



Chapter www.iaap-ntbc.org
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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

May 20
 Education & Networking Session
 @ 5:30 pm
 Ernie's Seafood in N. Richland Hills

June 2
 Chapter Board Meeting 6 pm @
 Star-Telegram NE Office in Bedford

Send news items to
 Karen Staggs @
kstaggss72@charter.net

Copies of newsletter
 available at monthly
 Education & Networking
 Sessions



North Tarrant Bluebonnet Chapter
 International Association of Administrative Professionals®

www.iaap-ntbc.org

Bluebonnet Brief

VOLUME 2, ISSUE 10

MAY 12, 2008

Education & Networking Session

WHEN: Tuesday, May 20, 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 May 16** to
 Vice President
 Jacquelyn Hudgins CPS/CAP
 @ 817-390-7820 or
jhudgins@star-telegram.com



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

Windows XP Tips and Tricks

Presented by
 Jory McIntosh
 Software Development Manager
 AmeriCredit Financial Services
 Arlington, Texas

Windows XP is a very powerful operating system that many don't use to its full potential. There are many hidden, easy-to-use shortcuts that are built into XP that will allow you to improve your productivity while working within the Windows environment. You will also learn several tips and tricks that will alleviate some of the frustrations that you experience while using your Windows XP computer in the office environment. The information in this presentation will allow you to work more efficiently and with more confidence while at your computer. Although this discussion is geared towards XP, some of these tips will work in Windows 2000 and Vista, proving just as valuable to those using these other Microsoft operating systems. If you want to work in Windows better, faster and with less apprehension, don't miss this program.

Attendees receive 1 recertification point for attending this program

ATTENTION CHAPTER MEMBERS!



Individual photos of chapter members will be taken at the May 20 and June 17 Education & Networking Sessions. These photos will be used for the membership roster.



Did your boss and/or company do something extra special for Administrative Professionals Week this year? Below is an inspiring story of how one of our chapter members was honored during APW.

Traci McIntosh CPS is an Administrative Assistant at Baylor All-Saints Medical Center in Fort Worth. Last year, her boss started a "memory book" for Traci. It included pictures and notes from staff members telling Traci how much they appreciate her and everything she does for them.

This year, Traci's new boss continued the "tradition". Her boss managed to retrieve the memory book from Traci's office without her knowledge and had more pictures and notes added to it in time for this year's APW.

Traci says this book is priceless to her and that she looks at it frequently. Traci says it's especially enlightening when she needs a "lift" for the day.

T-L Division Newsletter Contest

The North Tarrant Bluebonnet Chapter newsletter, *Bluebonnet Brief*, did not win this year's contest at the T-L Division Annual Meeting. But, we will try again next year!

Congratulations to the Greenspoint Area Chapter for having the winning newsletter!



Election of 2008-2009 Chapter Officers

May 20, 2008

at the

Education & Networking Session



To
Traci McIntosh CPS
 newly elected
Secretary of T-L Division!

Professional Development Courses
Certified Professional Secretary (CPS) and
Certified Administrative Professional (CAP)

Certified Professional Secretary (CPS)

July 8—August 26, 2008

Tuesdays 6:00 pm—8:00 pm

Fort Worth West Campus, Bldg. 500-1-D3

Sign up deadline: June 10, 2008

For more information contact:

Karen Graham at karen.r.graham@lmco.com

Certified Administrative Professional (CAP)

July 10—October 23, 2008

Thursdays 6:00 pm—8:00 pm

Fort Worth West Campus, Bldg. 500-1-D3

Sign up deadline: June 12, 2008

For more information contact:

Karen Graham at karen.r.graham@lmco.com

FOR THE HISTORY OF THE WORLD

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.