



Chapter [www.iaap-ntbc.org](http://www.iaap-ntbc.org)  
 T-L Division [www.iaap-txla.org](http://www.iaap-txla.org)  
 IAAP Headquarters [www.iaap-hq.org](http://www.iaap-hq.org)

## OFFICER CONTACTS

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 Secretary  
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## Chapter Committee Chairs

Newsletter: Karen Staggs CPS  
 Webmaster: Cheri Thompson CPS/CAP  
 Member Roster: Norma Woolley  
 Fundraising: Marketha Washington  
 Membership: Jacquelyn Hudgins CPS/CAP

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## UPCOMING EVENTS

### February 17

Education & Networking Session  
 @ 5:30 pm

Ernie's Seafood in N. Richland Hills

### March 3

Chapter Board Meeting  
 @ 6:00 pm

Star-Telegram NE Office in Bedford

Send news items to Karen Staggs CPS @  
[klstaggs@bellhelicopter.textron.com](mailto:klstaggs@bellhelicopter.textron.com)  
 Copies of newsletter available at monthly  
 Education & Networking Sessions



North Tarrant Bluebonnet Chapter  
 International Association of Administrative Professionals®  
[www.iaap-mlbc.org](http://www.iaap-mlbc.org)

# Bluebonnet Brief

VOLUME 3, ISSUE 7 FEBRUARY 9, 2009

## Education & Networking Session

WHEN: Tuesday, February 17

TIME: 5:30 - 6:00  
 Networking / Dinner  
 6:00 - 7:15  
 Program

### PROGRAM

FEE: \$5.00 (Cash or check)

WHERE: Ernie's Seafood  
 8206 Bedford Eules Road  
 North Richland Hills, TX  
 817-498-5511

RSVP: By February 13 to  
 Vice President / Programs Chair  
 Starlyn Frank CPS/CAP @  
[happystarlyn@hotmail.com](mailto:happystarlyn@hotmail.com)

### DONATION REQUEST FOR THE BATTERED WOMEN'S FOUNDATION

**#1 Need for February is Canned Food Items**  
 This month, the Battered Women's Foundation is in need of a variety of canned food items. Please consider donating a canned food item when you come to this month's Education & Networking Session. Vice President Starlyn Frank CPS/CAP will deliver the items on behalf of the chapter. For more information about this worthy cause, visit their website at [www.bwf1.com](http://www.bwf1.com).

### PROGRAM HIGHLIGHTS

*"Improving Communication Skills!"*  
 Presented by  
 Tammy Bailey, DTM

- **Prepared to Present** - How to be ready and steady yourself to make a presentation to any size group
- **Off the Cuff, On the Mark** - Never be tongue-tied again when called on to speak with no advance notice
- **Word Up** - Improve your vocabulary to make your communication more powerful and efficient

1 Recertification Point Awarded to Certified Attendees

## Door Prizes!

Members, bring a guest and both you and your guest will be eligible for the door prize drawing! Guests do not have to be an IAAP member to attend.

## Bring A Guest!



# Welcome New Members!

The North Tarrant Bluebonnet Chapter extends a warm welcome to our newest members:

BETTY GULLEY CPS  
 Retired

GAYLA HEATH  
 HR Administrative Assistant/  
 Safety Coordinator  
 with IESI Corp



# Chapter Officer Nominations for 2009-2010 Fiscal Year

It is time to begin the process of elections for our chapter officers for the 2009-2010 fiscal year. Take the time to consider taking on a leadership role within our chapter. It is a wonderful way to grow both professionally and personally. And, your supervisor will be impressed that you are developing yourself by taking a leadership role within an association for your profession.

The election process is to have a slate of candidates announced in the March newsletter and at the March 17 Education & Networking Session. We will hold elections at the May 19 Education & Networking Session and install the newly elected officers at the June 16 Education & Networking Session.

The qualifications for being an officer are:

No member shall hold more than one chapter office at a time.

No member shall hold a division office while serving as a chapter officer except to complete the current fiscal year.

A chapter must have a President and a Treasurer for the chapter to exist. Start thinking about what interests you. Where do you want to be within the leadership team to continue to enhance the chapter for all of us?

If you are interested in running for the office of President, Vice President/Programs Chair, Secretary or Treasurer for the North Tarrant Bluebonnet Chapter 2009-2010 fiscal year, please contact the Nominations Committee Chair, Marketha Washington at [marketha.washington@fmr.com](mailto:marketha.washington@fmr.com). Marketha will provide you with a form to complete and return to her. **Deadline is March 1, 2009 to submit your nominations.**

In addition, if you would like to obtain a list of duties for each position, contact Jeanne Dobbs CPS/CAP, President, at 817-632-4054 or [jeannedobbs@sbcglobal.net](mailto:jeannedobbs@sbcglobal.net).

The North Tarrant Bluebonnet Chapter is our chapter, and we all bring our own individual strengths together to make it successful! It takes every one of us to make the North Tarrant Bluebonnet Chapter what it is today and keep it going for the future!

## Fundraising News

### BLUEBONNET PINS

For sale at the Education & Networking Sessions  
\$4 each (cash or check)



### KAZ!

Is Your Company Looking for Competitive Balance?

Consider KAZ as a speaker for a company presentation, convention or conference or for in-house training programs! KAZ will give 25% of her fee back to the Chapter for the referral – what a great fundraiser! This is a “forever” offer. KAZ also offers a 30 minute sample program for anyone interested. KAZ will help companies be more profitable, productive, and a more joyful place to work! Check out KAZ’s website:

[www.competitivebalance.com](http://www.competitivebalance.com)

## Come and Get Your Pizza!

*Hurry! Only a few cards left!*



*What an Awesome Deal!!*

Papa John's Pizza Card Fundraiser!

**"Get 20 buy-1-get-1 free pizzas for \$10"**

Contact Marketha Washington, Fundraising Chair,  
to purchase your card at  
[marketha.washington@fmr.com](mailto:marketha.washington@fmr.com)

(Got college kids? They'll love this!)

Happy February  
IAAP Anniversary to:

*Jeanne Dobbs* CPS/CAP  
5 years

*Susan Spohn*  
2 years

*Cheri Thompson* CPS/CAP  
2 years

Happy Valentine's Day!



I am the Fundraising Chair and Seminar Co-Chair for the North Tarrant Bluebonnet Chapter and have had a busy and successful year with the chapter. In addition, I work full time at Fidelity Investments and travel frequently with the company. In my department, I recently organized a monetary fundraising drive to support the Battered Women's Foundation. The response was awesome! Those who contributed a minimum donation to the foundation received a "pass" to wear jeans to work on Fridays for one month! Even in these stressing, economic times we are having, it's very rewarding to see departments/companies pull together to help those who are less fortunate. If we all pull together, we can make a difference!



Happy  
February Birthday  
to:

Jacquelyn Hudgins CPS/CAP — February 2

Annette Pomykal — February 2



Congratulations to  
Gayla Heath!  
Gayla was the winner of  
our "1/2 off membership  
fee" drawing at our  
January 20 Education &  
Networking Session!

February 16, 2009



President's Day

## GREET THE SOLDIERS



The Arlington Golden Circle has invited all DFW IAAP Chapters, their families and friends to participate in "Greet the Soldiers" on February 14 at DFW Airport! The soldiers will be leaving for Afghanistan. Please contact Georgia Nelson with Arlington Golden Circle Chapter if you are interested in participating at [gnelson@nctcog.org](mailto:gnelson@nctcog.org) or call her at 817-608-2371.

**Date:** February 14, 2009

**Time:** 11:30-11:45 a.m.

**Where:** DFW Airport

Gate B-15

USO Non-Secure Side

### \*\*\*\*\*IMPORTANT NOTES\*\*\*\*\*

Please arrive before 11:30 am and 11:45 am at Terminal B and take the 2nd set of arrival gates (marked B18-25) and park as close as you can to B15, just make sure it's not 1 hour parking. Come to B15 on the non-secure side. A map of the manifest area will be attached to the newsletter so you can visualize it a little bit better. All of our volunteers will receive parking vouchers so those that didn't use their toll tag to get into the airport can get out for free.

So that the IAAP volunteers "stand out" we ask that you wear a RED shirt!

## Spring Educational Forum

**Deadline to register is April 10, 2009**

Big D Chapter invites you to attend the "Spring Educational Forum" on April 18 from 7:15 am—3:15 pm at Trinity Industries, 2525 Stemmons Frwy. (I-35), Dallas, TX 75207.

**Certified attendees will receive  
6 recertification points!**

Registration fees (includes continental breakfast & boxed lunch) are:

IAAP Members—\$50  
(if postmarked after April 10, \$55)  
Non-Members —\$55

## Deadline - February 15!

**Don't miss the February 15 application deadline to take the Certified Professional Secretary (CPS) or Certified Administrative Professional exam May 1-2. Applications must be postmarked by February 15!**

**Recap**

## Avoiding the Status Trap Seminar

*Presented by  
Max Jaffe*

Our seminar, Avoid the Status Trap: Are You Rich or Are You Wealthy, was a HUGE success! A BIG thank you to Max Jaffe for a very informative and fun seminar!

Thank you to all who supported us by attending this seminar. We hope each of you left the seminar with a new insight on how to "improve your financial fuel gauge!"

Thank you to Café Express for donating the delicious food and coffee and to everyone who made door prize donations. We could not have succeeded without you!

And thank you to the Seminar Committee for taking time to brainstorm, organize, coordinate and finalize our seminar. Each of you did an outstanding job and it shows in the success of this seminar!

## Deadline to Register - April 10

**Command Your Career,  
Catch the Waves of the Future**

The Pelican Chapter invites you to attend the 2009 Texas-Louisiana Division Annual Meeting and Education Forum  
Shreveport LA  
May 15 – 17, 2009

**Register online on the Pelican Chapter website by clicking on the link:**

[www.iaappelicanchapter.org](http://www.iaappelicanchapter.org)

### Registration Information

Members – postmarked by April 10, 2009 \$240  
Members – postmarked after April 10, 2009 \$260  
Student Chapter Members \$140  
Non member and/or onsite registration \$285