



The Amarillo Chapter Newsletter



PO Box 52226, Amarillo TX 79159

www.iaap-amarillo.org

June 2007

2006-2007 Officers

President:

Lisa Thomas

Phone: 806-356-9182

Lisa@nikoli.net

Vice President:

Chris Lyles CPS

Phone: 806-379-6411

Chris@amarilloedc.com

Treasurer:

Tammy Norton

Phone: 806-358-2936

Tammy_norton58

@hotmail.com

Director:

Janet Howe CPS/CAP, MOS

Phone: 806-358-7759

Howe2@nts-online.net

T-L Division

Amarillo Board Contact

Linda Dickson CPS/CAP

Division Secretary

Phone: 318-678-6112



Newsletter Committee

Chair:

Janet Howe, CPS/CAP, MOS

Howe2@nts-online.net

DUTIES OF COMMITTEES

Listed below are the chapter committees as defined in the current version of the chapter bylaws.

The Historian Committee shall maintain the permanent record of Chapter history.

The Newsletter Committee shall prepare and distribute the official publication of this Chapter. The Committee shall publish at least ten newsletters each year. The committee shall keep the members informed of any new career opportunities in the community.

The Education and Program Committee shall bring before the Chapter the latest information and methods on administrative/secretarial procedures and shall plan educational study sessions and programs for the benefit of the members. The Committee shall plan the programs for meetings.

The Membership Committee shall direct all activities of the Chapter concerned with the recruitment and maintenance of membership.

The Nominating Committee shall consist of a Chairman and two members who shall be elected by the membership at least six weeks prior to the Annual Meeting. The member receiving the highest number of votes electing her/him to the Nominating Committee shall serve as Chairman of the Committee. This Committee shall carry out the duties prescribed in Article III Section 3 of these Bylaws.

The Bylaws and Standing Rules Committee shall:

(1) Assist the Board of Directors and the membership in preparing and submitting amendments to the International Bylaws and Standing Rules and Division Bylaws and Standing Rules on behalf of the Chapter.

(2) Maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and Division Bylaws and Standing Rules.

(3) Propose amendments.

(4) Edit and/or correlate all proposed amendments to these Bylaws and Standing Rules and submit them to the membership either in writing at least 10 days prior to the meeting date or by reading at the previous regular meeting.

(5) Submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for review and approval.

(6) Review all amendments to International Bylaws and Standing Rules and/or Division Bylaws and Standing Rules proposed by other units of IAAP and make recommendations to the Board of Directors and membership.

The Administrative Professionals Week Committee shall formulate a program to enable the Chapter and its members to derive the greatest possible benefit from Administrative Professionals Week. The Committee shall be responsible for selecting the outstanding Amarillo Chapter Member of the Year.

The Ways and Means Committee shall organize and promote projects to raise funds for the operation of the Chapter.

The CPS/CAP Service Committee shall have as its primary function the promotion of the Certified Professional Secretary/Certified Administrative Professional examination and development of interest in the program.

The Scholarship Committee shall: Select an outstanding administrative student as a recipient of a scholarship to be awarded by the Chapter.

(Continued on page 4)

CPS/CAP REVIEW

- _____ 1. A closed storage/retrieval system
 - a. does not require the keeping of charge-out records because only a limited number of people can access the files.
 - b. tends to require valuable floor space because of its size.
 - c. maintains file integrity.
 - d. allows each department to maintain its own set of filing procedures.

- _____ 2. A descriptor or identifier of a stored document is called a/an
 - a. data bank.
 - b. index.
 - c. keyword.
 - d. microform.

- _____ 3. Document retrieval refers to
 - a. messages that are transmitted rapidly to other locations within an organization.
 - b. the selection of only certain portions of the information contained in a record.
 - c. the use of directory information within an automated records system.
 - d. the storage of documents in digital form.

- _____ 4. Which one of the following is an advantage of using microforms for document storage?
 - a. Individual records can be accessed with or without an indexing number.
 - b. Microforms deteriorate over time and can be preserved for only a limited period of time.
 - c. The cost of equipment for viewing microforms is high.
 - d. The cost of duplicating microforms is low.

- _____ 5. Which one of the following letter styles includes a subject line instead of a salutation?
 - a. Blocked letter style.
 - b. Modified blocked letter style.
 - c. Indented letter style.
 - d. Simplified letter style.

- _____ 6. The vital components of an office system are
 - a. hardware, software, and standards.
 - b. strategic planning, organization structure, and operating procedures.
 - c. technology, personnel, and organization procedures.
 - d. technology, training, and strategic planning.

- _____ 7. E-commerce using the World Wide Web falls within the
 - a. global strategy.
 - b. organizational strategy.
 - c. work-group strategy.
 - d. workstation strategy.

- _____ 8. The major function of business processing is
 - a. storing data/information for future use.
 - b. source data automation.
 - c. processing unorganized data into meaningful business information.
 - d. preparation of source documents.

- _____ 9. The person who provides input for a document to be prepared and for whom a document is then prepared is called a/an
 - a. word processing support specialist.
 - b. user.
 - c. administrative support specialist.
 - d. consultant/trainer.

Answers: 1. C; 2. C; 3. B; 4. D; 5. D; 6. C; 7. A; 8. C; 9. B.

Getting to Know . . . Lisa Thomas

Lisa Thomas is a replanted Amarilloan—growing up here and then leaving for college and career. Along the way she met her husband Lamar and made her way to California. Lisa and Lamar moved back to Amarillo in late 2004. They have been married “20 delightful years” and currently share their home with her mother, sister and two nephews. They have recently purchased a new home.

Lisa joined the Chevron Texaco Northern California Chapter of IAAP in January 2003 and transferred her membership to the Amarillo Chapter in January 2005. She joined IAAP for professional development and networking with other administrative professionals.

Lisa is a life-long learner and holds a BA in education an MA in public administration and an MPA. She also holds a Certified Applications in Instructor for New Horizon’s Learning Center (software training).

She is currently employed as office manager for ComData Solutions. She enjoys the freedom she has to do her job—“I get to set my priorities and work without lots of supervision; I really am my own boss.” The one thing she would change about her job is to have a window in her work area.

Away from work Lisa is involved with her church, Cornerstone Baptist Church. She serves on the local committee for Child Evangelism Fellowship, course coordinator for Perspectives—Golden Spread, serves on the Missions Action Team, the Technology Team and serves as webmaster. In her free time she loves to play on her computer, camp and backpack, volunteer with her church, read, watch 24, CSI and Battlestar Galactica.

Her favorite things are the internet, her collection of fountain pens, her MP3 player (loaded with about 4,000 songs), her Palm Pilot and her laptop.

People would be surprised to find out that her husband is African-American.

She hates to shop so she is a Weekender’s fashion coordinator (www.weekenders.com). “They’re great clothes — 99% of my wardrobe is Weekenders—and I never had to step into a store to get them.”

“I have a secret passion for all things Celtic—but little time to indulge.” She is also a routine platelet donor at Coffee Memorial Blood Center.

Lisa is completing her term as chapter president and will be the chapter treasurer for 2007—2008.



COMPUTER CORNER

Submitted by Janet Howe CPS/CAP, MOS



Outlook—Scheduling Resources for a Meeting

If you are working on a network that uses Microsoft Exchange Server and your system administrator has added resources, such as conference rooms or projection equipment to the organization’s **Global Address List**, you can reserve those resources for your meeting. You reserve resources by inviting them to your meeting. Your invitation is sent to the person designated by your administrator to manage the schedule for the resource. That person responds to your meeting request based on the availability of the resource at the time you requested.

To schedule a resource for a new meeting: 1. On the **Outlook Bar**, click the **Calendar** icon. 2. On the **Actions** menu, click **Plan a Meeting**. The Plan a Meeting form appears. 3. Click the **Add Others** button, and then click **Add from Address Book**. The **Select Attendees and Resources** dialog box appears. 4. In the **Show Names from the** box, be sure that **Global Address List** is selected. 5. In the **Name** list, select the required and optional attendees as usual. Then click the resource you want, and click the **Resources** button. 6. Repeat step 5 for as many resources as you need, and then click OK. 7. In the Plan a Meeting form, click the **Make Meeting** button, and then click the **Close** button.

To schedule a resource for an existing meeting: 1. In the Calendar, double-click the meeting to open it, and then click the **Scheduling** tab. 2. Click the **Add Others** button, and then click **Add from Address Book**. 3. In the **Show Names from the** box, be sure that **Global Address List** is selected. 4. In the **Name** list, click the resource you want, and then click the **Resources** button. 5. Repeat step 4 for as many resources as you need, and then click **OK**. 6. Click the **Send Update** button.

From Step by Step Microsoft Outlook, Microsoft Press, 2001

Information Center

Monthly Networking & Education Session

Date: Thursday, June 14, 2007

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: Pacific Rim
2061 Paramount

Program: Dr Colby Perkins
Perkins Family Chiropractic
“Laser Therapy for Carpal Tunnel”

Menu: Order from menu

Meeting Fee: \$2.00

RSVP: Please contact Tammy Norton at 806-358-2936 or Tammy_norton58@hotmail.com for more information.

On Your Calendar

July 29—August 1
International Convention &
Education Forum
Tampa Convention Center
Tampa, FL

August 15
Deadline to register for CPS/CAP
exam

November 2 & 3
CPS/CAP Exams

December 1
Chapter Christmas Party

Door prizes for the following months will be provided by:

June—Tammy Norton
July—TBD
August—Janet Howe CPS/CAP, MOS
September—Linda Whipple
October—Emily Garner CPS/CAP
November—TBD
December—N/A
2008
January—Barbara Burris
February—Gina Garrett
March—Jo Ann Haddock
April—Chris Lyles CPS
May—TBD
June—Ann M. Stanford

Invocation Sign-up

July—Janet Howe CPS/CAP, MOS
August—Barbara Burris
September—Chris Lyles CPS
October—TBD
November—TBD
December—TBD
January—TBD
February—TBD
March—TBD
April—TBD
May—TBD
June—TBD

JUNE

Happy Birthday to:

10 Barbara Burris
11 Emily Garner CPS/CAP
16 Tammy Norton
16 Patsy Wells CPS/CAP

Happy IAAP Anniversary to:

1988 Jo Ann Haddock
2005 Wyanetta Mahaffey



Inspiration Sign-up

July—TBD
August—Jo Ann Haddock
September—Janet Howe CPS/CAP, MOS
October—Barbara Burris
November—Chris Lyles CPS
December—N/A
2008
January—Emily Garner CPS/CAP
February—Gina Garrett
March—TBD
April—TBD
May—Linda Whipple
June—Ann M. Stanford

(Continued from page 1)

The Publicity Committee shall promote chapter activities through all forms of the media. The Committee shall prepare news releases and distribute to the media.

NOTE: Duties of the Special Events Committee are not defined in the by-laws, however, the committee is in charge of planning the annual Christmas Party and any other special events throughout the year.

If you are interested in serving on any of these committees, please contact Chris Lyles CPS.

2007—2008 Board Members

President—Chris Lyles CPS
Vice President—Janet Howe CPS/CAP, MOS
Treasurer—Lisa Thomas
Director—Emily Garner CPS/CAP

May membership—19