



### Important Dates

#### June

28 Chapter Meeting &  
Installation of Officers

-----  
Happy 23<sup>rd</sup> Birthday West  
Houston Chapter!

Join us for cake at the June  
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

**PASSION &  
PURPOSE**  
WEST HOUSTON CHAPTER

## President's Update West Houston Chapter, IAAP June 2011

Dear Members,

♪ We're so glad we've had this time together ♪

Completion and transition are actions that spark many different emotions...excitement... sadness... sense of accomplishment. The expected outcome of every goal is to reach the finish line and see a task, event, or situation to its completed phase. Likewise, transition and change can bring about anticipation as we prepare for what the new season will bring. Now that we've reached the completion of one chapter journey, we eagerly await the next new phase in West Houston Chapter history.

As we near the end of the 2010 – 2011 fiscal year, we can reflect on all the successes the chapter has had this year. We're so proud of the support received from the chapter members to reach each of these milestones.

Special heartfelt gratitude goes to all of our committee chairs and committee members who have worked relentlessly behind the scenes on chapter business.

Moving forward, we ask your continued support of our slate of officers for 2011-2012 year. Let's get them elected and installed and walk next year's journey together.

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.

Don't forget to gather your data for Member of Excellence. The deadline for submission is June 30<sup>th</sup>.

See you at the next chapter meeting!

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



## 2011-2012 Slate of Officers

President	Betty Berney, CPS
Vice President	Belinda Bonilla
Treasurer	Melanie Pollack, CPS/CAP
Secretary	Barbara Mitchell
Director	Ella Harvey, CPS/CAP
Director	Dianne Darlin, CPS/CAP

The chapter needs you. Volunteer to chair or serve on a committee!

## WEST HOUSTON CHAPTER HIGHLIGHTS – 2010-2011

- ❖ Chapter recognized as “Chapter of Excellence for 2009-2010” at EFAM (Boston)
- ❖ 10 Members attained Member of Excellence for 2009-2010
- ❖ Members (and member spouses) volunteered for the Special Olympics Golf Tournament (September)
- ❖ Steve Fell of BP honored as Executive of the Year, nominated by Marilyn Simms (October)
- ❖ Silent Auction netted \$837 in profits (November)
- ❖ Supported the Katy Christian Ministries (December)
- ❖ Hosted a holiday gathering (December)
- ❖ Submitted an Avery Award for Excellence application (January)
- ❖ Held a leadership retreat for officers and committee chairs (February)
- ❖ Held a member recruitment meeting (February)
- ❖ Spring Seminar netted \$999.50 (March)
- ❖ Golf tournament netted \$1833.21 (April)
- ❖ 8 members certified in November
- ❖ 7 members recertified between July '10 and May '11
- ❖ Collected and donated 3466 Box Tops for Education to Frostwood Elementary
- ❖ Presented 14 E-Awards between July '10 and May '11
- ❖ Members attended the T-L Division annual meeting in Greenspoint
- ❖ Chapter recognized at the division annual meeting for its community service projects
- ❖ Chapter member held a division office for 2010-2011; several members served on division committees and on special committees at the annual meeting; another chapter member elected and installed into division office for 2011-2012
- ❖ FHPW Representation with members serving on the board and on committees; Celebrated our Women of Excellence for FHPW
- ❖ Chapter representation in OfficePro magazine with feature articles written by a chapter member
- ❖ Met the criteria for Chapter of Excellence for 2010-2011 (submitted in June '11)
- ❖ Had dynamic speakers and received recertification points for all meetings
- ❖ Received generous support from our vendors
- ❖ Long time member Doris Towns, CPS (1914-2010) inducted into the Omega Chapter

To all the chapter members who unselfishly volunteered repeatedly throughout the year, we could not have any of this without you!

## MEMBER IN ACTION

### West Houston Chapter Members Retires & Relocates

Judy A. Temple, CPS retired from BP America Inc., on Friday, May 27, 2011 and the next morning, she and her husband Terry relocated to their new home in Texas Hill Country approximately three hours away from Houston. Judy states “*we built a home there two years ago to visit two weekends each month. Now my husband is ready to make it our permanent residence.*”



Left to right: Marilyn Simms, Judy Temple, Caroline Champness

Judy earned her CPS in 2002, joined the chapter in 2003 and recertified in 2005 & 2010. In her eight year history with WHC IAAP she regularly attended monthly meetings and was actively involved on the following committees - Membership, Hospitality, Golf, Ways & Means, Audit, Certification and Education. Additionally, she served on WHC Board as a Director. Other contributions to IAAP included attendance at conventions, seminars and workshops. She held membership with CPS/CAP Society of Texas where she served as 2008 Seminar Committee Chair.

Judy had been employed with BP America Inc., since 1995 and her current position was Executive Administrative Assistant to the Chief Information Officer of Upstream IT&S. She and I met while collaborating on a committee supporting the training and development of the BP admin. It was through Judy's encouragement I accepted the role as Ways & Means Chair within three months after becoming a WHC member. She has been a mentor, role model and dear colleague. I have thoroughly enjoyed both our BP working and WHC sisterhood relationships!

In September, 2009 Judy was honored as *WHC IAAP 2009 FHPW Woman of Excellence*. Not only were family, friends and WHC colleagues present but her Executive along with each member of his leadership team and their spouses attended the gala to support her as she received this prestigious lifetime honor.

Judy intends to stay plugged in to the business world with a part-time job but primarily she and Terry plan to travel, volunteer in the church and community, and enjoy their life of leisure.

Judy doesn't have a home email yet but can be reached via cell +1-210-410-9394. She extends an open invite to all! Congratulations and Best Wishes to Judy on her retirement!

Submitted by Marilyn Simms.

## BOX TOPS FOR EDUCATION

We're getting an early start on next year's collection efforts. Bring your box tops to the chapter meeting. If you're interested in leading this initiative for the year, contact one of the board members.



The chapter who collected the most box tops will be announced at EFAM next month in Montreal.

# West Houston Chapter

## Solicits Committee Chairmen & Committee Members

We are very excited about the upcoming fiscal year and would like to reach out to all the WHC members who may be sitting on the fence about their decision to Chair a Committee or volunteer as a Committee member. To aid in your decision, I have comprised a short description along with the skills that are developed when serving on any Chapter Committees. To date the following Committees are in need of a Committee Chair and/or Committee Members.

### *Bylaws & Standing Rules - Committee Chairman (1)/Committee Members (2 desired)\**

**Position Description:**

This position is responsible for reviewing and recommending changes to Bylaws and Standing Rules. Chairman will maintain conformity to Chapter Bylaws & Standing Rules as well as Division Bylaws & Standing Rules. This Committee may propose amendments and resolutions. Chairman or designated Committee Member is responsible for editing and distributing proposed changes to Membership. Will conduct an annual review of Chapter Bylaws and Standing rules and propose changes and/or updates to the Board of Directors. Chairman or designated Committee Member is responsible for presenting proposed amendments to International and Division Bylaws to Membership for consideration.

**Skills Developed in this position:**

Organization, analytical consistency, thorough understanding of Roberts Rules of Order

### *Historian (Photography) Committee Chairman (1)/Committee Member (1 desired)\**

**Position Description:**

This position is responsible for taking photographs at various Chapter events and maintaining photographs of past Chapter activities. Provide copies of photographs as requested by Division President. On occasion, the Historian Committee Chairman or designated Committee member will be asked to develop a slide presentation of a Chapter event for Members to view at a Chapter meeting.

**Skills Developed in this position:**

Creativity, dependability and presentation design

### *Membership – Committee Chairman (1)/Committee Members (6 desired)\**

**Position Description:**

This position is responsible for the recruitment and maintenance of the Chapter membership. The Committee Chairman or designated Committee member will maintain a monthly active membership total and list of prospective members, visitors, mentor assignments and membership additions/changes and provide to Board of Directors on a monthly basis. Committee Chairman or designated Committee Member will coordinate Member installation ceremony at monthly Chapter meetings. Oversee Chapter mentor program. Plan and coordinate Member Orientation and Recruitment Sessions. Prepare Chapter Membership Surveys. Maintain Chapter Roster and updated Chapter Member email address list. Provide Chapter with IAAP Headquarters Membership changes and/or updates.

**Skills Developed in this position:** People skills, organizational skills, networking, public speaking, sales, training, presentation design and creativity

***Ways & Means Committee Chairman (1)/Committee Members (2 desired)\****

**Position Description:** This position is responsible for coordinating fundraising activities to generate operating revenue for the Chapter. Committee members with a variety of skills that include the ability to organize fundraising projects from inception to conclusion and ability to handle money would be really helpful to this Committee.

**Skills Developed in this position:** Organization, project management, teamwork, scheduling, creativity, resourcefulness, reliability and sales

***Website Committee Chairman (1)/Committee Members (2 desired)\****

**Position Description:** This position is responsible for the maintaining and/or modification of Chapter website. Chairman or designated Committee member publishes monthly updates and keeps it current with all Chapter events and activities. Checks that all links posted on the website are current. Committee Chairman and or designated Committee Member proofreads all documents and articles prior to publishing to the Chapter Website.

**Skills Developed in this position:** Communication, teamwork, creativity, design, website publishing/building, proofreading. Originality, reliability and innovation

***Don't delay... Volunteer today!!***

**Please do not hesitate to contact me if you would like more information on how to volunteer for any of the Committee Chairman or Committee member positions listed.**

\*Serving as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's Advisory Board for the Office Administration Program will satisfy one of the criteria necessary to obtain Member of Excellence designation.

**Article Written by: Belinda Bonilla**

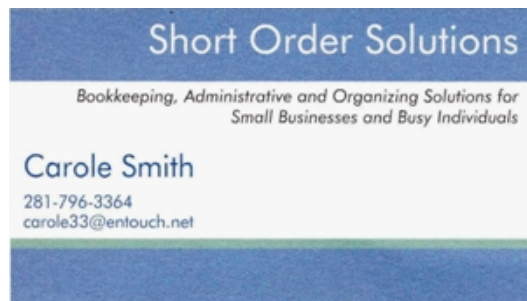
## EMPLOYMENT LIAISON

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.



## PROMOTIONS

Distinctive Branding Solutions

