



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

**OFFICER  
CONTACTS**

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jdobbs@iesi.com

**Karen Staggs**

Secretary  
817-232-9533  
klstagg@bellhelicopter.textron.com

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**Chapter Committee Chairs**

Newsletter: Karen Staggs  
 Webmaster: Twyla Fernandez CPS/CAP  
 Member Roster: Norma Woolley  
 Fundraising: OPEN  
 Membership: OPEN



**UPCOMING EVENTS**

January 15

Chapter Education &  
Networking Session 5:30 pm @  
Don Pablo's Restaurant

February 5

Chapter Board Meeting 6 pm @  
Star-Telegram NE Office in Bedford

Copies of newsletter available  
at monthly Education &  
Networking Sessions

Please send news items to  
Karen Staggs @  
klstagg72@charter.net



**North Tarrant Bluebonnet Chapter**

*International Association of Administrative Professionals®*

[www.iaap-ntbc.org](http://www.iaap-ntbc.org)

**Bluebonnet Brief**

VOLUME 2, ISSUE 6

JANUARY 7, 2008

**Education & Networking Session**



**Directions to  
NEW meeting  
location on  
Page 3 of  
newsletter!**

**DATE: Tuesday, Jan. 15, 2008**

**TIME: 5:30 Networking / Dinner  
6:00 Program**

**PROGRAM**

**FEE: \$5.00 (Cash or check)**

**Pizza and soda  
provided by chapter!**

**WHERE:**

**DFW Human Resources Bldg.  
3300 E. Airfield Drive  
DFW Airport, TX 75261**  
**(The doors are locked, so when  
you arrive, contact Di Ann,  
Annette or the Front Desk to  
enter the building)**

**Di Ann: 972.973.1100  
Annette: 972.973.1130  
or cell 817.360.4936  
Front Desk: 972.973.1101**

**RSVP: By January 14 to  
Vice President  
Jacquelyn Hudgins CPS/CAP  
@ 817-390-7820 or  
jhudgins@star-telegram.com**

**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.

**PROGRAM HIGHLIGHTS**

**LEADERSHIP AND DEVELOPMENT SKILLS**

The beginning of a new year is the perfect time to think about personal goals and growth opportunities. You will find both in this program presented by the leadership team of the North Tarrant Bluebonnet Chapter.

Current officers and committee chairs will describe their position responsibilities and corresponding growth opportunities in a panel format. You will be invited to participate in the discussion by asking questions and presenting ideas.

Here are a few of the areas of development you will find within your own IAAP chapter:

- Working in a team environment
- Developing Organizational Skills
- Building and Working within a Budget
- Leadership Skills by Leading a Team
- Delegating and Follow-up
- Project Management
- Decision Making
- Negotiation
- Developing Resourcefulness
- Graphics Design
- Working with Diverse Personalities
- Website Design and Maintenance
- Communication Skills
- Basic Accounting and Financial Statements
- Taking Meeting Minutes
- Learning Parliamentary Procedure
- Creative Marketing
- Fundraising
- Writing Skills
- Meeting New People with Common Interests
- Presentation Skills

How do you want to grow and develop in 2008? Join us Tuesday, January 15. Learn how you can develop personal and professional skills in a safe and fun environment.

*1 Recertification Point will be awarded for attending this program*

**Welcome!**

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

*Heather Douglas*  
**Maintenance  
Service Manager  
at  
Corporate Floors Inc.**

*Susan Bryan*  
**Student at  
Tarrant County  
College  
Northeast Campus**

*Annette Puckett CAP*  
**Recently moved to  
Texas from Louisiana  
Former member of the  
NOLA (New Orleans)  
IAAP Chapter**



YOUR NAME HERE

Bluebonnet Members,  
Submit your success stories whether large or small to  
Karen Staggs,  
Secretary/Newsletter Chair  
@ klstaggs@bellhelicopter.textron.com  
Share your triumphs with us !

*Congratulations!*  
**To**  
**Twyla Fernandez CPS/CAP**  
**on**  
**Receiving her CAP rating in**  
**December 2007!**  
**Way to go, Twyla!**

**Membership Contest Winner!**  
**CINDY SCHALLAWITZ**  
Congratulations to Cindy Schallawitz for winning the chapter membership contest! Cindy recruited 2 new members to our chapter. Cindy and 10 of her friends will enjoy a Wardrobe Session at Ann Taylor Loft! Plus the 11 ladies will each receive a 15% discount card to apply towards any purchases during the session!  
ANN TAYLOR  
LOFT

**SEMINAR INVITATION LIST**

Remember to prepare your seminar invitation list on the spreadsheet that Jacquelyn Hudgins CPS/CAP emailed out in December.

The seminar committee will be compiling everyone's list very soon. If you haven't finished your list yet, you still have time to get it in. Please do not change the format of the spreadsheet or we will not be able to merge all the lists coming in.

When you have completed your invitation list, please send it to Monique Walker at [moniquew@baylorhealth.edu](mailto:moniquew@baylorhealth.edu).

Remember also that this seminar appeals to anyone in any field — not just admins.

# CHAPTER FUNDRAISER

## "Discover Your Strengths" Seminar

Learn a revolutionary program to identify your natural talents, build them into strengths, and enjoy consistent, near-perfect performance.

**WHEN:**

**SATURDAY**  
**FEBRUARY 23, 2008**  
**8:00 AM—12:00**

**WHERE:**

**Brookside Center**  
**1244 Brookside Drive**  
**Hurst, Texas 76053**

EDUCATION & NETWORKING  
SESSIONS

**Is Your Company Looking for Competitive Balance?**

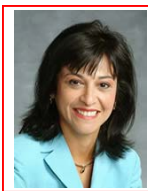
Consider KAZ as a speaker for a company presentation, convention or conference or for in-house training programs! KAZ will give 25% of her fee back to the Chapter for the referral – what a great fundraiser! This is a "forever" offer. KAZ also offers a 30-minute sample program for anyone interested. KAZ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

Please check out KAZ's website:  
[www.competitivebalance.com](http://www.competitivebalance.com)

**OFFICIAL BLUEBONNET CHAPTER PIN!**



Pins may be purchased at the Education & Networking Sessions held on the 3rd Tuesday of each month @ Don Pablo's in Bedford .



**Guest Speaker**  
*Di Ann Sanchez,*  
*VP Human Resources*  
*Dallas/Fort Worth International*  
*Airport Board*

Registration includes the book,  
*"Now, Discover Your Strengths"*  
by  
Marcus Buckingham and  
Donald O. Clifton, Ph.D

-Light breakfast to be served  
-4 Recertification Points  
-Attire is Business Casual  
-Lots of door prizes to be given away!

**"EARLY BIRD" Rates through 1-23-08: IAAP Member: \$25 Non IAAP: \$30**  
**Rates from 1-24-08 through 2-8-08: IAAP Member: \$30 Non IAAP: \$35**  
**COMPANY DISCOUNT — 10 or more participants: \$20 each participant**

**To register online and submit payment through PayPal, visit our website at: [www.iaap-ntbc.org](http://www.iaap-ntbc.org)**

For more information, contact  
Jacquelyn Hudgins CPS/CAP at: [jhudgins@star-telegram.com](mailto:jhudgins@star-telegram.com)  
or  
Monique Walker at: [moniquew@BaylorHealth.edu](mailto:moniquew@BaylorHealth.edu)

# DIRECTIONS TO NEW MEETING LOCATION

## **DFW Human Resources Building**

**3300 E. Airfield Drive**

**DFW Airport, Texas 75261**

Di Ann: 972.973.1100

Annette: 972.973.1130 or cell 817.360.4936

Front Desk: 972.973.1101

### **Directions from Highway 183 / Highway 121**

Travel 183/121 East (from Fort Worth)

Take the DFW Airport exit

You will pass the first exit

Take the second exit that reads: "Service Road / Airfield Drive / Remote South" exit

At the yield sign, you'll turn right

Pass two red lights (one of the street lights read: "34<sup>th</sup> Street / Walnut Hill")

Turn right on 32<sup>nd</sup> Street

At the stop sign, you can either turn left (Administration Building) or right (Human Resources Building)

Turn right to the Human Resources Building

You will see two sets of "double" doors. One for Employment and the other Human Resources

Enter through the "Employment" doors.

### **Directions from Highway 183 / Highway 121**

Travel 183/121 West (from Dallas)

Take the DFW Airport exit

You will pass the first exit

Take the second exit that reads: "Service Road / Airfield Drive / Remote South" exit

At the yield sign, you'll turn right

Pass two red lights (one of the street lights read: "34<sup>th</sup> Street / Walnut Hill")

Turn right on 32<sup>nd</sup> Street

At the stop sign, you can either turn left (Administration Building) or right (Human Resources Building)

Turn right to the Human Resources Building

You will see two sets of "double" doors. One for Employment and the other Human Resources

Enter through the "Employment" doors.

### **Directions from Highway 635**

Travel 635 West (from Dallas)

Take the George Bush Turnpike

Pay 75 cents at the toll booth

Take the first exit "Walnut Hill" exit

At the light, you'll turn right

Go through another red light, Valley View

After you pass Valley View, you'll be entering the property of DFW Airport

At the next light, you'll veer-off to the right

The first street you come to is 32<sup>nd</sup> Street, turn right

At the stop sign, you can either turn left (Administration Building) or turn right (Human Resources Building)

Turn right to the Human Resources/Employment Building

You will see two sets of "double" doors. One for Employment and the other Human Resources

Enter through the "Employment" doors.