

# *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>



**MARCH 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)



March 2009

Greetings everyone,

I heard I missed a great meeting in February. I hope you remember a memory tip that you can share with me. My cruise to the Bahamas was very nice, but back to reality, and full steam ahead.

Speaking of full steam ahead:

Jean Bohinski CPS/CAP the PA Division President- will be our guest and speaker at the March 23, 2009 meeting and will present:

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

Jean is a member of the Wyoming Valley Chapter of IAAP, located in the Wilkes-Barre/Scranton area. Jean has visited the Lehigh Valley Chapter on several occasions and I look forward to her visit and insight and update on IAAP.

Mark your calendars:

- Monday, March 23 – General Membership meeting – Sheraton Jetport
- Monday, April 20 – Administrative Professionals Day Celebration at the Barnhouse Village Banquet Restaurant.
- May 6, 2009 – Harrisburg Seminar: “Unlock your Inner CSI The Art of Observation and Perception”
- May 15, 16 & 17 – Pennsylvania Division Annual Meeting, Park Ridge Hotel, King of Prussia, PA

Each of you has made a commitment to your career. This is the perfect time to network with like-professionals and receive education and training needed to adapt and grow in the ever-changing workplace.

Deb Mayberry CAP – congratulations on achieving your CAP!

I look forward to see you soon!  
Warmest regards,

*Jayne*

Jayne H Sullivan  
President – Lehigh Valley Chapter

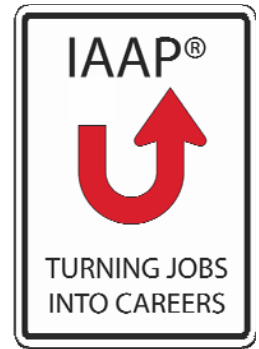




International Association of  
Administrative Professionals®

# International Association of Administrative Professionals®

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



**DATE:** Monday, March 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  
610.266.1000

### Menu:

- ★ Oriental Salad, Sesame Ginger Beef, Fried Rice, Oriental Vegetable Blend
- ★ Entrée includes breads/spreads, iced tea, hot tea, coffee, dessert

### Program:

**“Your Leadership Journey—To Boldly Lead Where Others Have Gone Before  
(With Success And Confidence!)”**

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

*Program note: .1 CEU / 1 CPS Recert pending approval*

Join us as we welcome back our IAAP Pennsylvania Division President, Jean Bohinski CPS/CAP. She'll share her experiences and thoughts on leadership—what it is and what it is not. Learn to recognize and maximize your leadership strengths; motivate and influence others; become a greater asset to your organization while avoiding the pitfalls that plague many leaders (the seven deadly sins of leadership!). Jean will also give us a short update on our IAAP Pennsylvania Division activities and issues and will take any questions you may have on the organization.

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

Reservations may be made on-line ([www.iaapplehighvalley.org](http://www.iaapplehighvalley.org)) or via the form below

Reservation/Cancellation Deadline: Thursday, March 19, 2009

Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM

✂-----

### Reservation Form: March 23, 2009

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

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

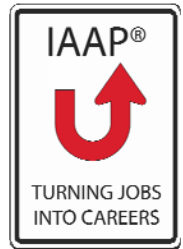
Will attend program only (IAAP Member \$5; Non-member \$10)

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



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



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

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

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

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

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

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

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

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

✂-----

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

Name:	_____	Company:	_____
Telephone:	_____	<b>Email:</b>	_____
Name:	_____	Company:	_____
Telephone:	_____	<b>Email:</b>	_____
Name:	_____	Company:	_____
Telephone:	_____	<b>Email:</b>	_____

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

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



### ABOUT OUR SPEAKER

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

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

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

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

## SEMINAR AGENDA

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

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

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

**10:15 AM to 10:30 AM**  
Morning Break

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

**12:00 PM to 1:00 PM**  
Lunch Break

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

**2:15 PM to 2:30 PM**  
Afternoon Break

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

### Directions

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

### Hotel Information

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

## UNLOCK YOUR INNER CSI

## THE ART OF OBSERVATION AND PERCEPTION

**C.Ted Lick**  
**Wildwood Conference Center**  
**Harrisburg Area Community College**

**May 6, 2009**



**International Association of  
Administrative Professionals®**

**Sponsored By:**  
**Harrisburg Chapter, IAAP**

## SEMINAR TOPIC

### *UNLOCK YOUR INNER CSI THE ART OF OBSERVATION AND PERCEPTION*

#### Seminar Objective:

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



#### Participants will learn:

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

## REGISTRATION INFORMATION

<b>IAAP Member</b>	<b>Non-Member</b>
\$90.00	\$105.00

Price includes a continental breakfast and buffet luncheon.

**Registration Deadline: April 22, 2009**

#### Questions? Contact:

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

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

#### Why Belong to IAAP?

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

#### IAAP Goals:

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

## REGISTRATION FORM

Wednesday, May 6, 2009

**Registration Deadline: April 22, 2009**

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

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

Join IAAP today and save \$33.00

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

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

Name \_\_\_\_\_

Company / Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

FAX \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Special Dietary or Physical Needs \_\_\_\_\_

**Make check payable to:**  
Harrisburg Chapter IAAP

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

#### Cancellation Policy:

No refunds will be given after April 22, 2009

## How Your Virtual Reputation Can Impact Your Real-Life Career

A polished professional reputation can make or break your chances of cultivating a successful long-term career. And now, thanks to the Internet, that reputation includes your online activities.

Connecting with others through sites like LinkedIn and Facebook can be useful in building your roster of professional contacts. But be careful as you navigate the scene in cyberspace. Information you post to these venues, online bulletin boards, and your personal website or blog can be found by hiring managers. Prospective employers are increasingly turning to the Internet to get a more complete picture of applicants.

Keep the following in mind the next time you surf the Web:

- **Take stock.** Discover what information about you — if any — already is online by performing a search using popular search engines. If you discover an item that you wouldn't want your professional peers to see, ask the person who posted the information or website administrator to remove it.
- **Exercise discretion.** When interacting online, be selective about which venues you participate in and who you allow into your personal and professional networks. If you regularly contribute to blogs or forums, give thought as to how your statements may be interpreted by those outside your community.
- **Take charge of your image.** If you belong to a professional networking website, treat your online profile like a resume and include information that will give others a sense of your background and skill set. Leave out facts unrelated to your

professional history and career goals, unless you are networking for purely social reasons.

- **Observe the proper etiquette.** When networking with others online, behave graciously with everyone you encounter and follow posted protocols. Thank anyone who assists you, and be sure to return the favor when possible.
- **Share your insights.** Posting useful advice and commentary on industry forums and authoring online articles in your area of expertise can add to your credibility.

For additional tips on managing your online reputation, as well as conducting an online job search, download a free copy of *Search Smarts: Best Practices for Conducting an Online Job Search* at <http://www.rhi.com/onlinejobsearch>.

*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).*

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## IAAP Lehigh Valley Chapter Calendar / At a Glance

March/April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MARCH 1	2	3	4	5	6 Anne Logan	7
8 Daylight Saving Time Begins	9	10	11	12	13	14
15	16	17 St. Patrick's Day	18	19	20 Spring Begins	21
22	23	24	25	26	27	28
29	30	31	APRIL 1	2	3	4
5	6 Mary Ellen Long CAP	7	8	9 Harriet Herb	10	11
12 Easter	13	14	15	16	17	18
19	20 APD Celebration BarnHouse Village	21 Sally Ande CPS	22 Administrative Professionals Day	23	24 Claudine Bertalan	25
26	27	28	29	30		

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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## Community Service Committee

March 13, 2009

I would like to thank everyone who gave monetary donations to help supply care packages for three of our overseas troops. We had collected \$80.00 for Steven Whitesell whom is currently serving in Iraq. We had collected \$110.00 for Maryann Vought's grandson, Stephen Vought who is serving in Iraq in the US Marine Corps. Maryann suggested splitting the money and using the other half for someone else. Therefore, we are purchasing a Hug-a-hero doll for Ryan Woolf's daughter. Ryan is the son in law of Connie Uhler and is a pilot for the Air Force, currently serving overseas. Ryan wanted nothing for himself, but asked that we purchase this for his daughter. This will conclude the community service project for this year and again a big thank you to everyone that helped make it a success.

Respectfully Submitted,

*Heather L. Youse*

Committee Chairperson





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

## Membership Committee Report March 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	
02/28/2009	51	2	0	0	53	(3)

Our membership remained at 53 during February, having neither gained nor lost any members.

We will continue to work on retention of our existing members by contacting them when they receive their second membership renewal notice. 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 began our 2008-09 year with 672 members and 24 chapters in the PA Division. This information will be updated when Statistic and Scoreboard reports resume June 30, 2009.

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

*Carol A. Ziegler CPS/CAP*

Co-chairman

Members: Karen D'Angelo, Lynn Nocera

*Sandy A. Dredge CPS*

Co-chairman





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

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**

**FEBRUARY 2, 2009**

**CALL TO ORDER:** The February 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, February 2, 2009. The meeting was called to order at 6:00 pm.

**ATTENDANCE:** Sally Ande CPS; Sandy Dredge CPS; Gayle Gunderman CPS; Pat Leibensperger CPS; Lynn Nocera; Linda Schmoyer CPS; Jayne Sullivan; Mary Ann Vought CPS/CAP; and Carol Ziegler CPS/CAP.

### **OFFICER REPORTS:**

#### **President – Jayne Sullivan**

- The Board discussed the Pennsylvania Division Annual Meeting to be held May 15-17, 2009. Jayne Sullivan will be the delegate, and Linda Schmoyer will serve as alternate delegate. It was noted that volunteers are needed to work at the meeting.
- The Board discussed the possibility of attending or sponsoring an Administrative Briefing on Tuesday, April 21, 2009. Jayne will speak with Betty Hofacker of Air Products and Linda Schmoyer of Lehigh University to see if their respective companies will sponsor a seminar and open it to IAAP members.

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

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

#### **Treasurer – Sally Ande CPS**

### **AGENDA ITEMS**

#### **Committees:**

#### **APD® 2009**

*Pat Leibensperger CPS – Chairman*

- Pat reported that the committee has selected the Barnhouse Village as the site for our APD meeting and that it will be held on Monday, April 20. Cost per person will be \$30. A flyer will be prepared and placed on our website. Lynn Nocera will take the reservations, print CEU certificates and receipts for all attendees. Sandy Dredge has offered to compose the program and send it to Pat Leibensperger for her review. The final copy of the program will be forwarded to Connie Uhler or Anne Logan at Mallinckrodt Baker, who offered to print the programs.

#### **Education/Program**

*Rosemary Geosits - Chairman*

- It was reported that the proposed February speaker requested to postpone her presentation. Rosemary will soon advise us of the new February speaker and topic.

#### **Meeting Reservations**

*Lynn Nocera - Chairman*

- Lynn discussed our concern about food quality with the banquet manager at the Sheraton. Lynn will gather information on other local restaurants/facilities, including the Ramada on MacArthur Road, prior to signing a contract for next year.

## **Membership**

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

- Member-at-Large Stacy Fritzingler is now a member of the Lehigh Valley Chapter.
- Tanja Terrell was also a former member-at-large, who transferred to a full membership with our chapter. She was officially welcomed at our January general meeting.
- Current membership is 54.

## **Nominating Committee**

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

- Our succession plan was discussed. With the plan, Linda Schmoyer CPS would be nominated for President and Gayle Gunderman CPS for Vice President. Sally Ande CPS would serve a second term as Treasurer. The Committee is currently seeking candidates to be nominated for the position of Secretary.
- According to our by-laws, the slate of officers will be presented to the membership at our March meeting and will be published in our April newsletter. The election of officers will be conducted at the May general meeting, and elected officers will be installed at the June general meeting.

## **Research & Education Fund/Retirement Trust Foundation**

*Board*

- Checks in the amount of \$100 each was sent to the PA Division Professional Development Fund and to the IAAP Research & Education Foundation respectively, as approved by the Board at the January 12 meeting.

## **Roster**

*Carol Ziegler CAP – Chairman*

- The roster on the chapter website contains current, up-to-date information. Carol reported that Mack Trucks will be unable to provide the printing of rosters next year. If we decide to continue printing rosters for our members, we will need to find someone who has the capabilities to print and/or can assume this cost.

## **Ways and Means**

*Heather Youse – Chairman*

- Heather has expressed that she does not wish to chair the committee next year. The Board discussed possible candidates to assume this role.

## **Website**

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

- It is expected that the upgrade to the chapter website will be completed by September.

## **GOOD OF THE ORDER**

- Sandy Dredge CPS reported that she has re-certified.

## **ANNOUNCEMENTS**

- Newsletter items are due to Mary Ellen Spedding by Friday, February 6, 2009.
- The next Board Meeting will be held on Monday, March 2, 2009, at Mack Trucks, Inc.
- The next General Meeting will be held at 6:00 pm on Monday, February 23, 2009, at Four Points Sheraton, Airport Road.

## **ADJOURNMENT**

**Adjourn:** There being no further business to discuss, President Jayne Sullivan adjourned the meeting at 7:45 pm.

**Respectively submitted:**

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