

# The Capital Standard



Capital Chapter  
Austin, TX

November 8, 2011 Volume 4, Issue 2

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## A Letter From the President



### *Continuing Our Leap to Remarkable!*

**Destiny Pugh**  
IAAP Capital Chapter President

Dear Marvelous Members,

Happy Halloween! I promise there are no tricks in this issue, just oodles and oodles of great treats.

We start off by shining a light on one of our finest members, Linda Dunahoo, CAP-OM, our Hospitality Chairperson and Co-Chair of the 2013 T-L Annual Meeting Planning Committee. Linda is so modest, that when she was notified that we were honoring her as our spotlight member, Linda said, "Well I'll just have to turn that spotlight around and shine it on all of our amazing members!"

Last Saturday, our Capital Chapter hosted the Texas-Louisiana Division Leadership Training at Dell. Over 30 remarkable women were in attendance including the entire 2011-2012 T-L Board. The training was jam-packed with helpful, real world tips for becoming a truly remarkable leader.

A very special **thank you** goes out to the following remarkably, hard-working members who helped ensure the event was a great success: Niki Braddock, CAP-OM, Judy Guise, CAP, Linda Dunahoo, CAP-OM, Sherri Beck, CAP-OM, Mary Mendoza, Maggie Moore, Lynne Braver, Laura Durant, CAP, Mary Smith and Jessica Crabtree.

Immediately after the leadership training, Maggie treated our guests to a special tour of "the office of the future". The attendees were thoroughly intrigued by Maggie's tour as evidenced by their numerous questions – no doubt a sign of the growing interest in telecommuting. After lunch, the touring continued as Linda and Mindy Thompson, CAP-OM, guided the T-L Board through the Renaissance Hotel – site of the 2013 Texas-Louisiana Division Annual Meeting in Austin!

Speaking of annual events, Jessica and Sherri are hard at work researching venues for our 2012 APW (Administrative Professionals Week) Seminar on April 24, 2012. Be sure to join us at our next Chapter meeting, November 15, for additional seminar details.

Mindy will once again serve as proctor for the certification exam on November 5. Our very own Cheryl Records and Lynne Braver will be taking the certification exam – good luck ladies!

*(continued on page 8)*

## IAAP Mission

*To enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.*



International Association  
of  
Administrative Professionals

# IAAP International News

## 2011-2012 IAAP International Board of Directors



**President**  
Tamra Goodall, CAP-OM



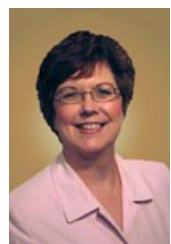
**President-Elect**  
Karlena Rannals, CAP-OM



**President** Vice



**Secretary**



**Treasurer**

## Don't miss this Podcast!

### *Making the Leap to Remarkable*

Speaker: Tamra Goodall, CAP-OM  
2011-2012 IAAP International President

Learn why Tamra Goodall, CAP-OM, chose the theme, Making the Leap to Remarkable, and her process in doing so. She also discusses her goals for the upcoming year, EFAM 2012 and what it means to be the International President of IAAP.

It was submitted on 9/21/11.

Find this podcast on the IAAP HQ Website at:  
[www.iaap-hq.org/podcasts/making-leap-remarkable](http://www.iaap-hq.org/podcasts/making-leap-remarkable).

## Read the latest IAAP Blog!

### *Impact Meetings*

Submitted by: Marie Herman (10/26/11)

### *Effective Succession Planning: Following a Good Leader*

Submitted by: Dewoun Hayes (10/26/11)

Check out more blogs at: [www.iaap-hq.org/blog](http://www.iaap-hq.org/blog)

## 2012 Education Forum and Annual Meeting

July 22-25

Gaylord Texan Hotel and Convention Center  
Grapevine, Texas

Hotel Reservations Now Open!

For more information go to:  
[www.iaap-hq.org/news/hotel-reservations-2012-efam-now-open](http://www.iaap-hq.org/news/hotel-reservations-2012-efam-now-open)

## 2013 Texas-Louisiana Annual Meeting Team Developing Vision

By Linda Dunahoo, CAP-OM, Conference Coordinator

The Capital Chapter members on the 2013 T-L Division Annual Meeting planning committee have begun brainstorming to have an amazing array of speakers and activities for the expected attendance of approximately 200 to enjoy. The planning team toured the Austin Renaissance Hotel at the Arboretum prior to the September meeting to see the guest rooms and meeting spaces being held for the conference. The contract agreement has been signed, and we are excited to be working with the Marriott Renaissance staff.

The team initially put together eight to nine themes and then voted to narrow the selection to the top three themes for the Annual Meeting to be presented to the T-L Board of Directors. We will propose a full concept of how our favorite theme would be depicted in graphics, decorations, presentations, trips and tours, and other details to share the vision. The ultimate choice of theme will be made by the T-L Board of Directors. Stay tuned for more information.

A big welcome to Katie Melber, CAP-OM! Katie volunteered to chair the 2013 T-L Annual Meeting Seminars Committee to coordinate arrangements with the Annual Meeting speakers. We still need a chair for the Trips and Tours committee. Contact Linda Dunahoo at 926-6504 or

[LoneStarPGM@austin.rr.com](mailto:LoneStarPGM@austin.rr.com) if you can help in this fun capacity. All of our committees need more members as the planning ramps up. We need YOU and your great ideas! Volunteer now for one or more areas where you can help.

The next Team Meeting will be held on Saturday, November 12, from 10:00 – Noon, at the IHOP on the south-bound frontage road just past the intersection of IH-35 and Wells Branch Parkway near Pflugerville. All chapter members are welcome to attend. Also, mark your calendar for Saturday, December 10, 10:00 – Noon, for the next monthly Team Meeting at Linda Dunahoo’s home to continue our planning.

## Show Your Support For IAAP!

Shop online for IAAP merchandise and clothing: [www.iaap-hq.org/shop](http://www.iaap-hq.org/shop)



### Why IAAP?

- 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.

# 2011 IAAP Awards and Acknowledgements: Congrats to All T-L Division Chapter Winners!



## 2011 Awards for Excellence

### Employers with 1,000 or More Employees

The University of Texas at Arlington

### Avery Awards: Box Tops for Education Challenge

### West Houston Chapter

Avery Box Tops of \$2,000 Education Grant for chapters with 40 members and over



### Clear Lake/NASA Chapter

Honorable Mention of Avery Great Results Achievement Award

## T-L Division 2011-2012 Theme



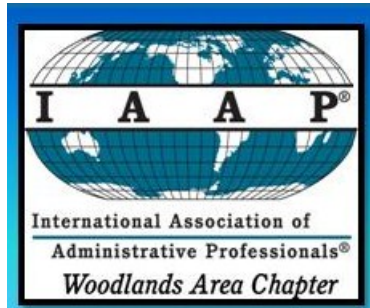
## Other Acknowledgements

### Woodlands Area Chapter

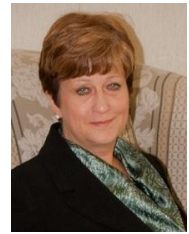
### Article Featured in Houston Chronicle

The Sunday, September 11, 2011, edition of the Houston Chronicle job section featured an article entitled “Technology Has Help Grow Administrative Professional Role.” The article discussed how certification was becoming more sought after by employers.

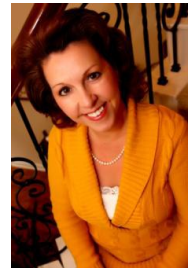
— Hellen Sutley, CAP-OM,  
Publicity Chair  
IAAP Woodlands Area Chapter



## 2011-2012 Texas-Louisiana Board of Directors



**President**  
Carla Flowers, CAP-OM  
Las Colinas Chapter



**President-Elect**  
Tina Wiggins, CAP-OM  
Woodlands Area Chapter



**Vice President**  
Charlene Kesse, CAP-OM  
West Houston Chapter



**Secretary**  
Bonnie House, CAP-OM  
Baytown Area Chapter



**Treasurer**  
Emily Garner, CAP-OM  
Amarillo Chapter

## Capital Chapter Board’s First Road Trip!

By Maggie Moore, Board Director

On September 24, a beautiful Saturday morning, several Chapter Board members took our very first Road Trip! Jessica Crabtree picked up Destiny Pugh and Maggie Moore in north Austin, gathered up Niki Braddock, CAP-OM, along Highway 71, and headed to LaGrange, the home of Mary Smith!

Driving through Bastrop, we saw some of the many acres damaged by the recent fires. We passed trucks loaded with charred metal objects and tried to decipher what it was before becoming scrap metal.

Mary Smith met us at Weikel’s Bakery in LaGrange. We stretched our legs and did some shopping to help support the local economy. Weikel’s was a delightful place filled with yummy kolaches and the cutest gift shop! Then we followed Mary to lunch at Bistro 108 across from courthouse square. The restaurant is in a beautiful old brick building. The food was delicious and pretty nutritious – everyone had something different and thoroughly enjoyed their tasty selections.

Next we drove to Monument Hill State Park, where we walked a short distance to a beautiful overview of LaGrange. We saw the monument for which the park was named. We walked past the Kreische home, an old two-story, stone building, built on a hill so one could enter the house from two levels.

After visiting the small museum/park office, Mary Smith, *the hostess with the mostest*, served us a bounty of tasty desserts and treated us to a tour of her adorable cottage



Maggie Moore, Destiny Pugh, Niki Braddock and Jessica Crabtree

home. After dessert, we headed out to St. Mark’s Hospital for a brief look at Mary’s office and work environment.

It was an absolutely delightful trip, and we thank Mary Smith bunches and bunches for hosting! Now, we appreciate even more the drive that Mary makes in order to attend our Board and Chapter meetings.

On November 19, we are planning another weekend exploration – this time in Austin. We do hope that you will want to join us!



Maggie Moore, Jessica Crabtree, Niki Braddock, Destiny Pugh and Mary Smith



Monument Hill State Park

## 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.

## The Remarkable IAAP Web Community

By Sherri Beck, CAP-OM

If you have never visited the Members Only section of the IAAP Web site, or even if you haven't visited it lately, you are missing out on some great resources. In May 2009, IAAP switched its Web site to a Web 2.0 community which allows members to connect, exchange ideas, and much more.

To access IAAP's online community, you will need to create a login (if you don't already have one). All you need is your Member ID. Simply visit [www.iaap-hq.org](http://www.iaap-hq.org) and click on Login in the upper right hand corner. When you get to the User Name space, click on the link that says "Need a login?".

Once you are logged in to the Members Only section of the Web site, the top navigation bar displays the following:

**Home** – here you will find the latest announcements from Headquarters, recent member blog posts, links to Podcasts, the International President's message, and Member Spotlight. Check here often for the most recent news/updates. This tab will always take you back to the main IAAP Web Community home page from other areas of the Web Community.

**Member Resources** – this includes staff and board directories, upcoming events, frequently requested documents, and more. Chapter Officers can access Membership reports, and individual members can renew their dues.

### Network

- Profile - your profile already has information from the membership database and is accessible only by other IAAP members; you can add additional information as you wish.

- Contacts - you can find and add contacts from all members of the web community (not just the Capital Chapter.)
- Inbox – shows one-on-one communications, sent items, contact requests, and invitations to join groups. All messages are searchable.
- Blogs – the fastest way to communicate with a lot of people at once to share a story or experience you have had. Also, under the Blog tab, you can find your blog entries, your contacts' blog entries, most recent and top rated blog entries, and your unpublished (draft) blog entries.
- Groups – there are a few thousand networking groups. This sub-tab allows you to see the groups you already have access to (because of how the system has identified you, e.g. a Chapter group), a list of the groups your Contacts belong to, recently added groups, groups by size, and the ability to create a group.

*(continued from on 13)*

## 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, Wick Marketing 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.

## What Value Do You Bring?

By Trisha Atwater & Jackie Owens

It is a great time to live and work in Austin! *Forbes* recently released a report ranking Austin as the 3rd best job market in the country, citing the city's low unemployment and low ratio of job-seekers per opening. A survey of companies published in the *Austin Business Journal* revealed that 71% will maintain employee headcount, 19% plan to increase their staff, and only 8% will reduce their workforce. These positive trends are expected to continue well into the future. Kiplinger.com went so far as to name Austin the "number one best city for the next decade" and described the city as a "hotbed for small businesses".

In order to take advantage of our strong job market, you need to know how to best market yourself! If you can communicate your strengths in a compelling way, you will be able to paint a clear picture of your value to the organization. The following steps will help you identify and communicate your value in a meaningful way:

1. Know yourself. What are your greatest strengths? Even if an interviewer does not ask this question directly, there will

be many opportunities to communicate your strengths and value during the interview. In order to do this, you must first know what they are. If you are stumped or shy in creating a list of strengths, ask your spouse, best friend, or former co-workers. Think back to a time when team members were asking for your help or advice in a particular situation; this will likely reveal that you possessed a skill set or experience that they found highly valuable.

***"In order to take advantage of our strong job market, you need to know how to best market yourself!"***

2. Do your homework. Before the interview, familiarize yourself with the job description and the company. A quick Google search will often uncover helpful information such as their mission statement, recent accolades, or upcoming

projects. Knowing what the business does, what they stand for, and where they hope to go will help you begin the interview with the big picture in mind. Understanding the basics of the job description will allow you to explore how this role contributes to their goals and values.

*continued on page 13*

## Getting Social

By Barbara Wray

Social networking sites can be a powerful way to expand your network and knowledge base. While these channels are often casual, the usual social graces apply. Mind your manners and go make some new friends.

### LinkedIn

LinkedIn is great for business networking. Click on the logo to establish your profile and get started. You can search for and connect with your business contacts, join a group in almost any category, or search for a job. One connection will lead you to another, and if you invest time in finding new connections, you will see your professional network grow exponentially. Best advice? Be authentic but generous with your help and recommendations and you are likely to receive the same.



### Facebook

To join the more than 800 million users already on Facebook, click on the logo to set up your profile and start connecting with your friends. Facebook is a great place to share snippets of daily life with a select group. Businesses have

Facebook pages, distinguished by the *Like* button at the top. Click *Like* and you will see posts from the company in your News Feed along with those from your friends. Facebook is an easy way to learn more about your competition or future employers, as well as your favorite airline or retailer. Best advice? Pay attention to your privacy settings.

### Twitter

Set up a free Twitter account by clicking the logo, and you can follow anyone, from the major news outlets or local reporters to leading companies in your industry. You can monitor current topics by searching for key words such as healthcare or homebuilder. Hashtags allow you to track a topic, such as #txfires or #NFL. TweetDeck and HootSuite are two free apps that create a dashboard for the information you want to see. Breaking news often is covered on Twitter—by news agencies, as well as credible and not-so-credible Tweeters. Same rules of common sense apply here. Best advice? Observe for awhile before posting a tweet, and read Twitter 101 in the Twitter help center.



*-Barbara Wray is a Social Media Strategist for Wick Marketing.*

## News From the Capital Chapter Board of Directors



### Tech Tips

[Online Stopwatch](#) - If you have ever needed to keep track of time for agenda items during a meeting, this handy little tool will do the job for you. The stopwatch is easy-to-use and has a big readout that can NOT be missed.

[Qlock Time Converter](#) - Have you ever missed an important conference call in a different time zone? If so, this time converter map will help you find the time in major cities around the world.

### Capital Chapter Monthly Meetings

#### **Monthly Chapter Meeting—November 2011**

Tuesday, November 15, 2011 5:30-8 p.m.

Texas Land & Cattle Restaurant (IH 35 & 290)

The Resilient Individual: Strength in the Midst of Change and Stressful Life Events

#### **Monthly Chapter Meeting—December 2011**

Date: TBD

Location: TBD

Holiday Social

To **register** for Monthly Chapter Meetings go to [Capital Chapter Meeting Registration](#).

## President's Message

*(continued from page 1)*

The chapter is on track to achieve Chapter of Excellence (COE) again this year. As of July 2011, the criterion for COE was revised. There are now eight criteria, and all eight are mandatory to earn Chapter of Excellence. The chapter has already met three of the criteria, and we have plans in place to attain the remaining five. For example, one of the criteria is to have at least 7% of your members qualify for Member of Excellence (MOE). To help ensure we exceed this percentage, we asked Mary Joy Guzman, CAP, to serve as MOE Mentor to the entire Chapter, and she enthusiastically agreed. Thank you Mary Joy!

Well, that's the latest Capital Chapter news – as promised, lots of treats and no tricks. I hope you can join us for our next Chapter meeting on Tuesday, November 15. Just in time for the hectic holidays, our educational program will highlight skills for managing stress.

*Live life to its fullest and be remarkable!*

~ Destiny Pugh

If you have any suggestions or comments, please feel free to contact me by email [dpugh@iediscovery.com](mailto:dpugh@iediscovery.com) or by phone 512.913.9824.



#### **2011-2012 Capital Chapter Board of Directors**

*Back Row Standing (Left to Right):* Lynne Braver, Niki Braddock, Maggie Moore, Mary Smith – Directors  
*Front Row Seated (Left to Right):* Jessica Crabtree, Treasurer; Mary Mendoza, Secretary; Melissa Huffmaster, President-Elect; Destiny Pugh, President  
*Not Pictured:* Laura Durant - Director

#### **2011—2012 Board of Directors**

##### **President**

[Destiny Pugh](#)

##### **President-Elect**

[Melissa Huffmaster, CAP-OM](#)

##### **Secretary**

[Mary Mendoza](#)

##### **Treasurer**

[Jessica Crabtree](#)

##### **Directors**

- [Niki Braddock, CAP-OM](#)
- [Lynne Braver](#)
- [Laura Durant, CAP](#)
- [Maggie Moore](#)
- [Mary Smith](#)

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

If you are interested in attending, please contact President [Destiny Pugh](#), so the necessary arrangements can be made.

## Member Spotlight: Linda Dunahoo, CAP-OM



Merlin's assignment at Bergstrom Air Force Base first brought Linda to Austin.

Linda is an Iowa farm girl at heart and has that strong Midwest work ethic that employers love so much. Linda's can-do attitude and admin skills have enabled her to work at a variety of companies, such as Texas Hospital Association where she worked for 12 years before starting her own company, Lone Star Professional Group Management, in 2002.

It's not all business with Linda; she is also a long-time active member of Gethsemane Lutheran Church where she sings in the choir and helps out with vacation Bible school.

Now, for more enlightening information about our spotlight member, enjoy these excerpts from our interview:

What prompted you to join IAAP?

*Ollie Jo Bozeman, CAP-OM, someone I greatly admired, was a member and also my boss' manager's assistant. I wanted to mirror Ollie Jo and her professional success and support my boss to the best of my ability.*

What do you enjoy most about being a member of IAAP?

*Networking – I love the interaction of all the great members of the chapter and forming lasting friendships. IAAP offers so much (current technologies, training, corporate philosophies, industry buzz words) – all great things for someone like me who works from home. IAAP allows me to keep in tune with what's going on in the corporate arena, and of course, I love the Office-Pro magazine.*

What do you feel is your greatest accomplishment at this point?

*Passing the old CPS exam (two-day test) back in May 1991*

What do you feel is your greatest life accomplishment?

*Being a supportive military wife and mother of four children – you really learn the meaning of multi-tasking!*

What motivates you?

*Knowing that I've done something well and having someone recognize it – validation from myself and others, not an award, just recognition for a job well done.*

by Destiny Pugh

It seems perfectly fitting that our first Member Spotlight is focused on the first person who greets us all so warmly at our monthly meetings – the ever hospitable Linda Dunahoo, CAP-OM! Linda was nominated and unanimously elected to be featured in the Member Spotlight column due to her ongoing dedication and support of the Capital Chapter. Since joining in January of 1991, Linda has served on the Board, as President, and as Chair of numerous committees. Her service continues as she serves as Annual Meeting Coordinator for the 2013 Texas-Louisiana Annual Meeting to be held in Austin, while maintaining her role as our amazing Hospitality Chair.

Linda married Merlin, her high school sweetheart, in June 1966; this summer they celebrated their 45<sup>th</sup> wedding anniversary. They have four wonderful children (two boys Brian and Jeff and twin girls Lana and Dana) who have blessed Linda and Merlin with eight adorable grandchildren ranging in age from nine months-old to a senior in high school.

Being married to an Air Force man, Linda and her family have done a lot of traveling and lived in various parts of the world like Okinawa, Japan, Germany, and numerous state-side bases.

(continued on page 10)

## Fundraising Focus

By Jessica Crabtree

Our chapter has two fundraising initiatives for the current year:

1. Collecting spare change for the Research & Education Foundation
2. Collecting Box Tops for Education benefitting Hornsby-Dunlap Elementary School

At each Board and Chapter meeting, we are collecting spare change from our pockets, the bottoms of our purses, our cars, etc.



Once you look, it is amazing how much loose change we have floating around!

The money we collect for the **R&E Foundation** throughout the year will help fund scholarships for new or unemployed administrative professionals to attend IAAP's Education Forum and Annual Meeting.

With companies reducing their training budgets as well as the number of staff, administrative employees are responsible for additional projects and tasks and are in search of valuable profes-

sional development. These scholarships will provide financial support for administrative professionals to attend educational events.

**Box Tops for Education** is an ongoing program which was started last year. Box Tops were collected and donated to Mary Joy Guzman's son's school in AISD. This year we are collecting for Jessica Crabtree's daughter's (Gabriella) school, Hornsby-Dunlap Elementary in Del Valle ISD. The school plans on purchasing equipment and supplies as well as a school mascot's costume.

A few products you buy everyday with Box Tops are: Betty Crocker mixes, a variety of cereals, Progresso soups, Ziploc bags, Kleenex tissues, and Hefty waste bags and disposable products, to name a few. A complete list is available at

<http://www.boxtops4education.com/earn/clip/Brands.aspx/>.



## Member Spotlight Continued

(continued on from 9)

What do you do for fun/relaxation?

*Well, I don't play the piano. Seriously, I enjoy some reality TV shows like Dancing with the Stars.*

Where did you go on your last vacation?

*My hometown in Iowa, Colo, for our high school reunion.*

What's your favorite guilty pleasure?

*Ice cream*

What's the first thing you learned how to cook?

*My sister and I made it up We would take mom's dry iron (don't use steam) and get it really hot; then we would iron a piece of white bread and spread on some butter Who knew you could turn white bread into a tortilla!*

What message or advice do you have for our IAAP members?

*Right now my mantra is life balance. Balance fun time, work time, and time with family and friend for a healthy you! And you have got to keep a good sense of humor!*

Very wise words, but then I've come to expect nothing less from our ever-amazing, multi-talented, service-minded member,

**Linda Dunahoo!**



QR Code:  
Linda Dunahoo

## ***Mark Your Calendars***

### **T-L Division & International Events**

#### **IAAPT-L Division**

##### ***Galveston County Chapter Annual Seminar***

Monday, February 6, 2012

Hilton Galveston Island Resort & Spa

7:30 am—4 pm

Three great speakers with seven recertification points (pending)

Breakfast and lunch for an early bird special price of \$109

Deadline December 31, then \$119

For information go the [Galveston Chapter](#) website.



##### ***2012 Texas-Louisiana Division 60th Annual Meeting and Education Forum***

Friday, May 18, 2012—May 20, 2012

South Shore Harbour Resort, League City, Texas

Theme: Sail Away With Us!

Hosted By: Clear Lake/NASA Area Chapter

#### **IAAP International**

##### ***2012 Educational Forum and Annual Meeting***

July 22-25, 2012

Gaylord Texan Hotel and Convention Center

Grapevine, Texas

Hotel Reservations Now Open!

For more information go to:

[www.iaap-hq.org/news/hotel-reservations-2012-efam-now-open](http://www.iaap-hq.org/news/hotel-reservations-2012-efam-now-open)



## Capital Chapter REMARKABLE News

### Birthdays

**November** Hella Wagner, Mary Joy Guzman, CAP, Virgil Delgado

**December** Sandra Beavers



### Member Renewals

**November** Carrie Zika

**Renew online** at: [community.iaap-hq.org/memberresources/duesrenewal](http://community.iaap-hq.org/memberresources/duesrenewal).

Don't forget to **renew on or before your anniversary month** to avoid the reinstatement fee.

### Congratulations!

## 2011 Member Anniversaries



5 Years Yolanda Gonzalez, Ruth Myatt, Hella Wagner

20 Years Linda Dunahoo, CAP-OM



## IAAP Capital Chapter Committees

### Administrative Professionals Week

Jessica Crabtree

Sherri Beck, CAP-OM

### Advisory

Mindy Thompson, CAP-OM

### Bylaws and Standing Rules

Melissa Huffmaster, CAP-OM

### Certification

Melissa Huffmaster, CAP-OM

Mindy Thompson, CAP-OM

### Financial Review

Mary Smith

### Hospitality

Linda Dunahoo, CAP-OM

### Membership

Melissa Huffmaster, CAP-OM

### Newsletter

Laura Durant, CAP

### Nominating

Chair: TBA

### Program

Jessica Crabtree

### Ways and Means

Maggie Moore

### Web Site

Sherri Beck, CAP-OM

## Value You Bring

### International Association of Administrative Professionals®

#### Corporate Headquarters

PO Box 20404  
 Kansas City, TX 64195-0404  
 Phone: 816-891-6600  
 Fax: 816-891-9118  
 Website: [www.iaap-hq.org](http://www.iaap-hq.org)

#### Texas-Louisiana Division

6501 Lauren Lane  
 Pearland, TX 77584  
 Phone: 281-682-4936  
 Email: [tldivisioniaap@yahoo.com](mailto:tldivisioniaap@yahoo.com)  
 Website: [www.iaap-txla.org](http://www.iaap-txla.org)

#### Capital Chapter

PO Box 80786  
 Austin, TX 78708  
 Email: [iaapcapitalchapter@gmail.com](mailto:iaapcapitalchapter@gmail.com)  
 Website: [www.iaap-austin.org](http://www.iaap-austin.org)

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With all of this information under your belt, you are poised to explain how your unique talents will add to this role and how that will contribute to the business as a whole.

3. Brag without seeming boastful. At this point, you know what you have to offer, and you know how that can benefit the company. Now tell them! The best way to approach this is to use a format similar to this: "I recently read an article regarding your plans to expand the business by opening a second office location. In my position with ABC Company, I was largely responsible for the logistics of moving the office to a new location. The company president cited my communication and organizational skills as the reason I was

given this responsibility. I was able to save the company hundreds of dollars by working with several different vendors and negotiating prices. We transitioned into the new space before the deadline and well under budget."

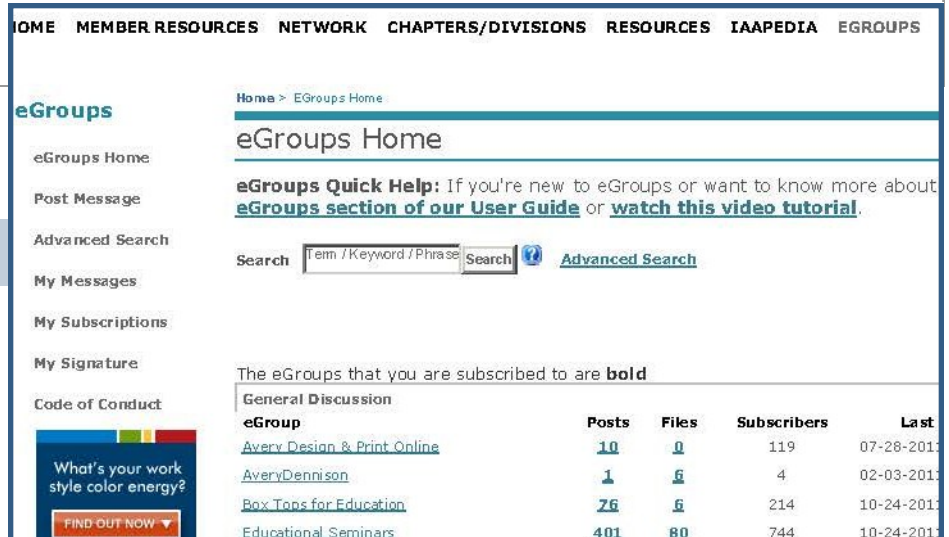
When speaking about your strengths and value, let your enthusiasm and conviction show! Austin employers are eager to gain and retain top talent in the workforce. Armed with a clear picture of your strengths and a positive attitude, you are poised to participate in one of the strongest job markets in the country!

*-Trisha Atwater is the General Manager and Jackie Owens is the Business Development Manager at [The A List](#), an [Ashby Staffing Company](#)*

## IAAP Web Community

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- Chapters/Divisions – this section includes a map/chapter locator for Chapters/Divisions that are part of the IAAP Web Community, as well as leadership resources for chapter or division officers.
- Resources – includes all document libraries with resources you need for yourself or your Chapter/Division. For instance, Capital Chapter has a document library which contains Chapter minutes, Board minutes, Treasurer’s Reports, and other Chapter documents. You can also access other IAAP documents in this section.
- IAAPedia - similar to Wikipedia for IAAP-specific “language”. For new members, it is a great way to find the meaning of an acronym; for longer-standing members, it is a great reminder and a good way to educate the new members.
- Egroups – provides a way for chapter, division and members-at-large to stay connected. Each chapter has an eGroup which can only be accessed by that chapter/division. In order to receive email notifica-



tions when a new message is posted, you need to choose a subscription option (real-time, daily digest, PDA [mobile], no emails, or unsubscribe). eGroups are best if you have a question or would like to initiate a discussion. Target a group specific to your subject matter.

- User Guide – to learn more, see <http://community.iaap-hq.org/userguide/> for an online help or download a PDF from the left navigation.

If you want to keep in touch with members you met at a Division or International event, share templates and other documents, or discuss tips, experiences, and opinions, the IAAP Web community is the place to make it happen.

## The Capital Standard

### Contributions/Suggestions/Comments/Questions:

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[Previous issues](#) of the Capital Standard are available on the Chapter’s website.