North Tarrant Bluebonnet Chapter
International Association of Administrative Professionals®
www.iaap-ntbc.org

Bluebonnet Brief

VOLUME 3, ISSUE 1 JULY 7, 2008

Chapter www.iaap-ntbc.org
T-L Division www.iaap-txla.org
IAAP Headquarters www.iaap-hq.org

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Chapter Committee Chairs

Newsletter: Karen Staggs CPS
Webmaster: Twyla Fernandez CPS/CAP
Member Roster: Norma Woolley
Fundraising: Marketha Washington
Membership: Jacqulyn Hudgins CPS/CAP

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UPCOMING EVENTS

July 15
Education & Networking Session
@ 5:30 pm
Ernie's Seafood in N. Richland Hills

August 5
Chapter Board Meeting
@ 6:00 pm
Star-Telegram NE Office in Bedford

Send news items to Karen Staggs @ klstaggs@bellhelicopter.textron.com
Copies of newsletter available at monthly Education & Networking Sessions

Education & Networking Session

WHEN: Tuesday, July 15, 2008

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

PROGRAM FEE: $5.00 (Cash or check)

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

RSVP: **By July 11** to
Vice President / Programs Chair
Starlyn Frank CPS @
817-280-3473 or
sfrank@bellhelicopter.textron.com

Bring a Guest!

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

Avoiding the Status Trap™
Presented by Max Jaffe

In this fun-filled session, Max Jaffe will demonstrate how to spend strategically, dispose of debt and find financial security. You'll discover:

- The best way to handle a fluctuating income
- How to allocate income, including saving for emergencies
- The little-known steps to paying down debt
- 12 warnings regarding credit cards
- Seven ways to improve your FICO® Score
- How to decide between using cash or credit card
- Five basic investment options

Attendees receive 1 recertification point for attending this program

Congratulations to these chapter members who sat for the CPS/CAP exam in May and received their certification!

Natalie Rossorelli **CAP**

Monique Walker **CPS**

Jeanne Dobbs **CPS**

Karen Staggs **CPS**

AUGUST 15, 2008
Last day to register for the November 7 & 8 CPS/CAP Exam!

WHY CERTIFICATION?

(Information obtained from IAAP Headquarters website: www.iaap-hq.org)

Certified Professional Secretary (CPS)
Certified Administrative Professional (CAP)

In today's ever-changing business environment, you need every advantage to stay on top. Becoming certified provides you opportunities to enhance your career success.

Certification is a mark of excellence that you carry with you everywhere you go.

Professional certification shows employers, clients and associates you are committed as a professional.

Job advancement — certification gives you a competitive edge for promotion and hiring.

Professional skills — you will learn more about office operations and build skills by studying for and taking the CPS or CAP exam

Salary—a recent IAAP membership profile study shows that CPS holders earn an average of $2,228 more per year than those who do not have certification.

Esteem — Attaining certification demonstrates to your employer and yourself that you are committed as a professional.

College credit — Many colleges and universities offer course credit for studying for and passing the CPS and CAP exams.

Certification Conference — receive the benefit of annual state-of-the-art education and networking with other professionals in the administrative field.

Fundraising News

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

OFFICIAL BLUEBONNET CHAPTER PIN!

Pins may be purchased at the Education & Networking Sessions held on the 3rd Tuesday of each month.

NTBC Calendar of Events July—December 2008

DATE	EVENT
July 1	North Tarrant Bluebonnet Chapter (NTBC) Board Meeting 6:00 p.m., Star Telegram Office
July 12 9:00 am – 12:00 pm	NETAC Meeting - Host – Plano Chapter Allstate Insurance Company, 8675 Freeport Parkway N., Bldg. E Irving, TX 75063
July 15	NTBC Meeting, 5:30 p.m., Ernie's Seafood Restaurant
July 27 – 30	International Convention and Education Forum, New Orleans, LA
August 5	NTBC Board Meeting, 6:00 p.m., Star Telegram Office
August 15	**Deadline to submit application for CAP/ CPS Exam in November**
August 19	NTBC Meeting, 5:30 p.m., Ernie's Seafood Restaurant
September 2	NTBC Board Meeting, 6:00 p.m., Star Telegram Office
September 13	Officer Training Workshop at the Crowne Plaza Downtown Hotel, Houston, TX
September 16	NTBC Meeting, 5:30 p.m., Ernie's Seafood Restaurant
October 4	NETAC Meeting (tentative date) Host, Time & Place to be determined
October 4	Officer Training Workshop – Dallas (time & place to be determined)
October 7	NTBC Board Meeting, 6:00 p.m., Star Telegram Office
October 19-22	Certification Conference, Grand River Hyatt Hotel, Denver, CO
October 21	NTBC Meeting, 5:30 p.m., Ernie's Seafood Restaurant
November 4	NTBC Board Meeting, 6:00 p.m., Star Telegram Office
November 7 & 8	**CPS/CAP Exam**
November 18	NTBC Meeting, 5:30 p.m., Ernie's Seafood Restaurant
Date TBD	**NTBC Holiday Social,** 5:30 p.m., Ernie's Seafood Restaurant

WELCOME ABOARD TO OUR FUNDRAISING CHAIR!

A big **THANK YOU** to Marketha Washington for "stepping up" to the challenge to become our Fundraising Chair! We are very happy to have you on the chapter board, Marketha!

Have you heard you can place Amazon orders through the chapter website? Check it out!

The chapter website is www.iaap-ntbc.org

While you're there, check out the remainder of our site. It's full of information about our chapter, upcoming events, photos, etc. Pass it on…… tell a friend about our site too!

Bluebonnet Spotlight!

Karen Staggs CPS

Do you want to chair a committee or participate on one but not sure "what it will involve or how it may benefit you?" Let me tell you from experience, you won't know until you try.

Most of us like to stay in our "comfort zone". I know I was one of them. But, when I joined the North Tarrant Bluebonnet Chapter in May 2006, I was so excited to "belong" to an organization that specifically catered to Administrative Professionals that I wanted to let "my voice be heard" and participate on committees or maybe even run for an officer position one day. When the chapter needed a volunteer to chair the newsletter committee in 2006, I stepped out of my "comfort zone" and accepted the challenge. I had never chaired anything before; so, I was nervous to say the least. But, I enjoyed writing, was editor of my high school newspaper (many many years ago) and thought, I can at least try.

It has been a most rewarding experience too! I self taught myself Microsoft Publisher just from preparing the newsletter, *Bluebonnet Brief*, for our chapter. The first few issues were very involved trying to figure out all the gadgets for Microsoft Publisher. Now, I feel I am a whiz at Publisher and have even assisted others in the program. My "What's In It For You" was learning a new program that has helped me also in my current career. (I also prepare the monthly newsletter for the admins at my work, Bell Helicopter) Since chairing the newsletter committee, I stepped even further out of my comfort zone and held the Secretary officer position in 2007-08 and currently, the Treasurer position.

Discover today the "What's In It For You" from participating in your chapter. You'll be glad you did!

A note of thanks from Starlyn Frank CPS

Dear NTBC,

Thank you very much for the peace lily plant. Your kindness will not soon be forgotten.

The family of Gus Caglagis