

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>



**JUNE 2009
NEWSLETTER**



TABLE OF CONTENTS

Chapter President's Letter	3
Monthly Dinner/Meeting Reservation Form – June 22, 2009	4
PA Division Meeting May 2009 – Delegate/Alternate Report	5
PA Division Annual Award Winners	9
Microsoft Office 2007 -- Tips and Tricks Seminar	11
Office Team Newsletter – How to Talk Money with Hiring Managers	12
Calendar of Evenuts – June/July 2009	14
APD Committee Annual Report	16
Bylaws Committee Annual Report	17
Certification Committee Annual Report	18
Chaplain's Annual Report	19
Community Service Committee Annual Report	20
Education/Program Committee Annual Report	21
Friendship Fund Annual Report	22
Historian/Scrapbook Annual Report	23
Mailing List Annual Report	24
Marketing Committee Annual Report	25
Membership Committee Annual Report	26
Nominating Committee Annual Report	27
President's Annual Report	28
Reservations Committee Annual Report	29
Roster Committee Annual Report	30
Ways and Means Committee Annual Report	31
Website Committee Annual Report	32
L V Chapter Officers & Committee Members 2008-2009	33
Lehigh Valley Chapter General Meeting Minutes – May 18, 2009	34



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LEHIGH VALLEY CHAPTER
ALLENTOWN, PA 18105

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

2008 – 2009 Officers

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June 2009

Dear IAAP Members,

We had a wonderful time in King of Prussia at the PA Division Meeting – can't you tell from the picture! This event is truly full of education and fun. Gettysburg is the location for next year's event – mark your calendar and save the date: May 14-16, 2010.



Your Lehigh Valley Chapter brought home three honorable mention awards. Congratulation to Lehigh Valley Certification Holders: 30.77% of our members are certified. Our Newsletter and Website were also award recipients – great job! The entire list of winners is included in the Newsletter.

Speaking of Newsletter – use your creativity and imagination and submit your ideas for updating the Newsletter title, cover design or content. Submit your ideas to Mary Ellen Spedding for discussion at the Summer Board Meeting. All ideas and suggestions are welcome and appreciated!!!

- **IEFAM** --- wonder what it stands for?

By now you should have received the email which included the registration for the 2009 *International Education Forum & Annual Meeting (IEFAM)* in Minneapolis, Minnesota July 26 to 29. The brochure and registration have been sent electronically only.

Didn't receive your notification? Perhaps you've been frustrated with the Website Gremlins or are just not sure how to update your contact information on the Lehigh Valley Website or International's Website. Here's your opportunity to participate in a brief, but informative presentation by the Website Committee. You know when Sandy and Carol are involved – there will be some laughs too.

- **June 22, 2009**
 - 5:30 Networking
 - 6:00 Dinner and "Snapshots of YOU"
 - Live from LV/Ageless-Legends!
 - Website Presentation and Q & A's
 - Officer Installation – Congratulations to our new Officers!

And, last, but not least – thank you for all your support, encouragement and patience during my stint as Madame-President. These past two years have been a challenge and an enlightening experience, but non-the-less a real team effort. I could not have done this without Y-O-U.

I may be fading from office, but I will continue to challenge you to jump in and out of your safety net and become involved with your Lehigh Valley Chapter. It's worth your time.

August 22nd – Summer board meeting. All welcome – details will follow.

Have a safe and wonderful summer.
All the best,

Jayne
President – Lehigh Valley

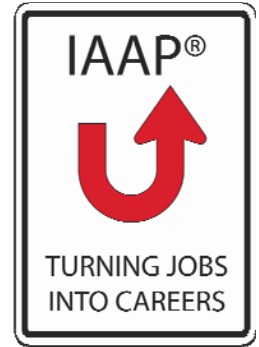




International Association of
Administrative Professionals®

International Association of Administrative Professionals®

Lehigh Valley Chapter
50 Years of excellence
1957-2007



DATE: Monday, June 22, 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
610.266.1000

Menu:

- ★ Fruit Cup, Woodland Chicken (seared chicken breast with roasted apple glaze), Couscous, Vegetable
- ★ Entrée includes breads/spreads, iced tea/coffee/tea. Special dessert: Bananas Foster

Program:

Are the Website Gremlins getting you down? Are you having trouble making your dinner reservation online? Trouble updating your roster information on our website or the International Website, or finding information you need? Your Website Committee has put a brief presentation together to banish the gremlins and answer any questions you may have. They'll also give us a quick glimpse into the future.

Come join your chapter colleagues for this short, but informative program and attend the inauguration of our 2009-2010 Lehigh Valley Chapter officers. Meet our President, Vice President, Secretary, and Treasurer for the upcoming chapter year and spread the excitement of another year of valuable learning experiences, networking, mentoring – and most importantly – our treasured friendships. After the meeting, we'll bid each other goodbye for two months as we enjoy our IAAP summer hiatus, reenergize and renew ourselves, and return in September, ready for more **Excellence In Action** driven by the **Power of Commitment**.

Reservations may be made on-line (www.iaapplehighvalley.org) or via the form below
Reservation/Cancellation Deadline: Thursday, June 18, 2009
Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM

✂-----

Reservation Form: June 22, 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



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**PA Division Annual Meeting
King of Prussia, PA
May 15-17, 2009
Delegate/Alternate Report**

Friday, May 15

Jayne Sullivan, Linda Schmoyer CPS, and Carol Ziegler CPS/CAP met at Jayne's office parking lot around 11:00 am. Since Jayne could not stay for the entire weekend due to family obligations, we took two cars and headed for the Sheraton Park Ridge Hotel in King of Prussia, arriving about 12:30 p.m.

After checking in, we dropped our bags in our room and headed for the Vendor Expo. Companies such as Avery, DayTimer, Purell, Pentel, and others were represented, and samples were generously distributed.

The afternoon seminar was "*Making the Most of Your Investment in Microsoft 2007*" presented by Hope Lindauer of Lindauer Learning Systems. Hope went through each ribbon and explained where to find the commands we are used to using. For those of you who have not yet had your first brush with Microsoft Office 2007, toolbars are a thing of the past. They are now called "ribbons," and functions and commands are organized in a logical manner. In the upper left corner of your screen is the Office Button which contains commands such as Open, Close, Save, Save As, Print, Publish, etc. This button appears in every application, Word, Excel, PowerPoint, Publisher, and Access. The Home tab contains the ribbon with formatting and set up commands such as Cut, Copy, Paste; Font formatting commands such as font, point size, Bold, Italics, Underline, font color, etc.; Paragraph formatting commands such as alignment, bullets and numbering, indent, sort, etc.; and styles – which are greatly expanded. Other Tabs are Insert, Page Layout, References, Mailings, Review, and View with the ribbons containing the logical commands you would expect to find in each category. Just as the Office Button, these ribbons appear in every application but may vary with features and commands specific to each application. For example, the Insert ribbon in Excel may have different selections than the Insert ribbon in Word or PowerPoint. This was a fast two hours because the material was very interesting and well presented. I picked up several tips that I applied to my computer at home.





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Following the seminar, International Secretary Janine Riemersma CPS/CAP presented *“Becoming the Kind of Person Every Team Wants.”* Based on the book, 17 Essential Qualities of a Team Player by John Maxwell, she outlined the 17 traits that make you a great team member who everyone wants on their team. They are: Adaptable, Collaborative, Committed, Communicative, Competent, Dependable, Disciplined, Enlarging, Enthusiastic, Intentional, Mission Conscious, Prepared, Relational, Self Improving, Selfless, Solution Oriented, and Tenacity. She expanded on each quality with descriptive points and amusing stories that illustrated the point. Unfortunately there was no handout for this session, but I am willing to share my notes with anyone who is interested. Janine is a really wonderful presenter/speaker who presented without benefit of slides (technical difficulties), and I wish all of you could have been present to hear her.

The day concluded with the evening of welcome whose theme was “The Wedding Singer.” Many of the women wore their 80’s Disco outfits, and there was a contest for the best outfit. After a very good buffet dinner, the DJ took over and there was dancing and much fun to conclude the evening. Jayne left about 9:00 p.m. to head home for her family function on Saturday.

Saturday, May 16

Saturday morning began with our business meeting called to order by President, Jean Bohinsky CPS/CAP, and the singing of the National Anthem by Kathleen Nicholas of the Rohm and Haas Chapter. Our keynote speaker, Charlene Holsendorff CTM, spoke on, *“Widening Your Circle of Influence”*. Ms. Holsendorff is a “Career Change Catalyst” who through her company, Ever After Communications, assists those who are seeking advice and guidance during a career change.

Her presentation objectives - Earn respect and build trust in the workplace. Take effective action toward expanding your career - highlighted three areas of focus: 1. Internally Directed-How to build your self esteem and your self-worth by using positive self-talk, letting go of the past and focusing on things I like about me. 2. Externally Motivated-How to present ourselves to others as assertive; not passive or aggressive. 3. Create Success-Marketing Your Brand by taking advantage of appropriate occasions to advance what you do, verbalize and demonstrate. Get involved in Professional





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Associations i.e. (IAAP), know and talk about your goals and aspirations. Don't sit and wait to be acknowledged, Be proactive, and NETWORK! NETWORK! NETWORK! Her presentation was very uplifting and gave important tips and advice in these times of economic change. With the current economic climate, her advice couldn't have been timelier.

Following the presentation, the day continued with Linda (delegate) and Carol (alternate) representing our chapter for the business meeting. The day's order of business included business reports from the PA Division Officers and Division Committees and election of officers for 2009-2010. Elected were President: Diana Comber, President-Elect: Catherine Hoke CPS/CAP, Vice President: Carol Lundgren CPS/CAP, Secretary: Juanita Mort CAP, Treasurer: Maria Carney CPS. Jean Bohinski CPS/CAP presented the State of the Division report. The delegates approved the site of the 2011 PA Division Meeting which will be in Clarion, PA hosted by the Western Council Chapter and the theme will be an "Upscale Howdown". Katherine Hook CPS/CAP invited everyone to join together and "Make History with IAAP – Your Gateway to Success" at the 2010 Division Meeting, May 14-16, 2010 in Gettysburg, PA and to attend the 2009 Education Forum & Annual Meeting in Minneapolis MN this July 26-29.

Our meeting continued with a Recognition Luncheon where our chapter received the following awards: Honorable Mention-Highest Percentage/Most Certification Holders with 30.77%, Honorable Mention-Newsletter Award, 30 members and over-"IAAP Happenings in the Lehigh Valley", Honorable Mention: Tie with Harrisburg Chapter, Website Award, 30 member and over. Congratulations to our chapter for all your hard work and dedication!

We recessed for the afternoon and met again Saturday evening for the President's Banquet, "The Crowning Event", in the Valley Forge Ballroom. Our new division officers and chapter presidents were introduced, as well as, special guests of our new officers. International Secretary, Janine Riemersma CPS/CAP conducted the "Crowning Event" installation of the 2009-2010 officers and newly installed President, Diana Comber, presented her President's Message.

With business ended, we were treated to a delicious meal and entertainment by "An Evening with Connie and Sarah" who sang lovely Irish melodies and favorite tunes to a





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piano accompaniment. The evening ended with members greeting and congratulating our new officers in a receiving line in the ballroom foyer.

Sunday, May 17

Our last day together in King of Prussia began with our final business meeting opened by Jean Bohinski CPS/CAP. A moving Memorial Service was held remembering Marjorie Parson, Altoona Chapter and all other PA Division Members who have joined the Omega Chapter since our last division meeting. After introductions of our new PA Division 2009-2010 Officers, Janine Riemersma CPS/CAP gave the International Update.

The PA Division Officer Workshop, "*Narrowing the Generation Gaps*", highlighted the phenomenon of having four generations working side by side in the workplace. Are you a Traditionalist, Baby Boomer, Generation X or Generation Y? How can we work together in a multi-generational environment? As the workshop advised, just remember the Platinum Rule: Treat your co-workers the way they want to be treated.

The meeting continued with Diana Comber announcing the 2009-2010 Division Committees and Kathy O'Connor CAP, Annual Meeting Chair, introducing the 2009 Division Annual Committee Members who helped make the meeting a success.

Diana Comber called to meeting to a close and we traveled home to the Lehigh Valley after an enjoyable and engaging weekend.

Respectfully submitted,

Carol Ziegler CPS/CAP
Linda Schmoyer CPS





2008-2009 PENNSYLVANIA DIVISION ANNUAL AWARD WINNERS

Division Meeting Attendance

30 members and over

Harrisburg Chapter with 22.06% of Chapter members as attendees

Honorable Mention: Pittsburgh Chapter with 7.69%

29 member and under

Wyoming Valley Chapter with 37.5% of Chapter members as attendees

Honorable Mention: Conestoga Chapter with 36.36%

Professional Development

30 members and over

Harrisburg Chapter with 3,120 points

Honorable Mention: Montgomery County Chapter with 994 points

29 members and under

Altoona Chapter with 1,043 points

Honorable Mention: Wyoming Valley Chapter with 651 points

Certification Awards

Most members sitting for the exam

30 member and over

Harrisburg Chapter with 5 members

Honorable Mention: Wyeth Chapter with 4 members

29 members and under

Altoona Chapter with 6 members

Honorable Mention: Allegheny Chapter with 2 member

Highest Percentage/Most Certification holders

30 members and over

Harrisburg Chapter with 51.47%

Honorable Mention: Lehigh Valley Chapter with 30.77%

29 members and under

Allegheny Valley Chapter with 55.56%

Honorable Mention: Conestoga Chapter with 54.55%

Membership Awards

Chapter Membership Recruitment

Liberty Bell Chapter with 13 new members

Honorable Mention: Harrisburg Chapter with 11 new members



Member Recruiter of the Year

Sheila Lidwell CPS/CAP – 6 members

Net Numerical Increase

30 members and over

Liberty Bell Chapter with 6 new members

Honorable Mention: Harrisburg Chapter with 2 new members

29 members and under

Altoona Chapter with a net increase of 3 new members

Honorable Mention: Tie: Allegheny Valley Chapter and Toll Gate Chapter, each with a net increase of 2 new members

Net Percentage Increase

30 members and over

Liberty Bell Chapter with 16.22% increase

Honorable Mention: Harrisburg Chapter with 2.94%

29 members and under

Allegheny Valley Chapter with 22.22%

Honorable Mention: Toll Gate Chapter with 18.18%

Newsletter Award

30 members and over

First Place : Harrisburg Chapter “Sketches”

Second Place: Montgomery County Chapter “Montgomery County Memos”

Honorable Mention: Lehigh Valley Chapter “IAAP Happenings in the Lehigh Valley”

29 members and under

First Place: Conestoga Chapter “WagOn”

Second Place: White Rose Chapter “White Rose Register”

Honorable Mention: Toll Gate Chapter for “Toll Gate Connections”

Program Award

White Rose Chapter with *Windows 2007 Software*

Special Recognition

Patricia Clark – Liberty Bell Chapter

Katherine Hook CPS/CAP - Harrisburg Chapter

Karen Repin0 CPS/CAP – Montgomery County Chapter

Website Award

30 members and over

First Place : Liberty Bell Chapter

Honorable Mention: Tie: Harrisburg Chapter and Lehigh Valley Chapter

29 members and under

First Place: Clear-Penn Chapter

Honorable Mention: Presque Isle Chapter





Lindauer Learning Systems

P.O. Box 604
Royersford, PA 19468
telephone: 610/303-3628 fax: 610/323-0155
email: linlearn@msn.com
www.linlearn.com

Microsoft Office 2007 - Tips and Tricks for Administrative Assistants

This seminar is designed for the busy Administrative Assistant/Support Person. It focuses on time saving features that can be utilized every day. This instructor-led, hands on training session will make you more efficient with Microsoft Word, Excel and PowerPoint. Seminar features include:


- Linking across applications
- SmartArt and charting
- Quick formatting techniques
- Templates for standardization
- "Re-useable" items such as cover pages and themes
- and much more...

Register now and reduce your frustration later.

Seating is limited.

*Participants should have basic computer knowledge

**Other courses also available



**IAAP members
special pricing —
\$150.00 per person
(20% off standard
pricing)**

Date: June 18, 2009

Time: 9:00 am - 4:00 pm

Location: Park Ridge Hotel

480 North Gulph Road

King Of Prussia, PA

**Register now by calling
Lindauer Learning Systems
at 610-303-3628 or visit**

www.linlearn.com/iaapregistration.htm

To remove your name from our mailing list, please [click here](#).

Questions or comments? E-mail us at linlearn@msn.com or call 610-303-3628

How to Talk Money With Hiring Managers

Today's tough job market can make even the most seasoned professional nervous about the hiring process, particularly when it comes to broaching the topic of compensation.

A recent survey conducted by our organization, however, could help put your mind at ease, at least somewhat. More than half (56 percent) of senior executives surveyed said they are comfortable with applicants asking about compensation in the first or second interview.

Here are some tips to help you prepare for the conversation:

- **Do your homework.** Before you talk with the hiring manager about salary, review government data, trade association reports and compensation surveys such as OfficeTeam's annual *Salary Guide*. Also consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
- **Remain flexible.** Enter salary discussions with an open mind and positive attitude. While there may be some aspects of an offer you're unwilling to negotiate, be prepared to compromise on items that are less critical to you, such as the number of vacation days, for example.
- **Don't fixate on just one aspect.** When evaluating an offer, look at the total compensation package, including nonmonetary, but highly desirable, components such as healthcare benefits, paid time off and flexible scheduling.

- **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.

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.

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IAAP Lehigh Valley Chapter Calendar / At a Glance

June/July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	June 1	2	3	4	5	6
7	8 Margarite Cassar CPS Sandy Dredge CPS	9	10	11	12	13
Flag Day 14 Gayle Gunderman CPS	15 Sharon Kubich	16	17	18	19	20
Father's Day 21 Summer Begins	22 Elizabeth Sabol	Jayne Sullivan 23 Debbie Mayberry CPS	Peggy Godfrey 24	Maryann Muschlitz 25 CAP	26	27
28	29	30 Karen Scherer CPS	July 1	2	3	4 Independence Day
5	6	7	8	9 Pat Leibensperger CPS	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Heather Youse	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



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ADMINISTRATIVE PROFESSIONALS DAY COMMITTEE REPORT

June, 2009

This year's buffet dinner at the BarnHouse Village banquet facility, the program presented by a representative from Avery office products, and all the extra effort put forth by the committee made the event on Monday, April 20, 2009 a very well received event. The evaluations of the evening were quite evident of that.

We changed the night to Monday because of all the events already happening for Administrative Professionals on Wednesday of our nationally recognized week. There were 40 of us who enjoyed the wonderful food and then the presentation by Mary Lou Callahan, sales representative for Avery and a host of other premiere office product lines. She showed us many products for the office that are good for the environment, as well as help us to save time and effort. She brought a packet of samples for all of us and a bunch of door prizes.

Everyone who was on the committee, Sandy Dredge, Connie Uhler, Cathy Wimmer, Mary Ellen Long, and Rosemary Geosits, as well as other members who pitched in to help us create the perfect invitation, the attractive program, and make decisions included Carol Ziegler, Lynn Nocera, Anne Logan, and Sally Ande.

A highlight of the evening was also the recognition of one of our members who has been a member of IAAP, previously known as NSA or PSI, since 1942. Jean Meckley was given a beautiful floral arrangement to honor her loyal years of being a member and wearing many hats throughout the years for the Lehigh Valley Chapter and also in Arizona.

We lowered the price of the ticket in hopes of increasing our attendance, or at least help those of us who are temporarily out of work or have family situations concurrent with the economics of the nation. We had to dip into the budget line item for APD a little bit for expenses.

The Lehigh Valley Chapter should be proud of their accomplishments and participation of the members to produce successful events such as was this APD for 2009.

Pat Leibensperger, CPS

Pat Leibensperger, CPS
Chairman
APD 2009 committee





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BYLAWS COMMITTEE ANNUAL REPORT
www.iaapplehighvalley.org
JUNE 2009

As required every four years, the Lehigh Valley Chapter Bylaws and Standing Rules have been updated, submitted and approved by the Pennsylvania Division Bylaws and Standing Rules Committee on March 24, 2008 and published to the Lehigh Valley Chapter Website (Members Place / Committee Reports). No changes were requested, and will be submitted for approval in 2012.

Sandra A. Dredge CPS
Bylaws Committee Co-Chairman

Jean Meckley CPS
Bylaws Committee Co-Chairman





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Certification Committee 2008-2009 Annual Report

The Lehigh Valley Chapter Certification Committee has continued to bring the importance of Certification before the members of the Lehigh Valley Chapter through several articles in the newsletter and brief announcements at our dinner meetings. Discussion has taken place at board meetings regarding the possibility of the Lehigh Valley sponsoring study groups for those interested in sitting for the Certification (both CPS and CAP) exams.

Congratulations were extended to all those who were newly certified this year and for those who were recertified. The newly certified members were treated to dinner at a chapter meeting following the announcement of their certification.

Mary Ann Muschlitz CAP will be joining the committee for the 2009-2010 year and has already brought forward some interesting ideas. We are looking forward to an exciting 2009-2010 year.

Mary Ann Vought CPS/CAP

Chairman and Librarian





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Chaplain Committee

Annual Report 2009

An invocation, prayer, or moment of reflection was presented at each meeting of IAAP of the Lehigh Valley. Special needs of the members, update reports, and requests for card of remembrance were presented. Thank you to Mary Ann Vought for assisting me in this function.

Respectfully submitted,

Mary Ellen Long, CPS/CAP
Chaplain





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Community Service Committee

May 25, 2009

I would like to thank everyone who gave monetary donations to help supply care packages for three of our overseas troops. At the January meeting, we collected \$80.00 to purchase snacks for Steven Whitesell who was currently serving in Iraq. At the February meeting, we collected \$110.00 to be used to purchase a care package for Stephen Vought who is also serving in Iraq. The rest of the donations were used to purchase an Amazon gift card for Ryan Woolf who is serving overseas near Iraq.

Again, a big thank you to all that had participated.

Respectfully submitted,

Heather L. Youse

Committee Chairperson





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2008-2009 Education/Program Committee Annual Report

The Mission: To provide value to the membership through learning opportunities with CEU and CPS Recertification Points. The year in review follows:

SEP 2008	Put Me In, Coach! <i>Presented by: Clare Novak</i>	.1 CEU - 1 CPS RECERT
OCT 2008	Work/Home Balance & Navigator of Life <i>Presented by: Dr. Nathaniel J. Williams</i>	.1 CEU - 1 CPS RECERT
NOV 2009	Master Your Relationship With Food & Health From The Level of The Soul <i>Presented by: Angela K. D. Bartholomew CHHC</i>	
JAN 2009	Perplexed? Answers to The Things That Make You Go "Hmmm" <i>Presented by: Debra Flanley CFP</i>	
FEB 2009	Discover Your Memory Power <i>Presented by: Matthew Goerke</i>	
MAR 2009	Your Leadership Journey <i>Presented by: Jean Bohinski CPS/CAP</i>	.1 CEU - 1 CPS RECERT
APR 2008	Administrative Professionals Day Event Growing In The Right Direction <i>Presented by: Mary Lou Callahan, Avery</i>	.1 CEU - 1 CPS RECERT
MAY 2008	Changing Times, Changing Roles...New Opportunities! <i>Presented by: Kathleen Zingaro Clark</i>	
JUN 2008	Chapter Website Presentation <i>Presented by: Sandy Dredge & Carol Ziegler</i>	
TOTAL		.4 CEU - 4 CPS RECERT





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FRIENDSHIP FUND Annual Committee Report 2008 – 2009

As defined in the by-laws, the IAAP Lehigh Valley Chapter Friendship Fund was created to “remember fellow IAAP members at times of celebration, ill health, or death.” The Friendship Fund consists of voluntary contributions from members to be used for this purpose. Raffle tickets are sold at monthly dinner meetings, and the prizes are donated by chapter members. This year, Peggy Godfrey stepped in as co-chair to assist with the raffles.

During the 2008-2009 program year, the Friendship Fund Committee responded to the following:

October 2008 – Mary Ellen Long – Sympathy card (Father-in-law)

November 2008 – Phil Reph – Get well flowers

March 2009 – Harriet Herb – Sympathy flowers (Father)

April 2009 Administrative Professionals Day Event – Jean Meckley – Flowers –
Recognition of longest membership

Gift or monetary donations will be accepted at any monthly dinner meeting. Gift items such as corporate or handmade gifts are always welcome. Thank you for your support of IAAP.

Gayle Gunderman CPS
Committee Co-Chairman





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Year-End Historian/Scrapbook Report

The following is a breakdown of the attendance at our meetings:

- September 22, 2008 - "Put Me In, Coach!" by Clare Novak - 23 members and 3 guests
- October 27, 2008 - "Work/Home Balance" by Dr. Nathaniel J. Williams - 30 members and 4 guests
- November 24, 2008 - "Master Your Relationship with Food and Health from the Level of the Soul" by Angela Bartholomew, CHHC - 28 members and 3 guests
- January 26, 2009 - "Perplexed?? Receive Answers to the Things that Make You Go Hmmm" by Debra Flanley CFP - 28 members and 2 guests
- February 23, 2009 - "Discover Your Memory Power" by Matthew Goerke - 30 members and 2 guests
- March 23, 2009 - "Your Leadership Journey - To Boldly Lead Where Others Have Before" by Jean Bohinski CPS/CAP, IAAP PA Division President - 23 members and 1 guest
- April 20, 2009 - "Growing in the Right Direction" by Mary Lou Callahan - 31 members and 7 guests
- May 18, 2009 - "Changing Times, Changing Roles...New Opportunities" by Kathleen Zingaro Clark - 27 members and 2 guests

The above-listed guest counts do include the speaker and averages just over 30 people per meeting. I continue to use pictures that members take at our meetings and create a scrapbook which also documents the president's letters, our meeting reservation form, the name of the program and speaker, and the names of all attendees. I look forward to serving again next year in this capacity. Have a wonderful summer!

Submitted by: Sally Ande CPS, Historian





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Mailing List Committee Annual Report June 2009

Our Special Events Mailing List will end the year with 49 names.

A decrease of 23 names from 72 at the start of the year.

The list was used for advertising the following event:

Administrative Professionals Day Dinner--April 2009

3 attendees were from our external list;

they were also the guests of the event chairperson

Names have been added from:

- + 1 Admin. Prof. Dinner – April 2009
- +10 LV Chapter Members not renewed
- + 1 Per Member's Request

Names removed:

- 8 Incorrect email address / address
- 1 Became IAAP members
- 26 Did not attend any event in the last 4 years

If you would like to add someone to this mailing list, please let me know contact information:

Name

E-Mail Address or Postal Mailing Address

Betty E. Hofacker
hofackbe@airproducts.com
610-481-8997 Bus Phone
610-706-5097 Bus Fax

Ad hoc committee approved at the May 2009 Board Meeting:

Chapter mailing list for special functions

List to be kept viable by annually deleting people who have not attended a special events function within the past three years

Budget: None





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

**MARKETING COMMITTEE
2008-2009**

June, 2009

This year the Marketing Committee consisted of the chairperson and Mary Ellen Long. However, in late spring, Maryann Muschlitz came on board too.

I did manage to get most of our meetings published in the Eastern Pennsylvania Business Journal's calendar and reached out to other sources for the annual Administrative Professionals Week celebration at the BarnHouse Village on April 20, 2009.

For the APD event I did send information to the Morning Call's local calendar and RCN's Community Connection, which we paid for two weeks of TV air time to assure that the notice got on the display. I also contacted the Berks Regional Chamber of Commerce, who did put out a communication to all their members. I tried to get our event announced at several businesses, but they have a "no solicitation" policy for their employees.

Maryann and I have already done some brainstorming for getting out the word. Most "calendars" or newsletters need the information several weeks ahead of the reservation deadline for our meetings. Since this has to be coordinated with the Program and Education committee for the information on the next meeting, we can't often meet those deadlines.

Selling the value of membership in IAAP through good programs and good marketing, perhaps we can get more members, as well as retain the ones we have. Our membership is probably one of our best marketing tools, but they don't know it. If we can advertise our website, which has a lot of good information, that will help us too.

Pat Leibensperger, CPS

Pat Leibensperger, CPS
Chairman
APD 2009 Committee





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Membership Committee Annual Report June 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	
05/31/2009	50	2	0	0	52	(4)

Our membership held at 52 during May. Between June 30, 2007 and May 31, 2009, we gained a total of five new members and lost a total of nine members, giving us a net loss of four members. The Membership Committee has sent Information Kits to 16 prospective new members, five of whom have joined the chapter.

We still struggle with retention of our members, and this has been a particularly difficult year. With the current economic situation, many of our members have become unemployed or have lost their company's financial support making it difficult for them to maintain their memberships.

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 04/30/09	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 thanks all of our members for your efforts in 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





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COMMITTEE ON NOMINATIONS

The Committee on Nominations consists of a Chairman and two or more members who were appointed by the Board from chapter member volunteers and approved by the membership. This Committee was responsible for meeting sixty days prior to the annual meeting and presenting a slate of one or more candidates. They are in charge of organizing a succession plan by soliciting members throughout the year and offering mentorships for those interested in a board position in any upcoming term. At the May general meeting, the Chairman presented the new slate of candidates for 2009-2010 and accepted any nominations from the floor. The membership voted unanimously to accept the slate. The installation of officers' ceremony was performed at the June meeting, where the President, Vice President, Treasurer and Secretary each took their vows. This committee was responsible for obtaining officer's pins and an outgoing President gift, along with a memento for each new officer that reflects a theme representing IAAP.





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2008/2009 Annual Report of Commitments
IAAP Lehigh Valley Chapter President - Jayne H Sullivan

2008

May Attended PA Div Meeting in Wilkes Barre, PA

June Installed as Lehigh Valley Chapter President

August Summer/September Board

September Chapter Meeting

October Board meeting
 Attended NE Council Meeting in Fogelsville PA– Hosted by Lehigh Valley Chapter
 Chapter Meeting

November Board Meeting
 Chapter Meeting

December Board Meeting
 No holiday event/meeting

2009

January Board Meeting
 Chapter Meeting
 PA Division – Quarterly Teleconference

February Board Meeting
 Vice-President Linda Schmoyer CPS – acted in my stead

March Board Meeting
 Chapter Meeting

April Board Meeting
 Chapter – APW/APD Event

May Board Meeting
 PA Division Meeting – King of Prussia
 Chapter Meeting

June Board Meeting
 Chapter Meeting





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

Reservations Committee Annual Report June 6, 2009

The Reservations Committee, a subsidiary of the Membership Committee, prearranged the dates for all of our nine meetings in the 2008-2009 year, including the APD/APW celebration in April. However, all special contracts, meal selections, reservations and other incidentals were handled by the Reservations Committee as a joint effort. The committee coordinated the menu (including a variety of vegetarian entrees) for each meeting and negotiated a set price with the restaurant. They were also responsible for setting up a yearly contract with the facility and reviewing all clauses as it relates to the best interest of IAAP. The committee chair worked closely with their sales office and banquet manager to ensure an accurate headcount and room set up. Each month, reservations were taken and a spreadsheet was prepared for headcount, attendance, and accounting purposes. Receipts and CEU certificates were printed as necessary. Arrangements for audiovisual and other equipment, if required, were also handled by the reservations group. Committee members staffed a registration table at each meeting as greeters, handed out badges for speakers and guests, collected for any unpaid dinners, and turned over all proceeds to the Treasurer. They also served as a back up to the Friendship Committee.

Lynn A. Nocera

Reservations Subcommittee Chairman





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

Roster Committee Annual Report June 6, 2009

The Roster Committee distributed a printed copy of the Lehigh Valley Chapter Roster at our September and October 2008 dinner meetings. An updated interim Roster in a printable pdf format has been posted to the website for your use. It has been decided that we will no longer provide a professionally printed roster. In September we will send a copy of the new roster in a printable pdf format electronically to all members, and email notifications will be sent when an updated roster is posted to the website. Hard copies of the roster will be made available to any member without an email address.

Our "live" roster on our Chapter website continues to be very successful. All changes, additions, and deletions were made immediately upon receipt of the information. Each member is also able to make changes to their personal information online, and the committee thanks our members for your efforts in keeping your information current.

During our summer hiatus, the committee will be updating both the website and printable roster information. **Please review your website roster information and make any changes necessary.** Our plan is to use the website roster information as the basis for our printable roster. Plans are to have the roster ready for our September meeting. **If you do not wish to make changes in the website roster yourself, please use the form in the bulletin to send all changes to Carol Ziegler by August 8, 2009.**

Reminder to our members: you can update your profiles in both the Chapter and International websites in Members' Place. Please note: If you have not yet visited Members' Place in the International website, you will be required to establish a logon and password. This is a simple procedure and takes less than a minute. It would be prudent to review your profile and make whatever changes are necessary. In particular, be sure your email address is current.

Carol A. Ziegler CPS/CAP
Roster Committee Chairman





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

WAYS & MEANS ANNUAL REPORT

Financial Successes	2008-2009
Entertainment Books	\$ 228.00
Terri Lynn Nuts & Candies	\$ 838.45
Joe Corbi's Pizza & Cookie Kits	\$ 320.25
Total	\$ 1,386.70

2008-2009 Fundraisers:

- **2009 Entertainment Books** – Entertainment Books were available for sale on consignment through December 2008 at \$20 for the Lehigh Valley edition (out-of-town editions were available at higher prices). We sold 52 books giving our Chapter a profit of \$228.00.
- **Terri Lynn** – Our profit was \$838.45 from the sale of a variety of nuts and candies.
- **Joe Corbi's Pizza and Cookie Kits** – The members participating in this year's sale sold 57 kits for a profit of \$320.25.

We'd like to thank everyone who participated during the year and would encourage each and every chapter member to support our fundraisers for the 2009-2010 year in order provide the means needed for our excellent educational programs.

Heather Youse
Deb DeLong
Ways & Means Committee





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

WEBSITE COMMITTEE ANNUAL REPORT

www.iaapplehighvalley.org

JUNE 2009

The Lehigh Valley Chapter received the Pennsylvania Division Website Honorable Mention Award for 2008-2009 in the category of 30 and over members. We continue to work very hard to keep the website current and user-friendly. We are also in the process of building a new website with more features that will go beyond your expectations — scheduled to go live by September 2009.

There are many ideas planned to improve our website. For example, Media Library (Image Gallery with photos from our International Conventions and PA Division Meetings), blogs, forums, wiki pages, message boards, web analytics and an e-commerce module (meeting reservations) to name a few. The new website will be a Content Management System with Social Networking allowing members to create groups with shared interests.

We are always looking for more members who are interested in learning about our website and being active on the Website Committee. Serving on this committee would have minimal time commitment and most of the time can be done at home in your slippers.

When placing your dinner meeting reservation online, please be sure you receive a confirmation of your reservation after hitting the “Submit” button (scroll down to view) and an email from events@iaapplehighvalley.org to the address you supplied on the form. Reference “Program Notes” for the Website Presentation made at the June 2009 meeting.

Reminder to our members: Please keep your profiles current in the Chapter Website in Members’ Place and also on the International website.

Sandra A. Dredge CPS
Website Committee Co-Chairman

Carol A. Ziegler CPS/CAP
Website Committee 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 GENERAL MEETING MINUTES

MAY 18, 2009

CALL TO ORDER: The May General Meeting of the International Association of Administrative Professionals, Lehigh Valley Chapter, was held at the Four Points Sheraton on Monday, May 18, 2009, beginning at 6:00 pm.

ROLL CALL OF MEMBERS/GUESTS: Gayle Gunderman CPS

ATTENDANCE: 29

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

DINNER: Antipasto Salad, Baked Cheese Ravioli, Italian Sausage, Vegetable, Dessert, and Coffee/Tea

Introduction of Program and Speaker – Rosemary Geosits

“Changing Time, Changing Roles....New Opportunities”

Presented by: Kathleen Zingaro Clark, President of Historia Productions, Inc.

Ms. Clark presented the evolution of the Administrative Assistant’s role. Beginning with the use of the typewriter, women assumed office responsibilities that have now expanded to more modern duties and the use of computer technology. By sharing her past roles, Ms. Clark gave us examples of how we can gain new skills and valuable experience that will help us with our careers going forward. Ms. Clark stressed the importance of continuing to learn as much as we can and to build business relationships to help us plan a personal strategy for the future.

Reports from Officers

President – Jayne Sullivan

- The Pennsylvania Division Annual Meeting was held in King of Prussia May 15-17. Delegate Linda Schmoyer CPS and Carol Ziegler CPS/CAP Alternate Delegate attended the meeting, representing the Lehigh Valley Chapter.
- President Sullivan reminded members that brochures for the 2009 IAAP International Education Forum and Annual Meeting are available on the International website. The International website can be accessed via a link on our chapter website. The EFAM will be held in Minneapolis, Minnesota July 26-29, 2009.

Vice President – Linda Schmoyer CPS

- Please contact Linda if you wish to order the meal at the next Board Meeting. All members are welcome to attend the Board Meetings.
- Linda reported that the Lehigh Valley Chapter received the following awards at the Pennsylvania Division Annual Meeting:
 - Honorable Mention – Highest percentage of members of a chapter having CPS and/or CAP certification
 - Honorable Mention – Chapter newsletter
 - Honorable Mention – Chapter website

Secretary – Gayle Gunderman CPS
Treasurer – Sally Ande CPS

Agenda Items

Nominating Committee

Lynn Nocera, Sandy Dredge CPS, and Peggy Godfrey – Chairmen

- Lynn Nocera presented the slate of officers for 2009-2010 and asked for any additional nominations from the floor. No additional nominations were made. After a motion was made and seconded, the members voted to approve the slate of officers as presented:
 - President – Linda Schmoyer CPS
 - Vice President – Gayle Gunderman CPS
 - Secretary – Cathy Wimmer
 - Treasurer – Sally Ande CPS

Website Committee

Sandy Dredge CPS and Carol Ziegler CPS/CAP – Chairmen

- Sandy Dredge reported that the new chapter website should be ready by September. President Sullivan reminded chapter members to keep their contact information on our website up to date and advise Carol Ziegler of any changes. Members should also update their information on the International website.

Good of the Order/Correspondence

Jayne Sullivan reported that Claudine Bertalan is expecting her second child on July 22.

Save the Date

The Pennsylvania Governor's conference for Women, "Rethink, Resolve, Renew", will be held at the Pennsylvania Convention Center in Philadelphia on Thursday, September 17, 2009 from 7:30 am to 5:30 pm. Early registration discount is available until May 27.

<http://www.pagovernorsconferenceforwomen.org>

Announcements

- Newsletter items should be forwarded to Mary Ellen Spedding by Friday, June 5, 2009.
- The next board meeting will be held on Monday, June 1, 2009, at 6:00 pm. at Mack Trucks, Inc
- The next general meeting will be held on Monday, June 22, 2009, at 6:00 pm at the Four Points Sheraton.

Adjournment – 8:15 pm

Respectfully submitted by:
Gayle Gunderman CPS, Secretary