



The Amarillo Chapter Newsletter



PO Box 766, Amarillo TX 79105

www.iaap-amarillo.org

April 2006

2005-2006 Officers

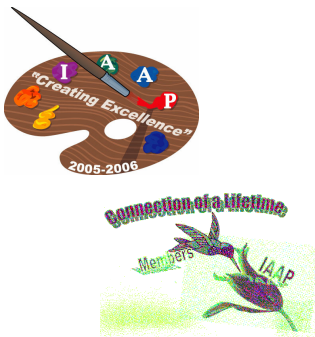
President:
Janet Howe, CPS/CAP
Phone: 806-468-2575
Janet.A.Howe@
precisionresources.net

Vice President:
Lisa Thomas
Phone: 806-356-9182
Lisa@nikoli.net

Secretary:
Barbara Burris
Phone: 806-354-0788
Kuklebur@aol.com

Treasurer:
Emily Garner CPS/CAP
Phone: 806-353-7321
Mastersonmgmt@
sbcglobal.net

T-L Division
Amarillo Board Contact
Sharon Chelette CAP
318-484-7748
Sharon.chelette@cleco.com



Newsletter Committee

Chair:
Janet Howe, CPS/CAP
Janet.A.Howe@
Precisionresources.net

Jo Ann Haddock
jhaddock@afiama.com

ATTORNEY'S ADVICE—NO CHARGE

A corporate attorney sent the following out to the employees in his company.

1. The next time you order checks have only your initials (instead of first name) and last name put on them. If someone takes your checkbook, they will not know if you sign your checks with just your initials or your first name, but your bank will know how you sign your checks.
2. Do not sign the back of your credit cards. Instead, put "PHOTO ID REQUIRED."
3. When you are writing checks to pay on your credit card accounts, DO NOT put the complete account number on the "For" line. Instead, just put the last four numbers. The credit card company knows the rest of the number, and anyone who might be handling your check as it passes through all the check-processing channels will not have access to it.
4. Put your work phone # on your checks instead of your home phone. If you have a PO Box, use that instead of your home address. If you do not have a PO Box, use your work address. Never have your SS# printed on your checks, (DUH!). You can add it if it is necessary. However, if you have it printed, anyone can get it.
5. Place the contents of your wallet on a photocopy machine. Do both sides of each license, credit card, etc. You will know what you had in your wallet and all of the account numbers and phone numbers to call and cancel. Keep the photocopy in a safe place. Also carry a photocopy of your passport when traveling either here or abroad. We have all heard horror stories about fraud that is committed on us in stealing a name, address, Social Security number, credit cards.
6. When you check out of a hotel that uses cards for keys (and they all seem to do that now), do not turn the "keys" in. Take them with you and destroy them. Those little cards have on them all of the information you gave the hotel, including address and credit card numbers and expiration dates. Someone with a card reader, or employee of the hotel, can access all that information with no problem whatsoever.

Unfortunately, as an attorney, I have first hand knowledge because my wallet was stolen last month. Within a week, the thief(s) ordered an expensive monthly cell phone package, applied for a VISA credit card, had a credit line approved to buy a Gateway computer and received a PIN number from DMV to change my driving record information online. Here is some critical information to limit the damage in case this happens to you or someone you know:

1. We have been told we should cancel our credit cards immediately. The key is having the toll free numbers and your card numbers handy so you know whom to call. Keep those where you can find them.
2. File a police report immediately in the jurisdiction where your credit cards, etc., were stolen. This proves to credit providers you were diligent, and this is a first step toward an investigation (if there ever is one). However, here is what is perhaps most important of all (I never even thought to do this.)
3. Call the three national credit reporting organizations immediately to place a fraud alert on your name and Social Security number. I had never heard of doing that until advised by a bank that called to tell me an application for credit was made over the Internet in my name. The alert means any company that checks your credit knows your information was stolen, and they have to contact you by phone to authorize new credit. By the time I was advised to do this, almost two weeks after the theft, all the damage had been done. There are records of all

(Continued on page 2)

A Note From Our President . . .



Janet Howe,
CPS/CAP
President

Dear Members,

As you read this edition of the newsletter you will notice a theme—dare I say it “show me the money”! With the tax deadline looming ever nearer, it is a theme that evolved naturally. None of us likes to pay taxes, so reading “Excellent Reasons to Pay Taxes” made me appreciate what my tax dollars help to accomplish. If only we could have a check list to send with our tax telling the federal government how we want our taxes spent. Wouldn’t we all feel better about paying if we felt like we had more control on the way it is spent? Where would you direct *your* dollars?

Two important bits of information for the upcoming meeting—the 2006 Audit Committee will be announced and the Nominating Committee will submit the slate of candidates for the 2006-2007 Board. Thank you to the members of the nominating committee for your hard work; I know it isn’t always easy to compile the slate. Thank you to the members who have allowed their names to be submitted. We will vote on the slate of candidates at the May meeting and install the new board in June.

Please be sure to bring any items for the seminar gift bags to the April meeting. We will fill the gift bags and put together the seminar packets after the meeting. If your company is donating items for the gift bags or is donating a door prize, please let Tammy Norton know ASAP so she can include your company’s name on the donor page insert. Tammy’s email address is tammy_norton58@hotmail.com. You may bring your door prize donations to the April meeting or bring them the day of the seminar.

Don’t forget that registration for the seminar is due April 14th. All attendees must register, whether or not they are a chapter member.

We have some unusual, but I think appropriate, programs coming up in the next few months. While they may not deal with issues we face at work, they are certainly pertinent to our personal and family life. I hope you will find them informative and applicable to your life. If you missed Pam Moore’s program on communication last month, you missed an excellent program. Pam had wonderful guidelines for personal, telephone and electronic communication. I have found that I need to choose my words more carefully in order to express what I truly mean. A few weeks ago I had to confess to my boss that the words I used to pass on a phone message indicated a greater sense of urgency in returning the call than was actually expressed by the caller. I’m checking myself more frequently to make sure I’m conveying the message that I intend. It’s hard, but I hope that it makes my communication more effective. Thanks Pam for a very timely program.

Best Regards,
Janet Howe CPS/CAP
President

(Continued from page 1)

the credit checks initiated by the thieves' purchases, none of which I knew about before placing the alert. Since then, no additional damage has been done, and the thieves threw my wallet away this weekend (someone turned it in). It seems to have stopped them dead in their tracks.

Now, here are the numbers you always need to contact about your wallet and contents being stolen:

1. Equifax: 800-525-6285
2. Experian (formerly TRW): 888-397-3742
3. TransUnion: 800-680-7289
4. Social Security Administration (fraud line): 800-269-0271

[Editors Note: This is the text, verbatim, of an email distributed in my office. This information has not been verified.]

5 Easy Tax Record Organization Tips

- 1. STORE IT!** Keep a spot handy where you can place important tax documents like your receipts, 1099s, and other papers as you receive them: a file folder, for example. You'll save time later by not having to look all over the place – like in the hamper or the toy box – for these papers. You'll also save time by recording all tax-related expenses throughout the year in the Expense and Reimbursement area of your Day-Timer planner. Then, when you need to gather all the data, you'll know exactly where to look.
- 2. CATEGORIZE IT!** Keep all of your documentation nicely organized by tax category. Looking to write off company dinners? Then, keep your dining receipts in one section. Another section can house medical and health insurance receipts. This makes it a breeze to find whatever paperwork you need in a jiffy. (And can save you from major headaches should you ever, dare we say, get audited.)
- 3. FACILITATE IT!** If doing your taxes makes your head spin and ties your stomach in knots... relax! There are resources available to help you. Talk to a tax accountant or contact the IRS directly at (800) 829-1040 to speak to a real human being. Or visit them online at: irs.gov for everything you need – including scores of tax forms – all available for instant free downloading.
- 4. TAKE IT!** Don't visit your accountant empty-handed. Avoid multiple trips by taking all your information right from the start. Bring documentation for your income (W-2s, 1099s, social security statement, records for rental property income and expenses, and records of income and expenses for self employment); income adjustments (moving expenses information, student loan interests paid, and IRA contributions); and deductions (mortgage interest, real estate taxes, charitable gifts, job-related expenses, and gambling losses).
- 5. KEEP IT!** Want to throw out old tax information from years past? You can toss anything that's three years or older when it comes to data for your tax return, but always keep the W-2s, 1099s, and a copy of your actual tax returns in a file for safekeeping. From [Day-Timers eTalk Newsletter](#)

Excellent Reasons to Pay Taxes

As April 15 looms on the horizon, you may wonder why you have to fork over so much to the government. In colonial days, taxes came from tariffs on imported goods. It wasn't until 1913 when Congress made it lawful to collect income tax. **What do you get for paying taxes?** Think paved roads, sidewalks, and public schools. Without taxes, you could still enjoy a yummy hamburger, but there wouldn't be the USDA to inspect the farms where the meat came from. Forget hot showers or calling the police. Your garbage would rot on your curb...*forever*. Yosemite, the Grand Canyon, your public library, and the bridges connecting you to America's cities wouldn't be open. These things, and so much more, are paid for with your tax dollars. Makes you want to run, not walk, to your tax accountant, doesn't it? Well... you know what we mean!
From [Day-Timers eTalk Newsletter](#)

Tax Freedom Day Is April 17...But What Is It?

Freedom from taxes? Could it be that your wildest dream just came true? Well, sort of. Tax Freedom Day is the first day of the year when a country's citizens begin earning money that they actually keep. From January 1 until April 17 of this year, you're literally working for the government. **That's right!** It takes 3 ½ months of your blood, sweat, and tears to pay for the federal government. Out of your entire annual income, 29.1% of it is forked over for taxes. We should all light a candle on April 17 as the momentous date that the money we earn **we get to keep!** From [Day-Timers eTalk Newsletter](#)

Keep Virginia Maples and Barbara Burris in your prayers. Virginia will be completing her treatments in the next couple of weeks. Barbara had a minor accident at home and broke her collarbone. She is recuperating at home.

GRAMMAR SCHOOL

ITS or IT'S—This is one of the commonest and most basic mistakes in written English. It's the apostrophe which causes the problem, of course. *It's* is the contracted or shortened form of *it is* or *it has*: *It's a warm day. It's been raining all day.*

Its, without an apostrophe, is the possessive form of the pronoun *it*: *The cat flicked its tail.*

How to avoid: If uncertain over which form to use—whether *it's* or *its*—try substituting the full-length *it is* or *it has* in the sentence. As long as the phrase or sentence still makes sense (*It is a warm day; It has been raining all day*), then you can safely use the contracted form of the two words (*It's ...*). If, however, the sentence does *not* make sense (the cat flicked *it is* tail), then you are using the possessive form of *it* and must not include the apostrophe: write *its*.

From *Who's Whose A No-Nonsense Guide to Easily Confused Words* by Philip Gooden

Simple steps toward making better decisions: Avoid what Gen. George S. Patton called the “ready, aim, aim, aim, aim, syndrome”—too much analysis—by following these decision-making steps: **1. Give yourself** a reasonable time limit—48 hours, a week, or whatever seems appropriate—to decide. **2. Write the issue** to be decided on a legal pad. This simple act helps clarify the issue for you. **3. List the plusses** and minuses for each potential resolution. This mental walk-through forms the basis of your evaluation process, so be specific as you describe each advantage and disadvantage. **4. Decide**, one way or another, before your self-imposed deadline. From [AdministrativePROFESSIONAL](#), March 2006

Information Center

Monthly Networking & Education Session

Date: Thursday, April 13, 2006

Time: 5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Program
7:00 p.m. Business Meeting
7:30 p.m. Adjourn

Location: The Gathering Place
7312 Wallace

Program: Stan McKeever
Harrington Cancer Center
“Helping Friends and Loved Ones Through Cancer”

Menu: Bourbon teriyaki glazed salmon or chicken, steamed broccoli, new potatoes, salad, rolls, chocolate meringue pie or apple pie
Program and meal cost is \$13.00

RSVP: Please contact Emily Garner CPS/CAP, 353-7321 or mastersonmgmt@sbcglobal.net by **12 noon, TUESDAY, APRIL 11** with your reservation for dinner or to cancel your standing reservation

On Your Calendar

April 12
IAAP Free Webinar
Word Documents

April 14
Deadline to Register
for Seminar

April 18
Seminar
“Creating Excellence in Your Life”

April 23—29
Administrative Professionals Week
April 26
Administrative Professionals Day

May 5 & 6
CPS/CAP Exams

May 13
Mother’s Day Flower Delivery
Fundraiser

May 18—21
T-L Division Annual Meeting
Houston

August 7—10
International Convention
Reno, NV

APRIL

No birthdays or anniversaries
this month.

Our sympathies are extended to Joy Ralston in the loss of her husband, Ken on March 14th.

Sympathies are also extended to Lisa Thomas in the death of her nephew, Emmett Abbey. Emmett died 10 hours after his birth on March 7th from Potter’s Syndrome.



Door prizes for the next few months will be provided by:

April—Emily Garner CPS/CAP
May—Patsy Wells CPS/CAP
June—Janet Howe CPS/CAP
July—Pam Moore

Membership Best Practices

Submitted by Lisa Thomas

Attend other networking events, and be sure to mention your membership in IAAP. (Be sure to carry a supply of our new brochures to pass out at other events.)

Membership as of 3/31/06: 20

Welcome to two new members, Nancy Howard and Barbara Barber. These ladies will be installed at upcoming meetings.

Check out our redesigned website at www.iaap-amarillo.org. It has a fresh new look and some added features. If there is something you would like to see added to the website, please contact Lisa Thomas, our web-master.



Upcoming Programs

May—Toastmasters; an organizational overview

June—Sharon Minor of Leadership Amarillo; an organizational overview

July—TBA

August—Kellie Tiner of Worth The Wait; “Working to Reduce Teen Pregnancy in the Amarillo Area” (teenagers welcome, and encouraged to attend)

September—Michelle McPhail, formerly of Amarillo EDC; “Giving Women a Voice”

October—Boss Day Event

November—TBA

December—Christmas Party