

West Side Story

April 2009

Message from the President of West Houston Chapter Chapter of Excellence 2008-2009



Our Spring Seminar and Luncheon/Wine Tasting event was a huge success. About 42 people attended. Our speaker, Karen McCullough, had so much good information to share that is relevant in today's workplace and she was immensely entertaining. We especially enjoyed the group breakout session, with groups of seven, where a story was read to one person, then that person told the next person what she heard, and so on until the last person who had to tell the story to everyone as she heard it. All of the stories were funny. Some groups did a good job of listening, others did not. Details, details. It was amazing to see how many details were eliminated to get to the bottom line. There was plenty of laughter. The food and wine were excellent. Everyone had a great time! Several attendees commented that this was the best seminar they had ever attended. A guest from another Chapter was so impressed with the speaker that they plan to schedule her for an event as well.

Our Butter Braid Fundraiser was a terrific success. 269 pieces were sold for a profit of \$1,210.50 to the chapter. Marilyn Simms truly applauds members within WHC who rallied behind the fundraiser to make it a success. Many thanks to Marilyn Simms for her dedication to this fundraiser.

"The Road to Remarkable Never Ends," the theme for this year's Texas-Louisiana Annual Meeting and Education Forum, will be hosted by the Amarillo Chapter, at the Ambassador Hotel in Amarillo, Texas May 14-16, 2010. It's going to be a great event!!! Make sure your registration is postmarked by April 9th for early registration. See you there!

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Dianne Darlin CPS/CAP, President

News, Information, and Special Notes of Interest!

West Houston Chapter Name Badge

Have you gotten your West Houston Chapter Gold Name Badge? If not and you would like one, we have a new vendor.

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The badges are \$10 + tax and shipping.

Respectfully Submitted by Marilyn Simms

Is your Company Looking for a Great Administrative Professional?

Your assistance is greatly needed and appreciated!!!

When your company is seeking to hire a new employee, will you send the position posting to me for distribution to those in our chapter and Texas-Louisiana Division who are seeking employment? This is a great service both to the company and our members and friends.

Thank you very much!!!



Respectfully submitted by Elizabeth B. Berney CPS, WHC IAAP Employment Liaison



Newsletter Articles

If you have an item of interest, news that you feel would be beneficial to the Chapter or an anecdote, please submit your articles to Barbara Haralson CPS/CAP (haralsonb@att.net).

The April Birth Flower is the daisy.



Daisies are associated with innocence, stability, sympathy and cheerfulness.

Legend has it that the daisy originated from a nymph who transformed herself into a charming but unassuming wildflower to escape unwanted attention. Epitomizing childlike joy and playfulness, this April birth flower captures the essence of spring's happy-go-lucky, forever-young attitude.

April Birthstone: The Diamond



April is National Poetry month
April is Alcohol Awareness month
April is Stress Awareness month
April is National Child Abuse Prevention month

9 tips and Tricks for Effective Web Searches

Via Atiwa Computing

A lot of people don't know about, or use, some of the simple, yet powerful, tools available on Search Engines. Here are 9 tips, tricks and shortcuts to help save you time.

Tip #1: Use as many words as possible to help the search engine narrow down the context of what you're looking for. For example, if your laptop needs repair, instead of 'computer repair' type in 'Toshiba laptop repair'.

Tip #2: If you're looking for an exact name or phrase, surround the words with quotation marks. That will direct the Search Engine you are using to only look for those words grouped together in the order you entered them.

Tip #3: If you want the Search Engine to exclude certain topic areas, enter a space, then a minus sign followed by the topic you want excluded. For example, if you're looking for recipes that include asparagus spears, you might want to type in 'spears -Britney.'

Tip #4: Search engines can also act as calculators. Simply enter the calculation you'd like done into the Search box and hit the Enter key or click the Search button. The calculator can solve math problems involving basic arithmetic, more complicated math, units of measure and conversions, and physical constants.

Tip #5: Need a name and address that belongs to a land-line phone number? Just type in the phone number and you'll get both.

Tip #6: Need a map or driving directions to a location? Just type the address into the Search Field and hit the Enter key.

Tip #7: Need quick weather info for a certain city? In Google, just type the word 'weather' followed by the city name. Yahoo is the reverse – type the city name and then the word 'weather.'

Tip #8: Need a fact-based question answered? In Google, just type in the question, like 'population of Houston' and you get the answer.

Tip #9: Need info on a package tracking number? Just type in the number to get immediate information.

For other tips and tricks on Google or Yahoo, go to

<http://www.google.com/features.html> or
<http://tools.search.yahoo.com/shortcuts/>

Need other help or more information? Call Atiwa computing at 713-467-9390 or toll-free at 800-428-2532. Atiwa's website, <http://www.atiwa.com>, also offers some great free resources.

Woman of Excellence Gala – April 7th Planning Meeting

Greetings everyone,

Our September 11, 2010 Woman of Excellence Gala will be an awesome event. In an effort to celebrate, encourage and honor each of our selected honorees; we must pull together collective talents, skill base and work to ensure our ladies are most pleased with our efforts.

We need your help in pulling this together as there are many processes which go into putting a Gala together. To date; we have received information from twelve member organizations identifying their selected Woman of Excellence.

Your assistance in the following areas would be most appreciated,

- **Sponsorships and Advertisements.**
- **Hospitality.**
- **Decorations.**

- **Greeters.**

Most of our reliance is upon sponsorships and advertisements. We encourage every member organization and so forth to obtain sponsorships and advertisements to further this worthy cause.

Our next planning meeting will be held at Doneraki Mexican Restaurant located at 7705 Westheimer Road. The meeting is scheduled 6–8 PM.

We hope to see as many member organizations represented as possible.

Respectfully submitted,

Julia D. Mercer, Gala Director

Linda Drummond, Assistant Gala Director
Susan Silverman, Gala Liaison

CPS - CAP - Oh My! It's time to recertify!

Don't let your CPS or CAP certification lapse. You have five years to earn 90 points, a perfect opportunity to keep your skills as an office professional up-to-date. By earning the CPS or CAP rating, you have received the most prestigious designations offered to administrative professionals. The CPS and CAP ratings make a powerful statement. All individuals applying for CPS candidacy January 1, 1988, or later are required to recertify. All CAP holders are required to recertify. Individuals not keeping current through recertification will have their rating marked inactive. (taken from IAAP-HQ website)

No panic here! Let me share some helpful and useful tips on being organized and ready when it comes time to recertify. There is no need to recertify in less than five years unless you want to; but when the time comes, it's very rewarding to look back over the past five years and see what you've accomplished, what you've learned, how many points you've accumulated, and how ready you are! Some categories have a maximum number of points, but list all your seminars and program speakers supported by your recertification certificates in the spreadsheet and pat yourself on the back.

Once you have your certification, or recertification, create a new binder with five tabs: education, elective, experience, leadership, and miscellaneous (aka extra points). If you haven't done this yet, it's never too late to start. You can buy binders and dividers in the dollar store. Go on-line to www.iaap-hq.org/prodev/certification/recertification and print the recertification application and spreadsheet and read them carefully; information might change from year to year. Let me broaden these categories to show you how easy this is.

Education: (Up to 90 hours; minimum of 30 hours required) IAAP seminars and most chapter meetings offer recertification points. Attending T/L Division and EFAM annual meetings and seminars will award many points; and city-wide chapters offer seminars year round. You get to interact, network, and learn, as well as enjoy a morning or evening with your peers, and work towards recertification.

Elective: (30 hours maximum) Some IAAP seminars are marked elective (vs education). If you take financial planning seminars at work, these may count. List them, if they don't count, they still made you more knowledgeable.

Leadership: (30 hours maximum) If you've never been on your chapter's board, what better way to experience the "behind the scenes" activities of your organization? You attend a board meeting and the chapter meeting every month, build some great networking and interactions with your peers, and with your enhanced leadership skills, you help lead your chapter into the future. Your board and committee chair opportunities count for five points. Your homeowners, church, and Federation of Houston Professional Women board positions may also count. Get a thank you for volunteering letter or a certificate for your recertification file.

Experience: (30 hours maximum) Work education sessions like marketing, stress management, emergency preparedness, ergonomics, and software, may count. If your employer offers in-house training or financial seminars, get a certificate from

them (make your own or keep the agenda with dates and times, and a signature of attendance) - one contact hour equals one recertification point. If you plan "projects", check the criteria for this in the recertification information, get a signed document from your manager that you planned a project or event, and this may earn you 10 points for each project. They count up fast!

Miscellaneous/Extra Points: (or what does and what doesn't count) Sometimes these don't count but I always throw them into my summary list. It's great to let IAAP-HQ know that you are active beyond your dedication to the IAAP outline and outside of work.

If you have recognitions like Chapter Star of the Month, Star of the Year, Veteran of the Year, Woman of Excellence, Delegate to the Federation, Notary, United Way volunteer, Rebuilding Together Houston / Habitat for Humanity volunteer, wrote an article for a publication or taken courses to improve yourself that don't fit into the IAAP outline, list them. Some examples that might not count would be lunch time talks about domestic abuse, marketing/selling products, health care/CPR, photography, yoga/aerobics, grooming/etiquette or information sessions. There is a page or two on-line listing examples of what counts and what doesn't; please refer to this listing.

When you start your binder, your pages look lost in a 2" binder, but over five years, you will have it filled. We need 90 points, divided by five years, equals 18 points a year. You can easily satisfy five points by being a committee chair or a board member. Over five years, that's 25 points of your 90. And what do you reap? To name a few: leadership skills, networking, team building, planning, completing a project, and recognition. It's as easy as raising your hand; you will have a mentor and coaching all year long, just for asking. There are certainly enough committee chairs to go around for those interested.

Give yourself a month or so to finalize your recertification application so you don't miss the deadline. You may want to reread information on the on-line recertification spreadsheet/application to ensure your outline and summary are up to date, fill in all your personal information and then, as easy as 1, 2, 3 - your certificates are in chronological order in your binder and you just key them in. Life is good.

After all category entries are completed, review the information. I recommend submitting more than required 90 points just in case there is some question for what counts and what doesn't. Make copies of all documents sent and mail the originals to IAAP-HQ along with your check for the application fee by either certified mail or overnight mail. This is important to your career and you want to document that you followed instructions for recertification, and sometimes things do get lost in the mail.

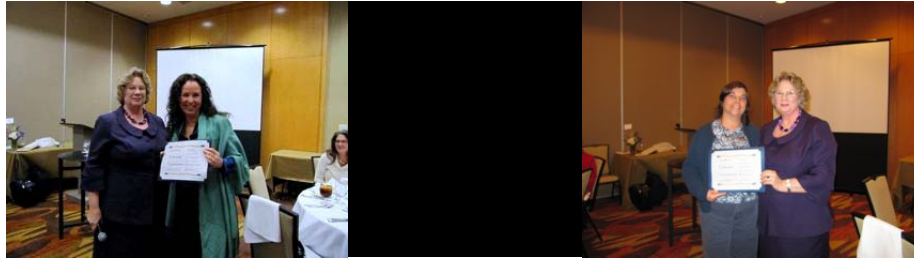
As an aside, I add this recertification summary page to my 'annual review' at work, at which time they want you to "toot your horn" for ranking purposes! My supervisor wonders when I sleep.

When you get your recertification certificate and pin in the mail, it is "almost" as good a feeling as receiving the letter that states, you passed, passed, passed and passed.

This doesn't have to be hard, laborious, or time-consuming to pull your support documents together and submit for recertification. Each time you attend a seminar, take your certificate home, 3-hole punch, and slip it in the binder. If your employer pays for your dues, they will most likely pay for recertification. If not, this is something you do for you! CPS or CAP certifications are both a validation of current skills and a commitment to the life-long learning process. You invested your time to certify, now "let's re-certify it"!!

*Submitted by Ethel F Hamilton CPS/CAP
March 31, 2010*

“E” Awards for February



Marlice Jobe

Becky Davidson

Director and Secretary installation ceremony



Carole Smith CPS/CAP & Judy Temple CPS

SAVE THE DATES:

April 20, 2010 – APW Breakfast/Impact Meeting hosted by The Woodlands Area Chapter

April 24, 2010 – Houston Chapter ICC APW Breakfast with Susan Shamali CPS/CAP, 2009-2010 International President IAAP®

May 12, 2010 – City of Houston 2010 Administrative Professionals Conference “Imagination: Awakening the Power Within You”, George R. Brown Convention Center.

May 14-16, 2010 – The 2010 Annual Meeting and Education Forum hosted by the Amarillo Chapter, “The Road to Remarkable Never Ends”, at the Ambassador Hotel in Amarillo, Texas.

July 18-21, 2010 – International Education Forum and Annual Meeting, in Boston, Massachusetts, at the Hynes Convention Center. The theme this year is “Passion & Purpose”.

West Houston Chapter 2009-2010 Board of Directors

Name		E-mail	Telephone	Location	Fax
Dianne Darlin CPS/CAP	President	dianne.darlin@shell.com	281-544-2552	Work	281-544-2474
Charlene Kesee	Vice President	cdkesee@mdanderson.org	713-745-1613	Work	713-745-3674
Judy A. Temple CPS	Secretary	judy.temple@bp.com	281-366-5406	Work	281-366-7021
Belinda Bonilla	Treasurer	bbonilla@fugro.com	713-369-6071	Work	713-369-6110
Jean Puig	Director	jeanpuig1@gmail.com	281-373-3912	Home	None
Carole Smith CPS/CAP	Director	carolene@entouch.net	281-796-3364	Cell	None
Elizabeth B. Berney CPS	Immediate Past President	betty.b.berney@exxonmobil.com irishberney@yahoo.com	713-656-6217	Work	262-313-2826

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April IAAP/WHC Anniversaries

Elizabeth B. Berney CPS
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Diane Emerson CPS/CAP
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Dawn Hunnefeld
Nellie Kerbow
Christine Larry Hicks
Vanessa Maraman CPS
Lena Rhodes
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Linda Ward
Gina Winters
Schelitia Wright

April Birthday's

Kathy Bell CPS/CAP
Debra Cozine CPS
Sharon Eubanks
Jacqueline Vigil



Our Newsletter Mission is to provide a monthly publication designed to keep West Houston Chapter members and potential new members informed of chapter activities, events and associated news, with emphasis on career development resources and professional trends.

Editor and Chair: Barbara Haralson CPS/CAP

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We welcome and thank our advertised vendors for their wonderful door prizes for our monthly chapter meetings. We appreciate our advertiser's support and ask that you consider using their services as the need arises.