



Chapter [www.iaap-ntbc.org](http://www.iaap-ntbc.org)  
 T-L Division [www.iaap-txla.org](http://www.iaap-txla.org)  
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**Chapter Committee Chairs**

**Newsletter:** Karen Staggs CPS

**Webmaster:** Cheri Thompson CPS

**Member Roster:** Norma Woolley

**Fundraising:** Marketha Washington

**Membership:** Jacquelyn Hudgins CPS/CAP

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**UPCOMING EVENTS**

**October 21**

**Education & Networking Session**

**@ 5:30 pm**

**Ernie's Seafood in N. Richland Hills**

**November 4**

**Chapter Board Meeting**

**@ 6:00 pm**

**Star-Telegram NE Office in Bedford**

Send news items to Karen Staggs @  
[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-ntbc.org](http://www.iaap-ntbc.org)



**Bluebonnet Brief**

VOLUME 3, ISSUE 4

OCTOBER 13, 2008

**Education & Networking Session**

**WHEN: Tuesday, Oct. 21**

**TIME: 5:30-6:30**

**Networking /  
Dinner**

**6:30-7:30**

**Program**

**NEW  
SCHEDULE!**

**PROGRAM**

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

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

**RSVP: By Oct. 17 to  
Vice President / Programs Chair  
Starlyn Frank CPS @  
817-280-3473 or  
[sfrank@bellhelicopter.textron.com](mailto: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.

**DONATION REQUEST!**

**ITEMS NEEDED FOR THE BATTERED  
WOMEN'S FOUNDATION!**

At each of our monthly education & networking sessions, we will have a collection box for donations to the Battered Women's Foundation. Number 1 needs for the BWF are: Tide, Cheer or any liquid laundry detergent, toothpaste, shampoo, toilet paper, panty hose (queen size -suntan or any color).

Visit their website at [www.bwf1.com](http://www.bwf1.com) for a list of other needed items.

**WE AIM TO MAKE A DIFFERENCE  
IN OUR COMMUNITY!**

**Thank you to Vice President Starlyn Frank CPS for volunteering to deliver the donations on the chapter's behalf!**

**PROGRAM HIGHLIGHTS**

**NATIONAL BOSS' DAY  
is October 16!**

Tonight's program is in honor of National Boss' Day. Members and guests are encouraged to invite their bosses to tonight's very special presentation.

**Wings in Motion, Excellence  
in Action"**

*Presented by*

*Donna McPherson CPS*

*Executive Assistant to the Chairman,  
AFS/IBEX Financial Services*

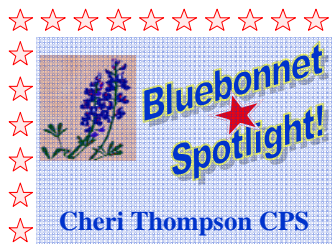
Throughout its history, as the world has changed so, too, has the administrative office team. Just as geese rely on each other to attain a greater flying range, today's competitive business environment require both managers and administrative staff to rely on one another to share leadership opportunities and increased responsibilities to achieve office excellence. This program will explore the evolution of the administrative office team by highlighting the past, celebrating the present and focusing on the future, including the benefits of membership in IAAP to add value to both the administrative professional and manager.

People, who share a common direction and sense of community, can reach a goal more quickly and easily because they are traveling on the thrust of one another. Join us as we celebrate today's administrative office team in "Wings in Motion, Excellence in Action."

*1 recertification point awarded to attendees at tonight's program.*

**1/2 OFF MEMBERSHIP FEE!**

Everyone who joins IAAP at tonight's meeting is eligible to be placed in a drawing for 1/2 off the membership fee!!!



“I have enjoyed being part of the North Tarrant Bluebonnet Chapter of IAAP for several reasons: I get to network with others in the same profession and learn new things from others in the chapter. I learn a lot from the educational programs offered at the Education & Networking Sessions and different seminars that are available from time to time. I learned how certification can advance your career, not to mention your self-esteem. I studied and received my CPS certification in June 2007 and was just short of qualifying for the CAP certification in November 2007. However, I plan on sitting for the CAP exam again. The chapter members warmly welcomed me as a new member. Additionally, last summer when I was very ill, members continued to check on me. That was something that impressed me tremendously.”

# North Tarrant Bluebonnet Chapter Seminar!

## SAVE THE DATE!

**When:** Saturday, January 24, 2009

**Where:** Brookside Community Center  
Hurst, Texas

**Time:** 8:30 a.m. to 12:30 p.m.

**Invite your friends, family, co-workers!**



### Avoiding the Status Trap: Are You Rich or Are You Wealthy?

*Presented by Max Jaffe*

### Improve Your Financial Fuel Gauge

If you're stuck in a lifestyle and can't seem to get ahead, then this seminar is for you! It's that time of the year when people have made New Year's resolutions and they're wondering how to keep them. Start out the year right and follow through with that resolution to save money!

First you will be entertained with a brief discussion on the history of money, and then you will learn what money does and does not do. Next, you will understand the difference between being rich and being wealthy and why it is so important not to be rich. You will then learn how to establish financial wealth through the creation of your own personal Financial Fuel Gauge™, a system that elicits financial responsibility for which Max has just received a patent.

Take charge for what happens in your financial life right now!



The NTBC extends “best of luck wishes” to everyone sitting for the November 7 CAP exam and the November 8 CPS exam!

# Fundraising News

## BLUEBONNET PINS

For sale at the Education & Networking Sessions

\$4 each  
(cash or check)



## HOME INTERIORS FUNDRAISER!

**Begins October 21!**

(Just in time for the holidays!)

Order forms will be distributed at the October 21 Education & Networking Session

Orders due: November 18

Orders delivered to members at the December 9 Holiday Social!

## 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)

# Personalized Portfolios for Sale!

**Sale dates:** Now through October 21  
**Delivery date:** November 18 @ the NTBC Education & Networking Session  
**Price:** \$25 each (includes embroidering)  
 ~ Additional \$5 fee applies if portfolio is mailed ~



### Features:

- Zippered closure
- Removable 1" three-ring binder
- Deluxe front and interior organizers
- Includes 8.5" x 11" writing pad

### Materials

- DuraHyde

### Dimensions

- h 10.5" x w 1.75" x l 13.5"



Members, turn in your portfolio orders and money at the October 21 Education & Networking Session.

For more information or to place an order from October 13-21, contact Karen Staggs CPS at [klstags@bellhelicopter.textron.com](mailto:klstags@bellhelicopter.textron.com)

*Letter from Chapter President, Jeanne Dobbs CPS  
1st Quarter 2008-2009*

Hello, Fellow Bluebonnets:

I can't believe that it has been three months – one-fourth of a year – since your new Board of Directors was installed in June. Time has certainly flown by!! It's been a very busy, yet rewarding time for me. I am learning so much and feeling more confident as each month goes by.

**Good Luck** to everyone who will be taking the November 7<sup>th</sup> & 8<sup>th</sup> CPS/CAP exams! I am taking the CAP exam on November 7<sup>th</sup>. If you are not sitting for these exams, I would encourage you to register for the May exams. Having the CPS and/or CAP certification is a great boost to your career, and so many companies are now looking for this certification when they hire. Having this designation is like having a "step up" on the other candidates.

The North Tarrant Bluebonnet Chapter is participating in the IAAP **Pathways to Excellence** program. For details on the **Pathways to Excellence, Chapter of Excellence** and **Member of Excellence** programs, go to the IAAP International website at [www.iaap-hq.org](http://www.iaap-hq.org), and then to Member's Place. Scroll down until you see the link to *Pathways to Excellence* (about midway down the page). If you have not already signed up for Member's Place, you can do so very easily by following the instructions on the main page.

I am so excited about our program for this month, "*Wings in Motion, Excellence in Action.*" I hope everyone has invited your boss to hear the presentation by Donna McPherson CPS. Not only will your boss learn a lot, I think you will, too! If your boss can't attend, ask a friend to join you.

Last of all, take care of yourself! As mentioned in this newsletter, October is National Breast Cancer Awareness Month. Talk to your doctor about mammograms and self-examination. Five minutes once a month is all it takes!

Until next time, stay safe and be happy!

**Jeanne**

Jeanne Dobbs CPS  
North Tarrant Bluebonnet President  
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**NEW  
FEATURE!**

Starting with the October 2008 Bluebonnet Brief, a new section will feature chapter members' birthdays and IAAP anniversaries!

**HAPPY OCTOBER  
BIRTHDAY TO:**

*Cindy Schallawitz* — October 2

*Dee Jones* — October 11

*Kim Weston CPS/CAP* — October 22

**HAPPY OCTOBER IAAP  
ANNIVERSARY TO:**

*Lori Joyce* — 1 year

**ELECTION DAY IS  
NOVEMBER 4  
DON'T FORGET TO:**



*awareness*

*The month of  
October is  
Breast Cancer  
Awareness  
Month*