

IAAP Lehigh Valley Chapter



Allentown - Bethlehem - Easton and surrounding area

IAAP® – Lehigh Valley Chapter 216120
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Lehigh Valley Chapter: <http://www.iaaplehighvalley.org>
Northeast District: <http://www.iaapnortheast.org>
International: <http://www.iaap-hq.org>



**JANUARY 2009
NEWSLETTER**



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LEHIGH VALLEY CHAPTER
ALLENTOWN, PA 18105

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

2008 – 2009 Officers

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Gayle F Gunderman CPS
Secretary

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Sally A Ande CPS
Treasurer

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January 2009

Happy-Happy New Year!

Holiday-Hiatus is over. I hope each of you had a grand Holiday – no matter how you celebrated!



I confess – I'm glad to get back into a "normal" routine. Several years ago in my prior position in (beer) manufacturing – "chust" across the road on Route 100, the plant's two-week holiday shut-down was a delight. There was so much more time to organize an "out-with-the-old, in-with-the new" plan. There was also much more time to eat, drink and be merry. The technology business never shuts down, and although I miss those days with plant shut-downs, if that change hadn't occurred in my life, I certainly would not have the options I have now. Thus, moving forward, we all have to take the good with the bad and keep our minds and options open.

Some great topics that have been covered in our recent meetings:

- Clare Novak helped us identify our strengths as an effective coach, by understanding this role and finding "coachable moments."
- Dr. Nathaniel J. Williams guided us through the constant balance between work and home and provided solutions on how to set priorities and stick to them.
- Angela Bartholomew, CHHC provided us with insight on the whole-person-approach of Food/Life Energy and challenges with health.

Here's the group from our November meeting....



It is a time to look forward. Dates to save to your calendar:

- ▶ January 26, 2009 – Chapter Meeting***
- ▶ February 2, 2009 – Board Meeting
- ▶ February 23, 2009 – Chapter Meeting

- International President, Barb Horton's reading suggestion for January: *The Leadership Challenge* Fourth Edition by James M. Kouzes and Barry Z. Posner (2007). Enjoy!
- *Financial questions? Write them down and bring them to the January meeting. Debra Flanley CFP® will lead the discussion and answer your questions. How timely! See you there.

Jayne

Jayne H Sullivan
President – Lehigh Valley Chapter

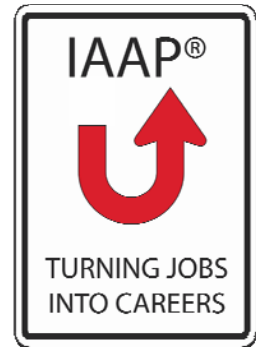
February's selection: *The Radical Leap: A Personal Lesson in Extreme Leadership* by Steve Farber (2004)



International Association of
Administrative Professionals®

International Association of Administrative Professionals®

Lehigh Valley Chapter
50 Years of excellence
1957-2007



DATE: Monday, January 26, 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:

- ★ Soup du jour, Gourmet Meatloaf, Baked Potato, Green Beans Almondine
- ★ Entrée includes breads/spreads, iced tea, hot tea, coffee, dessert

Program: Perplexed?? Receive Answers To The Things That Make You Go “Hmmmmm”
Presented by: Debra Flanley CFP®

Every woman’s needs, desires, and values are different. Let’s get together for a discussion on the following:

- ★ Your 401(k) and future lifestyle planning
- ★ How to “hide” or “stay” in this market
- ★ Investment diversification versus asset allocation
- ★ How to protect your confidential information
- ★ How long must I keep all this old paperwork
- ★ How to assist my aging parents
- ★ **PLUS** whatever you wish to discuss

You’ve been asking for this, so come with you questions! Join us and take home all the necessary information to take active control in your life. Debra Flanley is a Certified Financial Planner who is dedicated to helping individuals attain their life goals and retain their values.

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

Reservations may be made on-line (www.iaapplehighvalley.org) or via the form below

Reservation/Cancellation Deadline: Thursday, January 22, 2009

Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM

✂-----

Reservation Form: January 26, 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

Welcome New Members!



Please welcome new members who have joined our Chapter since September 2008. Contact information is available in the Roster in Members Place on our chapter website.

Name	Company	Join Date
Sharon L. Kubich	Electronic Data Systems (EDS)	9/29/2008
Stacy Fritzing	Century 21 Bi-County	12/22/2008
Catherine M. Campanaro	Bio Med Supplies, Inc.	1/6/2009

How to Step Up Your Professional Game in 2009

The new year is here, and like many professionals, you're probably looking for a leg up. But knowing how to advance your career or simply prove your value to your employer can be difficult. Here are several easy tips to help you stand out in 2009:

- **Be prepared.** Change can come with little notice, especially in today's economy. What would happen if you got a new boss tomorrow? If a colleague left, and you were asked to assume an expanded role? Considering how you would handle these scenarios will help you prepare for them. It could also help you identify skills that would aid you in the transition.
- **Take advantage of technology.** Stay up-to-date on the latest software applications in your industry. One of the easiest ways to do so is to enroll in an online course. Training is available through several websites at modest rates. Once you've completed a class, offer to teach colleagues what you've learned.
- **Join an industry association.** Professional organizations provide opportunities for members to update their knowledge of business and industry fundamentals and acquire new skills through seminars and workshops. And often these services are available at a discount. Joining a local association is also a great way to network and meet other professionals in your line of work.
- **Find a mentor.** Identify someone whose career path you admire, either at your current company or another organization, and approach him or her

about becoming your mentor. Having a workplace hero can help you set goals, develop new skills and tackle professional challenges.

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.

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IAAP Lehigh Valley Chapter Calendar / At a Glance

January/February 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				January 1 Happy New Year	2	3
4	5	6	7	8	9	10
11	12	13	14 Mary Ann Vought CPS/CAP	15	16 Erica Nastasi	17
18	19 Martin Luther King Jr. Day	20 Presidential Inauguration	21	22	23	24
25	26	27	28 Mary Ellen Spedding	16 Eileen Woerner	30	31
February 1	2	3	4	5	6 Sandy Dorney	7
8 Linda Schmoyer	9	10	11	12 Lincoln's Birthday	13	14 Valentine's Day
15	16 Presidents' Day Christine Niederle	17	18	19	20	21
22 Washington's Birthday	23	24	25	26	27	28

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 ◆

CPS/CAP Certification Team Report – February 2008

Congratulations to Maryann Muschlitz for achieving her CAP certification!

It is not too early to register for the May 2009 CPS and CAP exams.

Dates are May 1 for Part 4 of the CAP exam and May 2 for Parts 1-3 of the CPS and CAP exams. **Deadline for applying is Feb. 15.** New candidates should apply using the forms in the certification application packet, which can be found on the [IAAP website](#). Eligible retake candidates will receive personalized registration forms in late January. **Please let me know if you are sitting for an exam.**

What is The Academy?

The Academy is similar to an alumni association. Membership in The Academy is open to anyone with an active CPS or CAP rating. Annual dues are \$15 for IAAP members, \$30 for nonmembers. Members of The Academy receive the *Academy News*, an electronic newsletter issued four times yearly in the spring, summer, fall, winter. Current Academy members who have not yet provided their e-mail address please send that to certification@iaap-hq.org, with a subject line of *Academy News*. Academy enrollment forms are available on the website under Professional Certification— Academy.

2009 Certification Conference

We hope to see many of you at the 2009 Certification Conference in Portland, Ore. **Mark your calendars for October 18-21, 2009.** Complete conference details will be available in the spring of 2009 and conference registration will open June 1 for those who hold an active CPS or CAP rating. Watch the main [IAAP website](#) for details. Hotel reservations are open now at the [Portland Marriott Downtown Waterfront](#); room rate \$189 single or double occupancy plus applicable taxes. For online reservations, click the link above. You will be directed to the property's home page with the code already entered in the appropriate field on the right hand side of the website for reservations. To book hotel reservations over the phone, contact the worldwide reservations line at 800-228-9290. When calling, be sure to mention IAAP and the name and dates of the group.

If you have a question on certification matters, contact me directly or the Certification Department at certification@iaap-hq.org.

Submitted by:

Mary Ann Vought CPS/CAP





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

Membership Committee Report January 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 January 31, 2009.

Chapter Membership Statistics:

Date	Professional	Merited	Student	Associate	Total	Net Gain/(Loss)
06/30/2008	53	3	0	0	56	
12/31/2008	50	2	0	0	52	(4)

We gained one new member during December, however, we lost four members who did not renew their membership. We currently have a new member application and a transfer from MAL in process which should appear in our January reports.

We will continue to work on retention of our existing members by contacting them when they receive their second membership renewal notice.

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 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 January 31, 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

Sandy A. Dredge CPS
Co-chairman

Members: Karen D'Angelo, Lynn Nocera





◆ 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

NOVEMBER 24, 2008

CALL TO ORDER: The November General Meeting of the International Association of Administrative Professionals, Lehigh Valley Chapter, was held at the Four Points Sheraton on Monday, November 24, 2008, beginning at 6:00 pm.

ROLL CALL OF MEMBERS/GUESTS: Gayle Gunderman CPS

ATTENDANCE: 32

INVOCATION/PLEDGE TO THE FLAG: Mary Ann Vought CPS/CAP

DINNER: Cranberry Walnut Salad, Salmon with Lemon-Line Shallot Cream Sauce, Rice Pilaf, Vegetable, Dessert, and Coffee/Tea

Introduction of Program – Rosemary Geosits

“Master Your Relationship with Food and Health from the Level of the Soul” – Presented by Angela K. D. Bartholomew, CHHC

Angela Bartholomew presented insights on the difference between the science of food and the psychology of eating, going beyond the conventional approach to nutrition and concentration on calories. She explained how to identify certain feelings we might have and how our bodies react to these feelings. Angela provided us with information to better understand ourselves and how we can work toward better health and a better life.

Reports from Officers

President – Jayne Sullivan

- Jayne reviewed agenda items for the next Board meeting to be held on December 1.
 - Pathway to Excellence/Chapter of Excellence
 - Discussion of new format for Lehigh Valley Chapter Newsletter

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

Agenda Items

APD

Pat Leibensperger CPS – Chairman

- The Committee will meet after the General Meeting on Nov. 24.

Community Service/Public & World Affairs

Heather Youse – Chairman

- Heather announced that the chapter will accept monetary donations for serviceman Stephen Weitzel and family this month. In January, we will collect donations for someone else serving abroad.

Meeting Reservations

Lynn Nocera/Karen D'Angelo – Chairmen

- Lynn announced that if our chapter members are Starwood Preferred Guests, they may be able to receive Starwood Points when attending our meetings at the Four Points Sheraton. Members will need to provide Lynn with their Starwood membership number. However, only a maximum of three members can be eligible. If more than three members apply, then a drawing will be held.

Newsletter

Mary Ellen Spedding – Chairman

- Newsletter items should be sent to Mary Ellen by Friday, December 5.
- Members were reminded that they may submit ideas for a new cover page for the newsletter.

Ways and Means

Heather Youse – Chairman

- Entertainment books are still available for sale at \$20 each and Terry Lynn products are also still available for sale.

Announcements

- Newsletter items should be forwarded to Mary Ellen Spedding by Friday, December 5.
- The next board meeting will be held at Mack Trucks, Conference Room 6S1, on Monday, December 1, 2008, at 6:00 pm. All members are welcome.
- The next general meeting will be held on Monday, January 26, 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

DECEMBER 1, 2008

CALL TO ORDER: The December 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, December 1, 2008. The meeting was called to order at 6:00 pm.

ATTENDANCE: Sally Ande CPS; Sandy Dredge CPS; Gayle Gunderman CPS; Peggy Godfrey, Rosemary Geosits; Pat Leibensperger CPS; Lynn Nocera; Linda Schmoyer CPS; Mary Ellen Spedding; Jayne Sullivan; and Carol Ziegler CPS/CAP.

OFFICER REPORTS:

President – Jayne Sullivan

- The Pennsylvania Division will have a webinar in December to provide information about Strategic/Business Planning and the Pathways to Excellence program. When Jayne receives the date and link, she will forward the information to our chapter board members.

Vice President – Linda Schmoyer CPS

- Linda presented a cover design prototype for the chapter Newsletter (MS Publisher).

Secretary – Gayle Gunderman CPS

Treasurer – Sally Ande CPS

AGENDA ITEMS

Committees:

APD® 2008

Pat Leibensperger CPS – Chairman

- Pat reported that the committee will pursue looking for a restaurant for Monday evening, April 20, 2009. Members should forward ideas of restaurants to Pat. Several possible speakers are being considered.

Meeting Reservations

Lynn Nocera – Chairman

- Lynn reported that there is no LCD projector available at the Four Points Sheraton. If we need one, we will need to make this request to the Sheraton in advance and pay a rental fee of \$250.00. Lynn also reported that all contracts for this year with Four Points Sheraton are in place.

Newsletter

Mary Ellen Spedding – Chairman

- Mary Ellen will send the cover page of our newsletter to all Board members. Board members should experiment and possibly come up with some new ideas for the cover.

Nominating Committee

Lynn Nocera/Peggy Godfrey/ Sandy Dredge CPS - Chairmen

- Board members were asked to think about possible candidates to fill vacant offices for the 2009-2010 year.

Website

Sandy Dredge CPS / Carol Ziegler CPS/CAP – Chairmen

- Sandy reported that Jim Macdonald is working on a proposal for enhancements to present to us.
- The group used their PCs to try to access the International website.

OLD BUSINESS

The Board reviewed and discussed the Pathways to Excellence program. Jayne will advise Jean Bohinski CPS/CAP, Pennsylvania Division President, the Lehigh Valley Chapter is not prepared to participate.

ANNOUNCEMENTS

- Newsletter items are due to Mary Ellen Spedding by Friday, January 9, 2009.
- The next Board Meeting will be held on Monday, January 12, 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 7:45 pm.

Respectively submitted:

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