

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

**JANUARY 2010
NEWSLETTER**



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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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27 Memorial Drive
Bethlehem PA 18015
610-758-5071
lds207@lehigh.edu

**Gayle F Gunderman CPS
Vice President**

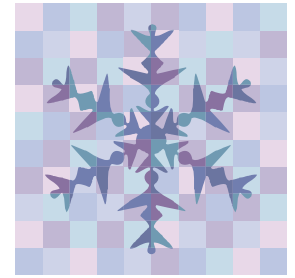
Mack Trucks Inc.
2402 Lehigh Parkway South
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**Cathy L. Wimmer
Secretary**

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22 S Second Street
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**Sally A Ande CPS
Treasurer**

1128 North 30th Street
Allentown PA 18104
610-799-1187
sande@lccc.edu



January 2010

Dear Members,

Happy New Year and welcome to a new decade! I hope that all of you had a wonderful holiday spent with family and friends.

As the New Year begins, I especially want to thank each of you for your contributions to IAAP and the Lehigh Valley Chapter. It takes everyone's effort and Power of Commitment to make our chapter the success that it is.

In the New Year I challenge all our chapter members to make a resolution to grow personally and professionally. Join us for a chapter meeting, take advantage of networking opportunities, become certified (CPS/CAP), learn new skills or become a mentor. IAAP offers so many opportunities for everyone.

Meet that challenge by joining us at our January 25th meeting when David F. Schweiger & Rachel Plews will present *"What Do you Mean I Have To Plan An Event?!"* Need help planning an event at work or want to know more about the event planning industry? Bring your questions to the event planning experts.

Don't forget to bring your clothing donations to the meeting for our community service project in support of VIA. Items will be collected at both the January and February meetings.

And last but not least, final chance to get your raffle tickets to support our chapter programs and speakers! A lucky winner will be drawn at our January meeting. As they say, "You have to play to win!"

Looking forward to our January 25th chapter meeting, I want to encourage each of you to bring along a guest.

All my best,

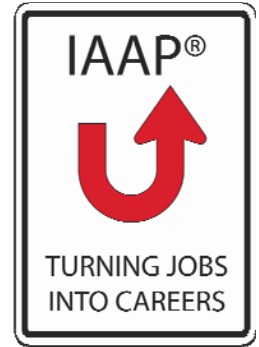
Linda



International Association of
Administrative Professionals®

International Association of Administrative Professionals®

Lehigh Valley Chapter
50 Years of excellence
1957-2007



DATE: Monday, January 25, 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:

- ★ Cranberry/Raspberry Salad, Pork & Sauerkraut, Mashed Potatoes, Baked Corn
- ★ Entrée includes breads/spreads, iced tea/coffee/tea, dessert

Program:

What Do You Mean I Have To Plan An Event ?!

Presented by: David F. Schweiger & Rachel Plews

Happy New Year, IAAP Colleagues! Why not begin 2010 with solid information and gained knowledge in the area of meeting and event planning? Maybe you've already 'dipped your toes' in this area of the business, planning events for your own company but would like to know more? Or perhaps you're interested in changing careers and would like an overview of which essential skills and knowledge you will need to successfully enter the fast-paced and challenging event planning industry. Whatever the case, this will be time well spent!

Our presenters are eminently qualified to address this subject. We will have David Schweiger Director of the Hotel & Restaurant Management Program and Hospitality Career Institute, Northampton Community College. Joining David, and co-presenting, will be Rachel Plews, Assistant to the Director of The Hospitality Career Institute. 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, January 21, 2010

Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM

✂-----

Reservation Form: January 25, 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

In Memoriam

Laura M. Brunner

April 22, 1963 – January 9, 2010

Laura Brunner, a former chapter member, passed away Saturday, January 9, 2010, after a long and valiant fight against cancer. She was a very brave lady who always maintained a positive attitude. Please remember her in your prayers.

Obituary, Morning Call Monday, January 11, 2010.

Laura M. Brunner



Laura M. (Hansen) Brunner, 46, of Palmerton, died Saturday, January 9, 2010 in her home. She was the wife of Glenn S. Brunner. The couple celebrated their 25th wedding anniversary last April 14. Born in Allentown, April 22, 1963, Laura was the daughter of the late Emil and Elizabeth L. (Yoachim) Hansen. She faithfully and honorably served her country in the U.S. Marine Corps during the Gulf War with a rank of Sergeant. Laura was employed by PennDot for 19 years where she held the positions of Human Resources Analyst, Administrative Assistant to the District Executive, Assistant District Executive - Design Secretary

and Construction Division Secretary last working in 2005. Her professional organizations include membership in the IAAP and ASDT. She was a member of the Union Evangelical Lutheran Church, Schnecksville and a Breast Cancer Support Group in Lehighton. **Survivors:** Husband; daughter, Andrea R. Brunner at home; sisters, Elizabeth L. Manner of Palmerton, Linda L. Kraftician and Lisa A. Dixson both of Kunkletown; brother, Edward J. Manner of Tyler, Texas. **Service:** Funeral services will be held 11 a.m. Wednesday at Union Evangelical Lutheran Church, 5500 Route 873, Schnecksville with the Rev. Dennis W. Moore officiating. Family and friends may call 9:30 to 11 a.m. Wednesday in the church. Interment with military honors will follow the service at Union Church Cemetery, Neffs. The Heintzelman Funeral Home, Inc., in Schnecksville is in charge of arrangements. **Contributions:** Flowers gratefully accepted. Memorial contributions may be made to the Union Evangelical Lutheran Church Memorial Fund c/o the funeral home, P.O. Box # 196, Schnecksville, PA 18078-0196.

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
Tammie H. Gibson	JX2 Technologies	12/10/09

To the Members of IAAP Lehigh Valley Chapter,

Reminder for our January 25th Meeting:

Going, Going, Gone.....Last chance to purchase your raffle tickets and turn in your money before our drawing at the January 25th meeting. Help support our chapter programs and speakers. Contact Sandy Dredge with questions or if you need more tickets – sdredge@pacesetterglobal.com

See Raffle Flyer

Clean out your closets and bring your donations for our Community Service Project to support VIA of the Lehigh Valley. Donations will be collected at the January and February meetings.

See VIA Flyer

Linda D. Schmoyer CPS



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

WE NEED YOUR HELP TO MAKE THIS SUCCESSFUL 50 / 50 RAFFLE

Name	_____	 <p>International Association of Administrative Professionals® IAAP Lehigh Valley Chapter 50/50 Raffle \$1.00 1st Prize — 25% 2nd Prize — 15% 3rd Prize — 10%</p> <p>POWER Commitment Lehigh Valley Chapter</p> <p>Proceeds will benefit the Lehigh Valley Chapter Education Programs Drawing Monday, January 25, 2010</p>
Address	_____	
City	_____	
State/Zip	_____	
Phone #	_____	
Seller	_____	

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 the drawing will 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:

- 1st Prize — \$350
- 2nd Prize — \$210
- 3rd Prize — \$140

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 **contact me to make arrangements to receive packets of 25 tickets.**

Sandra A. Dredge CPS (Sandy)
pmanhattan@rcn.com
610-798-9432 Home
484-560-4655 Mobile
sdredge@pacesetterglobal.com
610-264-8624 Work

POWER
of
Commitment
Lehigh Valley Chapter

Clothing Drive

via
ViaNet.org

EVERY BAG COUNTS!

We are helping [Via of the Lehigh Valley](#) raise money to support programs for children with disabilities living in our community. Via will collect your unwanted clothing for resale in Via Thrift Stores or on the international clothing market to benefit populations in extreme poverty. Proceeds from the sale of your clothing will benefit Via Children's Services, helping provide a bright future for children with disabilities. All children deserve a bright and healthy start in life and you can make a difference!

How Can You Help...

- Fill a Bag with your unwanted clothing, shoes, linens, purses, etc (nothing breakable). Items may be in any condition. For large items, such as furniture, please call 610-866-6776 to arrange for a pick-up.
- Complete a Via Clothing Drive Receipt. Place receipt in your Bag. Keep a copy for your records; your donation is tax-deductible.
- IRS code requires the donor to list the condition of items (good, like new, new, etc.) and their estimated value. Items donated must be in "Good" condition to receive a tax deduction. IRS Guidelines and a guide for estimating value are available on the [Via Thrift Store](#) portion of our website.
- Drop off filled Bag and Receipt: _____



It's that simple and it's that important...

When you donate your unwanted clothing to Via, you make a difference in a family's life. [Via's Children's Services](#) works with infants and toddlers to identify and treat developmental delays and includes family in the process so therapy can continue at home. Via trains childcare facilities so children with special needs have the opportunity to grow and learn along side their friends.



Via envisions a time when all people have equal access to appropriate developmental and educational services; have friends who care and relationships that are rich and meaningful; a rewarding career of their choice; and a satisfying retirement.



You make a difference!



Clothing Drive



via
Helping people with disabilities since 1954

EVERY BAG COUNTS!

Complete this Via Clothing Drive Receipt and place in your full bag. Keep a copy for your records; your donation is tax-deductible. Drop off filled Bags and Receipt: _____.

IRS code requires the donor to list the condition of items (good, like new, new, etc.) and their estimated value. Items donated must be in "Good" condition to receive a tax deduction. IRS Guidelines and a guide for estimating value are available on the [Via Thrift Store](http://www.vianet.org/services/donationvalue.htm) portion of our website (www.vianet.org/services/donationvalue.htm).

Name: _____ Email: _____

Address: _____

Phone: _____ Signature of Donor: _____

Item	Qty	Condition	Value
Total Value			

Via Events is a Section 501(c)(3) tax-exempt organization under the Internal Revenue Code. Contributions made to Via Events are deductible by donors subject to Section 170 and other applicable provisions of the Internal Revenue Code. Proceeds from Via Store sales support programs for children with disabilities living in our community. The Via Thrift Stores are a project of Via Events. *No goods or services were furnished to the donor in return for this donation. This is your tax receipt, please keep a copy for your records.*

Via Thrift Store Authorized Signature: _____ Date: _____



Layaway Payment Plan for EFAM

If paying for your EFAM registration in one lump sum is too hard on the budget, IAAP now has a payment plan available. The first half of your registration fee is due when you register during the month of January 2010. The second payment will be automatically charged to your credit card on April 1, 2010. See the [Layaway Payment Plan](#) form for complete details.

Regular registration opens the first week of April. Early bird member fee will be \$495 per person; non-member will be \$595 per person.

Hotel Information

Sheraton Boston Hotel— Regular room rate for single/double occupancy, \$179/night+taxes
For toll-free hotel reservations call 800-325-3535 and let them know you are with the 2010 IAAP International Education Forum and Annual Meeting.

Boston Marriott Copley Place Hotel— Regular room rate for single/double occupancy, \$182/night+taxes
To book your room over the internet, follow these instructions go to <http://cwp.marriott.com/bosco/iaap/> and expand the button labeled “Special Rates & Awards” (on the right side in the gray box). In the box labeled “Group Code” the guest would enter one of these 7-letter codes.

The Group Codes are:

I-API-A = \$182 Single/Double occupancy

I-API-B = \$202 Triple occupancy

I-API-C = \$222 Quad occupancy

You can call 800-228-9290 to reserve your room using the group codes above.



Layaway Payment Plan

2010 IAAP Education Forum & Annual Meeting
July 18-21, 2010
Boston, Massachusetts

Introducing IAAP's Layaway Payment Plan for EFAM

If paying for your EFAM registration in one lump sum is too hard on the budget, we can help. IAAP now has a payment plan available. You can pay your registration fee in two installments. The first half of your registration fee is due when you register during the month of January 2010. The second payment will be automatically charged to your credit card on April 1, 2010.

Here's what you need to know:

- Early rates for members (\$495) and non-members (\$595) are the only eligible registration categories.
- Registration will not be complete until the balance is paid on April 1, 2010.
- Cancellations must be received in writing prior to June 1, 2010 and are subject to a U.S. \$100 processing fee. Refunds will not be granted starting on June 2, 2010 nor will they be given for no-shows. Please mail, fax or e-mail cancellations to meetings@iaap-hq.org.
- This completed form needs to be faxed or e-mailed to IAAP Headquarters by Jan. 31, 2010.

It's easy to sign up. Use this form to start your EFAM layaway payment plan. The fax number is 816-891-9118 or e-mail meetings@iaap-hq.org.

Please sign below acknowledging the above information.

Name _____ E-mail _____

Member ID Number: (if IAAP member) _____

Phone _____

Signature _____

Layaway Payment Plan

Credit Card Type

- Visa Master Card
 Discover American Express

Total amount authorized, charged in two installments

\$495 Member Registration Fee
(\$247.50 now; \$247.50 April 1)

\$595 Non-Member Registration Fee
(\$297.50 now; \$297.50 April 1)

No refunds for registration cancellations after June 1, 2010. A \$100 processing fee for cancellations received on or before June 1, 2010 does apply.

Credit Card #: _____

Expiration Date: _____

Security Code: _____

Name as it appears on credit card:

Authorized Signature:

Date: _____



Why Feet Don't Lie

Carol Kinsey Goman. Ph.D.



Two of your colleagues are talking in the hallway. You'd like to join the conversation, but you don't know if you'll be seen as a rude interruption or a welcome addition.

Want to find out? Just watch their feet.

When you approach the twosome, you will be acknowledged in one of two ways. If the feet of your two colleagues stay in place and they twist only their upper torsos in your direction, they don't really want you to join the conversation. But if their feet open to include you then you know that you are truly invited to participate.

And that's only one of the messages you can get from reading feet.

Here's another example from my book, *The Nonverbal Advantage - Secrets and Science of Body Language at Work*: Whenever you are speaking with a co-worker who seems to be paying attention, and whose upper body is angled toward you, but whose legs and feet have turned toward the door – realize that the conversation is over. Her feet are telling you she wants to leave.

Foot positions are revealing even if someone's legs are crossed. If the toe of the leg that is crossed on top is pointing towards you, the person is most likely interested in you. If the opposite leg is crossed so the top toe is pointing away, the person is probably withdrawing.

Our feet and legs are not only our primary means of locomotion, they are in the forefront of reactions to “fight, flight, or freeze” survival strategies. The limbic brain is at the center of our emotional response system. Its major function is to react *instantaneously* to incoming information from the environment. Emotional reactions, as we know, occur prior to thought. Before we've had time to develop any conscious plan, our limbic brain has already made sure that our feet and legs – depending on the situation – are geared to freeze in place, run away, or kick out in defense.

When people try to control their body language, they focus primarily on facial expressions and hand/arm gestures. That's because rarely is anyone (even politicians, actors, or executives) coached in body language below the waist. And since gestures from the legs and feet are left unrehearsed, they are also where the truth can most often be found.

I witnessed an example of this at a recent conference where I was a keynote speaker. Because my speech was scheduled for the next morning, I arrived a day early to view other presenters and to get a feel for the audience. One of the sessions I saw was an interview with the President and Chief Executive Officer of a financial institute. The interviewer (a member of the CEO's staff) and interviewee were seated on stage in chairs facing the audience. The staff member read from a list of questions and the executive responded.

From a body language perspective it was fascinating. The executive's facial expressions and hand gestures signaled comfort and confidence as he shared his philosophy of “relationship banking” and the importance of employees to his company's brand.

Then came a series of questions about executive compensation. As the CEO responded to these inquiries, his expressions and gestures stayed constant – but his “foot language” changed dramatically: From a comfortable, loose leg cross, the executive suddenly locked his ankles tightly together, pulled them back under his chair, and began to make tiny kicks with both feet. He then re-crossed his ankles and kicked his feet again. And this behavior continued throughout the entire set of compensation questions.

Was the CEO comfortable addressing this issue? Well, his upper body would have you believe he was. And if that were all you could see (if, for instance, he had been sitting behind a desk or standing behind a lectern), you might have been convinced he was at ease. But his feet told an entirely different story -- one of stress and anxiety.

Of course, our feet and legs react not only to stressors and threats, they respond to positive emotions as well. “Dancing for joy,” “Kicking up your heels,” “Walking on air,” and “Staying on your toes” – they’re only some of the phrases used to acknowledge that positive connection.

Bouncing, tapping, wiggling feet are what professional poker players refer to as “happy feet.” In poker it’s a *high-confidence tell*, a signal that the player’s hand is strong.

I’ve noticed a similar signal in business negotiations. If you see a lot of high-energy foot jiggling (or if you notice a slight bounce in the shoulders that is a result of such movement) you can almost always assume that the party involved is feeling pretty good about his bargaining position. And if your seated opponent rocks back on his heels and raises his toes – he probably thinks he has the upper hand.

Feet even say a lot about your self-confidence. When you stand with your feet close together, you seem timid or hesitant. But when you widen your stance, you look more “solid” and sure of yourself.

Studies show that observers have greater success judging a person’s true emotional state when they can see the entire body. You may not know it, but instinctively you’ve been reacting to foot gestures all your life. Now you know a little more about what to look for.

Carol Kinsey Goman, Ph.D. is an executive coach and international keynote speaker at corporate, government, and association events. She’s the author of “The Nonverbal Advantage: Secrets and Science of Body Language at Work.” To contact Carol about speaking or coaching, call 510-526-1727, email CGoman@CKG.com. Carol’s website is <http://www.NonverbalAdvantage.com>. You can also follow Carol on Twitter @cgoman.

Making Career Resolutions You Can Keep

Most people view January as an opportunity to reflect on the past few months and set resolutions for the new year. When identifying upcoming goals, however, don't forget career-related resolutions. Here is some advice for setting new objectives — and sticking with them:

- **Don't bite off more than you can chew.** Be sure to identify goals that challenge you to stretch your abilities but won't require near-impossible amounts of time and effort to achieve. After all, making an unrealistic resolution can prove more frustrating than motivating. Consider your schedule and available resources.
Given these factors, what can you realistically accomplish?
- **Break it up.** Break your goals into smaller “mini-goals” to help you stay on track. If you want to take on more responsibility within your department, for example, your mini-goals may be to talk to your manager about your plan, determine the skills you need to develop, identify the appropriate professional development options, then complete the training.
- **Set deadlines.** To improve your chances of success, establish a timeline for accomplishing each step along the way to your larger objective. This will give you something to work toward and allow you to better track your progress.
- **Acknowledge your success.** No matter how small the accomplishment, give yourself a pat on the back each time you reach one of your objectives. You might treat yourself to a nice lunch, for instance. By doing so, you will maintain your momentum.

- **Maintain perspective.** Be dedicated to your career, but don't overdo it. Piling too many goals on your proverbial plate can set you up for failure. At the same time, don't lose sight of any personal resolutions you've set this year. Keeping space for other objectives, like eating healthier or taking a dance class, is important.

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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◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

Membership Committee Annual Report January 7, 2010

Chapter Membership Statistics:

Date	Professional	Merited	Student	Associate	Total	Net Gain/(Loss)
06/30/2009	49	2	0	0	51	
12/31/2009	48	2	0	0	50	(1)

In December we gained one new member, and 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 11/30/09	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 November 30, we remain at 574 members and 19 chapters in the PA Division, a loss of 27 members and 6 chapters since June 30. No updated information as of December 31 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

Members: Karen D'Angelo, Lynn Nocera

Sandy A. Dredge CPS

Co-chairman





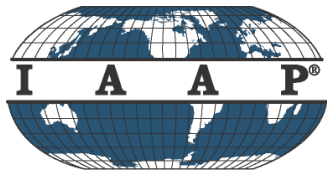
IAAP Lehigh Valley Chapter Calendar / At a Glance

Jan/Feb 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					January 1 Happy New Year!	2
3	4	5	6	7	8	9
10	11	12	13	14 Mary Ann Vought CPS/CAP	15	16
17	18 Martin Luther King Jr. Day	19	20	21	22	23
24	25	26	27	28 Mary Ellen Spedding	29 Eileen Woerner	30
31	February 1	2	3	4	5	6 Sandy Dorney
7	8 Linda Schmoyer	9	10	11	12 Lincoln's Birthday	13
14 Valentine's Day	15 Presidents' Day	16	17	18	19	20
21	22 Washington's Birthday	23	24	25	26	27
28						

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



International Association of
Administrative Professionals®

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