

the

# Greenspointer



Vol. 27, No 8

Greenspoint Area Chapter  
International Association of Administrative Professionals®

April 2008

## UPCOMING EVENTS

**April 10:** Daniel Frazier, Agilon – “What, When, and Where to Buy a Computer or Laptop” (back by popular demand)

**May 1:** Closed Meeting (vote on 2008-2009 Board of Directors and budget)

**May 9 – 11:** T-L Annual Meeting and Educational Forum

**June 11:** Company Night

**July 10:** Barbara Gardner, Attorney (employment lawyer)



## Touching Hearts

When we make a difference through our Community Involvement (our Christmas Family and donating to the Hawkins House), it makes us feel good. But when we touch 90 hearts at once and they touch ours back, it's awesome. And Sunday, March 9, was such a special day for the Greenspoint Area Chapter and the Mariner Nursing Home on FM 1960.



At 2:00 p.m. we (several members of GAC) met in the foyer of the nursing home with 60 colorful gift bags filled with soap, shampoo, tissue and socks, and 90 very soft handmade lap blankets.

*cont'd on page 3*

## 25 YEARS AND STILL GOING STRONG



Members come and members go. Some stay for several years and some don't last a year. But it is a very special occasion when we can celebrate not one, but two, 25-year anniversaries in not only the same year, but also the same month. And, to top it off, both of these members are still very active in GAC.

Dora Raup and Pat Cravens have seen many changes throughout the years ... from typewriters to PCs, from NSA to PSI to IAAP. They have held many positions from Chairman of various committees to President of the chapter and one has been a T-L president. And both have received the Woman of Excellence award from the Federation of Houston Professional Women's Association.

With their wealth of knowledge about the association, they have assisted many of “new presidents,” mentored new members, and often kept us on the “straight and narrow.” Dora and Pat ... thank you!

## MARCH MINUTES

**Call to Order:** The President, Jill Carney, called the monthly meeting of the Greenspoint Area Chapter (GAC) International Association of Administrative Professionals (IAAP) to order at 6:10 p.m. on Thursday, March 13, 2008. The meeting was held at the Wyndham Greenspoint-North Houston, 12400 Greenspoint Drive, Houston, Texas 77060. Other officers in attendance were: Vice-President Eva Arredondo, and Past-President Jessie Johnson CPS/CAP.

**Invocation:** Velia Ortiz delivered the invocation.

**Introduction of Birthdays/Anniversaries/Guests:** Jill Carney introduced our guests in attendance.

### Officer Reports

✚ **President's Report** - Jill Carney read a letter from the Harkins House thanking us for our contribution. The May Chapter meeting will be moved from May 8 to May 1 because of the T-L Division Annual Meeting starting May 9. Kaye Pittman CPS will be placing another name badge order in the near future for those who missed the first order.

The motion passed on January 10, 2008, was reworded as follows: "I would like to propose the Chapter include in the budget an amount of \$500 to reimburse the members who have passed the CPS and/or CAP exam, and recertified members who are invited to attend and attend the Annual InterCity Council CPS/CAP Banquet for the purpose of receiving said recognition award. Reimbursement would be limited to cost(s) of meal(s)." Clarification was made for clarity of timeline, eligibility, and reimbursement purpose and limitations.

### Program

✚ **How to Prepare for the CPS/CAP Exams:** Donna Dowling motivated members without certifications and inspired members with certifications to continue to set goals and strive to reach them.

### Committee Reports

✚ **Ways and Means:** Jill Carney sent out a list with items that the Frazier Family is in need of. If you would like to donate, please bring the items to the April Chapter meeting.

### New Business

- ✚ **GAC "State of Dress":** Eva Arredondo presented scarf examples and Jill Carney presented camp shirt examples for the chapter to vote on as something we would wear to identify our chapter at conferences, outings, community involvement events, etc.
- ✚ **Recognition:** Dora Raup CPS/CAP and Pat Cravens CPS/CAP were presented with an engraved clock for their 25 years of membership with IAAP.
- ✚ **Admin. Basket:** Jill Carney reminded us to bring in items for the Admin. Basket that will be donated as a door prize, at the 2008 APW Breakfast on April 19th.
- ✚ **Prescott Legal Search:** Tonda Hyde CP told us about the services that Prescott Legal Search had to offer our members.
- ✚ **Administrative Professional Week Pins:** Eva Arredondo passed out the Administrative Professional Week pins for those who ordered them and reminded us that they can be purchased at the APW Breakfast on April 19.



*cont'd on page 4*

**TOUCHING HEARTS**

*cont't from page 1*

We were allowed to go into the patients' rooms to greet them and give them their



gifts. Some were amazed, some cried, some were reluctant. One resident wouldn't reach out for the blanket because she thought we were selling them and she didn't have any money. As it turned out, a kiss on the cheek from her was more than enough payment! The experience was uplifting, touching, heartbreaking and in some cases humorous. We found Louise in her room wide awake with such a smile on her face. Our lady with the multi-stripe blanket wanted hers right up next to her face so she could feel the softness. Our "Mr. Male Model" came out into the hallway to show off his runway style, making it even more poignant when we found out that he had just lost his wife of 57 years.

We left the nursing home more blessed than the blessing we tried to give. Thanks to all who participated. GAC's 2008 Community Project was a wonderful experience!

*Jill Carney, President  
Dora Raup  
Kaye Pittman*

**MAY MEETING**

Please note that the May meeting has been moved to the first Thursday (May 1). This change was approved by the members attending the March meeting.

This will be your last chance to bring chocolate for our raffle bags at the Texas-Louisiana Annual Meeting.

**APW BREAKFAST**

The Greenspoint Area Chapter will be donating a gift basket to the West Houston IAAP Chapter for a raffle item, when they host the annual APW breakfast in April. The theme of our basket will be an "Admin Basket." In this regard I'd like to ask that when you attend the April Chapter meetings, to bring a small item to put in the basket. It can be anything that you think an Admin may need at her desk. Some ideas are; fun sticky note pad, pen, frame, small mirror, a small fun pack of tissues, a fun mouse pad, snacks, etc. You get the idea.

*Jill Carney, President*

**Some people never hear opportunity knock because they're too busy knocking opportunity.**

*the Greenspointer* is the official newsletter of the Greenspoint Area Chapter of IAAP® and is published 12 times a year. GAC-IAAP is a member of the Federation of Houston Professional Women (FHPW).

Web Master.....Leanna Johnson CPS/CAP

**COMMITTEES**

Arrangements..... Cheryl Baker CPS/CAP

Hospitality .....Jerry Pruitt

Audit (Review)

Bulletin .....Leanna Johnson CPS/CAP

Bylaws/Standing Rules ..... Dora Raup CPS/CAP

Community Involvement .....Kaye Pittman CPS

..... Dora Raup CPS/CAP

Education/CPS..... Diana Gutierrez CPS/CAP

Employment Liaison..... Anne Schuelke

FHPW ..... Jill Carney CPS

InterCity Council ..... Eva Arredondo CPS

..... Jill Carney CPS

Membership.....Myrthala M-Guzman CPS/CAP

..... Diana Gutierrez CPS

Program .....Kaye Pittman CPS

Media..... Jessie Johnson CPS/CAP

..... Sharon Delgado

Ways & Means ..... Board

**MARCH MINUTES***cont'd from page 2*

**Italian Charms:** Italian charms were passed out to all members who were in attendance.

**Raffle/Door Prizes/Good Of the Order**

- ✚ **Door Prizes:** Were generously donated by Elaine's Florist and members of GAC.
- ✚ **Good of the Order:** Several chapter members shared their good of the order.
  - Diana Gutierrez CPS/CAP announced that she received a raise and promotion; and as a result of passing her certifications, she's ready to move on to accomplish her other goals.
  - Melissa Whitaker, PLS, CPS/CAP announced a GAC outing to the Gem & Jewelry Show at the Reliant Arena on April 6. She also reminded everyone to bring in all their chocolate items at the next two Chapter meetings for the Chocolate Cargo Bag that will be used as a fundraiser at the T-L Division Annual Meeting.
  - Miriam Goza reminded everyone to submit their nominations for the elections for the 2008-2009 Board of Directors.

**Adjourned:** The meeting was adjourned at 9:00 p.m.

**NOMINATIONS COMMITTEE**

We have a slate of candidates for the 2008-2009 year. Please make sure you attend the April 10 meeting for the candidates will be announced then. Voting will take place at the May 1 meeting.

Our thanks go out to the members who turned in officer nominations and to the members who have accepted their nominations.

*Miriam Goza  
Kaye Pittman*

**Don't forget to gather that chocolate and bring it to the April meeting. We have two luggage bags to fill for our T-L raffle!**

**Chocolate ... Chocolate ... Chocolate**

**NOTES FROM THE BOARD**

**Gems and Stones from Around the World:** The Starr sisters travel to other countries to buy their gems and stones to turn into beautiful jewelry. The items are all handmade and one of a kind. Don't miss the April 10th Chapter meeting where the jewelry will be on display and can be purchased. Profits will be donated to Harkins House.

**April Chapter Mtg Program:** Daniel Frazier with Ajilon will be the speaker at the April 10th Chapter meeting. Daniel will instruct us on how to buy a computer, laptop, software, and hardware and suggested places to purchase from. Daniel will be able to answer all your computer questions. Don't miss this one!

**GAC Name Badges:** Another order from GAC name badges will be placed after the April 10th Chapter meeting. If you want to order a name badge, contact Kaye Pittman to place our order. (kaye.pittman@sbcglobal.net).

**Thoughts and Prayers:** Our deepest sympathy is extended to Norma Alonsa on the loss of her two precious nephews, Tristan and Timothy Huff. Please keep Norma and her family in your thoughts and prayers.

**EXXONMOBIL'S UNIVERSITY COLLEGE**

On Saturday, eight GAC admins gathered at ExxonMobil for their annual



“University College.” The education forum lasted a half day, breakfast was served, and we had an opportunity of picking two of our speakers, with a total of three speakers (total of three recertification points) and one keynote speaker. Thought from one of the speakers: “Planning our career is like going to the movies.” Think about it ... we might even explain it at our April meeting!

**INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS  
GREENSPPOINT AREA CHAPTER MEETING  
Wyndham Greenspoint – North Houston**

12400 Greenspoint Drive  
Houston, Texas 77060  
281-875-2222

[Map & Directions](#)



**August's Menu**

Choice of

**Caesar Salad,  
Baked Ziti, Fruit Pie  
Chef's Choice of Starch & Vegetable**

or

**Vegetarian  
  
Iced Tea & Coffee  
Dinner Rolls & Butter  
Fruit Pie**

**Reservations for Dinner: \$21.00** by Monday **April 7**  
Reservations required to *guarantee* dinner. Although walk-ins are welcome, reservations are preferred. Ample seating will be available for those who wish to attend the meeting but not to dine.

**Date/Time:** Thursday, **April 10**  
5:45 Social/Sign-In 6:00 Dinner

Please contact [Cheryl Baker](#), Arrangements Chairman, for complete details. Your check should be made out to GAC-IAAP. This is for the dinner only! The program is free!

**Deadline:** You may reserve by e-mail, fax, phone, or mail. When registering, please note your choice of entrée or Vegetarian meal.  
*Note: You must cancel reservation by fax or e-mail the Monday before a Chapter meeting to have your meal charges waived.*

Anyone who makes a reservation and does not show up will be responsible for payment of the dinner charge

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**FUTURE ADMIN?**



Say hi! to Ciara Marie Wilrich. Ciara is Christina (Brock) Wilrich's granddaughter. Congratulations Christina – take it from an old hand at being a grandmother; grandchildren are so much fun, you'll start to wonder why you didn't have them first!

**GAC-IAAP BIRTHDAYS & ANNIVERSARIES  
APRIL 2008**

**Birth Date**

Sharon Delgado  
Lesa C. Green  
Marsha M. Heap CPS  
Betty Dobesh CPS/CAP  
Dora Raup CPS/CAP  
Sandy Faubion

04/02  
04/10  
04/16  
04/17  
04/18  
04/26

**Anniversary**

Anne Virginia Ortiz CPS 2001  
K. Leanne Ebow 2002  
Sharon Delgado 2002  
Marsha Heap CPS 2002  
Serlynthia Chatmon 2004  
Sharon Morgan 2005  
Doris Wade 2007



**Break out of your shell  
and celebrate your  
birthday or anniversary!**

**If you don't see your birthday or anniversary listed, please let  
Myrthala Miranda-Guzman CPS/CAP (Membership Chairman) and me know so we can correct our  
databases. Thank you!**

**INTERNATIONAL OFFICERS**

<http://www.iaap-hq.org>

2007-2008

President..... Judy McCoy CPS/CAP  
President-Elect..... Barb Horton CAP  
Vice President..... Sandra P. Chandler CPS  
Secretary ..... Susan K. Shamali CPS/CAP  
Treasurer..... Mary A. Ramsay-Drow CPS/CAP  
Southwest District Dir. .... Karlana Rannals CPS/CAP

**TEXAS-LOUISIANA DIVISION OFFICERS**

<http://www.iaap-txla.org/>

2007-2008

President..... Dortha W. Gray CPS  
President-Elect..... Suzanne Dunbar CPS/CAP  
Vice President..... Donna Shotwell CPS/CAP  
Secretary ..... Michelle Spradley CPS/CAP  
Treasurer ..... Carla Flowers, CPS/CAP

**GREENSPOINT AREA CHAPTER OFFICERS**

<http://www.vealj.com/gac/>

2007-2008

President..... Jill Carney CPS  
Vice President..... Eva Arredondo CPS  
Board Recording Secretary..... Tammy King CPS  
Chapter Recording Secretary ..... Michelle Medrano CPS  
Treasurer..... Virginia Ortiz CPS/CAP  
Immediate Past President..... Jessie Johnson CPS/CAP



**Elaine's Florist  
& Gift Baskets**

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Elaine Ousley-Nevarez      713.661.6788 • 800.951.4545  
Owner                              4796 Beechnut • Houston, TX 77096  
www.elainesflorist.com

**Elaine's Florist donates a raffle item at every Chapter Meeting ... thank you Elaine!**