



Chapter www.iaap-ntbc.org
 Division www.iaap-txla.org
 Headquarters www.iaap-hq.org

**OFFICER
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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

February 19
**Chapter Education &
 Networking Session 5:30 pm @
 Ernie's Seafood in North Richland Hills**

February 23
**"Discover Your Strengths" Seminar
 @ Brookside Center in Hurst**

March 4
**Chapter Board Meeting 6 pm @
 Star-Telegram NE Office in Bedford**

Send news items to
 Karen Staggs @
klstagsgs72@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 7

FEBRUARY 11, 2008

Education & Networking Session



PROGRAM HIGHLIGHTS

**STEPS TO A
SUCCESSFUL CONFERENCE**

As an administrative professional, you, no doubt, have had to plan meetings. But, have you been called on to plan a large conference or tradeshow where attendance could be in the thousands? No need to panic—Donna Higgins will share with you her secrets to planning successful large events such as tradeshows and industry-specific conferences.

Find out how to set a budget and stick to it; get tips on negotiating for the best rates on everything from hotel rooms to banquet meals to entertainment; find out how to find and book a motivational guest speaker or musical entertainment for your conference.

1 Recertification Point will be awarded for attending this program

DATE: Tuesday, Feb. 19, 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 February 15** to
Vice President
Jacquelyn Hudgins CPS/CAP
@ 817-390-7820 or
jhudgins@star-telegram.com

**DOOR
PRIZES!**

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.

****ANNOUNCEMENT****

At January's Education & Networking Session, chapter members voted to approve and support Traci McIntosh CPS as a candidate for the position of Secretary of T-L Division!

The North Tarrant Bluebonnet Chapter extends a warm welcome to our newest members:

Starlyn Frank CPS
 Departmental Assistant
 at
 Bell Helicopter

Welcome!

Kathy Landrum
 of
 Ajilon Office

