

DELEGATE / ALTERNATE REPORT EDUCATION FORUM AND ANNUAL MEETING (EFAM) BOSTON, MASSACHUSETTS — JULY 18-22, 2010

Saturday, July 17, 2010

Linda D. Schmoyer, CPS attending as Delegate arrived by train in Boston with Jean Meckley around 6:00 p.m. on Saturday, July 17; and Sandra A. Dredge, CPS attending as Alternate arrived by car with Rosemary Geosits and Carol Ziegler, CPS/CAP in Boston by 3:00 p.m. Cristin Keppel arrived Sunday, July 18 around 1:00 p.m. to register as a first-timer and joined us after the Northeast District Caucus. The 2010-2011 IAAP President's theme is *Passion & Purpose*.

**PASSION &
PURPOSE**



Sunday, July 18, 2010

The 2010 International Education Forum and Annual Meeting of the International Association of Administrative Professionals was called to order on Sunday, July 18, 2010 at 9:00 a.m. by President Susan Shamali, CPS/CAP following the introduction of the Board of Directors, RTF Trustees and Parade of Nations. Presentation of the Colors and singing of the National Anthem followed.

The report of the Registration/Credentials Committee was given by Lyndee Long. As of 8:30 a.m. July 18, there were 322 International Officers and Delegates eligible to vote and 107 authorized proxies, for a total of 429 authorized votes. There were 160 Alternates and a grand total of 1,221 registered attendees. The Registration/Credentials Report, Annual Meeting Rules and Program were adopted.

The Chairman of the Committee on Nominations (Kathy O'Connor, CAP) introduced the candidates for Officers, District Directors, and International Trustees of Retirement Trust Foundation. Those running unopposed did not speak and those candidates that did spoke for two minutes each. Following a 15 minute break, International President, Susan Shamali, CPS/CAP gave her President's Address outlining our accomplishments made during the "2009-2010 Power of Commitment" year, which is published to the IAAP International website (www.iaap-hq.org) for complete details of the State of the Association address [Click Here](#).



2009-2010 International President Susan Shamali, CPS/CAP then gave the State of The Association address where the announcement was made regarding the upcoming changes to the IAAP Certification Program. These changes will help to achieve a much simpler and more understandable system and make it easier to explain the certification program. IAAP is moving from a two rating system to a one rating system, with areas of specialty. The base rating will be Certified Administrative Professional, the **CAP** rating, and offer a specialty in Organizational Management, the **CAP-OM**. Those holding a CPS will switch to the CAP rating, while those holding the CAP or CPS/CAP will use the CAP-OM rating effective November 2011. The recertification requirements were also changed, requiring only 60 points (was 90 points) to recertify. The document is published to the Chapter's website / Certification Page ([Click Here for PDF](#)), and if you still have questions after reviewing this sheet, email certification@iaap-hq.org.

Following the adjournment at 11:20 a.m. we met for lunch and then attended the Northeast District Caucus at 1:30 p.m. where Jean Meckley was honored for attending her 60th International Convention and Education Forum, now known as EFAM. Jean spoke for a few minutes about her first convention to Boston and had us all laughing.



The Office Expo was open from 1:00–6:00 p.m. with a complete showcase of products and samples as usual, followed by the Evening of Welcome from 8:00–10:00 p.m. with a “Take Me Out To The Ballgame” theme sponsored by Avery® with bases loaded for a grand slam of a party! Light snacks were served with cash bars available.



Monday, July 19, 2010

Voting Polls opened at 8:00 a.m. for the first ballot and Linda Schmoyer, CPS as Delegate cast her votes. A second ballot was not required and we revisited the Office Expo before we went to the Leadership Luncheon at 12:30 p.m., again sponsored by Avery®, where we all received more samples and listened to Kelly Tyler speak about “Put Your Whole Self In! Life & Leadership the Hokey Pokey Way.” Kelly showed us how to create a personal mission statement, move forward and remain focused, giving as much to ourselves as we do to others. For more information about Kelly’s services, publications, and background, visit her website www.KellyTylerTrainingServices.com.

A Delegates Briefing Session with Jeff Neurauter, our Parliamentarian was at 2:15 p.m. and the Business Session Reconvened at 3:00 p.m. The Registration/Credentials Report was again given by Lyndee Long, and as of 2:30 p.m. July 19, there were 333 International Officers and Delegates eligible to vote and 116 authorized proxies, for a total of 449 authorized votes. There were 170 Alternates and a final total of 1,456 of registered attendees. Adoption of the Registration/Credentials Report was adopted.

Dortha W. Gray, CPS/CAP, Chairman of the International Bylaws and Standing Rules Committee, presented the seven (7) proposed Amendments and all were passed. Katheryne Hampton, CPS/CAP, Chairman of the Retirement Trust Foundation, presented ten (10) proposed Amendments and all were passed.

The Tellers Committee made their report on the number of votes and the Declaration of Election followed by the Installation of 2010-2011 International Officer/Trustees.



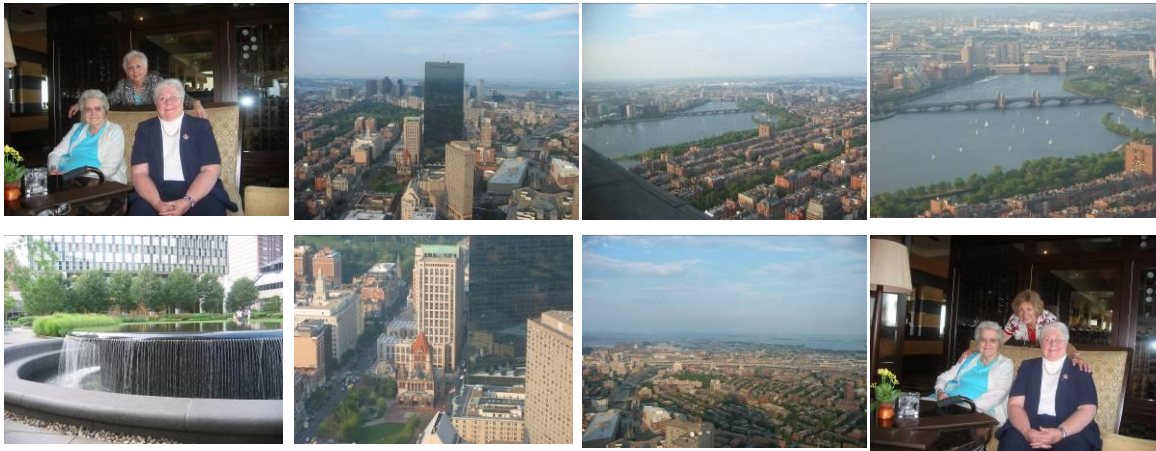


Don Bretthauer, CAE gave the State of Profession address as the Executive Director of IAAP, which is published to the IAAP International website (www.iaap-hq.org) for complete details of this address [Click Here](#). Announcement of Future Annual Meetings Sites and the invitation to the 2011 EFAM followed. It was noted that future sites will not continue to be announced six years in advance (due to economic conditions and attendance trends), but the future EFAM sites are as follows.

Future EFAM Sites (5 Years)

July 24-27, 2011 Montréal Palais de Congrès Convention Center, Montreal, Quebec
 July 22-25, 2012 Gaylord Texan Resort, Grapevine, Texas
 July 28-31, 2013 Anaheim Convention Center, Anaheim, California
 July 27-30, 2014 Milwaukee Convention Center, Milwaukee, Wisconsin
 July 26-29, 2015 Louisville Convention Center, Louisville, Kentucky

After Announcements, the business session adjourned by 6:00 p.m. and Linda Schmoyer, CPS and Cristin Keppel attended the Northeast District Director, Judith A. Yannarelli, CPS/CAP dinner at Maggiano's Little Italy at 7:00 p.m. The rest of us (Sandy, Rosemary, Carol and Jean) ate at the Top of the Hub Restaurant and Lounge in the Prudential Tower on the 52nd Floor that had spectacular city views as noted below.



Tuesday, July 20, 2010



This morning we started our day at 8:30 a.m. with Keynote Speaker Vernice G. Armour (aka: FlyGirl) who is America's first African American female combat pilot, and the first black woman to wear the gold wings of a Marine Corps aviator, on the topic "Who Needs A Runway?!?" FlyGirl takes your organization from zero to . . . **BREAKTHROUGH** — a breakthrough mentality that creates a breakthrough Life and Organization. She was our "Battle Buddy" and wanted to help us with her insights. Vernice left us with an invigorating perspective that reveals how to ignite your



work-life, breakthrough obstacles, unleash your inner potential and accelerate your success. The bottom line is that we have to move into action from where we are! Decide what you want, put your stake in the ground and execute!

After FlyGirl's accelerating start, we were off to our education workshops. The speaker notes and presentations that were available are published to the Chapter's website of the different workshops we attended. We want to share with you what we learned and encourage you to attend future IAAP educational forums. You can see the 2010 EFAM Program for a complete list of workshops at www.iaap-hq.org or visit the Chapter's website at www.iaaplehighvalley.org/Members' Place/Program Notes/ 2010 EFAM.



At 5:00 p.m. we attended the evening session keynote speaker, Erin Brockovich. Her topic of "Take It From Me, Life's A Struggle, But You Can Win" was very good. Erin started her career working as a file clerk at a law firm in 1991 when she discovered that Pacific Gas and Electric had been poisoning a small town's water system for 30 years. She was involved in the investigation and lawsuit that ordered the largest legal multi-million dollar settlement in the U.S. history. Erin later hosted three seasons of the Lifetime series, *Final Justice With Erin Brockovich*. We all gathered and ate at Legal Sea Foods in the convention complex, except Cristin who met with her Aunt living in Boston. There really isn't enough time in a day to do everything! It's amazing how fast the time goes when you are attending IAAP EFAM!

Wednesday, July 21, 2010

Linda, Sandy, Rosemary and Carol met with Juanita M. Mort, CAP at 7:00 a.m. regarding the 2012 PA Division meeting to be hosted by Lehigh Valley Chapter before attending our educational workshops beginning at 8:00 a.m. Juanita will be emailing the 2010 PA Division notes and guidelines to help in our initial planning. Again, the speaker notes and presentations from the educational workshops we attended are published to the Chapter's website of the different workshops we attended and can be viewed on the Chapter's website at [www.iaapplehighvalley.org /Members' Place/ Program Notes / 2010 EFAM](http://www.iaapplehighvalley.org/Members%20Place/Program%20Notes/2010%20EFAM). We also had to say goodbye to Cristin who had to leave the conference early.

The day concluded with the Awards Banquet. Following dinner, the presentation of the Award for Excellence winners was announced. The Oak Ridge Associated Universities, nominated by Oak Ridge Chapter won the category of fewer than 1,000 employees. Pfizer, Inc., nominated by Pfizer Groton/New London Chapter won the category of 1,000 or more employees.



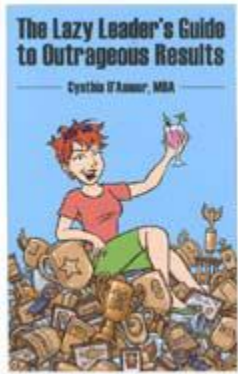
The incoming President's Address by Mary Ramsay-Drow, CPS/CAP outlined her plans for her upcoming term with the theme *Passion & Purpose*, and is published on the International website [Click Here to view PDF](#). The evening concluded with the Smiling Faces Video featuring memories of our week together networking with new and old friends.

PASSION &
PURPOSE



Thursday, July 22, 2010

Sadly, this was our last day in Boston. As Sandy, Rosemary and Carol returned home in the morning, Linda attended the Leadership Workshop for chapter presidents and division officers. The workshop began with Don Bretthauer, CAE and Vice President, Karlana Rannals, CPS/CAP reviewing Division Board Fiduciary Responsibilities.



This was followed by a "Conflict Resolution" session lead by President-Elect Tamra Goodall, CPS/CAP. [Click Here to view the Leadership Workshop by Don Bretthauer, CAE.](#) [Click Here to view the Leadership Workshop by Tamra Goodall, CPS/CAP.](#) Our main speaker, Cynthia D'Amour, continued the workshop with her tips on how to "Embrace Your Lazy Leader For Outrageous Results." Her session taught us how to get more work done through the involvement of others and to build a happy, thriving team of volunteers to move your mission forward. The workshop provided many new ideas to help our chapter grow. Look for these new ideas in the coming year.

After the session, Jean and Linda caught the train back to Pennsylvania. This year's EFAM in Boston was another great time spent connecting with long-time, new friends and colleagues.

Thank you to the Greater New England Division team and Headquarters staff for all their hard work in putting together another wonderful meeting. We are looking forward to Montréal in 2011.

Respectfully submitted,

Linda

Linda Schmoyer, CPS – Delegate

Sandy

Sandra A. Dredge, CPS - Alternate
