

THE CAPITAL STANDARD



Capital Chapter
Austin, TX

Established May 25, 1974

Why Capital Chapter?

Capital Chapter was established May 25, 1974 and is part of the International Association of Administrative Professionals. IAAP® is the world's largest association for administrative support staff, with 600 chapters and 40,000 members and affiliates worldwide.

The chapter serves Austin and its surrounding area.

The membership is a mix of local industry: high tech, state government, financial, non-profit, private and education, and work at companies such as Dell, The University of Texas, the Internal Revenue Service, IKON Office Solutions, the Lower Colorado River Authority, IE Discovery, SEMATECH and the Texas Hospital Association.

Capital Chapter strives to offer opportunities for professional growth and advancing one's career objective by providing quality training and support to its members.



A message from the 2010-2011 Capital Chapter Board

The 2010-2011 Capital Chapter Board welcomes you to a year of passion and purpose!

We have planned twelve months of professional development, networking and community service opportunities. All designed to enhance your success as an administrative professional.

Our belief is that each and every admin has the power to make a difference wherever they are.

With that in mind, we introduce our chapter emphasis for 2010-2011, "**The Power of One.**"

In July, we kicked off our first community service project, "**Pennies for Professionals.**"

Members are encouraged to save their pennies and bring them to chapter meetings throughout the year. The pennies will be counted in May 2011 with proceeds going to the Retirement Trust Foundation (RTF). This power of one cent will help the RTF provide housing grants to in-need administrative professionals over the age of fifty-five.

We encourage members to volunteer for a committee and discover the "Power of One Minute." Whatever the time commitment, there is always something that everyone can do.

We're committed to maintaining our Chapter of Excellence (COE) designation for 2010-2011.

Thanks to our past president, **Virgil Delgado**, we received a logo to place on our website along with a \$150 credit for our IAAP web community participation recognizing us as a 2009-2010 COE.

A slide show before each chapter meeting will keep you up to date on our progress.

Several members are well on their way to

Member of Excellence (MOE) status again this year. **Niki Braddock, CPS/CAP, Mary Joy Guzman, CPS, Melissa Huffmaster, CPS/CAP** and **Mindy Thompson, CPS/CAP** attained the MOE designation in 2009-2010.

We recognize the power of one role.

What we lack in experience, we more than make up with enthusiasm; this "Class of 2007" plans to travel to the September T-L Leadership Workshop in San Antonio. Building leadership skills and experiences in every board member ensures a succession of future chapter leaders.

Directors **Mary Smith** and **Yolanda Gonzales** will lead ice breakers at our August and September meetings, and **Niki Braddock** will oversee the 50/50 raffle in September.

Over the next few months, you'll receive information about upcoming chapter meetings, our membership recruitment meeting on October 20 and our April 2011 seminar. Come to all of them or come to one...we would love to see you.

We invite you to experience what the power of one can do!

Inside This Issue

2010 EFAM Report	<u>2</u>
2010 T-L Division Report	<u>3</u>
The Power of One Fuzzy	<u>4</u>
Events & Meetings	<u>5</u>
Picture Page	<u>6</u>

THE CAPITAL STANDARD



Why IAAP®?

- CPS/CAP Certification
- Professional Development
- Professional Credibility
- Leadership Opportunities
- Public Speaking
- Commitment
- Friendship
- Networking
- Job Opportunities
- Educational Credits
- Build Self Confidence
- Moral Support
- Educational Seminars

The International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide.

Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.



2010 EFAM Report: The Admins are Coming! The Admins are Coming!

Over 1,400 administrative professionals arrived in Boston, Massachusetts, by land and sea to attend IAAP's 2010 EFAM (Education Forum and Annual Meeting). Clearly "BAH-ston" was a destination meeting, as many attendees arrived several days before the start of business to pack in as much sightseeing as possible.

Ollie Jo Bozeman, CPS/CAP, took a trip to Fenway. And, judging by her photos, **Mary Joy Guzman, CPS**, took in the sights everywhere else!

President **Susan Shamali, CPS/CAP**, opened the Business session by leading the International Board to the sounds of a fife and drum corps towards the podium. She discussed the changes in IAAP business over the past year and some programs such as The Society were dropped. The Membership Department hosted webinars for new members. The Education Department posted weekly podcasts to the IAAP website. The magazine, OfficePro, was offered on-line. The IAAP web community continued to grow and thrive as Capital Chapter members participated in discussions.

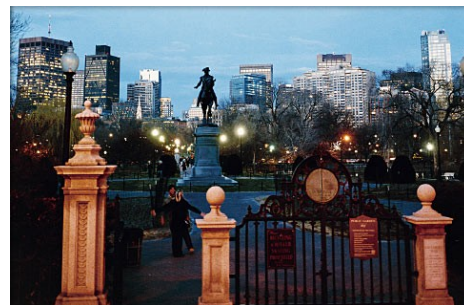
Business proceeded smoothly over the day-and-a-half session with delegates adopting 17 bylaw amendments relating to international officer qualifications and RTF (Retirement Trust Fund) language. **Dortha Gray, CPS/CAP**, former T-L Division President, was elected Southwest District Director following two votes. Our chapter was recognized as a 2009-2010 Chapter of Excellence at the Southwest District Caucus. **Niki Braddock, CPS/CAP**, was also thanked for being a sustaining member of the RTF Family of Givers.

The education part of the week began as keynote speaker, America's first African American female combat pilot, Venice Armour, spoke to "Who Needs a Runway?" She encouraged attendees to move into action from where they

were and not to make excuses, but commitments, and make like a Marine: execute, review, recharge and re-attack! The Evening of Entertainment was replaced with a second keynote speaker, **Erin Brockovich**. The former law office assistant said that even though the movie based on her life was a smashing success, she isn't Julia Roberts and that "Life's still a Struggle."

After two and a half days of education, attendees gathered for Awards Night. OfficeTeam awarded their OfficeTeam Administrative Excellence Award. **Mary Ramsey Drow, CPS/CAP**, was installed as President and introduced the 2010-2011 theme: Passion and Purpose. The close of EFAM, as it does every year, brought hugs as attendees looked toward the next EFAM. The last words heard from an Illinois couple I sit with every year were "see you next year in Montreal." Now, I just need to save the four dollars a day the Montreal Host Committee says will get me there. I have the passion and the purpose. L'an prochain à Montréal!

~Mindy Thompson, CPS/CAP



2010 EFAM ~ Boston, MA July 18-21, 2010



THE CAPITAL STANDARD



2010 T-L Division Report

Our core values:

- **Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.
- **Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.
- **Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.
- **Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.
- **Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

Let me tell you a story of four members who went on an adventure. The setting is Amarillo, Texas; the date is May 14-16, 2010; the place is The Ambassador Hotel; and the event is the Texas-Louisiana Division Annual Meeting.

The members were **Virgil Delgado** and **Mindy Thompson**, who flew up to Amarillo, and **Melissa Huffmaster** and I, who drove up. That was an adventure in itself.

By the time Melissa and I arrived around 10:00 p.m., Virgil and Mindy were checking out the liquid refreshments. Melissa and I just wanted to check in and get some sleep.

On Friday, Coco Duckworth from Encourage Consulting spoke to "What Do I Pack for a Remarkable Journey." One area she covered was "When it comes to the baggage you choose to carry, it all boils down to two decisions: 1) How much is enough? Deciding how much you're really willing to carry and 2) What do I really want to carry? Deciding what goes and what stays." This really makes you think about what is really important.

Our second speaker was Andy Justus, voted Amarillo's favorite newscaster five times, who spoke on "Being Remarkable in Your Community." In other words, how volunteering affects your life.

Our third speaker was Sharon Miner, Executive Director of Leadership Amarillo & Canyon, who elegantly spoke on "Staying the Course."

Saturday was the Business Session where the delegates approved five amendments and we were then entertained by the Keynote Speakers, Jeff and Dallas Crilley. Jeff retired from Texas news after 25 years and started the country's first "all journalist" PR firm and teaching his son, Dallas, the importance of budgeting. Because of this and Dallas' own initiative,

he wrote his first book at the age of 15, "Kidpreneur: Genius Ways for Kids to Pay Their Way Through College." Dallas is now 17 and is on pace to have all four years of college paid for by the time he graduates from high school.

Then it was time for the delegates to vote for the new board which went to three votes for the position of Secretary. The Division Member of the Year (DMOTY) Luncheon was next on the agenda, followed by free time and the Awards Banquet later that evening.

On Sunday, the Business Session reconvened, many door prizes were given out and the Annual Meeting was closed.

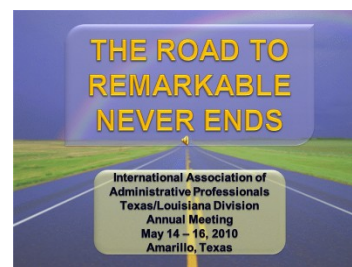
The four adventurous members decided they couldn't leave Amarillo without going to The Big Texan Steakhouse before making their way back home.

The Big Texan had great food, a fabulous gift shop, an arcade and a really big rocking chair. You could even find souvenirs from other states in the gift shop.

This adventurous member would love to go back to that shop and also to see the Palo Duro Canyon State Park that we didn't get to see due to thunderstorms.

The story of the adventurous members comes to a close as they made their way back to the great city of Austin.

~Niki Braddock, CPS/CAP



THE CAPITAL STANDARD



2010-2011

Board of Directors

President

Mindy Thompson, CPS/CAP

President-Elect

Destiny Pugh

Secretary

Melissa Huffmaster, CPS/CAP

Treasurer

Maggie Moore

Directors

- Niki Braddock, CPS/CAP
- Jessica Crabtree
- Yolanda Gonzalez
- Mary Mendoza
- Mary Smith

Our monthly Board of Directors meetings are held the second Tuesday of each month from 6:00-8:00 p.m. and are open to all Capital Chapter members.

If you are interested in attending please contact President [Mindy Thompson, CPS/CAP](#), so the necessary arrangements can be made.



The Power of One Fuzzy!

Welcome!

Our newest Capital Chapter Member – **Sheri Bebee**

Thank you!

Laura Durant, Erin Cravey and Destiny's guests, **Jennifer Hernandez** and **Bea Trevino**, for attending the July Chapter meeting.

Congratulations!

Niki Braddock, CPS/CAP – Temp Position at Texas Education Agency from Jun 21-Aug 31

Niki Braddock, CPS/CAP – Recognized as a sustaining member of the Family of Givers

Mary Mendoza – July Membership Renewal

Capital Chapter – Obtained Chapter of Excellence Status for 2009-2010!!!

Members of Excellence 2009-2010

- **Nike Braddock, CPS/CAP**
- **Mary Joy Guzman, CPS**
- **Melissa Huffmaster, CPS/CAP**
- **Mindy Thompson, CPS/CAP**

Special Recognition!

Committee of the Month – Certification Committee

We have four people studying to take the CPS/CAP exams!

Laura Durant, Amy Peter & Marleen Jantzen are sitting for the CPS in November.

Erin Cravey is sitting for the CAP in November.

Currently I am conducting two, two-hour study groups a week. If anyone is interested in helping I could really use some help putting together review sheets & mock exams. Also, if anyone has the study books they are willing to donate/loan that would be great! These ladies are working hard & committed...I think we can call it The Power of One Commitment!

~Melissa Huffmaster, CPS/CAP



THE CAPITAL STANDARD



Committees

Administrative Professionals Week

Jessica Crabtree

Advisory

Virgil Delgado

Audit

Mary Smith

Bylaws and Standing Rules

Destiny Pugh

Certification

Melissa Huffmaster, CPS/CAP

Hospitality

Linda Dunahoo, CPS/CAP

Membership

Destiny Pugh

Newsletter

Virgil Delgado

Nominating

Chair: TBA

Program

Jessica Crabtree

Ways and Means

Niki Braddock, CPS/CAP

Web Site

Sheri Beck, CPS/CAP

Save the Date!

When: Wednesday, October 20, 2010

Time: 6:00 – 8:00 PM

Where: Dart Bowl

Stay tuned for more info!



Capital Chapter Bowl 'em Over Membership Drive

The Power of One Hour: Mark your Calendars

August 24, 2010 at IE Discovery

Patti DeNucci: The Power of One Choice

Fears of Joy: Secrets to Finding & Honoring Your Own Brand of Fearlessness

September 28, 2010 at Dell

Virgil Delgado: The Power of One Document

How Publisher Can Help Define You

October 26, 2010 at Dell

Jessica Crabtree: The Power of One Map

How Process Mapping Can Save You Time and Energy



THE CAPITAL STANDARD



Picture Perfect!



L-R: Ollie Jo Bozeman, Mindy Thompson, Holly Sbaro & Mary Joy Guzman

Boston, MA ~ 2010 EFAM



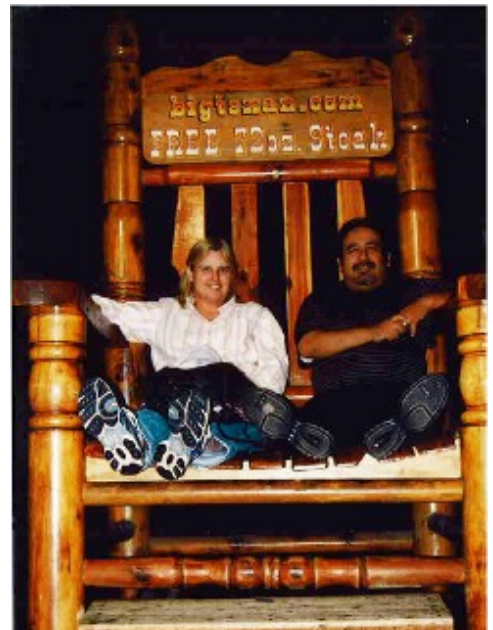
L-R: Mary Joy Guzman, Ollie Jo Bozeman & Mindy Thompson

Boston, MA ~ 2010 EFAM



L-R: Mindy Thompson, Virgil Delgado, Niki Braddock & Melissa Huffmaster

Amarillo, TX ~ 2010 T-L Division



L-R: Mindy Thompson & Virgil Delgado

If you would like to contribute to future issues, e.g. an article or picture, please contact me at virgil_delgado@att.net or call me at 512-775-5494.

