IAAP Lehigh Valley Chapter

Allentown – Bethlehem – Easton and surrounding area

IAAP® – Lehigh Valley Chapter 216120
Allentown PA 18105

Lehigh Valley Chapter: http://www.iaaplehighvalley.org
Pennsylvania Division: www.iaap-pennsylvania.org
International: http://www.iaap-hq.org

POWER of Commitment
Lehigh Valley Chapter

FEBRUARY 2010 NEWSLETTER

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LEHIGH VALLEY CHAPTER
ALLENTOWN, PA 18105

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

2009 – 2010 Officers

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February 2010

Dear Members,

As I look around, I turn and see the color red everywhere! Red roses, red candy boxes and red hearts. Of course, it must be the month of February and Valentine's Day. It's that time of the year when we show the special people in our lives how much we care about them. Flowers and a little chocolate can go a long way!

But, another way to show you care is by being aware that February is American Heart Month. Every year more Americans die from heart disease than any other disease. Visit the American Heart Association's web site at www.americanheart.org or www.heartforwomen.org. They are both great sites for information regarding heart disease. Learn how to keep yourself and the special people in your life "heart" healthy!

Welcome-

To our newest member-Pamela Marth of Western Salisbury Elementary School. Be sure to say hello and introduce yourself at our next meeting.

Thank you-

To our members and guests who attended our January meeting and learned about the fine art of event planning. What a great turnout of membership!

To Mallinckrodt Baker, Inc. for their generous donation to the Lehigh Valley Chapter as presented by Anne Logan and Connie Uhler at our January meeting. This donation will enable our chapter to continue to provide the professional/educational programming and quality guests that you have come to expect. A special thank you to Anne Logan for initiating and coordinating the donation.

To Sandy Dredge for organizing the Ways and Means 50/50 raffle. Congratulations to our winners. See Sandy's report for details.

To all who contributed to our Ways and Means project in January. At our last meeting, Mary Ellen Long's SUV was packed to the brim with clothing donations for VIA. Remember, February is the last month to bring in your clothing donations for VIA. As before, Mary Ellen will be available to take your donations before the meeting.

And just in time, as our closets are getting emptier, we welcome this month's speaker. Chris Fairchild, Professional Organizer, will present **Sorting It All Out – Let's Get Organized!** He is the owner of *In Order (Home, Business, and Personal Organizing.* I'm certainly looking forward to new ideas for reorganizing my closets and home now that I've got all that extra room. Please bring a friend or coworker.

All my best,
Linda

SAVE THE DATE:
April Meeting – APD (Administrative Professionals Day)
Monday, April 19, 2010

International Association of Administrative Professionals®

Lehigh Valley Chapter
50 Years of excellence
1957-2007

IAAP®
TURNING JOBS INTO CAREERS

DATE: **Monday, February 22, 2010**
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:

- ★ Antipasto Salad, Chicken Parmesan, Ziti with Marinara Sauce, Sautéed Zucchini
- ★ Entrée includes breads/spreads, iced tea/coffee/tea, dessert

Program:

SORTING IT ALL OUT – LET'S GET ORGANIZED!
Presented by: Chris Fairchild
Owner, *In Order* (Home, Business, & Personal Organizing)

Program note: .1CEU / 1 Recert pending approval

Are you sometimes frustrated trying to find things? Want to get your mail and random paperwork fully organized but not sure exactly where to start? Desiring a home where your dining tables and kitchen counters are used for their intended purpose again? Wish you weren't contributing to all those "time wasted searching for documents" stats at work? Chris can help! Using the acronym PATH as a guide, he'll discuss Priorities, Areas, Techniques, and Habits. Join us as we learn some low stress solutions to take control of mail and paper once and for all!

Chris Fairchild is a professional organizer and owner of *In Order*, a full service organizing business in Easton that assists Lehigh Valley and Bucks County individuals and families with their home, business, and personal life.

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

Reservations may be made on-line (www.iaaplehighvalley.org) or via the form below
Reservation/Cancellation Deadline: Thursday, February 18, 2010
Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM

✂----------

Reservation Form: **February 22, 2010**

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 in January 2010. Contact information is available in the Roster in Members Place on our chapter website.

Name	Company	Join Date
Pamela A. Marth	Western Salisbury Elementary School	1/20/10

Are You an Office MVP?

With many companies still operating with lean teams and tight budgets, your contributions to the business are more valuable — and more noticeable. Are you doing what you can to distinguish yourself as one of your firm's top performers? Ask yourself the following questions to determine if you truly are an office MVP:

1. **Do you have a winning attitude?** The best employees are positive and take challenges in stride. How have you handled a difficult boss or coworker, budget cut, or error in the past? Admitting to a mistake, for example, can be difficult and humbling, but firms value those who can make a tough call and take the corrective action necessary to quickly rectify the situation.
2. **Can you change tactics?** It's important that you're determined to get the job done, but you also must remain flexible. Top performers don't give up on problems; instead, they tackle them from multiple angles. The next time you hit a roadblock, try adjusting your strategy or soliciting input from a colleague for a different point of view.
3. **What are your professional goals?** Top performers strive for success in everything they do and have a good sense of what it takes to get them to the next level. Setting long-term goals for your career can give you focus and prevent you from just drifting along.
4. **How do you handle difficult choices?** The most valuable employees can be counted on to exercise good judgment and make tough decisions. So consider

how you typically approach complex problems. The best decision makers remain calm and carefully weigh the facts before acting.

5. **Are you a good sport?** MVPs always act ethically and don't climb over others on their way to the top. Basing your choices on a set of strong values can help you act appropriately no matter the situation.

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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Rule of 12

How Are You Perceived at Work? Keep This Rule in Mind

By Joan Burge

"How do you think other people perceive your level of professionalism in the office? How about when you first meet a VIP or new colleague? Over the years, I have found that people often forget that they "market" themselves to others in everything they do, every minute of the workday: the way they speak, walk, talk, behave, etc.

How others *perceive* your professionalism – based on this kind of "indirect marketing," as I like to call it – is critical to your overall success. That's why I want to share with you the "Rule of 12," which can help remind you to make positive impressions as often and consistently as possible.

If you've never heard of the "Rule of 12" before, here is what it means:

- Generally, people notice and begin to "size up" others at a distance of **12 feet**. A good example of this is when someone enters a room… or you're mingling at a business function, but are only aware of those in your immediate vicinity.
- Once you've made an initial impact on people, they'll start focusing on the top **12 inches** of your body – specifically your face and facial expressions.
- Then, whatever perception you've given them is reinforced or diminished by the first **12 words** you speak. At this point, you've made your crucial first impression, and people will decide whether to get to know you better or not.

People's perceptions of you can be changed, of course – but we all know it's harder to do that than making a great impression from the start of your work relationship! So remember the Rule of 12 – and consider sharing it with your colleagues. Professionalism is contagious; pass it along!"

Joan Burge is one of North America's foremost authorities on workplace excellence and administrative effectiveness, and the CEO and founder of Office Dynamics – a premier training and development provider since 1990. Her programs and "Star Performance" philosophy have been embraced and endorsed by some of the world's leading businesses and organizations. Learn more at OfficeDynamics.com, or call 800-STAR-139.

COMMITTEE REPORTS

♦Lehigh Valley Chapter #216120 ♦ Allentown, Pennsylvania ♦

SAVE THE DATE – MONDAY, APRIL 19, 2010

ANNUAL DINNER AND PROGRAM IN RECOGNITION OF OUR PROFESSION AND OUR IAAP ORGANIZATION

The Lehigh Valley Chapter of IAAP cordially invites you to our annual dinner and program to celebrate our careers and our professional organization.

Due to many positive comments from last year's event, we are returning to the Barn House Village Banquet Facility. The committee is planning a buffet dinner and an exciting program relevant to the profession which will broaden our personal and professional interests and products designed to make a "clear desk and clear mind." Our speaker has appeared on Channel 69's News at Sunrise and we're looking forward to her energy and knowledge spilling over into our offices and homes.

Be sure to invite your co-workers, your boss, or friends to join our group for food, fun, and a knowledgeable experience.

Reservation forms will be at the February 22 meeting and on our website. The cost will be $35 for members and non-members, with a cash bar. The BarnHouse Village is located approximately 4 miles north of Route 22 on Airport Road, at the intersection of Route 329.

Pat Leibensperger & Karen D'Angelo
Co-Chairs APD

Community Service Opportunity

Recycling

VIA Thrift Store Donations

Thank you!! At the January meeting, about 30 bags of gently used clothes, shoes and household items were donated to the VIA Thrift Store.

We will be collecting again at the February meeting. Items can be dropped off at my SUV in the parking lot, or in the foyer of the Four Points Sheraton.

Mary Ellen Long CAP
Community Service Committee Chair

♦Lehigh Valley Chapter #216120 ♦ Allentown, Pennsylvania ♦

Membership Committee Annual Report
February 5, 2010

Chapter Membership Statistics:

Date	Professional	Merited	Student	Associate	Total	Net Gain/(Loss)
06/30/2009	49	2	0	0	51	
01/31/2010	48	2	0	0	50	(1)

Although we gained one new member in January, we also lost one member who did not renew her membership, holding our total membership at 50.

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 12/31/09	Net Gain/ (Loss)	% of Gain/ (Loss)	Rank within District	Rank within Association
Membership	601	563	(38)	(6.3%)		
No. of Chapters	24	19	(6)	(25%)		

As of December 31, we have 563 members and 19 chapters in the PA Division, a loss of 38 members and 6 chapters since June 30. No updated information as of January 31, 2010 has been published by International.

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

POWER of Commitment
Lehigh Valley Chapter

International Association of Administrative Professionals®

♦Lehigh Valley Chapter #216120 ♦ Allentown, Pennsylvania ♦

FINAL REPORT
50 / 50 RAFFLE
Drawing Monday, January 25, 2010

Winners and Total Amount Paid below:

1st Prize Winner — Jayne Sullivan	$150.00
2nd PrizeWinner — Jean Meckley CPS	$90.00
3rd PrizeWinner — Jackie Solt	$60.00
Seller: Pat Zemitis CPS	

Respectfully submitted
Sandra A. Dredge CPS
50/50 Raffle Chairman

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IAAP Lehigh Valley Chapter Calendar

February/March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	February 1 **Board Meeting** Fairfield Inn & Suites	2	3	4	5	6
7	8 Linda Schmoyer	9 Catherine Campanaro	10	11	12 Lincoln's Birthday	13
14 Valentine's Day	15 Presidents' Day	16	17	18	19	20
21 Washington's Birthday →	22 **Chapter Meeting** Four Points Sheraton	23	24	25	26	27
28	March 1 **Board Meeting** Fairfield Inn & Suites	2	3	4	5	6
7	8	9	10	11	12	13
14 Daylight Saving Time Begins	15	16	17	18	19	20 Spring Begins
21	22 **Chapter Meeting** Four Points Sheraton	23	24	25	26	27
28	29 **Board Meeting** Fairfield Inn & Suites	30	31			

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	
President	Linda D Schmoyer CPS
Vice President	Gayle F Gunderman CPS
Secretary	Cathy L. Wimmer
Treasurer	Sally Ande CPS

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