

# Bryan-College Station IAAP



Volume 3, Issue 4

November/December 2010

The only thing wrong with doing nothing is that you never know when you're finished.

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## 'Tis the Season to Advance Your Career

Can you feel the excitement of the holiday season? Did you know that holidays can be the perfect time to boost your career? Between gift giving and office parties, there are plenty of opportunities to get people to remember who you are and where your career interests lie. Here are a few potential opportunities:

**Office party:** Many companies will hold holiday parties. Attend, but remember a few things: watch alcohol consumption, don't talk shop the entire time and don't over or under-dress.

**Cards:** Sending holiday cards is a great way to acknowledge those who've helped your career in the past year and to reconnect with business associates. If you're uncertain about religious affiliations, think about sending cards that eliminate any religious references.

**Gifts:** A little caution here. Determine who you want to give a gift to (clients, co-workers, managers, outside business associates). Make sure they are allowed to receive gifts. (Some federal and state positions are

banned from accepting gifts from groups or individuals that could have a conflict of interest). Then use your best judgment on getting an appropriate gift that serves as a token of appreciation.



Have a great time and good luck with advancing your career.

~Excerpts from Joan Burge's Monday Motivators, December 2008

## Beads and Bows

If you missed the Beads and Bows event on Monday, November 29, it was great fun. If you are interested in learning how to make bows, contact Jan McCoy, CPS. She does a great job of making them and is such a patient teacher.

If you are interested in learning how to make jewelry (necklaces, earrings and bracelets), contact Helen Hancock or Susie Billings. They love bead making and are also great and patient teachers.

Again, thanks to Susie and her mom for hosting this event. It was fun to relax for a change.





## From the President

It's hard to believe that it's already December. Time goes by so quickly.

December is a busy month with multiple faiths and cultures having special celebrations. Hanukkah is December 1-9; Kwanzaa is December 26-January 1, and Christian faiths celebrate Christmas on December 25. Just remember, whatever you are celebrating, take time to enjoy and treasure your families and friends, and most importantly, have safe travels to and from.

In January, we will be recruiting new members. I challenge each member to recruit one new member. There will be incentives for the first person to recruit a new member and for the person recruiting the most members. These details will be finalized at our December Executive Board meeting.

Thanks for all your support and help during the past six months. It's hard to believe that my term is half over. Be thinking about those you would like to nominate for officers in 2011.

Holiday Greetings and Blessings to ALL.

~ Rosie Schoenfeld, President

### **CPS/CAP Results!**

*Please let us know once you receive your CPS or CAP results. We want to celebrate this success with you!*

#### **MEMBERSHIP RENEWALS**

Antonia G. Alvarado

Paula L. Mariott

Joyce A. Schaefer

Linda C. Stelly, CAP

#### **Holiday Social**

**Dec. 10  
5:30 p.m.  
Lemon Wedge, 308 North  
Main**

**Order Dinner or Dessert  
Ornament Gift Exchange  
Donations to Phoebe's Home**

#### **Good for Us—Written by an 83 year old woman**

I'm reading more and dusting less. I'm sitting in the yard and admiring the view without fussing about the weeds in the garden. I'm spending more time with my family and friends and less time working. Whenever possible, life should be a pattern of experiences to savor, not to endure. I'm trying to recognize these moments now and cherish them.

I'm not "saving" anything; we use our good China and crystal for every special event. I wear my good jacket to the market. My theory is if I look prosperous, I can shell out \$28.49 for one small bag of groceries. I'm not saving my good perfume for special parties, but wearing it for clerks in the hardware store and tellers at the bank. "Someday" and "one of these days" are losing their grip on my vocabulary. If it's worth seeing or hearing or doing, I want to see and hear and do it now.

I'm not sure what others would've done had they known that they wouldn't be here for the tomorrow that we all take for granted. I think they would have called family members and a few close friends. They might have called a few former friends to apologize and mend fences for past squabbles. I like to think they would have gone out for a Chinese dinner, or for whatever their favorite food was. I'm guessing; I'll never know.

It's those little things left undone that would make me angry if I knew my hours were limited. Angry because I hadn't written certain letters that I intended to write one of these days. Angry and sorry that I didn't tell my husband, parents or children often enough how much I truly love them. I'm trying very hard not to put off, hold back, or save anything that would add laughter and luster to our lives. And every morning when I open my eyes, I tell myself that it is special.

Every day, every minute, every breath truly is a gift. I don't believe in miracles. I rely on them.

## Member Spotlight—Laura Ampol-Hall

Laura was born and raised in Long Island, New York. She married and left New York and moved to Texas in October 1983. Laura is the proud mom of Dustin Hall. She has been employed with Texas A&M University since August 1989 and currently works in the Harold Vance Department of Petroleum Engineering as Program Coordinator. She assists Dr. Maria Barrufet, Assistant Department Head and Director of the Distance Learning Graduate Program with the DL Program and various administrative duties.



While working full-time at Texas A&M, Laura began taking classes part-time at Blinn College, beginning Fall 1990 and later graduated with an Associate's Degree in May 1999. During this time, she made The National Dean's List, 1994 and 1998; and received two scholarships geared toward part-time students, Texas A&M Professional Support Staff Scholarship and the Dale Kelly Parkman Scholarship. Laura enrolled in the Mays Business School, Texas A&M University, Fall 1999. Unfortunately, she had to drop out in Spring 2003 but is excited to report that she has been readmitted to complete her bachelor's degree on a part-time basis. Laura received two certificates that are recognized world-wide: Certified Administrative Professional, 2010 and Certified Professional Secretary, 2009. Through Texas A&M University she has also completed three certificate programs: Interpersonal Dimensions of Management Program, 2007, Leadership Institute, Texas A&M University, 2002 and Emerging Supervisor Program, 2001.

During the last 22 years, Laura has chaired and been member of committees in professional affiliations such as Phi Theta Kappa Honor Society and Texas A&M Association of Professional Support Staff (TAPSS). In July 2009, Laura joined the International Association of Administrative Professionals (IAAP) and recently accepted the position to oversee the local Bryan-College Station IAAP Chapter's website. In the community, Laura has volunteered with The American Cancer Society (ACS) where she served on the Board of Directors as two-term president, vice president, chaired a Cancer Prevention Studies, five times Event Chair for Relay For Life, and participated on the National Relay For Life Task Force committee among chairing other ACS committees. She also chaired other committees for Habitat For Humanity, Surviving and Thriving Breast Cancer Luncheon, and Stage Center Theater to include serving on Stage Center's Board of Governors. Laura has taught both children and adult Sunday school classes at Peace Lutheran Church where she has been a member since 1989.

In between family, work and school, Laura loves going for a good long run. She has been running over 21 years and participated in numerous 5ks, 10ks, half marathons and marathons and her goal is simply to finish. She also conquered a triathlon and the first-ever Warrior Dash held May 2010, in which she hopes to do more of these type of events. Laura enjoys other outdoor activities such as kayaking, biking and gardening.

**Never Give Up on Your Dreams**

## White Elephant Trivia

The term *white elephant* refers to an old tradition of giving gifts that were old trinkets and unwanted gifts from past years. This procedure is sometimes called regifting today.

The object of the white elephant gift exchange is for guests at a party to give a gift to the game and each guest leaves with a gift. There is a random drawing to determine the order in which players get to open gifts or to steal unwrapped gifts.

The game is generally played among family, friends, and co-workers. There are usually a minimum of six to eight players in a white elephant gift exchange. This gives people enough of a chance to steal gifts from each other. This is a key part of the game's enjoyment.

The origin of the term white elephant is unclear. One possibility is that the term comes from a King in France when he gave a sick pet, which was a white elephant, to the King of England.

<http://www.christmasgifts.net>



What gift will you bring?

## PATCHWORK SAMPLER QUILT

Don't wait ... order your raffle tickets for this beautiful quilt now! You don't have to be present to win. Contact Dora Raup at [dmraup@yahoo.com](mailto:dmraup@yahoo.com).

The photo is the culmination of a "brainstorming" session held by the 2011 Annual Meeting Committee in March, 2010. Everyone knew we needed a good fundraiser for the initial phases of planning the annual meeting for 2011.

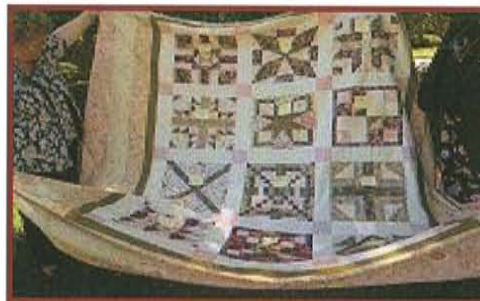
Kaye Pittman, CPS/CAP mentioned that several years before, she had purchased "block of the month" pieces from a quilt shop in the Woodlands. She volunteered her purchases and Cheryl Baker, CPS/CAP, Kathleen Van Lieu, CPS/CAP and Dora Raup, CPS/CAP volunteered to put the pieces into blocks.

Dora also volunteered her sister, Betty Barnes, to help select sashing, cornerstone, and border fabrics. Kathleen met them at a quilt shop in the Woodlands and everyone at the store joined in finding the perfect matches. That done, Dora cut, pieced and sewed. Surprising herself by putting the blocks together into a quilt top. Betty volunteered to do the quilting.

By the time Annual Meeting 2010 rolled around, Greenspoint Area Chapter had a beautiful, queen size quilt for a fundraiser. Tickets are \$2.00/each and the drawing will be at Annual Meeting 2011 and the winner does not have to be present to win.

As a side note, since the quilt has a 14" drop on each side and the foot, it will also fit a king size bed. The quilt will be displayed in the Hospitality Room during Annual Meeting 2011 prior to the drawing.

What a lovely quilt.  
Purchase your  
chances today.



*Thanks to Dawn Ferguson, CPS/CAP, Susie Billings, and Kory Ashcraft for their great Saturday Seminar on November 13. Dawn did a great job of preparing the material for the Yabba Dabba Do It! booklet. If you need help with event planning, contact Dawn. She provided some great forms in the booklet.*

## Community News & International News

### Community News

15th Annual Food for Families Food Drive, Wednesday, December 8, 2010, 5:30 a.m.-10:30 a.m. - Brazos Center, 3232 Briarcrest, Bryan; 6:00 a.m.-7:00 p.m.-Kimbrow Center in Madisonville, 111 West Trinity; 6:00 a.m.-7:00 p.m.-Mid South Synergy Office, 7625 Texas 6, Navasota.

The holidays are a time when family and friends come together. During this event KBTX will broadcast live throughout the day. Shop any of your local grocery stores (non-perishables only) and all donations will go to the Brazos Valley Food Bank and area pantries. Together, we can make a difference in our local food pantries and the lives of our local citizens.

### International IAAP News

IAAP has a holiday ornament. Check it out at the IAAP Store at [www.zazzle.com](http://www.zazzle.com).

Remember there are free weekly podcast series. Check out the IAAP website at [www.iaap-hq.org](http://www.iaap-hq.org).

### Five Minute Organizing at Home

You don't have to spend hours organizing to make a difference. Try these easy five minute tips. Set a timer and see how many you can complete.

1. Clean out the fridge. Grab all the old leftovers, dump them in the trash or disposal, rinse the container and put them in dishwasher.
2. Hang up and put away clean clothes. Pick up all the clothes, jackets and shoes lying around the house. Place the dirty ones in a hamper. Put shoes where they belong. Hang up jackets and clothing.
3. Fold a basket of laundry and put it away.
4. Label a container "donations." Place 2-5 items in it.
5. Go through old magazines and newspapers and add them to the recycling bin.
6. Clean out a junk drawer. Dump the contents, sort them quickly, clean out the drawer and reorganize the items into small containers of like items.
7. Clean out your purse or briefcase. Place receipts in a "receipts" or "tax" folder. Use snack size plastic bags to organize contents into like items to make it easier to clean out in the future.

Life doesn't have to be complicated. Simplify at both home and work.

~ Tips from The Time Manager at <http://ineedmoretime.com>.

### December Service Project

The B-CS chapter of IAAP will be donating Walmart gift cards to Phoebe's Home. You can purchase gift cards in \$5 amounts or send your money to Patsy Luce by Dec. 10 and she'll purchase the cards. She can be reached at [pluce@shs.tamu.edu](mailto:pluce@shs.tamu.edu). Let her know if you'd like to participate and thanks for making a difference.

## 2010-2011 Calendar of Events

### International

April 24-30, 2011—Administrative Professionals Week

May 6-7, 2011—CPS/CAP Exams, local locations

July 24-27, 2011—International Education Forum and Annual Meeting, Montreal, Canada

### Division

May 12-15, 2011—T-L Annual Meeting, Crown Plaza, Houston North-Greenspoint

### Chapter

Dec 10—5:30 pm, Holiday Social, Lemon Wedge, 308 N. Main Street, Bryan

Jan. 18—5:30-7:00 pm, Going Beyond Administrative Assistant and Membership Recruitment, College Station Conference Center

Feb. 15—5:30-7:00 pm, Diversity in the Workplace, College Station Conference Center

Mar. 5—9-11:30-Saturday Seminar—Business Etiquette, location TBD

**INTERNATIONAL  
ASSOCIATION OF  
ADMINISTRATIVE  
PROFESSIONALS®**

Bryan-College Station IAAP Chapter  
P.O. Box 1881  
College Station, Texas 77841-1881



The only thing bad  
about a holiday is it is  
followed by a non-  
holiday.

~ Anonymous

## Word play

**Psephology**  
\*see-FAH-luh-jee*\  
noun

The scientific study of  
elections.

~ [http://www.merriam-  
webster.com](http://www.merriam-webster.com)

## Officers and Committee Chairs 2010-2011

### **President**

*Rosie Schoenfeld*  
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### **Vice President/Mentorship**

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### **Treasurer**

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### **Certification**

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### **Community Service/Hospitality**

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### **Historian/Photographer**

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### **Bylaws**

*Janice Walpert, CPS/CAP*  
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### **Ways 'n Means**

*Open*

### **Newsletter**

*Open (Laura Ampol-Hall, interim)*

### **President-Elect/Programs**

*Susie Billings*  
847-9357  
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### **Secretary**

*Eva Goodman, CPS/CAP*  
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### **Membership/Education**

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### **Publicity**

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### **Social Events**

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### **Webmaster**

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### **Financial Review**

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### **APD**

*Open*