

# *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>



**FEBRUARY 2009  
NEWSLETTER**



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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](mailto:jayne.sullivan@aptconsulting.com)

#### Linda D Schmoyer CPS Vice President

Lehigh University  
622 Brodhead Avenue  
Bethlehem PA 18015  
610-758-5635  
[lds207@lehigh.edu](mailto:lds207@lehigh.edu)

#### Gayle F Gunderman CPS Secretary

Mack Trucks Inc.  
2100 Mack Boulevard  
Allentown PA 18103  
610-709-3287  
[gayle.gunderman@volvo.com](mailto:gayle.gunderman@volvo.com)

#### Sally A Ande CPS Treasurer

1128 North 30<sup>th</sup> Street  
Allentown PA 18104  
610-799-1187  
[sande@lccc.edu](mailto:sande@lccc.edu)



## February 2009

What happened to January? Whew!

What a great meeting we had on January 26<sup>th</sup>. There was no shortage of brilliant questions relating to our financial topic, along with clear and logical answers.



*Welcome Tanja*



*Congratulations Maryann*

We conducted some business at our first meeting of the year: welcoming one of our new members, and a CAP certification! Wow!

Pat Leibensperger and the APD committee are finalizing the plans for our annual special event: Here's a sneak preview:

- *Monday, April 20, 2009*
- *Barnhouse Village – Airport Road & Rt. 329*
- *More details in the "Newsletter"*

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!*

Does your position require remembering details, names, numbers, and appointments? Do you ever forget any of these details? Help is on the way.....at our February 23 meeting. Matthew Goerke will present "Discover Your Memory Power."

On a personal note: My husband, Dennis and I will be married 5 years on February 14<sup>th</sup>. Yes, we were married on Valentine's Day. We are celebrating this milestone by cruising to the Bahamas, leaving on February 21<sup>st</sup>. I won't be seeing you on the 23<sup>rd</sup>, but hopefully I will remember to return.



Happy Valentine's Day to everyone!

*Jayne*

Jayne H Sullivan  
President – Lehigh Valley Chapter

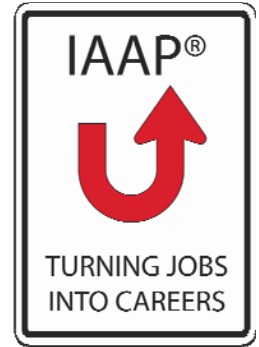
*February's reading selection: The Radical Leap: A Personal Lesson in Extreme Leadership by Steve Farber (2004)*



International Association of  
Administrative Professionals®

# International Association of Administrative Professionals®

**Lehigh Valley Chapter**  
**50 Years of excellence**  
**1957-2007**



**DATE:** Monday, February 23, 2009  
**TIME:** 5:30 p.m. Networking  
6:00 p.m. Dinner  
7:00 p.m. Program  
**COST:** \$20 Member; \$25 Non-member

**LOCATION:** Four Points by Sheraton  
Allentown Jetport  
3400 Airport Road  
Allentown PA 18103

### Menu:

- ★ Greek Salad, Bacon Encrusted Cod, Sesame Grilled Asparagus, Bruschetta Rice Pilaf
- ★ Entrée includes breads/spreads, iced tea, hot tea, coffee, dessert

### Program:

**“Discover Your Memory Power”**  
**Presented by: Matthew Goerke**

Our profession demands that we remember a wealth of details: names, to-do lists, numbers, dates, appointments, information from books and conferences (the list goes on and on). A simple slip of the mind can result in the loss of credibility (and dollars!). Join us as Matthew Goerke helps us build our competitive advantage by learning how to train our memory. Matthew is regarded as one of the leading experts in the field of memory development. He has shared with thousands of business professionals from all walks of life the techniques for developing an instant recall memory with results that can only be described as amazing. Everyone will walk away with several ideas on how a more powerful memory will help them be more effective and reduce stress.

*Hope to see you there and, remember, guests are always welcome!*

Reservations may be made on-line ([www.iaaplehighvalley.org](http://www.iaaplehighvalley.org)) or via the form below  
Reservation/Cancellation Deadline: Thursday, February 19, 2009  
Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM

✂-----

### Reservation Form: February 23, 2009

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Guest Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Will attend dinner and program (IAAP Member \$20; Non-member \$25)

Will attend program only (IAAP Member \$5; Non-member \$10)

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 A. Nocera, 3451 Fox Drive, Bethlehem, PA 18017



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

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***Lehigh Valley Chapter  
Celebrates  
Administrative Professionals Week®***

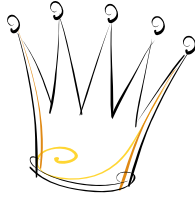
Save the date. Our annual celebration of Administrative Professionals Week® dinner will be held on **Monday, April 20, 2009** at the BarnHouse Village banquet facility. The BarnHouse is located just a few miles north of the Sheraton Four Points hotel and is well known for its food and hospitality. The cost will be \$30 for members or guests and you are encouraged to bring your boss or other administrative professionals from your company. We'll have a wonderful buffet dinner with three entrees, soup, salad, three kinds of vegetables, and the chef's array of desserts.

Go Green with Avery® will be the theme for Mary Lou Callahan, a representative from Avery® office products. She will introduce us to new tools that will help reduce, reuse, and recycle in your workplace or home office. If the head of your Purchasing Department has not brought you up to speed lately on new and innovative office products to help you perform your job in the most efficient manner, this program will certainly put you on track.

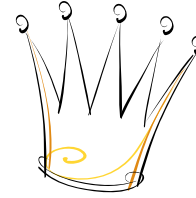
IAAP has approved this educational presentation from Avery® for CEU's and certificates will be issued to those in attendance, along with a complimentary kit from Avery. ®

Reservation forms will be in the March Newsletter, if not before. Details for payment and registration will be on the form.





## ***The Royal Treatment***



### ***Pennsylvania Division IAAP® Annual Meeting May 15- 17, 2009***

#### ***Host Chapters:***

**Bucks County, Cephalon, Liberty Bell, Montgomery County, Rohm and Haas  
Delaware Valley, Wyeth**

#### ***Host Hotel:***

**Park Ridge Hotel and Conference Center  
480 North Gulph Road, King of Prussia, Pennsylvania 19406**

**Room Rate: \$129 single/\$139 Double**

**Reservations: (610) 337-1800 request IAAP Room Rate - Room Block will close  
April 15, 2009**

**All rooms have refrigerator, coffeemaker, hair dryer, iron/ironing board.**

**Handicap Accessible Rooms Available Upon Request**

**Free shuttle to King of Prussia Mall**

**Coppermill Harvest Restaurant and Mad Anthony's Sports Bar onsite**

**Lists of Places of Worship and Local Attractions are in each guest room**

#### ***Directions to Hotel***

##### **From Philadelphia International Airport**

Take Interstate 95 South to Interstate 476 North. Follow Interstate 476 North to Interstate 76 West and exit at Mall Boulevard. Bear right onto Mall Boulevard and proceed to the traffic light. Turn right onto Gulph Road, and the hotel is 1 mile on the right.

##### **From North**

Take the Pennsylvania Turnpike to Exit 326 (Valley Forge). Proceed through the toll booth and take the first exit, merging onto Gulph Road. The hotel is the second building on the right.

##### **From Harrisburg (West)**

Take the Pennsylvania Turnpike East to Valley Forge (Exit 326). Pass through the tollbooths and take the first exit on the right (Exit 327) for Valley Forge/North Gulph Road. Merge onto Gulph Road. The hotel is the second building on the right.

##### **From Delaware/Washington D.C (South)**

Take I-95 North to I-476 North. Continue on I-476 North and then travel west on Interstate 76. Continue until you come to the exit for Mall Boulevard. Bear right onto Mall Boulevard and proceed to the traffic light. Turn right onto Gulph Road, and the hotel is 1 mile on the right.

Recommended Airport Transportation is Tropiano Limousine Service. Call for pricing and reservations:

(215) 643-5397

## Meeting Agenda

All Events will be held in the 4<sup>th</sup> Floor Conference Center

Please bring a sweater or jacket – room temperature is not under our control

**PARK RIDGE HOTEL IS A NON-SMOKING FACILITY**

### FRIDAY

- 8:00 – 12:00 Trip to Longwood Gardens **Casual Attire**  
12:00 – 2:00 Vendor Expo – Lobby Conference Center 4th Floor  
2:00 – 4:00 Educational Forum “Microsoft 2007”, Hope Lindauer, Lindauer Learning,  
2 Recertification Credits **Business Attire**  
4:15 – 5:15 International Presentation, Janine Riemersma CPS/CAP International  
Secretary  
6:30 Evening of Welcome including dinner and cash bar –It’s Time to Party like It’s  
1985 with The Wedding Singer **Casual/80’s Attire**

### SATURDAY

- 8:00 Delegate Briefing  
8:30 Opening Business Session – Keynote Speaker Charlene Holsendorff  
Ever After Communications 1 Recertification Credit **Business Attire**  
12:30 Recognition Lunch  
2:30 Free Time  
5:30 Social Hour  
6:30 2008-2009 Presidents’ Banquet **Semi-Formal/Formal Attire**

### SUNDAY

- 9:00 Closing Business Session including Breakfast, Memorial Service, and  
presentation by Division Board – 1 Recertification point **Casual/Business**  
**Casual**  
12:00 ADJOURNMENT

### Registration Open

- Thursday, 5:00 - 7:00 pm  
Friday, 8:00 - 2:00, 5:15 - 6:00 pm  
Saturday, 7:00 - 8:00; 3:00 - 5:00 pm

### Hospitality Suite Open

- Thursday, 5:00 - 7:00 pm  
Friday, 8:00 - 2:00, 5:15 - 6:00 pm  
Saturday, 7:00 - 8:00; 3:00 - 5:00 pm  
Sunday, 11:30 for raffle pickup only

**CORSAGES WILL BE PROVIDED FOR ALL CHAPTER PRESIDENTS AND CAN BE PICKED UP IN HOSPITALITY.**

Contact Information: Kathy O'Connor CAP, Meeting Chair [koconnor@rohmmaas.com](mailto:koconnor@rohmmaas.com)  
Daytime Phone: 215-619-5771 Evening Phone: 215-773-8204

**2009 Pennsylvania Division Annual Meeting**  
**Park Ridge Hotel, King of Prussia, PA**  
**May 15, 16, and 17, 2009**

*Only one registration per form – copy for additional registrants or guests.*

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_ **CPS**  **CAP**  **CPS/CAP**

**Chapter Name** \_\_\_\_\_ **IAAP #** \_\_\_\_\_ **Guest of:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Badge Name** \_\_\_\_\_

**Please check if** **First Timer**  **Want a Mentor**  **Want to be a Mentor**

**International Representative** **List Title** \_\_\_\_\_

**Division Officer/Chair** **List Title** \_\_\_\_\_

**Chapter Officer** \_\_\_\_\_ **Chapter Name** \_\_\_\_\_

**Past International Officer** \_\_\_\_\_ **Past Division Officer** \_\_\_\_\_

**Banquet Selection** **Chicken** \_\_\_\_\_ **Salmon** \_\_\_\_\_ **Vegetarian** \_\_\_\_\_

Please note any dietary restrictions: \_\_\_\_\_

Full Registration	Member		Non-Member		TOTAL
	Before	After	Before	After	
	4/15/09	4/16/09	4/15/09	4/16/09	
Includes: Education Forum, Evening of Welcome, Opening Business Session, Recognition Lunch, Banquet, Closing Business Session	\$200.00	\$225.00	\$225.00	\$250.00	
	Before	After	Before	After	
Individual Events	4/15/09	4/16/09	4/15/09	4/16/09	
Education Forum	\$80.00	\$90.00	\$85.00	\$95.00	
Evening of Welcome	\$45.00	\$50.00	\$50.00	\$60.00	
Opening Business Session	\$45.00	\$50.00	\$50.00	\$55.00	
Saturday Recognition Lunch	\$35.00	\$40.00	\$40.00	\$45.00	
Presidents' Banquet	\$45.00	\$50.00	\$50.00	\$55.00	
Closing Business Session	\$25.00	\$30.00	\$30.00	\$35.00	
<b>Total Amount Enclosed</b>					

**REGISTRATION MONEY DUE APRIL 15-NO CANCELLATIONS / REFUNDS AFTER APRIL 30, 2009**  
**Mail registration form and check payable to 2009 DIVISION ANNUAL MEETING to:**  
**Kathy O'Connor CAP, Rohm and Haas Company, PO Box 904, Spring House, PA 19477-0904**  
**Phone 215-619-5771 Fax 215-619-1654 Email: koconnor@rohmmaas.com**

You may download extra registration forms at <http://www.iaap-pennsylvania.org>

# 2009 Pennsylvania Division Annual Meeting Trip Registration

## Tour of Longwood Gardens

Friday, May 15, 2009  
8:00 am - Noon



Join us for a trip to Longwood Gardens. This horticultural wonder is sure to delight anyone who loves exquisite flowers, majestic trees, and opulent architecture. Here, amid 1,050 acres with 20 indoor and 20 outdoor gardens, you'll find beauty at every turn. Longwood's Conservatory is one of the world's great greenhouse structures. It shelters 20 indoor gardens and 5,500 types of plants. The Conservatory was built in 1919 and has been periodically expanded and renovated. At present, there are 195,668 square feet—or 4.5 acres—of covered display, production, and research greenhouses.

Charge: \$40 Includes bus and admission to Longwood Gardens

Please return the bottom of this form along with a check for \$40 payable to: *2009 PA DAM* to Kathy O'Connor CAP, Rohm and Haas Company, PO Box 904, Spring House, PA 19477-0904 by Friday, April 24, 2009.

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### LONGWOOD GARDENS TOUR – FRIDAY, MAY 15, 2009

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail address (for confirmation): \_\_\_\_\_

Number of Reservations \_\_\_\_\_ Check enclosed for: \$ \_\_\_\_\_

## **Your First 100 Days on the Job**

As President Barak Obama begins his tenure in the White House, many people are focusing on the first 100 days of the new administration — and those starting a new job are wise to take a cue. The initial months on a job can be exciting, but they also are critical to shaping your manager's and coworkers' opinions about your potential in the new role, as well as laying the groundwork for success with the organization.

Here's how you can start off on the right foot:

**Pay close attention.** Your initial role is to learn as much as possible, not only about your new role and job duties but also about the workplace. Pay attention to the organization's corporate culture. Each organization has its own unwritten rules, so base your actions on how others behave.

**Be open-minded.** Recognize that procedures at your new job may be different from what you're used to. Make sure you give these new systems a chance before suggesting something new or more efficient.

**Have realistic expectations.** Recognize it will take time to master a new job and be successful in it. With your supervisor's direction, create a list of goals for the first few months on the job and establish a timeline for meeting them.

**Get to know your coworkers.** Learn colleagues' names and introduce yourself to everyone you interact with. Try inviting them to lunch where you can talk without interrupting your workflow. It's important to start building relationships with your coworkers early on so you can turn to them for assistance and advice.

**Stay away from office politics.** Disengage when discussions turn to complaints about coworkers or other office gossip. Becoming involved in office politics, especially early on, can damage your budding relationships and efforts to establish a positive reputation.

**Be enthusiastic.** Show everyone that you're glad to be a part of the team and are eager to do a good job. Not only will it help you quickly become a valuable member of the group, but you'll also gain the satisfaction of knowing you're doing your best.

*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 300 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*

###



## IAAP Lehigh Valley Chapter Calendar / At a Glance

February/March 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 1	2	3	4	5	6	7
8	9 Catherine Campanaro	10	11	12 Lincoln's Birthday	13	14 Valentine's Day
15	16 Presidents' Day	17	18	19	20	21
22 Washington's Birthday	23	24	25	26	26	26
March 1	2	3	4	5	6	7
8 Daylight Saving Time Begins	9	10	11	12	13	14
15	16	17	18	19	20 Spring Begins	21
22	23	24	25	26	27	28
29	30	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



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**Congratulations to Sandy Dredge CPS for recertifying. We're proud of you, Sandy!**

### **Recertification Program Changes**

There are several changes to the recertification program, effective January 1, 2009:

Changes in recertification categories:

1. Education – up to 90 hours; a minimum of 30 hours is required
2. Experience – a maximum of 30 points
3. Leadership – a maximum of 30 points
4. Elective – a maximum of 30 points

Changes in accepting recertification packets: Effective January 1, 2009, those CPS and CAP holders who do not recertify by their time limit may have a 120-day grace period to submit their complete recertification paperwork. Those individuals will pay the initial \$75 recertification fee plus a \$100 late fee. All recertification points need to be earned within the original five year time limit, and if approved, recertification will be back-dated to that time. This new process is not retroactive.

To reflect these changes, the Recertification Application has been revised and is available at [www.iaap-hq.org/prodev/certification/recertification.pdf](http://www.iaap-hq.org/prodev/certification/recertification.pdf). There is also a recertification spreadsheet available to assist in tracking points as they are earned; the spreadsheet is available at [www.iaap-hq.org/prodev/certification/Recertification\\_Spreadsheet.xls](http://www.iaap-hq.org/prodev/certification/Recertification_Spreadsheet.xls).

### **2009 Certification Conference**

The 2009 Certification Conference will be held October 18-21, in Portland, Or Hotel reservations can be made now at the Marriott Waterfront; phone 800.228.9290. Identify yourself as an attendee of the IAAP Certification Conference to receive our room rates of \$189 single/double. For online reservations click on the hotel link found in the Events section of the IAAP website.

Complete details will be available on the IAAP website this spring (under Events), and registration will open June 1. Early bird registration (June 1-July 31) is open only to those who have an active CPS or CAP rating; starting August 1, space permitting, registration will open for those who are not certified.

The annual Certification Conference provides top-notch educational sessions, valuable networking opportunities, and a time to relax and have some fun. Make plans now to attend and learn.





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

## Membership Committee Report February 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	
01/31/2009	51	2	0	0	53	(3)

We gained two new members during January, however, we lost one member who did not renew her membership.

We will continue to work on retention of our existing members by contacting them when they receive their second membership renewal notice. This is proving difficult since IAAP headquarters is not providing these reports while the website is being updated. It now appears 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:

<u>Scoreboard</u> 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 begin 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 ◆

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 BOARD MEETING MINUTES**

**JANUARY 12, 2009**

**CALL TO ORDER:** The January 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, January 12, 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; Mary Ellen Spedding; Jayne Sullivan; Mary Ann Vought CPS/CAP; and Carol Ziegler CPS/CAP.

### **OFFICER REPORTS:**

#### **President – Jayne Sullivan**

- There will be a teleseminar (free of charge) sponsored by Innergized at Noon on Tuesday, January 13, 2009. The topic of discussion will be “The Power of the Pause: Managing Conflict with Confidence.” Rosemary Geosits attended a class given by Innergized at the IAAP Conference and Education Forum last July. Please contact Rosemary for further information.
- The Pennsylvania Division will sponsor an Impact Night. A sample press release is available for Board members’ review.
- Jayne reported that the Pennsylvania Division still has two open positions on the PA Division Board 2009-2010 (Treasurer and Secretary).
- The Pennsylvania Division Winter Board meeting will be held on January 16-18. Jayne will give updates on behalf of the Lehigh Valley Chapter.
- Information on the Avery achievement awards is on the International website.
- Jayne has advised Jean Bohinski, Division President, that the Lehigh Valley Chapter will not pursue the Chapter of Excellence award at this time. Members are encouraged to participate in the Member of Excellence program.

#### **Vice President – Linda Schmoyer CPS**

#### **Secretary – Gayle Gunderman CPS**

#### **Treasurer – Sally Ande CPS**

- All financial reports have been placed on the website. Sally noted that the current checkbook balance is \$10,144.87.
- Sally will check with IAAP Headquarters regarding our chapter EIN, as the number we currently have on file was not recognized when Form 990N was filed.

### **AGENDA ITEMS**

#### **Committees:**

#### **APD® 2008**

*Pat Leibensperger CPS – Chairman*

- Pat reported that the committee will meet again on Monday, January 26 following the chapter general meeting.

#### **Bylaws and Standing Rules**

*Sandra Dredge CPS/Jean Meckley CPS – Chairmen*

- Sandy reported that we will make no recommendations for proposed amendments to the Pennsylvania Division Bylaws, Standing Rules and Procedures.

## **CPS/CAP Certification/Library**

*Mary Ann Vought CPS/CAP – Chairman*

- Mary Ann has sent a letter of invitation to a former member who re-certified recently and also an invitation to a current member (and her guest) who just received CAP designation. If they accept the invitation, we will introduce them and announce their achievements at our general meeting.

## **Membership**

*Sandra Dredge CPS / Carol Ziegler CPS/CAP – Chairmen*

- Carol reported that we are receiving responses from new members via our chapter website. Also, members-at-large have submitted forms to Carol to become members of the Lehigh Valley Chapter. Current membership is 53.

## **Newsletter**

*Mary Ellen Spedding – Chairman*

- Mary Ellen presented a new cover page, which was very well received by the Board.
- Please send all newsletter items to Mary Ellen by Friday, January 16.

## **Nominating Committee**

*Lynn Nocera/Peggy Godfrey/ Sandy Dredge CPS - Chairmen*

- Board members were reminded to start thinking about possible candidates to fill vacant offices for the 2009-2010 year and to network with chapter members at the next general meeting.

## **Ways and Means**

*Heather Youse – Chairman*

- Jayne Sullivan reported that she received an e-mail from Deb DeLong. We are set up for the Joe Corby's Pizza sale, and we will begin taking orders in February. A delivery date has been set for March 7.

## **Website**

*Sandy Dredge CPS / Carol Ziegler CPS/CAP – Chairmen*

- Sandy and Carol presented the proposal for updating our website from Jim Macdonald. After the motion was made by Sandy, and seconded by Mary Ann Vought CPS/CAP, the Board approved the acceptance of the proposal as presented.

## **ANNOUNCEMENTS**

- Newsletter items are due to Mary Ellen Spedding by Friday, January 16, 2009.
- The next Board Meeting will be held on Monday, February 2, 2009, at Mack Trucks, Inc.
- The next General Meeting will be held at 6:00 pm on Monday, January 26, 2009, at Four Points Sheraton, Airport Road.

## **ADJOURNMENT**

**Adjourn:** There being no further business to discuss, President Jayne Sullivan adjourned the meeting at 7:15 pm.

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



**International Association of  
Administrative Professionals®**

## **LEHIGH VALLEY CHAPTER GENERAL MEETING MINUTES**

**JANUARY 26, 2009**

**CALL TO ORDER:** The January General Meeting of the International Association of Administrative Professionals, Lehigh Valley Chapter, was held at the Four Points Sheraton on Monday, January 26, 2009, beginning at 6:00 pm.

**ROLL CALL OF MEMBERS/GUESTS:** Gayle Gunderman CPS

**ATTENDANCE:** 29

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

**DINNER:** Soup du Jour, Meatloaf, Baked Potato, Green Beans, Dessert, and Coffee/Tea

**Introduction of Program – Rosemary Geosits**

**“Perplexed? Receive Answers to the Things That Make You Go Hmmmmm...”**

**Presented by: Debra S. Flanley, CLTC, CFP, Financial Representative, Lincoln Investment Planning, Inc.**

Ms. Flanley first discussed the importance of confidentiality and how we can protect ourselves and our assets. In response to our questions/concerns, she then discussed types of investments and savings plans, how they work, and pros and cons of each. In addition to presenting a program full of vital and easy-to-understand information, Ms. Flanley offered handouts that included helpful planning checklists and explanations of various savings plans recognized by the Federal government.

### **Reports from Officers**

**President – Jayne Sullivan**

- Jayne reported that the Pennsylvania Division Committee on Nominations is still seeking candidates for Secretary and also Treasurer for the Pennsylvania Division Board 2009-2010. Please see Jayne if you are interested or would like more information.

**Vice President – Linda Schmoyer CPS**

- Contact Linda if you wish to order the meal at the next Board Meeting.

**Secretary – Gayle Gunderman CPS**

**Treasurer – Sally Ande CPS**

- All financial reports have been placed on the chapter website.

### **Agenda Items**

**APD**

*Pat Leibensperger CPS – Chairman*

- The Committee will meet after the general meeting on January 26 to make a final decision on location and program. 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*

- Mary Ann Vought introduced Maryann Muschlitz and congratulated her for receiving her CAP designation.
- All members who have achieved CPS and/or CAP designations were recognized.
- Other members recognized and congratulated for their recent achievements were:
  - Sally Ande CPS, who was awarded an Associates Degree
  - Elaine Beam CPS, who was awarded a Masters Degree
  - Cathy Campanaro (not present at the meeting) received her Masters Degree.

## **Community Service/Public & World Affairs**

*Heather Youse – Chairman*

- Heather announced that the chapter collected \$80 at the November general meeting for Steven Whitesell, who is currently serving with the Armed Forces in Iraq. These monies were used to purchase items that were sent to Steven in December. The chapter will accept donations at the January meeting for Stephen Vought who is serving in Iraq with the US Marine Corp.

## **Membership**

*Sandra Dredge CPS / Carol Ziegler CPS/CAP - Chairmen*

- New member Tanja Terrell was introduced and welcomed by the chapter.

## **Newsletter**

*Mary Ellen Spedding – Chairman*

- The Newsletter cover has been redesigned, and the calendar pages have been simplified. Members should advise Mary Ellen Spedding if their birthday has not been included.

## **Nominating**

*Lynn Nocera – Chairman*

- The committee is seeking members to serve as officers for the 2009-2010 year. Members were asked to consider serving and expand their involvement in IAAP.

## **Ways and Means**

*Heather Youse – Chairman*

- Heather reported that the chapter realized a profit of \$228 from the Entertainment Book sale.
- There are still a few items remaining (now available at \$5.00 per item) from the Terri Lynn products sale, and the profit to date is \$708.35.
- The Joe Corbi sale has begun, and orders must be received by February 23. The delivery date will be March 7 at 10:00 am at Buckeye Partners LLC in Emmaus.

## **Website**

*Sandra Dredge CPS / Carol Ziegler CPS/CAP – Chairmen*

- It was announced that the Executive Board of the Lehigh Valley Chapter approved the website upgrade as quoted by JX2 Technologies.

## **Announcements**

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

## **Adjournment – 9:00 pm**

Respectfully submitted by:

Gayle Gunderman CPS, Secretary