

# 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.



## From the President—Networking, Survivor –Style!

On the surface, networking and the granddaddy of all reality television shows do not appear to be similar. However, like Survivor, networking is about “building alliances for mutual benefit.” On the reality show’s first season, the winner Richard Hatch set the tone of alliance building that still plays a dominant role in the way the game is played to this day.

While you may not win a million dollars, the alliances you build today through IAAP may turn out to be priceless. Consider the benefits of networking: career mobility, visibility, organizational knowledge, industry knowledge, support and encouragement, best practices, and new business.

Try these ten networking tips at a Capital Chapter meeting, social event, or community service project in the future:

\*Think of networking as an investment, not a nuisance. If you can, learn to love it.

\*Stay in touch with people you respect even if they can't help you immediately. You don't want to go to someone only when you need something.

\*Talk to people everywhere you go. Official and unofficial work events and cocktail parties are just the tip of the iceberg. Network on airplane rides, supermarket lines, sporting events, festivals, bookstores, weddings, and so on.

\*Learn to ask “What do you do?” with comfort, sincerity, and genuine interest.

\*Become a better listener. Ask a question and then be quiet and listen for details. People love to talk.

\*Write an elevator speech. You have to be able to talk about yourself. Learn more than one approach, whether frank or subtle, detailed, or very brief. Be positive (always!) in what you say about yourself and others.

\*Keep an updated business card or other form of information about yourself on you at all times. Get comfortable handing out your card.

\*Take classes to improve your interpersonal communication, public speaking, body language, and writing skills.

\*Join every club and association in your field (even some outside your field), go to meetings and conferences. (continued p.2)

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# 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.



## From the President

### Networking Survivor-Style (continued from page 1)

\*Keep an updated business card or other form of information about yourself on you at all times. Get comfortable handing out your card.

\*Take classes to improve your interpersonal communication, public speaking, body language, and writing skills.

\*Join every club and association in your field (even some outside your field), go to meetings and conferences.

\* Remember that you are networking all the time. Your every day behavior (on the phone and with others) is networking.

Remember that savvy networking is a process not an event. It is not just about who you know but who knows you!

Sources: Cindy Posey, Communications Coordinator, The University of Texas Human Resource Services, August Orange Bag, "The Art of Networking" and American Management Association, Building Alliances: Savvy Networking for Administrative Professionals



### REMINDER!

Deadline for completing the T-L Division Member Satisfaction Survey is fast approaching—MARCH 4!

Responses will help the division board's direction, strategic goals and plans for next year.

## Passion and Purpose

*"Passion and purpose go hand in hand. When you discover your purpose, you will normally find it's something you're tremendously passionate about."*

Steve Pavlina

## EFAM MONTREAL 2011

Online registration for the 2011 EFAM will open the first week of April 2011. Early Bird Full Registration fees for IAAP members are anticipated to be in the range of \$495 to \$525. See [www.iaap-hq.org](http://www.iaap-hq.org) for more information on EFAM and Montreal!



Montreal, Quebec, July 24-27, 2011

Montreal Convention Center

### Future Annual Meeting Dates/Locations:

2012: Grapevine, TX, July 22-25

2013: Anaheim, CA, July 28-31

2014: Milwaukee, WI, July 27-30

2015: Louisville, KY, July 26-29



# THE CAPITAL STANDARD

## 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.

## Changes to Raffles - Farewell to “50/50”, “Nose to Toes” and “Tricky Trays” Raffles

Recently the IRS has heightened its scrutiny and targeting nonprofit associations. This issue was recently evaluated by IAAP’s accounting firm and the following was learned: Associations like IAAP, its divisions and chapters are considered professional societies and are classified as nonprofits in terms of IRS regulations and therefore do not pay taxes on any surpluses or profits they earn. Current practices, such as “50-50” raffles, within divisions and chapters could jeopardize IAAP’s tax exempt status.

The distinction between nonprofit organizations and for-profit companies lies in what is done with the profits. In the for-profit corporate setting, "earnings" are distributed to shareholders. In the nonprofit setting, "surpluses" are devoted to non-profit purposes or retained, on behalf of the public or its members, in an organization's fund balance. **Surpluses may not, in IRS terminology, inure to the benefit of individuals in a 501 c 6 tax classification like IAAP and its divisions and chapters.**

Texas chapters can only hold only two raffles each year and only one at a time per the Texas Attorney General. In accordance with the IRS, the AG’s website states it is illegal to hold a raffle in which cash or anything readily converted into cash is offered as a prize.

“50-50” raffles, where the winner receives half of the proceeds and the Chapter the other half fall in this category and are discontinued immediately.

“Nose to Toes” Raffles where participants pay a set price and receive raffle tickets that measure from their nose to their toes , give advantage to taller participants and are also not compliant.

“Tricky Trays” Raffles , where participants buy 10 tickets for \$10 and then place the number of tickets they want in the baskets/trays next to the prizes they want are in the same category.

The silver lining for us is our upcoming **Capital Chapter Raffle** can count as one of our two raffles for the current year and since the prizes are non-monetary, we are in compliance with Texas and federal laws and IAAP guidelines!

*This article contains excerpts from a post by IAAP International President, **Mary Ramsay-Drow, CPS/CAP.***



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## OPTIONS TRAINING PROGRAM

IAAP is offering the OPTIONS Office Skills Training Program:

### Office Support Training in 4 levels:

[\\$259 members / \\$329 non-members](#)

- \* Introductory
- \* Intermediate
- \* Advanced
- \* Specialist

The four courses cover Career Development; Professional and Organizational Development; Self Management, Team Skills, Office Management, and Information Management; People Skills; and Task Skills. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.

Another OPTIONS program now available is Technology Training for:

### Microsoft Applications (2007 and 2010)

[\\$149 members / \\$229 non-members](#)

- \* Access
- \* Excel
- \* Outlook
- \* PowerPoint
- \* Project
- \* Word

### Operating Systems

[\\$129 members / \\$189 non-members](#)

- \* Windows
- \* Vista

Hone your skills and prepare for the Microsoft certification exams, and save 10% on Microsoft Certification Vouchers ([\\$89](#)), good for one year after purchase, as an incentive to upgrade your skills.

## Bylaw Update:



Recently, the topic of audits and financial review were discussed by IAAP leadership as they relate to our bylaws.

Audits are carried out by CPAs educated in the process and in general are completed in entities where people are employed, i.e. businesses, governmental bodies, etc.

Financial reviews are completed by a person or a committee of people who have accounting-type backgrounds or interests. In light of the difference between the two categories, a majority of our divisions and chapters conduct financial reviews.

At the February Board Meeting, the Bylaw Committee Chair, **Destiny Pugh** presented our bylaws with the wording updates to the group. The Board recommended changing the Chapter Bylaws by substituting "financial review" for the word "audit" to adhere to the Association's guidelines, which will be sent to the entire membership for review and vote at the March 22 Chapter meeting.



# 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 Hour: Mark your Calendars

**March 22, 2011** at Texas Land & Cattle Restaurant (IH 35 & 290)

**Darlene Kirk:** The Power of One QR Code

**May 24, 2011** at Texas Land & Cattle Restaurant (IH 35 & 290)

**Chris Petrucelli:** The Power of One Leader and

**Avery Dennison:** The Power of One System  
Organizational Systems and Tools

### Election of 2011-2012 Board of Directors

**June 28, 2011** at Texas Land & Cattle Restaurant (IH 35 & 290)

**Frances McAnear, CPS/CAP:** The Power of One Chapter:  
Find It! Build It! Keep It!

### Installation of 2011-2012 Board of Directors

## *The Power of One Fuzzy!*

### ***Welcome!***

Our newest Capital Chapter Members – **Jaimie Ailshire, Sara Jackson, Sherry Lockerman & Amanda Perkins.**

### ***Special Recognition!***

**Laura Durant** earned her CPS in November!

### ***Thank You!***

**Troop 1563** for presenting a joint community service opportunity for Ronald McDonald House.

### ***Congratulations!***

**Capital Chapter** – Completed 11 of 14 Criteria for Chapter of Excellence Status!



# THE CAPITAL STANDARD



## Save the Date!

### 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

Laura Durant/Jessica Crabtree

#### Nominating Chair:

Linda Dunahoo, CPS/CAP

#### Program

Jessica Crabtree

#### Ways and Means

Niki Braddock, CPS/CAP

#### Web Site

Sherri Beck, CPS/CAP

### THE POWER OF ONE ADMIN: UNLEASH YOUR INNER SUPERHERO

**APRIL 26, 2011**

**8:30 AM—4:30 PM**



#### Schedule:

8:30 -11:30 Technical Training

11:45-1:45 Ignite Your 'Super Hero' Powers

Jennifer Webb

2:00-3:30 Resume Review Panel

[Bring a paper resume to showcase your superpowers](#)

3:45-4:30 What's Your Kryptonite?

Dr. Robert Prentice

### THE POWER OF ONE TICKET: CAPITAL CHAPTER TEXAS STAR QUILT RAFFLE

**TICKETS \$2 EACH OR 6 for \$10**

**DRAWING MAY 14, 2011 at the T-L DIVISION ANNUAL MEETING**



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## Picture Perfect!



### COMMITMENT

L-R: Mindy Thompson, Destiny Pugh, Maggie Moore, Melissa Huffmaster, Niki Braddock & Jessica Crabtree  
San Antonio, TX ~ 2010 T-L Leadership Training



### INTEGRITY

L-R: Mary Joy Guzman & Linda Dunahoo  
Austin, TX ~ 2010 BOD Retreat



### RESPECT

L-R: Martita Huntress, Mindy Thompson, Mary Smith & Ollie Jo Bozeman  
Austin, TX ~ 2010 Nov Chapter Meeting—Branding



### COMMUNICATION

L-R: Ollie Jo Bozeman, Gloria Jones, Niki Braddock, Melissa Huffmaster, Virgil Delgado, Jessica Crabtree & Tracy Mortensen  
Austin, TX ~ 2010 Past President's Dinner

