

West Side Story

March 2009

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



Our Spring Seminar and Luncheon/Wine Tasting event will be here before you know it. Just one more week; so register as soon as possible to be guaranteed a seat. Karen McCullough will be our outstanding speaker. The topic is "Listen Up...Listening is Hard Work." 8:30 a.m. – 1:15 p.m. at Café Benedicte, 15455 Memorial Drive, #100, Houston, TX 77079. This is going to be great fun with the added bonus of 3 recertification points! The cost is a real bargain at \$45 for IAAP members and \$55 for non-members and includes morning sweet roll and full lunch. We look forward to seeing you there!

Remember our Butter Braid Fundraiser. I would like to challenge each WHC member to purchase at least one of the Butter Braid breads. If each member would purchase one, we would sell above the 100 minimum requirement, and our Chapter would receive the much needed operating funds for our 2009-2010 budget year, especially since we are not having the golf tournament this year. Each week, I will be sending a pulse check-in flyer (prepared by Marilyn Simms) (when there is an increase in sales) to the membership with a request to contact Marilyn Simms to update her with your Butter Braid sales to date.

"The Road to Remarkable Never Ends." That's the theme for this year's Texas-Louisiana Annual Meeting and Education Forum hosted by the Amarillo Chapter, at the Ambassador Hotel in Amarillo, Texas May 14-16, 2010. Frances McAnear CPS/CAP has shown slides at the last two chapter meetings to whet our appetites and show us what is in store for us. It's going to be exciting!!! Charlene Kesee CPS/CAP was the first to register and received a jar of M&M's from the T-L Division. So register as soon as possible. Early registration must be postmarked by April 9th. 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 vendor in the Woodlands who can take your order. Justin was referred to us by Tina Wiggins of the Woodlands Area Chapter.

Justin Regester
Honor Trophies
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Phone: 281-367-2205
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The badges are \$10 + tax and shipping.

Respectfully Submitted by Frances A. McAnear CPS



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).

THANK YOU WEST HOUSTON CHAPTER!!!

Thank you for submitting my name for Vice President of the Texas-Louisiana Division for 2010-2011. I am honored and grateful you gave your recommendation to the T-L Nominations Committee!! This year as T-L Secretary is/and continues to be very rewarding and busy.

Again, I am very grateful to West Houston Chapter for your past and continued support for our Professional Organization at all levels.

Warm Regards,

Frances A. McAnear CPS/CAP

The March Birth Flower is the Jonquil (aka Daffodil or Narcissus)

The meaning of the March Birth Flower, the Jonquil (aka Daffodil or Narcissus) is friendship and domestic happiness

March Birthstone: The Aquamarine

March is Women's History month
March is American Red Cross month
March is Colon Cancer Awareness month
March is National Kidney month



LEMONETIQUETTE

The right business etiquette for the right environment

If you are part of a conversation about work-related issues with three or four people in the room, when is it appropriate to break into this verbal *mêlée*?

Your first consideration is, "Am I providing something which has not already been said?" If your position has been appropriately represented by someone else, repetition is not appreciated.

Second, if you have ancillary information which the group needs, it is appropriate for you to get the attention of everyone by slightly raising your hand when the last speaker is obviously concluding. This non-verbal message says, in effect, "I want to be next."

Finally, it is never business etiquette to barge in with an invective like, "Just a minute, you people...." We know people who use this "gladiator approach" and...we abhor their manners.



LEMONLETTERS

Composition and grammar rules to improve your writing

Recently, an avid reader of *LeMonAide* asked for some specific information about commonly confused word pairs. Here is my response. You may want to print this part of *LeMonAide* and post it on a wall next to your computer.

What is the difference between *than* and *then*? *Than* is used as a conjunction introducing a dependent clause of comparison. *Then* is an adverb which means "at that time" or "next."

Look at these illustrations: ***The age when you can apply for Social Security is higher now than it was then. The new company told us they could handle this account better than we.***

What is the difference between *glean* and *gleam*? *Glean* is a verb meaning "to gather." ***The farmer went into the fields to glean the rest of the crop.***

Gleam is a noun. ***She clearly saw the gleam in his eye.*** This word can also be used in the verb form as a gerund, ***He was gleaming with pride.***

What is the difference between *fathom* and *phantom*? *Fathom* is a noun meaning a measurement of depth. ***The scuba diver dove down twelve fathoms.***

Phantom is a noun meaning "something that appears to have no known physical form, an apparition." ***When he came down the stairs in the middle of the night there was a phantom of his father in the kitchen.***

So, I hope you are gleaning more of the gleaming nuggets of knowledge in this issue of *LeMonAide* than you did in the January issue.



LEMONLETTERS

Composition and grammar rules to improve your writing

Let's work on three "c" words in this edition of LeMonAide.

First, the word **clever** means one thing when referencing people and something very different when talking about a horse. A "clever" horse is good-natured, but the horse is not ingenious. Clever people are ingenious.

Second, the word **compare** means to point out or imply similarities between objects, people, etc. When using the expression **compare with** the intent is to point out differences. Therefore, life has been compared to a drama and the U.S. Congress can be compared with the British Parliament.

Third, the word **comprise** literally means to "embrace." Therefore, a zoo comprises mammals, reptiles and birds (because it "embraces" all of them in one location), but animals do not "comprise" a zoo—they constitute a zoo.

Dr. Cal LeMon, President, Executive Enrichment, Inc. is a corporate educator, organizational consultant and keynote speaker who can be reached at 800-373-4040 or www.execenrichment.com.

SAVE THE DATES:

March 6, 2010 – Galveston County Chapter 2010 Spring Seminar

March 8-10, 2010 – Professional Education Conference, Grand Sierra Resort & Casino in Reno, Nevada

March 13, 2010 – West Houston Chapter Spring Seminar & Luncheon / Wine Tasting

March 20, 2010 – IAAP Information Session (New Member Orientation & Member Recruitment)

March 20, 2010 – Clear Lake/NASA Area Chapter's Spring seminar

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 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.

West Houston Chapter 2009-2010 Board of Directors

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March IAAP/WHC Anniversaries

Belinda Bonilla
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Diane Hoffner CPS/CAP
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March Birthday's

Mary Alaniz CPS
Marcella Christophe CPS/CAP
Kimberly Kutach
Barbara Martin CAP
Suzanne Nelson CPS/CAP



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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When you use our vendors, please let them know you heard about them through WHC.

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.