



Important Dates

February

2/22 Chapter Meeting

March

3/22 Chapter Meeting

3/26 WHC Spring Seminar

April

4/2 IAAP University

4/8 Golf Tournament

4/26 Chapter Meeting

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



President's Update West Houston Chapter, IAAP February 15, 2011

Dear Members,

We trust each of you made it through the wintery weather safely. We're finally getting back to our *normal* Houston weather and getting ready for the spring season. What better way to enjoy the warm weather than to play golf! The WHC golf tournament is right around the corner on April 8th at the Cypress Lakes Golf Course. Spread the word to golfers you know. We're excited about the tournament and anticipating a huge turnout.

We held our member recruitment and orientation meeting on Saturday, Feb. 12th. The Membership Committee organized the event and it was flawless. Best of all, hosting this event has helped us complete another requirement towards Chapter of Excellence for 2010-2011.

There are lots of events going on amongst the Houston area chapters over the next few months. We will be constantly filtering information to you about chapter and APW events as well as the T-L annual meeting. So stay tuned!

Be sure to register for the chapter seminar on March 26th. We have two great speakers and the program is approved for 4 recertification points. We are looking forward to seeing all of you at the seminar!!!

See you at the next chapter meeting!

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



CPS/CAP SOCIETY OF TEXAS ANNUAL MEETING (more pictures)

Again, I want to congratulate our chapter members for their service on the Society's Board and taking on these very challenging roles in addition to their service to WHC.

2010 Board of Directors	2011 Board of Directors
Dianne Darlin, CPS/CAP, Vice President Ethel Hamilton, CPS/CAP, Treasurer Marlice Jobe, CPS, Secretary	Evelyn Aguries, CPS, Vice President Dianne Darlin, CPS/CAP, Treasurer

I want to thank Frances McAnear, CPS/CAP for sharing her photos from the event.



CPS/CAP Society of Texas
Annual Meeting – 1/29/2011

MEMBER RECRUITMENT & ORIENTATION MEETING

WHC held its member recruitment and orientation meeting on February 12, 2011, coordinated by Evelyn Aguries, CPS and Carole Smith, CPS/CAP. The event drew quite a few prospective new chapter members and all were enthusiastic about IAAP and what WHC has to offer.



Evelyn and Carole did a phenomenal job putting this event together!

MEMBER RECOGNITION



Congratulations to Tomi Scantlebury, CPS/CAP for recertifying in January!

COMMUNITY SERVICE PROJECTS

Box Tops for Education

We are still collecting Box Tops, which are being donated to Frostwood Elementary School. Continue to bring your Box Tops labels to the chapter meetings. We will be collecting until April 30, 2011.



You can also mail your box tops to:

Carole Smith, CPS/CAP
13411 Layton Castle Lane
Cypress, TX 77429

UPCOMING EVENTS & REMINDERS

February	22	Chapter Meeting & Program Speaker: Bill Crawford, PhD Program: "Clarity, Confidence, & Creativity: Dealing With Stress Versus Stress Dealing With You"
March	22	Chapter Meeting & Program
	26	WHC Spring Seminar <i>Information provided on next pages</i>
April	2	IAAP University (Presented by ExxonMobil North & South Chapters IAAP) Program: The Effective Administrative Professional in the 21st Century ExxonMobil Greenspoint Conference Center 233 Benmar, Houston, TX 77060 IAAP University Registration Form



WHC Golf Tournament

Friday, April 8, 2011 at Cypress Lakes Golf Course

More information to come...

Questions? Contact Marilyn Simms at Marilyn.Simms@bp.com

Division Annual Meeting

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

Theme: "What's in Your Toolkit?"

We hope you've been gathering your IAAP activity information for your **Division Member of the Year** application. The DMOTY recognition records your achievements and accomplishments from April 1, 2010 – March 31, 2011.

DMOTY Applications are due to the Board by **April 4th** (to be submitted to T-L by April 9th). All applications submitted by WHC members will be reviewed by the WHC board and the one with the highest number of points will be submitted to T-L and further reviewed. The division member with the highest number of activity points will be selected as the 2011 DMOTY.


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

Spring Seminar and Luncheon KEYS TO YOUR PROFESSIONAL TREASURE CHEST

Saturday, March 26, 2011

7:30 A.M. – 1:00 P.M.

BP Westlake One Building Conference Center
501 Westlake Park Blvd., Houston, TX 77079



**4 CPS/CAP
Recertification
Points**



Dennis S. Brown
President of Destiny Investments

Dennis S. Brown, Motivational Speaker and Author, believes that "*Your Attitude is Showing!*" It is also the topic of one of his most powerful talks as a major force on the national public speaking circuit. Dennis believes "*The only difference between A GOOD DAY & A BAD DAY is your ATTITUDE!*"[®] He explains that positive attitude differs from positive speaking by simply one word--**ACTION!** In fact, he says that "attitude is feeling, belief, and passion, and if we stir up those ingredients in the bowl of life--oh how sweet our days will be!"

www.dennisbrown.com/dsbrown.html

Session: 8:15am – 10:15am
"Your Attitude is Showing"



Charlotte Stallings
President of Getting Smart! LLC

Charlotte Stallings, Speaker and Author, is the founder and President of Get Smart! LLC. She gained expertise in the nuts and bolts of business; sales, marketing and leadership from her years at powerhouse corporations such as US Banks, Xerox and over 20 years at American Express. Charlotte's credentials and experience speak for themselves, and her one-of-a-kind presentations inspire the most diverse audiences to overcome the issues they face. Janice Scott of Brooks International Speakers Bureau says it best, "*Charlotte has the three C's – credibility, charisma and content.*"

<http://www.charlottestallings.com>

Session: 10:30am – 12:30pm
**"What Got You Here Won't Get You There:
How To Keep Climbing the Success Ladder"**

[Seminar registration form](#)

If you have questions about the seminar, contact Betty Berney, CPS at betty.b.berney@exxonmobil.com

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.

