



President's Update West Houston Chapter, IAAP April 1, 2011



Dear Members,

What a great month we've had. It was great to see so many of you at the March chapter meeting. We took away a lot of information from our speaker's presentation. And the 2011 Woman of Excellence was announced at the chapter meeting!

If you missed the seminar on March 26th, you definitely missed a treat. We had two well-known speakers, who delivered practical concepts that can be incorporated into your daily professional lives.

Our golf tournament is only days away and we're excited. The golf committee has been working hard to make this the best tournament ever! It's not too late for golfers to register so pass the word around.

Administrative Professionals Week is April 24-30. Your bosses will probably be showing their appreciation for you running the company on their behalf. The 2011 APW theme is "This year, celebrate all office professionals." There is no rule that says appreciation has to be filtered from boss to Admin. Take a moment to recognize and show your appreciation for your fellow Admins and all they've done to help you get through your day.

As a reminder, the chapter financial information is available via the WHC website. You will be required to sign in to view the financial statements.

See you at the next chapter meeting!

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



Important Dates

April

- 4/2 IAAP University
- 4/8 Golf Tournament**
- 4/26 Chapter Meeting
- 4/30 APW Breakfast

May

- 24 Chapter Annual Meeting (Officer Elections)

June

- 28 Installation of Officers

2010-2011 WHC Board

Charlene Kese, 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

2011 WOMAN OF EXCELLENCE



Congratulations to Charlene Kesee, 2011 Woman of Excellence, Federation of Houston Professional Women (FHPW).



Evelyn Aguries, CPS was also nominated for Woman of Excellence. Congratulations to her for her outstanding presence in the chapter this year!

Dear Members,

I am truly honored to be selected by the chapter as this year's WOE. I am so humbled that you all have thought so highly of me that I would be nominated for such a rewarding honor. I'm thrilled to follow in the footsteps of all the previous Women of Excellence. I am grateful to each of you and blessed to be a part of such a supportive chapter.

Sincerely,

Charlene Kesee CPS/CAP

UPCOMING EVENTS & REMINDERS

<i>April</i>	2	IAAP University (Presented by ExxonMobil North & South Chapters IAAP) Program: The Effective Administrative Professional in the 21 st Century ExxonMobil Greenspoint Conference Center
	8	WHC Golf Tournament Cypress Lakes Golf Course
	26	WHC Chapter Meeting Speaker: Bonnie House, CPS/CAP, IAAP Texas-Louisiana Division Treasurer Program: Grace Under Pressure *Approved for 1 recertification point
	30	APW Breakfast Hosted by the Woodlands Area Chapter <i>More information to come</i>
<i>May</i>	13-15	Texas-Louisiana Division Annual Meeting Theme: What's in Your Toolkit? Crowne Plaza Hotel Houston North-Greenspoint
	24	WHC Annual Meeting and Election of Officers

WHC SEMINAR – MARCH 26, 2011

What a phenomenal seminar we had! Two fabulous speakers—Dennis Brown and Charlotte Stallings! Traditionally, seminar planning and organization is handled by the Vice President and **Betty Berney** ensured our seminar was successful.

First and foremost, we have to express our sincerest gratitude to our sponsors: BP provided the venue for our seminar at no cost to the chapter. Lunch was sponsored by Murphy's Corporate Lodging. Special thanks to **Marilyn Simms** for working with both organizations and obtaining the sponsorship for the seminar. We were also fortunate to have several non-IAAP volunteers who gave up their Saturday to help the chapter!



MARCH CHAPTER MEETING

Last month's chapter meeting included another fabulous speaker. Kimaka Willis, motivational speaker and author, facilitated a discussion on effective presentation skills and how to effectively deliver a message to our audience. She engaged the chapter members with fun exercises. We had a great time! Special thanks to our **Ella Harvey CPS/CAP** (Program Chair) for arranging Ms. Willis' presentation for the chapter.



BOX TOPS FOR EDUCATION

We have collected more than 1500 Box Tops so far, which have been donated to Frostwood Elementary School. We are so proud of your diligence. Special thanks to **Marilyn Simms** and her various Box Tops parties, which have contributed to massive amounts of box tops each month.



We will be collecting until April 30, 2011. You can also mail your box tops to our Box Champion:

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

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.

