



Important Dates

January

- 1/25 Chapter Meeting
- 1/29 CPS/CAP Society Annual Meeting

February

- 2/8 Board Meeting
- 2/22 Chapter Meeting

March 26th
Chapter Seminar

2010-2011 WHC Board

Charlene Kesee, CPS/CAP, President
Elizabeth B. Berney, CPS, Vice President
Vivian Wuertz, CAP, Secretary
Belinda Bonilla, Treasurer
Ethel Hamilton, CPS/CAP, Director
Kimberly McLeod, CPS, Director
Dianne Darlin, CPS/CAP, Immediate Past President

PASSION & PURPOSE
WEST HOUSTON CHAPTER

President's Update West Houston Chapter, IAAP January 1 – 15, 2011

Dear Members,

Happy New Year! We hope each of you had a fabulous holiday season and that you're recovering well from all the fun. It's a big adjustment when you have to return to the office after being off, even if you were only off for one day.

In 1911, the first International Women's Day was established following the 2nd International Conference of Working Women. The conference was held in Copenhagen in 1910 and attended by over 100 women from 17 countries, who voted for this annual day of recognition for working women. Here we are, 100 years later, still banding together as working women. How phenomenal!

This year, let's anticipate new blessings and achievements. Our hearts go out to our IAAP colleagues in other parts of the U.S. who are experiencing the harsh winter blasts. On the home front, let's be thankful for the friendships we've gained through IAAP.

We still need you to volunteer. We need two more delegates for FHPW. We are looking for members to serve on the Nominations Committee for 2011-2012 chapter elections. And all standing committees could always use your help. Please contact one of us if you're interested.

We hope to see you at the January chapter meeting.

Charlene, Betty, Vivian, Belinda, Ethel, Kim, Dianne



MEMBER RECOGNITION

Congratulations to our members who passed the CPS or CAP certification exam on November 4th.



Judith Johnson, CPS/CAP
Vanessa Maraman, CPS/CAP

If you took the exam in November and would like to share your results with us, please contact Lucie Waits, Certification & Education chair @ lmwaits@msn.com.

Division Annual Meeting

Texas-Louisiana Annual Meeting – May 13-15, 2011

The Division Annual Meeting is only a few months away. This year's annual meeting is hosted by the Greenspoint Area Chapter and will be held at the Crowne Plaza North Greenspoint. This year's theme is "What's in Your Toolkit?" Registration will begin on February 1st.

Wouldn't it be great for our chapter to make a big showing at the annual meeting? With the meeting being local this year, let's look at ways to reduce costs by carpooling. Interested? Let one of the board members know as we get closer to the meeting so we can plan.

This is also the time to gather all your IAAP activities together and submit your application for **Division Member of the Year**. We've had a great year so far, thanks to you. The DMOTY recognition records your achievements and accomplishments from April 1, 2010 – March 31, 2011.

You are encouraged to submit your application to be our chapter nominee and get division recognition for your dedication and achievements. Applications are due to the Board by April 4th (to be submitted to T-L by April 9th).

[Click here to download the DMOTY application](#)

PATHWAYS TO EXCELLENCE (MOE)

We are half way through this year's Pathways to Excellence program. Board members are documenting our activities to make sure we earn the Chapter of Excellence recognition for the third year. Activities are recorded from July 1, 2010 – June 30, 2011.

Are you working on your **Member of Excellence** Criteria? You need 8 of the 11 points in order to earn the MOE recognition.

Need help? Here are some tidbits to help you along:

1.	Attendance at IAAP events (Since July 1, we've had 4 chapter meetings & 6 board meetings; January – June, we will have 6 more chapter meetings & 6 board meetings; IAAP seminars, T-L annual meeting (May 2011), and EFAM – Boston (July 2010) also count towards this point	1 point
2.	CPS and/or CAP designation	1 point
3.	Sign the MOE agreement	1 point
4.	Committee members, chairs, and board officers	1 point
5.	Attend a non-IAAP workshop/seminar/conference at your job or by another organization	1 point
6.	Renew your membership on or before the due date (you can even renew online)	1 point
7.	Hold a degree from a college or university	1 point
8.	Recruit one new member	1 point
9.	Participate in the online web community (blog posts, responses, etc)	1 point
10.	Indicate your IAAP activities in your annual performance review in your workplace	1 point
11.	Conduct a presentation, training, or program	1 point

For 2010, there were 10 chapter members who achieved MOE. Let's surpass that number by far for 2011!

[Pathways to Excellence info & forms](#)

UPDATES

Changes to the certification program are effective with the November 2011 exams.

Below are links to the new content outlines and bibliographies for the new CAP and Organizational Management exams that are effective November 2011.

[Content Outline and Bibliography for Certified Administrative Professional Exam](#)
[Content Outline and Bibliography for Organizational Management Specialty Exam](#)

FEDERATION OF HOUSTON PROFESSIONAL WOMEN

We are still in need of two WHC members to represent us as Delegates for FHPW. As a delegate for WHC, your commitment includes attending four quarterly meetings in 2011 and submitting an article for the President's Update after each meeting. Meetings are held on the 4th Monday of January, April, July and October at the H.E.S.S. Club on Westheimer, just West of the Galleria. WHC reimburses your meals and you'll be among IAAP members from ExxonMobil North and Greenspoint Area chapters. Other delegate's duties are listed at www.fhpw.org. Contact Ethel Hamilton if you're interested.

COMMUNITY SERVICE PROJECTS

Box Tops for Education

Continue to bring your Box Tops labels to the chapter meetings. We are averaging 250 - 300 box tops per month. Keep 'em coming!



UPCOMING EVENTS & REMINDERS

January	25	Chapter Meeting & Program Speaker: Joel Ferguson Program: "Everyone's A Winner: Negotiating Done Well" Approved for 1 recertification point
	29	CPS/CAP Society of Texas Annual Seminar "Conscious Language" The Briar Club 2603 Timmons Lane @ Westheimer Approved for 3 recertification points http://www.cpscapsot.org/SeminarFlyer2011final.pdf

The West Houston Chapter Spring Seminar

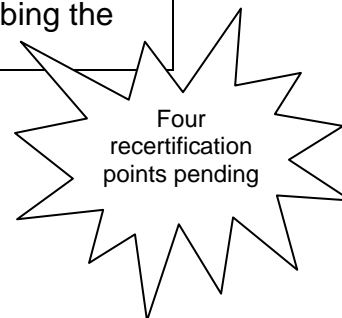
Theme: Keys to Your Professional Treasure Chest

Two Phenomenal Speakers!



<p>Dennis Brown Presenting "Your Attitude is Showing"</p>	<p>Charlotte Stallings Presenting "What Got You Here Won't Get You There: How to Keep Climbing the Success Ladder"</p>
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Date: Saturday, March 26, 2011
Time: 8: 00 AM – 1:00 PM
Location: BP Room, 501 Westlake Park Blvd, Houston, TX 77079



Registration form coming soon...



SAVE THE DATE

The WHC Golf Tournament will be held on Friday, April 8, 2011. More information to come...

EMPLOYMENT LIAISON

When your company is seeking to hire a new employee, will you send the position posting to Dianne Darlin 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.

Respectfully submitted by Dianne Darlin, CPS/CAP, WHC IAAP Employment Liaison

OUR SPONSORS

We extend a special "Thank You" to each of our corporate sponsors for their support at our chapter meetings and events.

