

IAAP Lehigh Valley Chapter



Allentown - Bethlehem - Easton and surrounding area

IAAP® – Lehigh Valley Chapter 216120
PO Box M
Allentown PA 18105
610-709-3007

Lehigh Valley Chapter: <http://www.iaaplehighvalley.org>
Northeast District: <http://www.iaapnortheast.org>
International: <http://www.iaap-hq.org>



**APRIL 2009
NEWSLETTER**



TABLE OF CONTENTS

Chapter President's Letter	3
APD/APW Special Event Reservation Form – April 20, 2009	4
Office Team Newsletter – Negotiating Salary	5
Harrisburg Chapter Education Seminar – Unlock Your Inner CSI	7
Northampton Community College – Administrative Professionals Day “Take Charge” sponsored by the Leadership Development Institute	9
Calendar of Events – April/May 2009	10
Membership Committee Report	12
Nominating Committee Report	13
Resume – Linda Schmoyer	14
Resume – Gayle Gunderman	15
Resume – Cathy Wimmer	17
Resume – Sally Ande	18
L V Chapter Officers & Committee Members 2008-2009	20
Lehigh Valley Chapter General Meeting Minutes – February 23, 2009	21
Lehigh Valley Chapter Board Meeting Minutes – March 2, 2009	23
Lehigh Valley Chapter General Meeting Minutes – March 23, 2009	25
Lehigh Valley Chapter Board Meeting Minutes – March 30, 2009	27





2-16-120
LEHIGH VALLEY CHAPTER
ALLENTOWN, PA 18105

Visit our website at
<http://www.iaapplehighvalley.org>

2008 – 2009 Officers

Jayne H Sullivan President

APT Inc.
7540 Windsor Drive
Suite 204
Allentown PA 18104
610-366-1100 x10
jayne.sullivan@aptconsulting.com

Linda D Schmoyer CPS Vice President

Lehigh University
622 Brodhead Avenue
Bethlehem PA 18015
610-758-5635
lds207@lehigh.edu

Gayle F Gunderman CPS Secretary

Mack Trucks Inc.
2100 Mack Boulevard
Allentown PA 18103
610-709-3287
gayle.gunderman@volvo.com

Sally A Ande CPS Treasurer

1128 North 30th Street
Allentown PA 18104
610-799-1187
sande@lccc.edu



April 2009

Dear IAAP Members.

Pennsylvania Division Chapter President, our Division Mentor, our friend Jean Bohinski, CPS/CAP was our speaker at our March meeting. “Your Leadership Journey” was the perfect topic for Jean. She was filled with insight on the definitions of what Leadership is and *is-not*. She’s generously shared her slides with us on our website.



Career Connections – PA Division website:
<http://www.iaap-pennsylvania.org/> *Local Members/Career Connections* is a valuable resource filled with links to: Job Sites, Free On-Line Training, Recruiters and Resource Sites.

April is a very special month for administrative professionals. The APD® planning committee and Mary Lou Callahan of Avery has a special program planned: “Growing in the Right Direction.” Here are some details:

- *Monday, April 20, 2009*
- *BarnHouse Village – Airport Road & Rt. 329*
- *Complete details in the “Newsletter”*
- *Or visit: <http://www.iaapplehighvalley.org/Events/SpecialEvents/>*
- *Attendees will be awarded CEU’s and*
- *Receive a complimentary kit from Avery*

Celebrate your profession – invite a guest to join you in the celebration. Feel free to invite and bring your boss or supervisor. Let them see and experience the quality of excellent speakers and the educational forum the Lehigh Valley Chapter offers.

Also: Pennsylvania Division IAAP – Annual meeting

- *May 15-17, 2009.*
- *King of Prussia, PA.*
- *Several members are already registered*
- *Education and fun – all rolled up in one weekend!*

May meeting update/date modification:

- *Monday, May 18 (May 25 is Memorial Day Holiday)*
- *Details to follow*

For now, I look forward to seeing you at the BarnHouse Village.

Warmest regards,

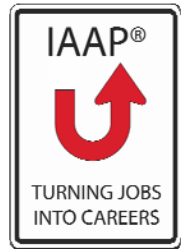
Jayne

Jayne H Sullivan
President – Lehigh Valley Chapter

April reading selection: *Go Put Your Strengths to Work-- 6 Powerful Steps to Achieve Outstanding Performance* by Marcus Buckingham (2007)



**International Association of
Administrative Professionals®**
Lehigh Valley Chapter
Administrative Professionals Week
Special Event



DATE: Monday, April 20, 2009
TIME: 5:30 p.m. Networking
 6:15 p.m. Dinner
 7:15 p.m. Program
COST: \$30 Members/Non-members

LOCATION: BarnHouse Village
 7104 Airport Road
 Bath, PA 18014
 (4 miles north of Route 22 at the
 intersection Airport Road & Route 329)

Buffet Dinner: Soup, Tossed Salad, Chicken Marsala, Roast Beef, Baked Haddock, Oven Roasted Potatoes, Corn, BarnHouse Mixed Vegetables, Chef's Array of Desserts (assorted pastries, puddings, and Jello), Homemade Rolls, Coffee and Tea. If you need a special menu, contact Lynn Nocera.

One week in April of every year, businesses all over the world stop to recognize the Administrative Professionals in their offices – no matter what their title may be. As the hub of information and communication in our offices, we prepare everything from documents, correspondence, spreadsheets, coordinate schedules and meetings, all the while maintaining computer files, ordering supplies, and completing a host of other “miscellaneous duties as assigned.” We should take time to pat ourselves on the back.

Program: The Avery® special program, “**Growing In The Right Direction,**” is designed for Administrative Professionals Day® to celebrate the office professionals in our workforce and help preserve our environment. Mary Lou Callahan will tell us about the new and current Avery products that will help you reduce, reuse, and recycle in your workplace or home office. Not only will you find ways to help protect the environment, but also save valuable time by using products that will make your job easier.

If you want to be up to date on the latest in office products or new tools available to better your performance as an office support person, then join us for this special program created just for you.

IAAP has approved the Avery presentations for CEU's and certificates will be issued to those in attendance. You will also receive a complimentary kit from Avery.

Reservations may be made on-line (www.iaapplehighvalley.org) or via the form below
 Reservation/Cancellation Deadline: Tuesday, April 15, 2009
 Contact Lynn Nocera 610-868-5020; LNOCERA@RCN.COM
 Or Pat Leibensperger at 610-402-8152

✂-----

Reservation Form: April 20, 2009 – Administrative Professionals' celebration

Name:	_____	Company:	_____
Telephone:	_____	Email:	_____
Name:	_____	Company:	_____
Telephone:	_____	Email:	_____
Name:	_____	Company:	_____
Telephone:	_____	Email:	_____

_____ IAAP Member(s) @ \$30 _____ Non-member(s) @ \$30
 Enclosed is a check in the amount of \$ _____ Check if you need a receipt

Checks payable to: IAAP Lehigh Valley Chapter. Mail reservation form and check to:
 Lynn Nocera, 3451 Fox Drive, Bethlehem, PA 18017

To Negotiate or Not to Negotiate

How to Get the Best Compensation Package Possible

If you're reluctant to discuss compensation with hiring managers during tough times, you could be selling yourself short. More than half (56 percent) of senior executives surveyed by our firm said they are comfortable with applicants broaching the subject in the first or second interview.

Although you and the hiring manager don't have to agree on a final figure right away, general salary requirements should be discussed early in the hiring process. This will help you avoid surprises later on. Just make sure you've adequately highlighted the value you can bring to an employer before broaching the subject.

Here are five pitfalls to watch out for when negotiating compensation:

1. **Going in unprepared.** Base your request on strong supporting evidence, which you can obtain by reviewing professional journals and industry publications, searching online salary sources, consulting publications such as OfficeTeam's annual *Salary Guide*, and talking with members of your professional network.
2. **Over- or underestimating your leverage.** Consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
3. **Being inflexible.** While there may be some aspects of an offer you'll be unwilling to negotiate, be prepared to compromise on items that are less critical.
4. **Fixating on base salary.** Look at the total compensation package, including nonmonetary, but highly desirable components such as healthcare benefits, paid time off and flexible scheduling.

5. **Failing to get it in writing.** Once you've agreed on terms, ask the employer to draw up a letter of agreement that outlines the specifics of the offer, such as the position's key responsibilities, salary and any special arrangements that resulted from the negotiations.

One final piece of advice: When inquiring about salary for the first time, be prepared to hear a broad range. Employers will want to get a sense of your qualifications and fit for the position before extending a more specific offer.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at www.officeteam.com.

###



ABOUT OUR SPEAKER

Kim Rice is an **“energetic and entertaining”** trainer who currently works as a Training Specialist for the Pennsylvania Department of the Auditor General. She enjoys doing soft skill training which allows her to be creative and “push the envelope” with different topics. She has created training on various topics including: **Leadership; Communications; Creative Thinking; Problem Solving; Interviewing/Listening Skills; Change Readiness and Effective Writing.** Kim continues to do bureau specific, technical and computer training as well.

Prior to her current training position, she was an Auditing Manager with the Bureau of Public Assistance Audits for 7½ years beginning in 1989. During this time, she conducted audits and bureau specific training for BPAA. In the past, she has managed 15-25 auditors concurrently.

Recently Kim has been a guest speaker at various conferences including GAO’s Mid-Atlantic States Conference and the State-Wide Conference for the International Association of Administrative Professionals.

Kim received a Masters Degree in Management with a concentration in Business Administration and Human Resource Management from Pennsylvania State University, Great Valley Campus in May 1994. She also holds a Bachelor of Arts degree from Gettysburg College, which she received in June 1981. She has participated in numerous training programs sponsored by the Commonwealth, the Department of the Auditor General and various outside organizations.

SEMINAR AGENDA

8:00 AM to 8:45 AM
Registration and Vendor Displays
Continental Breakfast

8:45 AM to 9:00 AM
Welcome and Speaker Introduction

9:00 AM to 10:15 AM
The Art of Observation

10:15 AM to 10:30 AM
Morning Break

10:30 AM until 12:00 PM
The Art of Observation Continues

12:00 PM to 1:00 PM
Lunch Break

1:00 PM to 2:15 PM
The Art of Observation Continues

2:15 PM to 2:30 PM
Afternoon Break

2:30 PM to 3:30 PM
Seminar Conclusion and
Question & Answer Period

Directions

From I-81, take the Cameron Street exit #67 to the traffic light. Turn right onto Industrial Road; continue straight through the next traffic light, passing gates #1, #2 and #3. Enter gate #4 into the parking lot. Park. Walk across the bridge to the Conference Center.

Hotel Information

The Staybridge Hotel located on Industrial Road is interested in providing hotel services for anyone who may need them to attend this seminar. This is a brand new hotel that is opening April 1, 2009. The number for the hotel is (717) 233-3304 or toll free at (877) 238-8889. Room rates will be provided at \$159 for a King room; this price includes a breakfast buffet. This hotel also has an indoor pool for your use while you are a guest.

UNLOCK YOUR INNER CSI

THE ART OF OBSERVATION AND PERCEPTION

C.Ted Lick
Wildwood Conference Center
Harrisburg Area Community College

May 6, 2009



**International Association of
Administrative Professionals®**

Sponsored By:
Harrisburg Chapter, IAAP

SEMINAR TOPIC

UNLOCK YOUR INNER CSI THE ART OF OBSERVATION AND PERCEPTION

Seminar Objective:

If details are important to you and improving your ability to be as precise as possible, learn the "Art of Observation and Perception". All participants go through the process of looking at images, such as paintings and photographs, and work on improving what they see. Through a process of questioning, participants are challenged to be as detailed as possible and to change their approach of looking at things. They learn to analyze their statements about what they see. The goal is to hone observation skills so work can be reviewed more critically. Participants are able to improve the quality of the work produced.



Participants will learn:

- ✦ "Visual Understanding in Education" (VUE)
- ✦ Questioning techniques of VUE using paintings and photographs
- ✦ Why do we accept what we see
- ✦ How to question what we see
- ✦ How to apply VUE techniques to every day business matters

REGISTRATION INFORMATION

IAAP Member	Non-Member
\$90.00	\$105.00

Price includes a continental breakfast and buffet luncheon.

Registration Deadline: April 22, 2009

Questions? Contact:

Helen Wallace CAP
Chair, IAAP Education Seminar Committee
E-Mail: hewallac@hacc.edu
Phone: (717) 780-2447

Make a commitment to your career now and join the professionals of the Harrisburg Chapter. Join the Chapter today, attend the seminar and receive your IAAP membership for a total of \$168.00. Just complete the registration form, indicate "Become a Member Today" and mail your check for \$168.

Why Belong to IAAP?

- ✦ Gain insight and information needed to use changing technology.
- ✦ Enhance interpersonal skills.
- ✦ Develop greater understanding of the business community.
- ✦ Network with other administrative professionals.
- ✦ Receive education and training needed to adapt and grow in the ever-changing workplace.

IAAP Goals:

- ✦ To promote a professional and cooperative relationship with employers.
- ✦ To represent the interests of the administrative profession to the media, government, business, industry and educational community.
- ✦ To serve as a resource and information clearinghouse on all aspects of the administrative profession for members and the public.

REGISTRATION FORM

Wednesday, May 6, 2009

Registration Deadline: April 22, 2009

Please type or print information. One registration per form, please duplicate as necessary.

- IAAP Member - \$90.00
IAAP ID#: _____
IAAP Chapter: _____
- Non-Member - \$105.00
- Become a Member Today! - \$168.00

Join IAAP today and save \$33.00

\$78.00 dues + \$90.00 seminar = \$168.00

The Harrisburg Chapter annual dues of \$18.00 will be waived for the first year of membership.

Name

Company / Organization

Address

Phone

FAX

E-Mail Address

Special Dietary or Physical Needs

Make check payable to:
Harrisburg Chapter IAAP

Mail registration to:
Sylvia Patrick CAP
M & Z Carpets
6029 Carlisle Pike
Mechanicsburg, PA 17050

Cancellation Policy:
No refunds will be given after April 22, 2009

Administrative Professionals Day

"TAKE CHARGE"

Wednesday April 22, 2009

11:45 AM – 4:00PM

\$50.00

Northampton Community College
Fowler Southside Center
511 E. Third Street, Rm. 605
Bethlehem, PA 18015

Register toll free @ 1 (877) 543-0998

Visit www.northampton.edu/cbi/ldi
and click on the *Administrative Professionals* link for more
program information, to register on-line or get directions.

Featuring Rosemarie Reimert

Rosemarie brings an enthusiastic, fun approach to her workshops. She has developed and managed a broad range of business training and supports the Leadership Development Institute by facilitating employee and organizational development programs.

**Luncheon
Included!**



Leadership Development Institute

Northampton Community College

Benefits:

- * Gain Excel charting skills
- * Learn new ways to manage stress
- * Assess life strategies to improve your interactions
- * Make better use of your time by learning personal effectiveness strategies.

PTRM2412-Q1 Administrative Professionals Day Workshop Wednesday, April 22, 2009 11:45 AM—4 PM \$50.00

Name: _____ Home Phone _____

Employer _____ Work Phone _____

Home Address: _____ Apt#: _____ Last 4 digits of Soc Sec #: _____

City: _____ State: _____ Zip: _____ Resident County: _____

Registrant's Signature _____ Total Fees Enclosed: _____

Email Address: _____

Several ways to register:

- Online at www.northampton.edu/cbi/ldi and click on the *Administrative Professionals* link (credit card)
- Call Toll Free 1(877) 543-0998 (credit card)
- Fax form to 610-861-5551 (with billing information on company letterhead)
- Detach and mail this form with check to Records Office, Northampton Community College, 3835 Green Pond Road, Bethlehem, PA 18020-7599.



IAAP Lehigh Valley Chapter Calendar / At a Glance

April/May 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			APRIL 1	2	3	4
5	6 Mary Ellen Long CAP	7	8	9 Harriet Herb	10	11
12 Easter	13	14	15	16	17	18
19	20 APW Celebration BarnHouse Village	21 Sally Ande CPS	22 Administrative Professionals Day	23	24 Claudine Bertalan	25
26	27	28	29	30	MAY 1	2 Karen D'Angelo
3	4	5	6	7	8	9
10 Mother's Day	11	12	13	14	15	16
17	18	19	20	21	22	23
24 Rowena Leroy	25 Memorial Day	26	27	28	29	30 Pat Zemitis CPS
31						

Board Meetings – Monday following General Meeting – 6:00PM – Mack Trucks Headquarters
 Chapter Meetings – Fourth Monday of the Month, September thru June – Four Points Sheraton (No December meeting)

COMMITTEE REPORTS



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

Membership Committee Report April 6, 2009

Due to International database updates, only the Active Member report will be updated with membership changes each month. The Statistics and Scoreboard reports will not be updated monthly and will continue to reflect the June 30, 2008 information. Updates to these reports are expected to resume June 30, 2009.

Chapter Membership Statistics:

Date	Professional	Merited	Student	Associate	Total	Net Gain/(Loss)
06/30/2008	53	3	0	0	56	
03/31/2009	51	2	0	0	53	(3)

Our membership remained at 53 during March, having neither gained nor lost any members. We will continue to work on retention of our existing members by contacting them when they receive their second membership renewal notice.

IAAP headquarters is moving the website to a new platform and is not providing all the membership reports while this is underway. A new reporting system is being designed and these documents will not be available until after June 30, 2009.

The Scoreboard, issued by IAAP International, shows the standings by District and Division in Membership and Number of Chapters. The statistics for the Pennsylvania Division, to which we belong, are as follows:

Scoreboard Northeast Dist. PA Div.	As of 06/30/08	As of 10/31/08	Net Gain/ (Loss)	% of Gain/ (Loss)	Rank within District	Rank within Association
Membership	672				3	21
No. of Chapters	24				1	3

We began our 2008-09 year with 672 members and 24 chapters in the PA Division. This information will be updated when Statistic and Scoreboard reports resume June 30, 2009.

The committee encourages all of our members to continue inviting your friends and co-workers to our meetings and encouraging them to join us.

Carol A. Ziegler CPS/CAP

Co-chairman

Members: Karen D'Angelo, Lynn Nocera

Sandy A. Dredge CPS

Co-chairman





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

THE NOMINATING COMMITTEE REPORT

April 7, 2009

The Nominating Committee of the Lehigh Valley Chapter of IAAP presents the following slate of officers for consideration for the 2009-2010 term. Resumes of each candidate can be found on the following pages.

President:	Linda Schmoyer CPS
Vice President:	Gayle Gunderman CPS
Secretary:	Cathy Wimmer
Treasurer:	Sally Ande CPS

If anyone has a future ambition to become a chapter officer, please contact someone from the Nominating Committee.

Respectfully submitted,

Lynn Nocera - Chair
Peggy Godfrey
Sandy Dredge CPS



PROFESSIONAL SUMMARY

LEHIGH UNIVERSITY- Bethlehem, PA

Administrative Coordinator-Leadership Gifts-Development Department

- Provide administrative support to the Leadership Gifts Department and Zoellner Arts Gift Officer.

Accounting Coordinator-Matching Gifts, Advancement Services

- Performed accounting duties, records maintenance and customer service in support of the Development Department.

KEYSTONE FINANCIAL MANAGEMENT- Allentown, PA

New Business Case Manager

- Responsible for the processing and management of life and long term care insurance applications.

Compliance Department Administrative Assistant

- Maintained the agency training calendar. Coordinated agency video conferences, ordered food/refreshments, set up meeting room/audio video equipment and provided written materials for meeting.

THE RODALE INSTITUTE – Kutztown, PA

Charitable Gift Processing Clerk

- Provided a broad range of administrative and support services for Member & Donor (Fundraising Development) and Accounting departments.

UPPER PERKIOMEN SCHOOL DISTRICT – East Greenville, PA

- Supported Food Service office, responsible for correspondence, accounts payable, inventory, and filing.

FALK FUNERAL HOME, INC. – Pennsburg, PA

Secretary

- Performed a wide array of support services for directors, boosting efficient business operations.
- Managed computer databases and office files. Responsible for correspondence, death certificates, memorials and business newsletter.

VALLEY MEDICAL CENTER/DR. PRISCILLA BENNER – Pennsburg, PA

Medical Secretary/Medical Office Assistant

- Responsible for patient reception and accounts receivable in a busy medical office environment.
- Scheduled patient appointments. Received and directed telephone calls.

EDUCATION

CEDAR CREST COLLEGE, Allentown, PA

Currently enrolled; Major: Business Administration

ALLENTOWN BUSINESS SCHOOL, Allentown, PA

Associate in Specialized Business Degree, Medical Secretary/Office Assistant

CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

CPS/Certified Professional Secretary - International Association of Administrative Professionals (IAAP)

Banner, (Microsoft) Word, Excel, Power Point, Publisher, Donor Perfect, Agency Integrator

LEADERSHIP AND PROFESSIONAL ASSOCIATIONS

Lehigh Valley Chapter, International Assoc. of Administrative Professionals (IAAP) – Vice President, 2007-Present

International Association of Administrative Professionals (IAAP) – Member, 2005 to Present

Huffs Union Church Ladies Aid – Financial Secretary 2002-2005– Secretary 1999-2002, 2006-Present

GAYLE F. GUNDERMAN CPS
2653 Woodlawn Ave.
Easton, PA 18045
Home 610-253-8647 - Cell 908-507-0490
E-mail gffg0614@verizon.net

SUMMARY

Extensive experience as an Administrative Assistant supporting Senior and Middle Management. Prepared accurate correspondence and reports and created effective presentations and mailings in fast-paced environment. Over fifteen years experience administering payroll and benefits and maintaining confidential Human Resource records.

PROFESSIONAL EXPERIENCE

MACK TRUCKS, INC. **2004-Present**
Executive Assistant, 3P Product Planning

Provide administrative support to Vice President of Product Planning.

- Manage Product Committee dates, times, and locations.
- Issue Product Committee agenda, Product Papers, and Decision Files.
- Set up meetings as required to attain departmental objectives.
- Manage travel itineraries for local personnel and visiting Group dignitaries.
- Complete special administrative projects as required.

FOSTER WHEELER USA CORPORATION, Clinton, NJ **1997 - 2003**
Administrative Assistant, Biopharm Group

Provided administrative support to Vice President of Advanced Systems and Validation and department personnel. Utilizing Microsoft software, duties included preparation of the following: Client proposals, PowerPoint presentations, requisitions for checks and purchase orders, expense reports, and routine correspondence. Responsible for department time/labor input and coordinated domestic and international travel arrangements. Additional duties included updating client database, acting as administrative liaison between Clinton office and Puerto Rico office, and assembling printed materials from various sources into department manuals. Maintained all documents of high-level government projects in confidential manner.

VISTA BANCORP, INC., Phillipsburg, NJ **1972-1997**
Secretary/Human Resources Administrator (1979 – 1997)

Performed various administrative tasks with strictest confidentiality. Met rigorous deadlines demonstrating consistent dependability.

Processed payroll for holding company and two subsidiaries and prepared all Federal and State payroll tax reports. Maintained personnel and payroll records and administered all employee benefit programs. Interviewed and tested job applicants. Also served as Secretary to the Board of Directors from May 1985 to June 1995. In addition, processed all stock transfers and paid dividends to shareholders. Maintained Dividend Reinvestment Plan, Directors Stock Purchase Plan, and Employee Stock Purchase Plan.

- Developed employee recognition program to reward outstanding performance.
- Developed new Employee Performance Review forms.
- Wrote and administered all personnel policies.
- Organized employee participation in community service projects such as United Way Day of Caring.

Customer Service Representative/Secretary (1977 – 1979)

Duties included selling customer accounts and providing secretarial support to Assistant Vice Presidents. Typed new deposit account documentation, loan documentation, and routine correspondence.

General Ledger Accounting Clerk (1972 – 1977)

Reconciled general ledger entries and prepared financial statements. Transferred bank funds via telephone and invested funds through correspondent banks. Ensured Federal Reserve Bank reserve account met daily requirements. Processed billing for checkbook orders and safe deposit boxes.

EDUCATION/CERTIFICATIONS

Northampton Community College, Bethlehem, PA – 18 credits – courses completed:

- Personnel Management
- Accounting I & II
- Law & Banking
- Money & Banking
- English Writing

American Bankers Association

- Diploma, Graduate School of Human Resource Management (1996)

International Association of Administrative Professionals

- Certified Professional Secretary (CPS) – November 2005

MEMBERSHIPS & COMMUNITY ACTIVITIES

International Association of Administrative Professionals (IAAP) of Lehigh Valley, Currently Chapter Secretary and also Co-chair of Friendship Committee

Secretary of Men & Women of St. John's Group, St. John's Lutheran Church, Phillipsburg, NJ

Former member of Board of Directors, American Red Cross, Phillipsburg, NJ

Former member of NJ Bankers Association Insurance Board, Princeton, NJ

Key Personnel

Cathy L. Wimmer

Assistant Vice President, Trust Officer

Experience

Cathy is a Trust Officer with Harleysville Wealth Management, a division of Harleysville National Bank. She has over twenty-five years of experience in Trust and Investment Management.

She is responsible for the administration of revocable and irrevocable trusts, guardianships, life insurance trusts and mutual choice accounts. She also provides support services to the Senior Investment Officer and Senior Administrative Officer in the Lehigh Valley Office and acts as office manager.

Prior to joining Harleysville, Cathy was an Associate in both the Trust and Private Banking areas of Wachovia Bank and its predecessors in the Lehigh Valley for twenty years.

Education

- A.A.S., Bucks County Community College
- PBA Central Atlantic School of Trust & Investment Management 3-year program. Graduated with Highest Honors
- Member International Association of Administrative Professionals since 2004. Chaired 2006 Holiday event.
- Estate Planning Council of the Lehigh Valley
- Board Member, Corporate Fiduciaries Group III
- Notary Public

Interests

Cathy is the Secretary of the Consistory at her church and serves on various committees.

SALLY ANDE, CPS
1128 North 30th Street
Allentown, PA 18104

sande@lccc.edu
rsande@rcn.com

610-737-6176 (Cell)
610-351-2290 (Home)

PROFESSIONAL EXPERIENCE

Lehigh Carbon Community College, Schnecksville, PA **1/04 to Present**
Advising and Counseling Secretary

Provide various miscellaneous secretary functions for an extremely busy department consisting of 20 employees. Direct and assist students with their educational goals by providing the proper information and referring to the applicable services they need. Set up appointments with the appropriate advisor/counselor. Assess whether student needs placement testing and assist in maintaining data base of KEYS students and other aspects of the federally funded program.

Robert Packer Hospital (RPH), Sayre, PA **9/90 to 8/97**
Executive Assistant **8/97 to 1/04**

Designed and prepared various detailed presentations for Senior Vice Presidents, Senior Management, physicians, and other top administrators. Was also responsible for maintaining accurate records and files, typing and preparing various documents for mailing or internal distribution including letters, memos, reports, contractual agreements, bylaws, meeting minutes, and forms. Was a resource for other employees when they had PowerPoint questions, provided backup for other departments, and worked collaboratively as a valued member of the administrative team.

Junior Accountant/Junior Analyst **12/91 to 8/97**

I properly maintained the records of the various entities of the Guthrie Healthcare System. My duties included but were not limited to preparing financial reports, budgets, audit preparation, monthly journal entries to close books, workers compensation review, tracking of health insurance claims, and check accuracy of retirement payments by provider, etc.

Accounts Payable Clerk **5/91 to 12/91**

Primarily responsible for the processing of bills, established control procedures to ensure that only duly authorized payments are made on a timely basis, and so that cash is conserved and discounts are taken.

Secretary, Finance Department **9/90 to 5/91**

Performed miscellaneous secretary functions for the entire department consisting of 30 employees.

Merchants National Bank of Allentown, Allentown, PA **4/82 to 6/89**

Assistant Account Administrator, Trust Department

Coordinated and was responsible for the accurate tracking of investment selections of employees participating in the salary savings program. Completed federal 941E Forms for pension and profit sharing programs and made timely payments to the government. Responsible for transferring money from trust accounts to checking accounts. Prepared trust agreements for new accounts, answered various questions concerning individual accounts and legalities surrounding pension and profit sharing plans. Relocated to Sayre area due to my husband's job.

PROFESSIONAL ORGANIZATIONS

- Became a member of the International Association of Administrative Professionals® (IAAP®) in June 2001. Certified Professional Secretary® (CPS®) in November 2002. Elmira-Corning Chapter of IAAP Secretary 2002/2003. Did not complete 2003/2004 term because of relocated to Allentown in January 2004. Lehigh Valley Chapter Secretary for 2004/2005. President of the Lehigh Valley chapter for the 2005/2006 and 2006/2007 terms. Lehigh Valley Chapter historian for the 2007/2008 and 2008/2009 terms and currently treasurer for the 2008/2009 term.

EDUCATION

Mansfield University, Mansfield, PA 9/92 – 5/94

Lehigh County Carbon Community College, Orefield, PA 12/08 graduated Magna Cum Laude with an Associate's Degree in Business Management (member of Phi Theta Kappa)

Achieved CPS Ranking 11/2002 and recertified 11/2007 (which is good for another five years).

COMMUNITY/CIVIC INVOLVEMENT

- Chairperson, Employee Wellness Committee, Guthrie Healthcare System (11/97 to 2/99). As chairperson, I was responsible for the design and implementation of the first ever Employee Wellness Program at Guthrie. Features of the program were highlighted in a monthly newsletter that I created and wrote, and we made sure that the activities would encompass and be attractive to a diverse employee population. I implemented the lunch and learn concept, coordinated the arrangement of professionals to provide lunch and learn programs, dressed as a bee (our mascot for the program), and greeted employees as they got off to shuttle bus in order to create awareness to our various activities. I nominated our Guthrie wellness program and won Honorable Mention in the Dannon Institute 1999 Awards for Excellence in Community Nutrition.
- Chairman, Administrative Board, Athens United Methodist Church (1/90 to 12/97). Vice-Chairman, Administrative Board, Athens United Methodist Church (1998 to 2000). Sunday school teacher for children (1980 to 1989) and for adults (1989 to 2000), leader of adult bible studies, was Chairperson of Education Committee, was secretary to the Administrative Board, and was a Pioneer Girls' leader. I have also taken part in numerous Food Fellowship meals; I organized a health fair at our church, and provided for other miscellaneous needs of my church.



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

2008/2009 - Chapter Officers	
President	Jayne H Sullivan
Vice-President	Linda D Schmoyer CPS
Secretary	Gayle F Gunderman CPS
Treasurer	Sally Ande CPS

Committee	Chair/Co-Chair	Members
APD (Admin-Prof-Day)	Pat Leibensperger CPS Mary Ellen Long CPS/CAP	Cathy Wimmer Sandy Dredge CPS Connie Uhler
Audit	TBD	
By-Laws and Standing Rules	Sandy Dredge CPS Jean Meckley CPS	Carol A Ziegler CPS/CAP Ann Logan
Certification /Library	Mary Ann Vought CPS/CAP	
Chaplain	Mary Ellen Long CPS/CAP	Mary Ann Vought CPS/CAP
Community Service	Heather Youse	
Educational / Program	Rosemary Geosits Karen D'Angelo	Pat Leibensperger CPS
Friendship Fund	Gayle Gunderman CPS Peggy Godfrey	
History Scrapbook	Sally Ande CPS	
Holiday Celebration	TBD	
IAAP Student Chapter/Builder	Mary Ann Vought CPS/CAP Heather Youse	
Mailing List	Betty Hofacker CPS/CAP	
Marketing/Publicity		Pat Leibensperger CPS Connie Uhler
Membership	Carol Ziegler CPS/CAP Sandy Dredge CPS	
Meeting Reservations	Lynn Nocera Karen D'Angelo	
Newsletter	Mary Ellen Spedding	Linda Schmoyer CPS
Nominating	Lynn Nocera	Sandy Dredge CPS
Research Education Fund/RTF	Jean Meckley CPS	
Roster	Carol Ziegler CPS/CAP	Sandy Dredge CPS Karen D'Angelo
Ways and Means	Heather Youse	Connie Uhler Deb DeLong
Website	Sandy Dredge CPS Carol Ziegler CPS/CAP	Mary Ellen Spedding Linda Schmoyer CPS





**International Association of
Administrative Professionals®**

**LEHIGH VALLEY CHAPTER
GENERAL MEETING MINUTES
FEBRUARY 23, 2009**

CALL TO ORDER: The February General Meeting of the International Association of Administrative Professionals, Lehigh Valley Chapter, was held at the Four Points Sheraton on Monday, February 23, 2009, beginning at 6:00 pm.

ROLL CALL OF MEMBERS/GUESTS: Gayle Gunderman CPS

ATTENDANCE: 30

INVOCATION/PLEDGE TO THE FLAG: Mary Ellen Long CPS/CAP

DINNER: Greek Salad, Bacon Encrusted Cod, Sesame Grilled Asparagus, Bruschetta Rice Pilaf, Dessert, and Coffee/Tea

Introduction of Program – Rosemary Geosits

“Discover Your Memory Power”

Presented by: Matthew Goerke of Freedom Personal Development

Mr. Goerke demonstrated how with some helpful tips, the right training, and practicing this knowledge, we can improve our ability to recall details that will help us in our jobs and everyday life. He suggested two tips for remembering names: (1) Slow down, clear your mind, and focus; and (2) Repeat, repeat, repeat.

Reports from Officers

President – Jayne Sullivan

- In Jayne’s absence, Vice President Linda Schmoyer CPS reported that the Harrisburg Chapter will sponsor a seminar on May 6 entitled “Unlock Your Inner CSI – The Art of Observation and Perception.
- The Pennsylvania Division Annual Meeting will be held in King of Prussia on May 15-17.

Vice President – Linda Schmoyer CPS

- Contact Linda if you wish to order the meal at the next Board Meeting. All members are welcome to attend the Board Meetings.

Secretary – Gayle Gunderman CPS

Treasurer – Sally Ande CPS

Agenda Items

APD

Pat Leibensperger CPS – Chairman

- Pat noted that flyers for the April 20 APD dinner were placed on all the tables. The speaker will be Mary Lou Callahan from Avery, who will talk about “Growing in the Right Direction.” APD 2009 Special Commemorative Pins are available; please contact Pat Leibensperger if you are interested in ordering a pin.

Certification Committee/Library

Mary Ann Vought CPS/CAP – Chairman

- In Mary Ann's absence, Carol Ziegler acknowledged and congratulated Debbie Mayberry for achieving her CAP certification.

Community Service/Public & World Affairs

Heather Youse – Chairman

- Lehigh Valley Chapter members donated \$110 to Mary Ann Vought's grandson, who is serving in Iraq with the US Marine Corps. We are currently accepting donations for Connie Uhler's son-in-law who is serving abroad.

Education/Program

Rosemary Geosits – Chairman

- Chapter members were reminded to please complete yellow evaluation sheets to provide feedback on the dinner and speaker and also to provide suggestions for future programs.
- Pennsylvania Division President Jean Bohinski CPS/CAP will be the speaker at our March General Meeting.

Mailing List

Betty Hofacker – Chairman

- The external mailing list has been updated to include members who did not renew their memberships.
- APD flyers will be sent to individuals on the mailing list.

Roster

Carol Ziegler CPS/CAP - Chairman

- Please advise Carol Ziegler CPS/CAP if you change your personal information on our website roster and also the International website.

Ways and Means

Heather Youse – Chairman

- Linda Schmoyer CPS reminded members that the deadline for accepting orders for the Joe Corbi pizza sale is February 23.

Announcements

- Newsletter items should be forwarded to Mary Ellen Spedding by Friday, March 6, 2009.
- The next board meeting will be held at Mack Trucks, Inc. on Monday, March 2, 2009, at 6:00 pm. All members are welcome.
- The next general meeting will be held on Monday, March 23, 2009, at 6:00 pm at the Four Points Sheraton.

Adjournment – 8:20 pm

Respectfully submitted by:
Gayle Gunderman CPS, Secretary



**International Association of
Administrative Professionals®**

LEHIGH VALLEY CHAPTER BOARD MEETING MINUTES

MARCH 2, 2009

CALL TO ORDER: The March meeting of the Board of Directors of the International Association of Administrative Professionals®, Lehigh Valley Chapter, was held at the Mack Trucks Headquarters on Monday, March 2, 2009. The meeting was called to order at 6:00 pm.

ATTENDANCE: Sandy Dredge CPS; Gayle Gunderman CPS; Pat Leibensperger CPS; Jayne Sullivan; and Carol Ziegler CPS/CAP.

OFFICER REPORTS:

President – Jayne Sullivan

- The Board discussed the Pennsylvania Division Annual Meeting to be held May 15-17, 2009. Registration fee is \$200 (\$225 after April 16).
- Jayne showed the board a copy of Wyoming Valley Chapter's newsletter/meeting announcement.
- Linda Schmoyer will send out Professional Development Forms to all members.

Vice President – Linda Schmoyer CPS

Secretary – Gayle Gunderman CPS

Treasurer – Sally Ande CPS

AGENDA ITEMS

Committees:

APD® 2009

Pat Leibensperger CPS – Chairman

- Pat sent a copy of the APD flyer to Mary Ellen Spedding for publication in our chapter newsletter.
- The committee is currently looking for door prizes.

Community Service

Heather Youse - Chairman

- Jayne Sullivan will ask Heather about procedures for collections and donations.

Education/Program

Rosemary Geosits - Chairman

- PA Division President Jean Bohinski CPS/CAP will be the speaker at our March general meeting.

Marketing/Publicity

Pat Leibensperger CPS - Chairman

- The ***Eastern Pennsylvania Journal*** and the ***Morning Call*** will publish an announcement about our APD dinner.

Membership

Sandra Dredge CPS / Carol Ziegler CPS/CAP – Chairmen

- Current membership is 53.

Nominating Committee

Lynn Nocera/Peggy Godfrey/ Sandy Dredge CPS - Chairmen

- Bios of officer candidates must be submitted to Mary Ellen Spedding for publication in the April chapter newsletter.

Website

Sandy Dredge CPS / Carol Ziegler CPS/CAP – Chairmen

- A website meeting will be held at 6:00 pm on Monday, March 16 at Mack Trucks, Inc. Members will discuss proposed upgrades to the website with JX2 Technologies. Discussion will include improvements and archiving.

ANNOUNCEMENTS

- Newsletter items are due to Mary Ellen Spedding by Friday, March 6, 2009.
- The next Board Meeting will be held at 6:00 pm on Monday, March 30, 2009, at Mack Trucks, Inc.
- The next General Meeting will be held at 6:00 pm on Monday, March 23, 2009, at Four Points Sheraton, Airport Road.

ADJOURNMENT

Adjourn: There being no further business to discuss, President Jayne Sullivan adjourned the meeting at 7:17 pm.

Respectively submitted:

**Gayle Gunderman CPS, Secretary
Lehigh Valley Chapter**



**International Association of
Administrative Professionals®**

**LEHIGH VALLEY CHAPTER
GENERAL MEETING MINUTES
MARCH 23, 2009**

CALL TO ORDER: The March General Meeting of the International Association of Administrative Professionals, Lehigh Valley Chapter, was held at the Four Points Sheraton on Monday, March 23, 2009, beginning at 6:00 pm.

ROLL CALL OF MEMBERS/GUESTS: Gayle Gunderman CPS

ATTENDANCE: 25

INVOCATION/PLEDGE TO THE FLAG: Mary Ellen Long CPS/CAP

DINNER: Oriental Salad, Sesame Ginger Beef, Fried Rice, Oriental Vegetable Blend, Dessert, and Coffee/Tea

Introduction of Program and Speaker – Jayne Sullivan

“Your Leadership Journey – To Boldly Lead Where Others Have Gone Before (With Success and Confidence!)”

Presented by: Jean Bohinski CPS/CAP, IAAP PA Division President

Mrs. Bohinski shared her thoughts on the definition of leadership, the three leadership styles, keys to recognizing differences in people, how to motivate people to action, and how to use power and authority carefully. She also spoke about the essence of effective communication and confident decision making. She concluded her presentation on leadership by explaining the pitfalls that plague many leaders, “the seven deadly sins of leadership” and how we can avoid them.

Reports from Officers

President – Jayne Sullivan

- The Harrisburg Chapter will host a seminar on May 6, “Unlock Your Inner CSI – The Art of Observation and Perception. Cost: \$90 for members, \$105 for non-members.

Vice President – Linda Schmoyer CPS

- Contact Linda if you wish to order the meal at the next Board Meeting. All members are welcome to attend the Board Meetings.

Secretary – Gayle Gunderman CPS

Treasurer – Sally Ande CPS

Agenda Items

APD

Pat Leibensperger CPS – Chairman

- Pat reminded everyone that APD will be held on Monday, April 20 at 6:00 pm at the Barn House Village, 7104 Airport Road, Allentown. The buffet dinner will cost \$30.

Community Service/Public & World Affairs

Heather Youse – Chairman

- Lehigh Valley Chapter members donated \$110 to Mary Ann Vought's grandson, who is serving in Iraq with the US Marine Corps. Mary Ann suggested that we split the money with another serviceman. The Board voted to use the remaining half for the benefit of Ryan Woolf, Connie Uhler's son-in-law. It was Ryan's wish that the money be used to purchase a Hug-a-Hero doll for his daughter.

Ways and Means

Heather Youse – Chairman

- Jayne Sullivan reported that the Joe Corbi's fundraiser realized a profit of \$320.25 and thanked everyone who participated.

Good of the Order/Correspondence

Jayne Sullivan reported that Harriet Herb's father passed away recently, and an expression of sympathy was sent by the chapter.

Announcements

- Newsletter items should be forwarded to Mary Ellen Spedding by Friday, April 3, 2009.
- The next board meeting will be held at Mack Trucks, Inc. on Monday, March 30, 2009, at 6:00 pm.
- APD will be held at the Barn House Village on Monday, April 20, 2009, at 6:00 pm.
- The May board meeting will be held at Mack Trucks, Inc. on Monday, April 27, 2009, at 6:00 pm.
- The next general meeting will be held on Monday, May 18, 2009, at 6:00 pm at the Four Points Sheraton.

Adjournment – 8:30 pm

Respectfully submitted by:
Gayle Gunderman CPS, Secretary



**International Association of
Administrative Professionals®**

LEHIGH VALLEY CHAPTER BOARD MEETING MINUTES

MARCH 30, 2009

CALL TO ORDER: The April meeting of the Board of Directors of the International Association of Administrative Professionals®, Lehigh Valley Chapter, was held at the Mack Trucks Headquarters on Monday, March 30, 2009. The meeting was called to order at 6:00 pm.

ATTENDANCE: Sally Ande CPS; Sandy Dredge CPS; Gayle Gunderman CPS; Pat Leibensperger CPS; Linda Schmoyer CPS; Jayne Sullivan; and Carol Ziegler CPS/CAP.

OFFICER REPORTS:

President – Jayne Sullivan

- Jayne informed the Board that she will attend only a portion of the PA Division Annual Meeting. Carol Ziegler will now serve as alternate delegate representing the Lehigh Valley Chapter.

Vice President – Linda Schmoyer CPS

Secretary – Gayle Gunderman CPS

Treasurer – Sally Ande CPS

AGENDA ITEMS

Committees:

APD® 2009

Pat Leibensperger CPS – Chairman

- Pat reported that Connie Uhler and Anne Logan will prepare the printed programs for this event.
- Pat presented to the Board the APD Order of the Evening and reported that door prizes have been obtained.
- RCN will advertise our event, and the Chamber of Commerce in Berks County was contacted to publish our APD.
- President Sullivan presented a copy of the response she sent to the Lehigh Valley Chamber of Commerce. The Chamber posed the question, “Do you have a product or service to help admins achieve excellence?”

Membership

Sandra Dredge CPS / Carol Ziegler CPS/CAP – Chairmen

- Current membership is 53.

Nominating Committee

Lynn Nocera/Peggy Godfrey/ Sandy Dredge CPS - Chairmen

- Bios of officer candidates must be submitted to Mary Ellen Spedding for publication in the April chapter newsletter.

Website

Sandy Dredge CPS / Carol Ziegler CPS/CAP – Chairmen

- Sandy and Carol presented the proposed Lehigh Valley Chapter website structure for the Board’s review. The Board approved this information, and it will be forwarded to Jim Macdonald of JX2 Technologies.
- Members were reminded that all committee reports should be placed on the website.

ANNOUNCEMENTS

- Newsletter items are due to Mary Ellen Spedding by Friday, April 3, 2009.
- APD will be held at 6:00 pm on Monday, April 20 at the Barn House Village. Reservations must be made by April 15.
- The next Board Meeting will be held at 6:00 pm on Monday, April 27, 2009, at Mack Trucks, Inc.
- The next General Meeting will be held at 6:00 pm on Monday, May 18, 2009, at Four Points Sheraton, Airport Road.
- The June Board Meeting will be held 6:00 pm on Monday, June 1, 2009, at Mack Trucks, Inc.

ADJOURNMENT

Adjourn: There being no further business to discuss, President Jayne Sullivan adjourned the meeting at 7:10 pm.

**Respectively submitted:
Gayle Gunderman CPS, Secretary
Lehigh Valley Chapter**