

# *IAAP Lehigh Valley Chapter*



## Allentown - Bethlehem - Easton and surrounding area

IAAP® – Lehigh Valley Chapter 216120  
Allentown PA 18105

Lehigh Valley Chapter: <http://www.iaapplehighvalley.org>  
Pennsylvania Division: [www.iaap-pennsylvania.org](http://www.iaap-pennsylvania.org)  
International: <http://www.iaap-hq.org>

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Lehigh Valley Chapter

**NOVEMBER 2009**  
**NEWSLETTER**



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November 2009



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

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

### 2009 – 2010 Officers

**Linda D Schmoyer CPS**  
**President**

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**Secretary**

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**Sally A Ande CPS**  
**Treasurer**

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Lehigh Valley Chapter

*An optimist is a person who starts  
a new diet on Thanksgiving Day.  
~Irv Kupcinet*

Dear Members,

As we look forward to the Thanksgiving holiday, please remember to take the time to count your blessings. Remember that every day is a gift, help others and teach them to count their blessings too.

Thank you to Sandy Dredge CPS/CAP and Carol Ziegler CPS/CAP for showing us our new and improved chapter website at our last month's meeting. I can't say enough about how great the site looks. It's truly one of the best chapter websites out there. Take a minute to look and explore its rich resources.

Welcome to our newest member, **Jennifer A. Haas** of The Da Vinci Discovery Center of Science & Technology to our chapter. If you haven't had a chance, please say hello.

Start cleaning out your closets! Our Community Service Project for this year will be collecting clothing for **VIA of the Lehigh Valley**. The funds raised from the sale of the clothing will be used to support programs for children with disabilities living in our community. Whether your clothing has lost its style or just mysteriously shrunk in size, we welcome your contribution. Please see the newsletter flyer for more details. Bring your clothing donations to our January and February meetings and they will be given a second life at VIA.

Thank you to everyone who participated in the **RADA** cutlery sale. This was a quick fundraiser for holiday giving. If you missed the flyer at last month's meeting, please see Gayle Gunderman CPS for more information.

Keep selling those **Raffle tickets** for the 50/50 drawing. Raffle tickets make wonderful stocking stuffers and at \$1 a chance, they are a real bargain. If you haven't gotten your tickets yet, please see Sandy Dredge CPS/CAP. Remember - tickets can be sold up to the January 25th drawing.

Please join us for this month's program on Monday, November 23, at the Four Points by Sheraton, Allentown Jetport. Rita Guthrie (The Idea Lady)- Founder/Owner, Open Door Public Relations will present **Reinventing Yourself At Any Age: Exploring New Career Options (It's not just a job—it's an adventure!)**. This is an excellent program for anyone exploring new career options and opportunities. Bring a friend – guests are always welcome!

Remember to count your blessings,

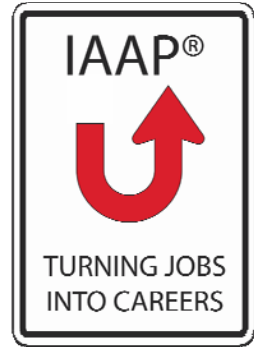
*Linda*



International Association of  
Administrative Professionals®

# International Association of Administrative Professionals®

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



**DATE:** Monday, November 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:

- ★ Butternut Squash Soup, Roasted Filet of Salmon, Wild Rice Pilaf, Autumn Vegetable Medley
- ★ Entrée includes breads/spreads, iced tea/coffee/tea. Dessert: Warm Bread Pudding

### Program:

**Reinventing Yourself At Any Age: Exploring New Career Options**  
**(It's not just a job—it's an adventure!)**

*Presented by: Rita Guthrie (The Idea Lady!) – Founder/Owner, Open Door Public Relations*

These days, people of all ages are inventing and reinventing themselves for various reasons. How does one even begin to explore career options that satisfy the heart and soul as well as the wallet? What opportunities are out there? Surprisingly, it is not as important to know about the job market as it is to know about yourself. Before you can decide the best course of action, you need to consider all your options—and create new options.

Rita Guthrie is the founder and owner of Open Door PR, a boutique consulting firm dedicated to small business issues. Nicknamed "The Idea Lady" early on, Rita has been involved in public relations and creative business events since the early 1990s. Her business officially launched in 2005 and has since expanded client services and added networking events. Rita advocates co-marketing and taking simple steps to increase your visibility.

*Remember: Guests are always welcome!*

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

✂-----

### Reservation Form: November 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

# Welcome New Members!



Please welcome new members who have joined our Chapter since July 2009. Contact information is available in the Roster in Members Place on our chapter website.

Name	Company	Join Date
Jennifer A. Haas	The Da Vinci Discovery Center of Science & Technology	10/16/09

## To Do List Management: Using your list to create a focused day



To Do list management is a task that most of us have to deal with, regardless of our profession. In fact, many people struggle with creating and using a To Do list. The tips listed below give you valuable information about creating a To Do list management system that works for you.

Everyone has plenty to do in their workday and interruptions are an everyday occurrence. Being able to stay focused allows you to not only get things crossed off your To Do List but gives you a sense of real accomplishment at the end of the day. Keep these tips in mind when working on your To Do List:

- Ignore your email at least for the first hour of your day. You may be tempted to “do a quick check” but there’s no such thing. While most emails are important, they aren’t urgent and we often waste more time hanging out in the Inbox than anywhere else in our office.
- Review your calendar of the day’s appointments, making note of any meeting requiring paperwork you’ll need to prepare while creating your To Do list. This ensures that the most urgent tasks on your to do list get completed first.
- Prioritize your To Do List for the day. Decide what absolutely must get done today and prioritize accordingly. This will serve as a reminder of the tasks that need your attention throughout the day so you’ll be less apt to waste time elsewhere.
- Make phone calls early. You’ll be able to cross a few things off your To Do list immediately. This also helps you to catch people before they get busy with meetings and other appointments.
- Designate specific times of the day to check emails and voicemails. This will drastically cut down on your interruptions but will also give you concentrated blocks of time to get back to others. Ideal times will vary, but many find that checking email mid-morning, just after lunch, mid afternoon and finally about thirty minutes before leaving the office works well. After checking mailboxes, return to your To Do list; procrastinating in email won’t help you cross things off!
- Take the last 15 minutes each day to review your To Do list and assess which things will need to be completed the next day. Tidy and put things away in your office. Take home any personal items that may have come with you to work. Walking in to a non-cluttered office is a wonderful way to start your day and you’ll be glad you took the time to put things away.
- Finally, review your calendar and your tentative To-Do list for tomorrow. This is a great way to avoid overlooking early morning breakfast meetings or bigger projects requiring your attention.

To do list management does not need to be a tedious task. Just be aware of your To Do list and continue to cross things off; there’s nothing quite like it!

By: Audrey Thomas



## Coworker Crime on the Rise

Crime at the workplace may be more prevalent than you suspect — and it doesn't have anything to do with missing office supplies or petty cash. In a recent survey by OfficeTeam, 29 percent of employees interviewed said that a coworker has at some point taken credit for their ideas.

The competitive nature of today's workplace may be contributing to idea theft. The tight economy leaves many feeling desperate to impress management in an effort to prove their value to the company or position themselves for a promotion.

Taking proactive measures to share your ideas directly with management and other colleagues, especially early on, can help ensure everyone knows the concept originated with you.

Here are some additional tips for getting the credit you deserve:

- **Check in often.** Use regular meetings with your manager to give status updates on your ideas and the progress you've made to implement them.
- **Don't be shy.** If your contributions to projects continually get overlooked, think about how you communicate to team members. If other people routinely get credit for your ideas, it may be a sign that you need to be more assertive in your role.
- **Keep your reactions in check.** When a coworker does receive credit for your idea, try to get to the bottom of the situation before you react to it. It could be a misunderstanding, and you should give your colleague the opportunity to present his or her side of the story.

- **Speak up for others.** If you are credited with a coworker's idea, be sure to swiftly correct the situation. Your colleague will appreciate it, and you will set an example for everyone to follow.

Although getting credit on the job is important to your success, giving credit to others can be just as beneficial. Acknowledging those who help develop an idea can motivate the entire team.

*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](http://www.officeteam.com).*

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# **COMMITTEE REPORTS**



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

## Membership Committee Annual Report November 6, 2009

### Chapter Membership Statistics:

Date	Professional	Merited	Student	Associate	Total	Net Gain/(Loss)
06/30/2009	49	2	0	0	51	
10/31/2009	47	2	0	0	49	(2)

In October we gained one new member and lost one member who did not renew her membership, keeping our total membership at 49.

Retention of members will be particularly difficult this year. Due to the current economic situation, many of our companies have discontinued financial support of employee memberships in professional organizations, and many of our members have become unemployed. This coupled with the dues increase effective January 1, 2010, will make it difficult for many members 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 06/30/09	As of 10/31/09	Net Gain/ (Loss)	% of Gain/ (Loss)	Rank within District	Rank within Association
Membership	601	574	(27)	(4.5%)		
No. of Chapters	24	19	(6)	(25%)		

As of October 31, we have 574 members and 19 chapters in the PA Division, a loss of 27 members and 6 chapters since June 30. Information from International is still incomplete, so I have no ranking within the district or Association.

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

*Sandy A. Dredge CPS*  
Co-chairman

Members: Karen D'Angelo, Lynn Nocera






◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

## 50 / 50 RAFFLE

Name	_____
Address	_____
City	_____
State/Zip	_____
Phone #	_____
Seller	_____

**International Association of Administrative Professionals®**  
**IAAP Lehigh Valley Chapter**  
**50/50 Raffle**

  
International Association of Administrative Professionals

**\$1.00**

1<sup>st</sup> Prize — 25%  
2<sup>nd</sup> Prize — 15%  
3<sup>rd</sup> Prize — 10%

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Proceeds will benefit the Lehigh Valley Chapter Education Programs  
Drawing Monday, January 25, 2010

The International Association of Administrative Professionals® — Lehigh Valley Chapter will be selling 50/50 Raffle tickets with the proceeds to benefit the Lehigh Valley Chapter Education Program costs. Each ticket is \$1.00 and tickets were distributed to members at our September 28, 2009 meeting. We will have more than three months to sell a total of 1,500 tickets with the drawing to be held at our January 25, 2010 meeting.

Best case scenario (all tickets sold) will provide our Chapter funds with \$700 profit (\$1,500 minus tickets, printing and miscellaneous expenses of \$100) and award the following prizes to the lucky winners:

- 1<sup>st</sup> Prize – \$350
- 2<sup>nd</sup> Prize – \$210
- 3<sup>rd</sup> Prize – \$140

Purchase them for Christmas gifts and stocking stuffers for friends and family. Your help is greatly appreciated in making this a successful fundraiser, and members and guests will benefit from the excellent education programs we provide. Please pick up your tickets at the next meeting or contact me to make arrangements to receive packets of 25 tickets.

Sandra A. Dredge CPS (Sandy)

[pmanhattan@rcn.com](mailto:pmanhattan@rcn.com)

610-798-9432 Home

484-560-4655 Mobile

[sdredge@pacesetterglobal.com](mailto:sdredge@pacesetterglobal.com)

610-264-8624 Work

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## IAAP Lehigh Valley Chapter Calendar / At a Glance

Nov/Dec 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
NOV 1 Daylight Saving Time Ends	2	3 Election Day	4	5	6	7
8	9	10	11 Veterans Day	12	13	14
15 Stacy Fritzing	16	17	18	19	20	21
22	23	24 Phil Repp	25	26 Thanksgiving	27	28
29	30	DEC 1	2	3	4 Jeannette Tucker	5 Mary Jane Fertil CPS
6	7 Pearl Harbor Remembrance Day	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Winter Begins	22	23	24	25 Christmas Day	26 Diane Merkel
27	28	29	30	31	JANUARY 1 2010	Happy New Year!

Chapter Meetings – Fourth Monday of the Month, September thru June – Four Points Sheraton (No December meeting)  
 Board Meetings – Monday following General Meeting – 6:00PM – Fairfield Inn and Suites by Marriott



## 2009/10 LEHIGH VALLEY CHAPTER



- CHAPTER OFFICERS
- COMMITTEE CHAIRS/CO-CHAIRS
- COMMITTEE MEMBERS

Chapter Officers	
<b>President</b>	<b>Linda D Schmoyer CPS</b>
<b>Vice President</b>	<b>Gayle F Gunderman CPS</b>
<b>Secretary</b>	<b>Cathy L. Wimmer</b>
<b>Treasurer</b>	<b>Sally Ande CPS</b>

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