



The Amarillo Chapter Newsletter



PO Box 52226, Amarillo TX 79159

Chapter #559125

www.iaap-amarillo.org

January 2010

2009-2010 Officers

President:

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Jhowe@proag.com

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Secretary:

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Treasurer:

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T-L Division Contact

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Newsletter Committee

Chair:

Janet Howe CPS/CAP, MOS
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Tracee Davis

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Clevenger and Hawkins Earn Certifications

Melanie Clevenger CPS has earned the Certified Professional Secretary® (CPS®) rating and Staci Hawkins CPS/CAP has earned the Certified Administrative Professional® (CAP®) rating. Both sat for the exams in November and were notified in December of the results.

Clevenger joined the Amarillo Chapter IAAP in 2008 and has served as chair of the Publicity Committee, currently serves on the Membership Committee and serves on several 2010 T-L Division Annual Meeting sub-committees. She is employed at Texas Tech University Health Sciences Center—Lubbock as Unit Coordinator for the Center of Telemedicine.

Hawkins joined the Amarillo Chapter of IAAP in 2008 and currently serves as chapter Treasurer. She has served on the Celebration Committee and currently serves on the Scholarship Committee, Certification Committee and several 2010 T-L Division Annual Meeting sub-committees. She is employed as Executive Assistant at Zachry Engineering Corporation.

The four-part exam is administered two times each year—the first weekend of May and November. For more information on the exam, visit the International website, www.iaap-hq.org, or contact the chair of our Certification Committee, Patsy Wells CPS/CAP.

Christmas Celebration

The annual Chapter Christmas party was held Saturday, December 5 at the home of Chris Lyles CPS/CAP. Eight members attended, bringing dishes for a potluck brunch. We participated in an ornament exchange. Members donated items for the Downtown Women's Shelter as a community service project.



Lucinda Morales and Sue Kile



Barbara Burris, Emily Garner CPS/CAP, MCAS, and Chris Lyles CPS/CAP



Barbara Burris, Emily Garner CPS/CAP, MCAS, and JoAnn Haddock



Lisa Thomas, MCAS and Chris Lyles CPS/CAP

A Note From Our President . . .



Janet Howe
CPS/CAP, MOS

Happy New Year! 2009 was a challenging year for many members of our chapter, but we made it through and now we face 2010. Yikes! With the dawning of 2010 we are on the countdown to our T-L Division Annual Meeting and Education Forum – just 4-1/2 months to go! I know your committees will start ramping up to full speed in the early part of the year. Don't forget to ask for help if you need it.

As the new year dawns we hear that dreaded word – resolutions. Every year I try to trick myself into making resolutions by calling it something else because my “resolutions” are broken within days or weeks. This year I plan to avoid them at all costs. But whether you routinely make resolutions or not, this year I would like to encourage you to make some **IAAP resolutions**.

1. Become more involved in the chapter by attending monthly meetings, by volunteering on committees, or considering a seat on the 2010 – 2011 Chapter Board of Directors.
2. Strive for Member of Excellence by signing the commitment form and working toward fulfilling the requirements found on the International website.
3. Register early for the 2010 T-L Division Annual Meeting and Education Forum. Registration brochures will be sent via email in January. Take advantage of the Early Bird registration fee, returning your form and payment before April 10.
4. If you do not currently hold the CPS® or CAP® designation, make 2010 the year you sit for the exams. The exams are tough, but the rewards of obtaining these designations are well worth it. If you are a CPS and/or CAP, consider other types of certification such as the Microsoft Certified Application Specialist (MCAS).
5. Recruit a new member for our chapter. We've sustained our membership through the first part of the year, but we need to be growing as well. Invite other administrative professionals to a meeting and encourage them to join IAAP.

I'm really looking forward to our January meeting. For as long as I've been a member of IAAP we've not held a panel discussion so I'm excited to see how this will go. Come prepared with questions to ask of our panelists or email your questions to Chris Lyles CPS/CAP at chris@amarilloedc.com by January 8. Unfortunately this program did not qualify for recertification points, but will be well worth your time. **Remember, we're meeting at the WTAMU Enterprise Center at 2300 N. Western.** Drive north on Western, and keep driving, and keep driving and then drive a little more and you will find it on the right or eastern side of Western. The facility is beautiful – my favorite part is the white-board walls in the training room. Someone really had their thinking cap on when they designed that room! Thanks to Ann Stanford for arranging for us to meet there and to David Terry for allowing us to use their facility.

Welcome 2010 – we're glad you are here. I pray that this year will be exciting, joyful, full of blessings and peace for each of you.

Happy New Year!
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

Now is the time to clean out old files but there is always the question of what to keep and what to toss. These websites, obtained through the IAAP Group on LinkedIn.com have suggestions for you.

Personal Household: http://www.pueblo.gsa.gov/cic_text/money/keeprecords/keeprecords.htm

<http://www.lifeorganizers.com/Office-Home-Office/The-Organized-Files/Records-Retention.html>

Small business: <http://www.irs.gov/businesses/small/article/0,,id=98513,00.html>

http://fso.cpasitesolutions.com/Premium/LE/21_le_ot/fg/fg-Record_Keeping.html

CHAPTER OF EXCELLENCE UPDATE

The chapter is working toward achieving Chapter of Excellence (“C of E”) for 2009—2010. Here is an update on what has been accomplished and what we still need to work on.

With Melanie Clevenger CPS and Staci Hawkins CPS/CAP obtaining their certifications in December, we have completed #2 on the criteria list. We have signed the C of E Commitment Agreement (#3). We have published six newsletters and/or e-newsletters (#4). We published a list of the upcoming programs and established a marketing plan to fulfill #6. We have completed part of #7 by creating an annual budget. Providing the monthly financial reports to the members fulfills the second part of #7, and our 2008-2009 audit was submitted to the Division Treasurer.

If the rest of our monthly chapter programs are approved for recertification points we will meet the requirements of #1. We sent a delegate to the 2009 International Convention and will have a delegate at the 2010 T-L Division Annual Meeting as required in #10. Hosting the 2010 T-L Division Annual Meeting fulfills #12. We will submit an application for the Avery Chapter Achievement Awards Program (#13) and have submitted a Five-Year Strategic Plan to the T-L Board (#19). Once we complete our annual member survey in the spring, we will have completed #19.

We have retained 80% of our membership from June 30, 2009 (#14) and have welcomed one new member towards our minimum required increase of four in order to fulfill #17.

We must meet 14 of the 19 requirements in order to obtain Chapter of Excellence. We will be close this year. By hosting the 2010 T-L Division Annual Meeting, we have had to suspend some other activities, for instance conducting an IMPACT or membership recruiting event this year; however, we are on

track to complete 12 of the 19 requirements. Recruiting three more new members would fulfill our 13th requirement.

We have six months of the year left to complete these requirements and I know that we can do it because we are an excellent chapter!

The C of E criteria can be found on the International website, or by following the *Div/Intl Pgrms* link on the Amarillo Chapter website, www.iaap-amarillo.org.

Upcoming Chapter Programs

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)

Never be afraid to trust an unknown future to a known God.
~Corrie Ten Boom~

I, as one of the members who is not so actively involved in the 2010 activities, would like to take this opportunity to thank the officers and committees who are working so hard to get us ready for 2010. This is just a little pep talk, inspiration, and thanks to all of you. [Read at the November chapter meeting.]

ODE TO 2010

By Barbara Burris

Can you believe its November 12, 2009?
Oh my, how little time! Just remember...

We have met challenges and deadlines
and really worked our behinds.

We barely survived Welcome Partner,
and brought IAAP acclaim
with a proclamation with determination.

We have delivered flowers by the hours
and weathered wind, rain and sleet
our budget to meet.

We've hosted bazaars and seminars and
made impossible trips to different places
to show our faces.

We have worked the Civic Center
concession at a rodeo
all for our Chapter
for just a little dough.

We froze our buns to host
Night of Lights, and run amuck
all over T-L Division in a truck.

We have talent and determination galore
and pray the Lord to give us more.

When our spirits are lagging
and our tails are dragging,
and we begin haggling,
just remember...

We've done it before and
we can do it again.
We're ready for you 2010!

I reiterate, some of us are crippled
and racked with pain.
But we've done it before,
WE'LL DO IT AGAIN! Amen.



Information Center



Monthly Networking & Education Session

Date: Thursday, January 14, 2010

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

Location: WTAMU Enterprise Center
2300 N. Western

Note change
of location

Program: Panel Discussion on HR issues and
furthering your education
Speakers include:
Michelle Gilbertson
Firm Administrator at Mayfield, Crutcher & Sharpee

Shawn Thomas
Associate Director of Admissions at WTAMU

Brenda Waren
Human Resources Manager at Amarillo College

Menu/Cost: Menu TBD; cost—\$12.00

RSVP: Please contact Staci Hawkins CPS/CAP at 806-359-2422,
or hawkinssl@zhi.com by Friday, January 8 to make a
reservation or to cancel a standing reservation.

On Your Calendar

February 14
Flower Delivery Fundraiser

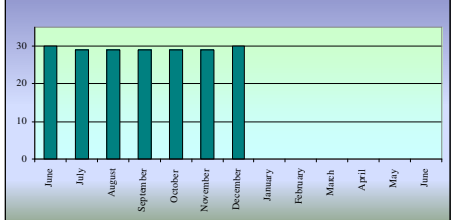
February 15
Deadline to register for
May CPS/CAP Exams

May 7 & 8
CPS/CAP Exams

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

Welcome to our new member Denise Jordan. Denise is employed as an Administrative Assistant at Texas Tech University Health Sciences Center in Amarillo. She will be installed at an upcoming chapter meeting.

2009 - 2010 Membership



December Membership: 30

Invocation

January—Gina Garrett PLS
February—TBD
March—Lisa Thomas MCAS
April—TBD
May—N/A
June—TBD

Inspiration

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

Door Prize

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

JANUARY

Happy Birthday to:
16 Ina Fiel

Happy IAAP Anniversary to:
2003 Lisa Thomas MCAS
2005 Chris Lyles CPS/CAP
2007 Linda Whipple



The application deadline for the Texas-Louisiana Division scholarships is March 1, 2010. For eligibility requirements and an application, visit www.iaap-txla.org.

Use these 3 R's to work smarter

When you are tackling a big project or critical deadline, stop every hour or two to:

Review what you've done. Is it ready to go or does it still need polish? Are you on, ahead of or behind schedule?

Re-evaluate your plan, if necessary. Do you need more resources? Do you need to involve a co-worker or ask for a deadline extension?

Recharge your batteries with a stretch, a beverage and a breath of fresh air. Spending too much time hunched over a keyboard or a stack of papers stresses mind and body.

From *Administrative Professional Today*