



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: Cheri Thompson CPS

Member Roster: Norma Woolley

Fundraising: Marketha Washington

Membership: Jacquelyn Hudgins CPS/CAP

UPCOMING EVENTS

September 16

Education & Networking Session

@ 5:30 pm

Ernie's Seafood in N. Richland Hills

October 7

Chapter Board Meeting

@ 6:00 pm

Star-Telegram NE Office in Bedford

Send news items to Karen Staggs @
klstags@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

Bluebonnet Brief

VOLUME 3, ISSUE 3

SEPTEMBER 8, 2008

Education & Networking Session

WHEN: Tuesday, Sept. 16, 2008

TIME: 5:30 Networking / Dinner
6:00 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 Sept. 12** to
Vice President / Programs Chair
Starlyn Frank CPS @
817-280-3473 or
sfrank@bellhelicopter.textron.com

PROGRAM HIGHLIGHTS

"Securing Your Network, Data and Internet Connection"

Presented by
Jory McIntosh

Computers have changed the way the world works. They are plugged into every facet of human civilization. Because of the power we have given them, they are also ripe targets for thieves and hackers. You read every day about companies that have lost either customer data or commercial secrets to hackers. In this presentation, we are going to discuss the many ways that hackers use to gain access to both corporate and personal data using both physical and virtual access. We'll then learn some ways to protect yourself and your company's data assets, as well as some ways to secure yourself while you cruise the internet super highway. If you use the internet or, for that matter, any other form of electronic transmissions in your daily or professional lives (and who doesn't?), it's important that you attend this discussion.

One Recertification Point awarded to those in attendance.

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 the September 16 Education & Networking Session, the NTBC will start collecting items to deliver to the Battered Women's Foundation. We will have a collection box at each monthly education & networking session.

NUMBER 1 NEEDS ARE:

- Tide, Cheer or any liquid laundry detergent, toothpaste, shampoo, toilet paper, deodorant, tooth brushes, conditioner, panty hose (queen size –suntan or any color).

Visit their website: www.bwf1.com for a list of other needed items.

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

FOR SALE

Each month at the Education & Networking Sessions we will have for sale beautiful Bluebonnet pins !



BLUEBONNET PINS
\$4 each

(cash or check)



The NTBC would like to say "thank you" to Jeff Francis! He graciously re-arranged his schedule at the last minute so he could be our guest speaker at our August 19 Education & Networking Session. He was originally scheduled to be our guest speaker for September but, due to a family emergency, our August speaker had to cancel. Jeff gave an awesome program titled: Office Supplies: Saving Time & Money in Today's Economy".



"I have really enjoyed being associated with the North Tarrant Bluebonnet Chapter. I have learned a lot by attending educational chapter meetings, seminars, etc. I am very grateful for the friendships that I've acquired just in the few months I've been a member.

When my father passed away, three ladies from the chapter drove to Denton for the visitation. The chapter also sent a potted plant to the funeral. This type of 'caring' was very touching and I will never forget the kindness that was shown.

I have always had the desire to be an administrative assistant and with my CPS certification I feel very valuable to my employer. I am getting my CAP certification at the first opportunity. The certification has empowered me with self-worth.

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!

**"Spending Solutions, Inc. —
 Improve Your Financial Fuel Gauge"**
Presented by Max Jaffe

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

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!

MEMBER ROSTER BOOKLET

Chapter members, *thank you* for completing your member roster form and remitting to the Member Roster Chair, Norma Woolley.

The *first* NTBC Member Roster booklet will be available at the September 16 Education & Networking Session!

Seminar Committee Volunteers Needed!

Volunteers are needed to help organize the January 24, 2009, NTBC Seminar.

Volunteers, contact chapter president, Jeanne Dobbs CPS at 817-632-4054 or jdobbs@iesi.com and let her know you are interested so that you may be contacted by the Seminar Committee Chair, Marketha Washington.

The first Seminar Committee meeting will be held in September. Date and location to be announced.

More Fundraising News...

COMING IN OCTOBER:

HOME INTERIORS FUNDRAISER!

(Just in time for the holidays!)
 More info coming your way soon!

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

Fundraising News

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"



- Order forms and money are due at the October 21 Education & Networking Session
- Portfolios will be distributed at the November 18 Education & Networking Session for members to deliver to their customers

**For more information or to place an order, contact
 Marketha Washington, Fundraising Chair, at marketha.washington@fmr.com**