPS/CAP, North Chapter President, and **Cora Thompson**, South Chapter President, liked this idea because the two chapters will join when ExxonMobil moves to the new campus near the Woodlands. It really makes sense.

North Chapter's Vice President and Program Chairman Cathy Schauffler has been busy making all of the arrangements for the event which will be in a meeting room at the offices of the **United Way of Greater Houston, 50 Waugh Drive**. **The speaker will be Theresa Behenna, author, entertainer, and Aussie**. She is an award-winning motivational speaker and a world-class pianist.

Note that, for catering purposes, we will require a **non-refundable \$5.00 reservation** fee. The money will be used to buy door prizes for the event. Forward cash or check (payable to EM North Chapter IAAP) by no **later than November 12, 2011, to Cathy Schauffler, DEV-GP5-782**. A donation to DePelchin Children's Center is requirement in lieu of room rental at the United Way offices. A list of "top needs" is attached. Please bring an unwrapped gift.



Experience Outweighs Education as Key Driver of Career Progression

TROY, Mich. (September 3, 2011) – More than three quarters of respondents around the world say experience is more important than education when it comes to advancing a person's career. Nearly 80 percent cite experience, while 18 percent nominate formal education, and two percent remain undecided, according to the latest survey from workforce solutions leader, Kelly Services® (NASDAQ: KELYA, KELYB).

The findings are part of a new report, *The Evolving Workforce: Drivers of Career Choice and Career Progression*, based on the findings of the *Kelly Global Workforce Index*, which obtained the views of approximately 97,000 people in 30 countries covering the Americas, APAC and EMEA regions.

The survey also found the "career-for-life" style is vanishing, with more than half (57 percent) of all respondents saying they expect to switch careers within the next five years. The main causes prompting change are the need for higher income, followed by better work-life balance, changing personal interests, concern that their industry is in decline, and current management issues.

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

Register for CAP Review Class

Attached is the registration form for Part 1 of the CAP Review Class scheduled to begin Tuesday, January 10, 2012 at 11:30 a.m. There is still room for a few more reservations so if you are interested, please send in your reservation for now. Please complete the attached Registration Form and return it directly to Lynce Lucas.

Payment for the first session is due no later than November 1, 2011. Checks can be mailed to the address on Registration Form. Credit card payments can be transacted directly with Lynce by calling 281-463-6454. Participant confirmation will be sent after the November 1st deadline.

As previously stated the cost for each session is \$185.00. Since the blueprint changes are in effect for the November 2011 exam, class material information will be forwarded late November or early December. The total cost of materials for both sessions should not exceed \$250.00.

Registration for Part 2 will begin in February 2012. Both sessions are in preparation of the May 5, 2012 exam date. It is highly recommended that you visit www.iaap-hq.org and view the Exam Guide for Certified Administrative Professional.

Good luck to all of you.



Who Are These Women and Why Are They Smiling?

Meet the new officers of the Texas-Louisiana Division 2011-1012 Board of Directors. They are pictured from left to right below:

President Carla Flowers, CPS/CAP

Vice President Charlene Kesee, CPS/CAP

Secretary Bonnie House, CPS/CAP

Treasurer Emily Garner, CPS/CAP

President-Elect Tina Wiggins, CPS/CAP



Grammar Squirrel



Though "if" is accepted in spoken English, use "whether" rather than "if" in formal writing.

Example:

Will you please ask Mr. Smith **whether** Thursday at noon will work for him?

R&E Offering New Scholarship

IAAP wants to ensure that every admin has the opportunity to get professional training. That's why the Research and Educational Foundation has established a new scholarship program to help new or unemployed administrative professionals attend the association's Education Forum and Annual Meeting.

If you've never attended EFAM, this is a great chance to jump start your career and take advantage of all that IAAP has to offer over the course of several days during the association's premier annual event.

If you've suffered a job loss, this scholarship will ensure that you stay sharp as an admin and could make a real difference as you search for a new position.

Finally, IAAP needs help in getting the word out about this new scholarship program. That's why we are publicizing it in the bulletin. Please take the time to learn more and to apply for an EFAM scholarship. It will pay off in the long run.



EFAM Scholarship Calendar

October 1, 2011:
Begin taking applications

January 31, 2012:
Application deadline

March 31, 2012:
Scholarship award recipients chosen

July 22-25, 2012:
2012 EFAM, Grapevine, Texas

The IAAP Research and Education Foundation: Advancing the careers of administrative professionals through research, education, and publication initiatives that enhance their professional development.

FHPW Gala by Patty Inzana, CPS *(Continued)*

Registration was a breeze, very professionally handled and fast moving. We then proceeded up the escalators and arrived upon a sea of beautiful women. In the center of them all, wearing a beautiful red stole, was Sue Pittel. She was stunning and radiant with her handsome husband, Mark, at her side.

We networked with all of the various organizations of the Federation that were there and exchanged stories and compliments because everyone looked impressive. We gathered in the photographer's room so that we could get our group photo of the IAAP participants. We positioned ourselves, laughed, smiled and struck a pose for the photographer. It was a great experience.

We proceeded to peruse the various silent auction items that were donated. There were some exclusive items such as fabulous furs and wonderful getaways. There was something for everyone, high dollar as well as low dollar items. The organizations really outdid themselves. The ExxonMobil IAAP chapter had a very elegant basket which consisted of various items from the different companies, as well as \$150 worth of gas cards. The final bid for that basket was \$275.00 and was purchased by Marilyn Farrell who got a good deal. It was now time to gather in the ballroom for dinner and presentations. We all found our table located near the center of the stage. Everything was black, white and 'read' all over. The decorations were lovely. The meal was delightful and picturesque.

Linda Drummond, Gala Director, stood and said a few words about why we were present and what the evening's contributions were aimed at – the Federation of Houston Professional Women Education Fund. She spoke of the 34 women who were honored with scholarships from last's year's donations and introduced them.

At last it was time to get on to the celebration at hand which was the presentation of the Women of Excellence. Each one was brought up to the stage and presented with a beautiful plaque while posing for pictures with Linda and Susan Silverman, President of the Federation. While posing, a short bio was read for each one and statements were made on behalf of the honoree as to why she was elected by her organization to be this year's Woman of Excellence.

On a side note: Let me just say that I personally viewed these women at the Rehearsal Tea, and I have to tell you that these women really clean up because I didn't recognize most of them in their evening wear and all dolled up, if you know what I mean :) Finally it was time to go home and bask in the events of the evening. It was a great time with friends and guests. I can't wait until next year!

2011 FHWP Gala Photos



Above: Lain Brown, Cathy Schaffler, Bonnie Saulsberry and Sherry Grantham



Above: Gloria Cronan, Mona Elias, CPS/CAP and Patty Inzana, CPS



Non-ExxonMobil North Chapter IAAP Members present at the event are (left) Mark Pittel and (right) George Elias. George obviously loves Mona a lot to do this for her. Mark has not realized that he is inside a building or that he is not an FBI agent. He eventually removed the shades.



2011 FHWP Gala Photos



Above (left to right): Miriam Goza, CPS, Woman of Excellence from the Greenspoint Area Chapter IAAP, Sue Pittel, CPS, Woman of Excellence from the ExxonMobil North Chapter IAAP, and Charlene Kesee, CAP, Woman of Excellence from the West Houston Chapter IAAP and Vice President of the Texas –Louisiana Division IAAP.



Above (left to right): Mona Elias, CPS / CAP, Gloria Cronan, Cathy Schauffler, Sherry Grantham, Bonnie Saulsberry, Lain Brown, and Sue Pittel, 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!

**2011-2012
ExxonMobil North Chapter
IAAP Officers**

President

Mona Elias, CPS/CAP

Vice President

Cathy Schaufler

Secretary

Sherry Grantham

Treasurer

Debbie Bartelsmeyer

Directors

Patty Inzana, CPS

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

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

**2011-2012 IAAP
Texas-Louisiana Division Officers**

President

Carla Flowers, CPS/CAP

President-Elect

Tina Wiggins, CPS/CAP

Vice President

Charlene Kesee, CPS/CAP

Secretary

Bonnie House, CPS/CAP

Treasurer

Emily Garner, CPS/CAP

**2011-2012 IAAP
International Officers**

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President Elect

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Vice President

Judith Yannarelli, CPS/CAP

Secretary

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Wendy Melby, CPS/CAP

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Kelly A. Reggio, CAP

Lynda Boulay, CPS/CAP

Carolyn Prather, CPS

Judith Yannarelli, CPS/CAP

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.



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Leading Learning Living

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CAP[®] CLASS REGISTRATION FORM

MODULE: Part 1: Certified Administrative Professional Study Course

DATES: January 10, 2012 – February 28, 2012

DAY: Tuesdays

TIME: 11:30 a.m. – 1:30 p.m.

PLACE: ExxonMobil – 17001 Northchase Drive, GP5 Building

COST: \$185.00 (books not included) - Payment due November 1, 2011

NAME:	
COMPANY	<i>Print Name</i>
WORK #	
FAX #	
CELL #	
EMAIL	

IMPORTANT PLEASE READ:

The CAP[®] exam blueprint revision will take effect in November 2011. This course is comprised of two parts. Part 1 is a prelude and foundation for Part 2. Registration will be based upon first-come demand. The completed form is due in advance of payment to reserve space. Please e-mail or fax completed form directly to Leading Learning Living. It is a possibility of space limitation. Leading Learning Living reserves the right to cancel classes with full refund to participants if minimum class enrollment is not met. MasterCard, VISA & checks are accepted. Checks should be made out to Leading Learning Living and mailed to address heading.

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)