



# The Amarillo Chapter Newsletter



PO Box 52226, Amarillo TX 79159

Chapter #559125

www.iaap-amarillo.org

November 2009

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## Refiner's Touch

By Tracee Davis

### Do you feel like you are going through the heat of trials?

*Malachi 3:3 'And he shall sit as a refiner and purifier of silver.'*

“This verse puzzled some women in a Bible study and they wondered what this statement meant about the character and nature of God. One of the women offered to find out the process of refining and get back to the group at their next Bible Study. That week, the woman called a silversmith and made an appointment to watch him at work. She didn't mention anything about the reason for her interest beyond her curiosity about the process of refining silver. As she watched the silversmith, he held a piece of silver over the fire and let it heat up. He explained that in refining silver, one needed to hold the silver in the middle of the fire where the flames were hottest to burn away all the impurities. The woman thought about God holding us in such a hot spot; then she thought again about the verse that says: ‘And he shall sit as a refiner and purifier of silver.’ She asked the silversmith if it was true that he had to sit there in front of the fire the whole time. The man answered that yes, he not only had to sit there holding the silver, but he had to keep his eyes on the silver the entire time it was in the fire. If the silver was left a moment too long in the flames, it would be destroyed. The woman was silent for a moment. Then she asked the silversmith, ‘How do you know when the silver is fully refined?’ He smiled at her and answered, ‘Oh, that's easy ... when I see my image in it.’ If today you are feeling the heat of the fire, remember that God has his eye on you and will be watching you until He sees His image in you.” – *Author Unknown*

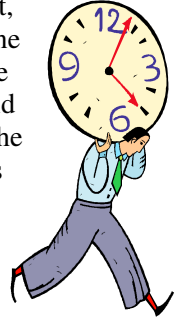
The response to an inferno life trial often determines the outcome of a blazing tribulation – success or failure; therefore, applying the refiner story to the principles in our own lives can be a source of encouragement for achievement. Some practical guidelines you can use to learn from the refiner's passage and overcome heated trials could include: taking inventory of your spiritual life; being honest with yourself; remembering you won't always understand the 'why' of the trial; maintaining your joy in the midst of the trial; remaining patient; and sharing your experience to help others.

## A Note From Our President . . .



Janet Howe  
CPS/CAP, MOS

Where is time running off to? I've heard all my life that time flies faster the older you get, and I have had a hard lesson on that theory recently. I was notified a few days ago that one of my Canadian High School classmates had passed away very suddenly. She was not the first in our class to die, but the other two occurrences had been as a result of accidents and were several years ago. I guess what hit me so hard about Ann's death was when I read the obituary that listed her age as 51, yes I wrote it – five-one, 51. She was only three weeks younger than me and we were the babies of our class. In my mind, I and all the “kids” I graduated with are still in our twenties, so I've been very surprised to hear of classmates' children getting married and then the inevitable grandchildren announcements. When did we get this old? How did this happen? Several of my classmates have been very successful in the business world – we lay claim to the president of a local bank, a local attorney, a marine biologist, a pharmacist, business owners, ranchers operating their family ranches, etc. I almost laugh when I think about my classmates successfully running these businesses – who knew that the guys we all swooned over, or the class clowns, or the class nerds, the homecoming queen, band geeks, cheerleaders, or the star jocks would do so much in their lives?



I know we all feel the passing of time when our friends in the chapter talk about their children who are now in high school, college, or approaching the teen years. We remember them as the cuties that were their mother's dates for our Valentine's Day dinners, and who probably wouldn't consent to attend such an event now.

Time is marching on – witness how the workweek drags on and the weekend is gone in a flash. Time is marching on – those taking the CPS and/or CAP exams know that their study time has vanished, but the time spent waiting for the results will dddddddrrrrrrraaaaaaaaaaagggggggggg. Time is marching on – it's the holiday season already. Time is marching on – it was just yesterday we were still a year away from hosting the 2010 T-L Annual Meeting, and now we're down to just over six months. Time is marching on – we get older, we face new challenges in our life, we have new aches and pains, we worry about things like retirement, education, health care and keeping our jobs. But as time marches on we also have new, abundant blessings – new grandchildren, a marriage that has survived the storms of life, parents that are still with us, kids that occasionally surprise us with a hug or kiss, friends that know what true friendship is and the ability to look back on our life and cherish the good moments, or pat ourselves on the back for a job well done, or appreciate the people who have helped us get where we are today. Time is marching on – are we taking a few minutes every day to cherish the good things in our life, to be thankful for our families, friends, jobs? Time is marching on . . . and I am thankful for, and appreciate each of you for what you bring to my life.

Have a blessed Thanksgiving season!  
Janet

### 2009—2010 International Board of Directors

President ..... Susan Shamali CPS/CAP  
 President-Elect ..... Mary Ramsay-Drow CPS/CAP  
 Vice President ..... Tamra Goodall CPS/CAP  
 Secretary ..... Janine Riemersma CPS/CAP  
 Treasurer ..... Karlena Rannals CPS/CAP  
 Southwest District Director ..... Antoinette Smith CPS/CAP

### T-L Division Board of Directors

President ..... Donna M. Shotwell CPS/CAP  
 President Elect ..... Michelle A. Spradley CPS/CAP  
 Vice President ..... Carla S. Flowers CPS/CAP  
 Secretary ..... Frances McAnear CPS/CAP  
 Treasurer ..... Bonnie House CPS/CAP

### CHAPTER OF EXCELLENCE

Our chapter is well on it's way to achieving Chapter of Excellence this year. The one area we are falling short in is increasing our membership. The requirement is that we increase membership by 12%, or 4 new members. As of the end of October, we have not gained any new members. Think about the admins you work with or come in contact with—wouldn't they all benefit from membership in IAAP? If the cost of membership is an issue, contact the Chapter Board—we have some options available to us for helping with membership dues. And don't forget, International dues are increasing \$25 effective January 1, 2010 so now is the time to join—save that \$25! For more information on membership, contact Carla Banks CPS/CAP, Chair of the Membership Committee at 651-2365.

## Upcoming Chapter Programs

### December

Christmas Party

### January

Panel Discussion  
Panelists to be announced

### February

“Importance of Continuing  
Your Education”  
Demaris Schlong  
Dean of Workforce &  
Economic Development  
Amarillo College

### March

“Building Community Partnerships/  
Relationships, Event Organizing”  
April Brownlee  
Development Coordinator,  
Special Events  
MS Society

### April

Administrative Professional Week/Day  
Celebration  
CMOTY Awarded

### May

No Chapter Meeting due to  
2010 Annual Meeting

### June

“Women in Leadership”  
Tracee Davis  
Executive Assistant to the President  
WTAMU

(all programs have been, or will be  
submitted for recertification points)

## MEMBER OF EXCELLENCE

We're about half-way through the IAAP year. How are you doing on your Member of Excellence requirements? If you haven't signed the commitment agreement yet, it's not too late. Visit [www.iaap-hq.org](http://www.iaap-hq.org) then:

- Members
- Member Resources
- Pathways to Excellence [side tab]
- Member of Excellence
- Member Commitment Form

## Are You LinkedIn?

By Janet Howe CPS/CAP, MOS

With all the buzz about social networking sites such as Facebook and Twitter, one site seems to be overlooked by people in the workforce – [www.linkedin.com](http://www.linkedin.com). LinkedIn is not a social networking site, but a networking site for professionals in all career fields.

After hearing recently that employers were beginning to look at social networking sites when considering a candidate for employment, and being in the position of interviewing candidates for a job at my company, I searched Facebook and LinkedIn. I was surprised that only one person, out of about 25 who had applied for the position, had a LinkedIn page, but about 1/3 had Facebook pages. Did the Facebook pages influence my decision on who to hire? No, but it was interesting to see how some of the candidates perceived themselves – pictures *are* worth a thousand words.

On LinkedIn co-workers, friends or supervisors can write recommendations for you, or you can set yourself up as an expert on different topics. You can also join groups such as IAAP, or the Amarillo Chapter IAAP group. The IAAP group has on-line discussions about various topics, announcements about Webinars and links to blogs which focus on the world of administrative professionals.

If you are looking for a job this is a good place to make your presence known. Even if you aren't looking for a job, it's a good place to help you connect with others in your profession, or other professionals you would like to “meet.” If you are looking for an employee, this is a good place to get the scoop on someone you may be considering. Just like Facebook, you can view their profile to see what their educational background is, read recommendations, and see past job history (if they have included it in their profile).

LinkedIn is the place for administrative professionals to be!

## BE THANKFUL

Be thankful that you don't already have everything you desire.  
If you did, what would there be to look forward to?  
Be thankful when you don't know something,  
for it gives you the opportunity to learn.

Be thankful for the difficult times.  
During those times you grow.  
Be thankful for your limitations,  
because they give you opportunities for improvement.  
Be thankful for each new challenge,  
because it will build your strength and character.

Be thankful for your mistakes.  
They will teach you valuable lessons.  
Be thankful when you're tired and weary,  
because it means you've made a difference.

It's easy to be thankful for the good things.  
A life of rich fulfillment comes to those who  
are also thankful for the setbacks.  
Gratitude can turn a negative into a positive.  
Find a way to be thankful for your troubles,  
and they can become your blessings.

## Riddles

1. Which is correct to say: “The yolk of the egg are white” or “The yolk of the egg is white”?
2. The maker doesn't want it; the buyer doesn't use it; and the user doesn't see it. What is it?
3. How many animals of each sex did Moses take on the Ark?

1. Neither, the yolk of the egg is yellow.
2. A coffin.
3. Moses took no animals. It was Noah on the Ark.

# Information Center

## Monthly Networking & Education Session

**Date:** Thursday, November 12, 2009

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

**Location:** Edward Davis Room  
Chase Tower, 9th Floor  
6th & Tyler

**Program:** "Grace Under Pressure"  
**Techniques for Maintaining Your Cool  
When Things Get Really Hot**  
Carla Flowers CPS/CAP  
T-L Division Vice President

**Menu/Cost:** Pecan chicken, rice pilaf, salad, bread,  
apple gingerbread cobbler  
\$12.00

**RSVP:** Please contact Staci Hawkins CPS at 806-359-2422, or  
hawkinssl@zhi.com by Friday, November 6 to make a  
reservation or to cancel a standing reservation.

Recertification  
Points will be  
awarded

## On Your Calendar

**November 6 & 7**  
CPS/CAP Exams

**November 13**  
Meet with T-L Division Board

**December 5**  
Christmas Party

**2010**  
**February 14**  
Flower Delivery Fundraiser

**February 15**  
Deadline to register for  
May CPS/CAP Exams

**May 7 & 8**  
CPS/CAP Exams

**May 14—16, 2010**  
T-L Division Annual Meeting

### Invocation

November—Janet Howe CPS/CAP,  
MOS  
December—N/A  
January—Gina Garrett PLS  
February—TBD  
March—Lisa Thomas MCAS  
April—TBD  
May—N/A  
June—TBD

### Inspiration

November—Carla Banks CPS/CAP  
December—N/A  
January—Chris Lyles CPS/CAP  
February—Barbara Burris  
March—Staci Hawkins CPS  
April—Lisa Thomas MCAS  
May—N/A  
June—Patsy Wells CPS/CAP

### NOVEMBER

#### Happy Birthday to:

12 Billie Jo Cooks  
12 Ann Stanford

#### Happy IAAP Anniversary to:

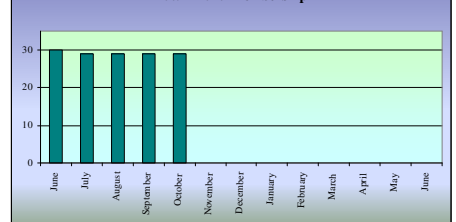
1996 Barbara Burris  
1996 Emily Garner CPS/CAP,  
MCAS  
1997 Patsy Wells CPS/CAP



### Door Prize

November—Barbara Burris  
December—N/A  
January—Carla Banks CPS/CAP  
February—Lisa Thomas MCAS  
March—Staci Hawkins CPS  
April—Chris Lyles CPS/CAP  
May—N/A  
June—Patsy Wells CPS/CAP

2009 - 2010 Membership



**October Membership: 29**

**G**ood luck to our members  
sitting for the CPS and/or  
CAP exams on November 6 & 7.

I neglected to thank Jo Ann Haddock  
and Affiliated Foods for coming to the  
rescue in September by allowing us to  
use their conference room for our  
chapter meeting.

Don't forget our Current Fun Fund-  
raiser. Shop at [www.currentfun.com](http://www.currentfun.com)  
and when prompted during  
checking out, select Amarillo  
IAAP. We automatically receive  
1/2 of the proceeds of your pur-  
chase.