

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
International: <http://www.iaap-hq.org>

POWER
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Lehigh Valley Chapter

**JUNE 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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Gayle F Gunderman, CPS
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Cathy L. Wimmer
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610-799-1187
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Dear Members,



It's hard to believe that a year has gone by since I was installed as your president last June. How quickly the time has flown by. Thank you for your patience, guidance, and words of wisdom as I've grown into my leadership role. I couldn't have done it without each and every one of you. For myself, at times the year has been challenging and has forced me out of my comfort zone, but, the rewards have been "priceless".

Last month, I attended the PA Division Annual Meeting in Gettysburg, PA along with Sandy Dredge, CPS; Rosemary Geostits; Jean Meckley, CPS; Jayne Sullivan; and Carol Ziegler, CPS/CAP. We had a wonderful weekend. We networked with our fellow PA IAAP members, listened to interesting speakers, laughed with the "nuns" as they taught us about Roberts Rules of Order and even met Abe Lincoln.

The division awarded our chapter with certificates for:

- Website award for a chapter with 30 and over members
- Program award for "What Do You Mean I Have To Plan An Event?"
- Attendance honorable mention for a chapter with 30 and over members

These awards are truly a testament to our all our members and your power of commitment to IAAP. Please see the delegate/alternate report in this month's newsletter to read more about our busy weekend.

At the meeting, our chapter received approval to host the 2012 Annual PA Division meeting on June 22-24, 2012. We are in the early planning stages – so stay tuned for more details as they are finalized. To make this meeting a success, we'll need every member's help and support. If you would like to help or have suggestions, please contact Sandy Dredge, CPS, a board member or myself. Your ideas and creativity are welcome. This is an exciting opportunity for our chapter to shine.

At our May meeting, Theresa Podguski of East Penn AAA, kept us captivated with her packing expertise. We learned great techniques to use for the upcoming vacation season. I'm still amazed that so much could fit into such a small suitcase. I can't wait to use her tips to pack for July's EFAM in Boston.

Join us at this month's June 28 meeting; we will be exploring best practices of our profession. Don't forget to bring your best advice or special tip that you've learned on the job to share at the meeting. We will also be installing chapter officers for 2010-2011. President – Linda Schmoyer, CPS; Vice-President – Gail Gunderman, CPS; Secretary – Cathy Wimmer; and Treasurer – Ann Logan. Thank you to our new officers for your commitment to our chapter. I would also like to say a "thank you" and a "job well done" to our outgoing treasurer, Sally Ande, CPS. She's faithfully served as our treasurer for the past two years and kept our books in "tip-top" shape.

See you at the meeting!

All my best,

Linda

P.S. Don't forget to complete
your 2010-11 Chapter
Committee Selection form asap.

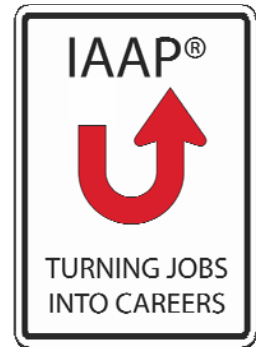
**SAVE THE DATE: Summer Board
Meeting - Saturday, August 7.
Time/Place TBD. More details to
follow.**



International Association of
Administrative Professionals®

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Lehigh Valley Chapter
50 Years of excellence
1957-2007



DATE: Monday, June 28, 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:

- ★ Tomato & Mozzarella Salad, Baked Lasagna, Garlic Breadsticks, Summer Vegetable
- ★ Entrée include, iced tea/coffee/tea, dessert (Chocolate Cake)

Program:

BEST PRACTICE FORUM

~ and ~

INSTALLATION OF 2010-2011 CHAPTER OFFICERS

Wikipedia definition of Best Practice: *Best practice is a technique or methodology that, through experience, has proven to reliably lead to a desired result. A commitment to using the best practices in any field is a commitment to using all the knowledge at one's disposal to ensure success.*

As the term "Best Practice" has become more popular, some organizations have begun using the term to refer to what are, in fact, merely **good ideas**. You are invited to come to our meeting armed with one "Best Practice" (good idea!) to share with us that you have used effectively to make your job easier. It doesn't have to be complicated; it can be very simple. This will be powerful, as we'll be putting our heads together and all walk away with several new ideas!

Join us for this short but interesting program and then witness the inauguration of our 2010-2011 Lehigh Valley Chapter Officers. Let's celebrate and close another great IAAP year of education, networking, mentoring, and encouragement. After the meeting, we'll say farewell as we enjoy our two-month summer hiatus and return in September re-energized and renewed.

Reservations may be made on-line (www.iaaplehighvalley.org) or via the form below

Reservation/Cancellation Deadline: Thursday, June 24, 2010

Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM



Reservation Form: June 28, 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



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IAAP - PA Div – 58th Annual Meeting
May 14 – 16, 2010
Wyndam Hotel, Gettysburg PA

Thursday, May 13 & Friday, May 14

Six members of our Lehigh Valley chapter went to Pennsylvania Division meeting this year held the weekend of May 14-16 at the Wyndham Hotel in Gettysburg. President, Linda Schmoyer, CPS (Delegate) picked up Jean Meckly, CPS on Thursday and arrived in time for the Ghost Tour. Sandy Dredge, CPS drove Carol Ziegler, CPS/CAP, Rosemary Geosits and Jayne Sullivan (Alternate) on Friday morning. We arrived in time for lunch and met up with the group arriving from the Battlefield Visitor Center and Eisenhower Site tour.



Our registration process went smoothly with a small Office Expo. Diane Comber, CMP called the afternoon business meeting to order and welcomed all members and guests and introduced our first speaker, David A. Berger, Trainer who presented: "Wild and Productive Thinking." He presented us with some techniques to being more creative and productive by using both the right and left side of our brains. We were given several handouts/puzzles offering help with our creativity.



Our next speaker was Susan Shamali, CPS/CAP, the current IAAP International President, spoke about "Power of Commitment" – what it is, and what does it do for you.

Tammy Coleman, CPS welcomed everyone to Gettysburg, and "An Evening with Abraham Lincoln." We were entertained by Mr. James Getty who portrayed Abraham Lincoln and gave us a detailed (and marvelous) description of the events surrounding the Civil War.

Saturday, May 15

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Credentials sign in went smoothly on Saturday morning, along with the Delegates/Alternates Briefing conducted by Dawn Hall, CAP, Parliamentary Advisor.

At 8:30 a.m. Diana Comber, CMP, called the meeting to order and opened the Business Session. Katherine Hook, CPS/CAP welcomed and introduced everyone on the PA Division Board. The Presentation of Colors was conducted by volunteers from various chapters. These volunteers had very special personal ties to military service men and women, and it was an emotional ceremony, followed by the National Anthem and Pledge of the Allegiance.



Susan Shamali, CPS/CAP welcomed and introduced Lisa Moreno, Adams County Commissioner and a representative from The Wyndham Gettysburg. Melissa Wandell, CAP introduced the keynote speaker, Col. Cole C Kingseed, US Army, Retired.

Colonel Kingseed spoke about the skills of: leadership, character and competency. He talked about his own father's leadership role and the skills he handed down. His favorite stories revolved around the leaders he admired most: Lincoln and Eisenhower – stories which included the humorous episodes of young cadets from West Point to leaders in various battle zones.

After a recess, Juanita Mort, CAP, PA Division Secretary, reopened the meeting with Roll Call of Chapters, including report of registration: Total 107 members and guests. Credential Committee Chair, Sue Palmer, CPS reported of credentials: 16 out of 18 Chapters were represented. Several corrections to the agenda were noted.

PA Division Treasurer Report presented by Maria Carney, CPS/CAP, PA Division Treasurer, referred to the audit committee with no discrepancies – as reported by Jodi Mattern, CPS. The Bylaw-proposals were read and discussed. Some discussion was centered on the proposed PA Division date change from May to June starting with the 2012 meeting. All Bylaws proposals were approved as presented.

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The Retirement Trust Foundation report was given by Lyndee Long, CPS/CAP. Special thanks was given to members and chapters who support the trust throughout the year.

The meeting continued with Diana Comber, CMP, PA Division President, who introduced the slate of Officers for 2010-2011. President, Catherine Hoke, CPS/CAP; President-Elect, Carol Lundgren, CPA/CAP; Secretary, Maria Carney, CPA/CAP; Treasurer, Patricia Clark.

The meeting continued with the State of the Division reported by Diana Comber, CMP, PA Division President, and selection of the Lehigh Valley Chapter to host the 2010 PA Division Meeting on June 22-24, 2012. Members also received an invitation to the 2011 PA Division meeting, hosted by Western Council in Clarion, PA – May 20-22, 2011. Carol Lundgren, CPS/CAP, PA Division Vice President Elect, extended an invitation to the 2010 EFAM (International Convention) in Boston.



With our morning business completed, the meeting was recessed to prepare the room for our Recognition Luncheon Tea.

After our meal, Diana Comber, CMP called the meeting to order and she introduced the members of the 2009-2010

Committees followed by recognition of CPS/CAP recipients and those members who had recertified in the past year. Next order of business was the presentation of chapter awards.



The Lehigh Valley Chapter was recognized with the following awards:

- Website award for a chapter with 30 and over members
- Program award for "What Do You Mean I Have To Plan An Event?"
- Attendance honorable mention for a chapter with 30 and over members



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Sandy Dredge CPS and Carol Ziegler CPS/CAP were also presented with a Power of Commitment pin in recognition of their hard work in developing our new chapter website.

Saturday evening's Presidents' Blue/Grey Ball began with Linda Schmoyer, CPS participating in the Parade of presidents and introduction of special guests by Diana Comber, CMP. Susan Shamali, CPS/CAP presided over the installation 2010/2011 Officers and Catherine Hoke, CPS/CAP, newly installed 2010-2011 PA Division President, presented her president's message.

After a short recess, our evening continued with a moment of reflection by Dawn Hall, CPS followed by dinner. During dessert, our entertainment for the evening was presented by The Civil War Dance Foundation. The ladies and gentlemen, dressed in period costumes, demonstrated dances that were popular during the civil war era. As we watched them dance, we were at times swept away to the 1860's as history came

alive. Our evening ended with the 2010-2011 Division Officers' receiving line.



Sunday, May 16



Our morning began at 8:15 a.m. with credential's sign in, introductions and moment of reflection by Pam Rehm, CPS, Sunday Business Session Co-Chair. After breakfast, the business session continued with my participation in a moving memorial service remembering all members who have joined the Omega Chapter during the past year:

Honor Rose Marie Mark, CPS, former Scranton Chapter; Laura M. Brunner, Lehigh Valley Chapter; Nancy Mills, CPS, former Scranton Chapter; Miriam A. Swan, Harrisburg Chapter and Mary Ann (Richards) Bankosh, former DuBois Chapter.

Jan Lang, CPS/CAP gave the report of recognition with 108 Members and guests in attendance. Sue Palmer, CPS presented the report of credentials with 15 delegates

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and 11 alternates in attendance. The meeting continued with Lynda Boulay, CPS/CAP and her retirement trust foundation update followed by the international update by Susan Shamali, CPS/CAP.

The highlight of the weekend was the Division Officers' Workshop, "Let Rob Do It". The ladies hilariously entertained us with their version of "Nonsense" while teaching us the proper use of Roberts Rules of Order at our chapter meetings. I haven't had such a good laugh in long time. Well done ladies!

Catherine Hoke, CPS/CAP announced the 2010-2011 Division Committees and the morning ended with raffles and drawings. Carol was the lucky winner of a gift basket. Following announcements by Kathie Hood, CPS/CAP the meeting was adjourned at noon.

After a successful weekend, our group traveled back to the Lehigh Valley.

Respectfully submitted,
Jayne Sullivan, Alternate
Linda Schmoyer, CPS, Delegate

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IAAP LEHIGH VALLEY CHAPTER COMMITTEE SELECTION FORM

Please use this form to select the committee(s) on which you would like to work during the 2010/2011 IAAP year.

Your Name: _____ Email: _____

Fax No. _____ Phone No. (Work) _____ Phone No. (Home) _____

Please indicate your first, second, and third choices with a "1" – "2" – or "3." If you would consider chairing or co-chairing a committee, please indicate that by marking the committee choice with a "C" or "CC." Members will be contacted about service on a committee. Please use this list as a guide in determining which committee can best use your talents. Return completed form to Chapter President.

_____ **Administrative Professionals Day®/Week® (APD/W)** – Coordinates and promotes all activities for APW and APD evening dinner. Responsible for dinner and speaker/program arrangements. Works with Publicity Committee for publicizing APD/W activities.

_____ **By-Laws and Standing Rules** – Suggests amendments to By-Laws, Standing Rules, and Procedures of the Chapter, and maintains conformity with International and Division By-Laws, Standing Rules and Procedures. (Chairman serves as Parliamentary Advisor to the Chapter.)

_____ **Certification** – Promotes the Certified Professional Secretary and Certified Administrative Professional Examinations and helps develop interest in the program throughout the Lehigh Valley. Also directs the formation and operation of a CPS®/CAP® study group.

_____ **Community Service/Public & World Affairs** – Leads the chapter's activities in the field of service to the community.

_____ **Education/Program** – Obtains speakers, films, etc., for regular meetings. Requests and issues CEU credits where appropriate. Introduces speakers and ensures that the programs run smoothly. Prepares a program/agenda for the bulletin each month. Prepares a calendar of events for the year.

_____ **History/Scrapbook** – Maintains a record of Chapter History and activities.

_____ **IAAP Student Chapter Program®** – Directs activities of Student Chapter with the help of the faculty advisor. Attends all Student Chapter meetings. Makes arrangements for student attendance at local IAAP meetings and functions.

_____ **Marketing/Publicity** – Responsible for getting notices about Chapter meetings and special functions in local publications; also may be contacted to speak at local events and publicize the organization whenever possible. Works with Chapter special events committees to publicize activities.

_____ **Membership** – Responsible for building and retaining membership.

_____ **Meeting Reservations**, collecting dinner fees via mail or at dinner meeting, and confirming number of attendees to restaurant. Prepares a list of anticipated members, guests, and speakers prior to each meeting. Greets members/guests upon arrival at each meeting. Selects restaurant and menu.

_____ **Newsletter** – Edits and publishes ten monthly issues of the Chapter's newsletter. The newsletter is published on the website and the link sent electronically to all members.

_____ **Nominating** – Directs procedures for annual nomination and election of officers, and orchestrates the installation of officers with the incoming President. (Elected by membership at February meeting.)

_____ **Research & Education Fund/Retirement Trust Foundation** Promotes interest in and raises funds for the IAAP Research & Education Fund and the Retirement Trust Foundation.

_____ **Roster** – Responsible for compiling yearly printed roster, and for keeping the roster information up to date on the website.

_____ **Seminar/Workshop** – Organizes and promotes the annual seminar at an appropriate location. Arranges program, CEU's, speaker(s), vendors, and door prizes.

_____ **Ways and Means** – Organizes and promotes fund-raising projects for the Chapter's operations, such as raffles and the sale of Entertainment books.

_____ **Website** – Monitors website to keep all entries and links current, makes necessary improvements, and helps new chairmen with publishing to the site.

_____ **Audit** – Conducts annual audit of Chapter financial records supplied by Treasurer. (Elected by membership at March meeting.)

Member of Excellence

Member of Excellence Submission Deadline –11:59 pm Central Time on June 30

Dear Lehigh Valley Chapter Members,

There's still time to submit your application for the Member of Excellence certificate. Please use the link below to access the forms listed below.

<http://pathways.iaap-hq.org/IAAPHQ/Pathways/MemberofExcellence>

Best wishes,
Linda



A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Conduct a public presentation, program or training
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review

http://www.iaap-hq.org/awardssofexcellence/excellence_Member.asp

[Member of Excellence Online Submission Form](#)

[Member Commitment Form](#)

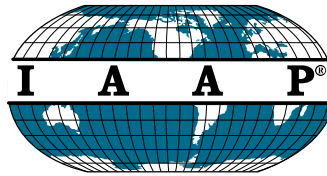
Wondering about the audit procedures?

[Member of Excellence Audit Procedures](#)

[Example Member of Excellence Validation Spreadsheet](#)

[Member of Excellence Validation Spreadsheet](#)

[IAAP Standards of Integrity Statement](#)



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Member of Excellence Commitment Form

As a career-minded administrative professional, I commit to maximizing the value of my IAAP membership through the pursuit of continuous personal and professional development, access to information networks, and leadership opportunities in order to achieve measurable standards of excellence as a member of IAAP.

I will, to the best of my ability, demonstrate professionalism and continually advance a positive image of the profession to my employer and others in the business world.

In order to fulfill my personal and professional potential to continually strive for excellence, I will promote IAAP's:

Mission:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Core Values:

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

Name

Date

How to Connect With a Remote Boss

If you're like many administrative professionals, you and your boss may not always be in the same location at the same time. Whether your manager works from a different office or simply has a busy travel schedule, there are likely times when meeting face to face is impossible. Needless to say, that can make communication and collaboration challenging, and you may find yourself jumping through hoops to try to stay connected.

If your manager is often away from the office, you can use the following tips to stay on the same page as him or her:

- **Check in frequently.** Establish a schedule for touching base with your supervisor so you understand his or her current priorities and where you can assist. Also consider creating a weekly report detailing the tasks you've recently completed, those that are in progress and projects on the horizon so your boss remains aware of your workload.
- **Share your accomplishments.** If you don't see your supervisor regularly, highlighting your successes is extremely important. Make sure you set aside time with your manager to discuss your achievements so you get the credit you deserve.
- **Dial in.** In most offices, e-mail is the standard form of communication, but using the telephone can sometimes be more effective. After all, subtleties conveyed via tone don't come across in writing. Hearing your manager's voice — and having him or her hear yours — also can help strengthen ties between you two.

- **Schedule face time.** Take advantage of opportunities to meet in person with your manager. Face-to-face meetings are particularly effective for discussing sensitive or complex topics. In-person meetings also can help you stay top of mind as new projects arise.

Although it may take some effort, ensuring you and your boss touch base frequently and in different ways will help make your working relationship smooth and effective.

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 320 locations worldwide, and offers online job search services at www.officeteam.com.

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IAAP Lehigh Valley Chapter Calendar

June/July 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		June 1	2	3	4	5
6	7 Board Meeting Fairfield Inn & Suites	8 Margarite Cassar, CPS Sandy Dredge, CPS	9	10	11	12
13	14 Flag Day Gayle Gunderman, CPS	15	16	17	18	19
20 Father's Day	21 Rosemary Geosits	22 Elizabeth Sabol	23 Debby Mayberry, CAP Jayne Sullivan	24 Peggy Godfrey	25 Maryann Muschlitz, CAP	26
27	28 Chapter Meeting Four Points Sheraton	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
25	26 Chapter Meeting Four Points Sheraton	27	28	29	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

COMMITTEE REPORTS



ADMINISTRATIVE PROFESSIONALS DAY COMMITTEE REPORT

June, 2010

Members of the Lehigh Valley Chapter:

This year's buffet dinner at the BarnHouse Village banquet facility and the program presented by our guest speaker Diane Albright, CPO (Certified Professional Organizer) from All Bright Ideas, resulted in another outstanding APD on Monday, April 19, 2010. An overwhelming majority of the evaluations gave it a 10! This speaks well, too, for the committee that put their time and effort into its planning.

Administrative Professionals Week is a very busy, competitive week for our members' time, which is why we decided to hold our dinner on a Monday night again. There were 35 of us who enjoyed the food and tooting our own horn. The presentation by Diane Albright, CPO of All Bright Ideas was definitely the highlight of the evening. She gave us many tips on how to get organized, showed us products to help gain control and make our offices and homes manageable. By being more organized in our offices and homes, we can save time and money.

It was a pleasure working with the APD Committee/team comprised of Ann Logan, Mary Ellen Long, CPS/CAP, Connie Uhler, Pat Zemitis, CPS, and Carol Ziegler, CPS/CAP. They did everything from the initial brainstorming, to creating the invitation, from the attractive program to name tags. We also had help from other members of the chapter and are always glad to include anyone who wants to help.

The Lehigh Valley Chapter should be proud of their accomplishments and participation of members who produce successful events such as this year's APD dinner and program. We have to toot our own horn more often.

Pat Leibensperger, CPS

Pat Leibensperger, CPS
Co-Chairman

Karen D'Angelo

Karen D'Angelo
Co – Chairman'

APD 2010committee



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BYLAWS COMMITTEE ANNUAL REPORT

JUNE 2010

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 or made during this fiscal year, and will be submitted for approval again in 2012.

Sandra A. Dredge CPS
Bylaws Committee Co-Chairman
Chairman

Jean Meckley CPS
Bylaws Committee Co-

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Certification Committee 2009-2010 Annual Report

The Lehigh Valley Chapter Certification Committee has attempted 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 between team members to spread the message among business and industry in the Lehigh Valley as to how employee membership would potentially benefit both the individual employee as well as the business itself.

Although the team is unaware of any newly certified recipients, we will continue to offer assistance to any members who desire to sit for certification exams – both CPS and CAP.

Mary Ann Muschlitz CAP has joined the committee for the 2009-2010 year and has already brought forward some interesting ideas. We are looking forward to an exciting 2010-2011 year and increased participation by all members.

Respectfully submitted:

Mary Ann Vought CPS/CAP
Chairman and Librarian





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Chaplain Committee

Annual Report 2010

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. Members' input and response would be appreciated so that we can continue to meet the needs of the members.

Respectfully submitted,

Mary Ellen Long

Mary Ellen Long, CPS/CAP
Chaplain

Mary Ann Vought

Mary Ann Vought, CPS/CAP
Assisting Chaplain





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2009/2010 Annual Report
Community Service Committee

Thank you to all our members who participated in our community service project in support of VIA of the Lehigh Valley. During our January and February meetings, Mary Ellen Long, CAP, coordinated the collection and transportation of two trunk loads of clothing donations. VIA uses the funds raised from the sale of the clothing to support programs for children with disabilities living in our community. Thank you to Mary Ellen Long, CAP, and all our members for your support.

Linda D. Schmoyer, CPS
President, Lehigh Valley Chapter

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2009-2010 Education/Program Annual Report

Mission:

Provide value to the membership through learning opportunities. The year in review follows:

SEP 2009	Microsoft Office 2007 Tips & Tricks <i>Presented by: Hope Lindauer – Owner, Lindauer Learning Systems</i>	.1 CEU - 1 RECERT
OCT 2009	A Look At Our New Chapter Website <i>Presented by: Sandra Dredge CPS and Carol Ziegler CAP</i>	
NOV 2009	Reinventing Yourself At Any Age: Exploring New Career Options <i>Presented by: Rita Guthrie – Owner, Open Door Public Relations</i>	
JAN 2010	What Do You Mean I Have To Plan An Event?! <i>Presented by: David Schweiger & Rachel Plews</i>	.1 CEU - 1 RECERT
FEB 2010	Organizing Mail And ALL THAT Paperwork <i>Presented by: Chris Fairchild – Owner, In Order</i>	.1 CEU - 1 RECERT
MAR 2010	Perception ABCs <i>Presented by: Juanita M. Mort CAP – PA Div Secretary</i>	.1 CEU - 1 RECERT
APR 2010	Administrative Professionals Day Event Organization Seminar <i>Presented by: Diane Albright – All Bright Ideas</i>	
MAY 2010	Travel Packing Seminar <i>Presented by: Theresa Podguski – Director, AAA East Penn Public Affairs</i>	
JUN 2010	Election of 2010-2011 Chapter Officers <u>and</u> Best Practice Program	

Rosemary Geosits
Chair, Education/Program Committee



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FRIENDSHIP FUND Annual Committee Report 2009-2010

As defined in the by-laws, the IAAP Lehigh Valley Chapter Friendship Fund was created to “remember fellow IAAP members at time 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.

During the 2009-2010 program year, the Friendship Fund Committee responded to the following:

September 2009 – Claudine Bertalan – Gift card for newborn son

October 2009 – Rosemary Geosits – Get well card

April 2010 – Rosemary Geosits – Sympathy flowers (mother)

April 2010 – Mary Ellen Long – Get well flowers

April 2010 – Connie Uhler – Get well flowers

Gift or monetary donations will be accepted at any monthly dinner meeting. Thank you for your support of IAAP.

Gayle Gunderman, CPA
Committee Co-Chairman

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Year-End Historian/Scrapbook Report 2009/2010

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

- September 28, 2009 - "Office 2007 Tips T Tricks" by Mr. Lindauer of Lindauer Learning Systems - 16 members and 2 guests
- October 26, 2009 - "Extra! Extra! Learn all about it!" by Carol Ziegler, CPS/CAP and Sandy Dredge, CPS who unveiled our newly revised website - 24 members and 3 guests
- November 23, 2009 - "Reinvesting Yourself At An Age: Exploring New Career Options" by Rita Guthrie - 26 members and 3 guests
- January 25, 2010 - "What Do You Mean I Have To Plan An Event" by David F. Schweiger and Rachel Plews from Northampton Community College - 29 members and 4 guests
- February 22, 2010 - "Sorting It All Out - Let's Get Organized" by Chris Fairchild - 27 members and 2 guests
- March 22, 2010 - "Perception ABC's" by Juanita M. Mort, CAP, IAAP PA Division Secretary - 23 members and 4 guests
- April 19, 2010 - "Get Organized" by Diane Albright, CPO who has been featured as an expert on *Jon & Kate Plus 8*, *HGTV's Mission: Organization*, *The Montel Williams Show*, *Good Day Philadelphia*, *QVC*, and is a regular on *Channel 69's Sunrise Show*. - 25 members and 9 guests
- May 24, 2009 - "Packing Seminar" by Theresa Podguski, Director of Public Affairs, AAA East Central, East Penn Region - 24 members and 3 guests

The above-listed guest counts do include the speaker and averages at 28 people per meeting. I continue to use pictures from time to time that are taken 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. Have a wonderful summer!

Submitted by: Sally Ande CPS, Historian

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External Mailing List Committee Annual Report June 2010

Our Special Events External Mailing List will end the year with 43 names.
A decrease of 7 names from 50 at the start of the year.

The list was used for advertising the following event:
Administrative Professionals Day Dinner--April 2010
5 guests attended
2 guests were from our external mailing list

Names have been added from:

- + 2 Admin. Prof. Dinner – April 2010
- + 2 Per Member's Request
- +10 LV Chapter Members not renewed

Names removed:

- 8 Incorrect email address / address
- 1 Per Their Request
- 0 Became IAAP members
- 12 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 2000 Board Meeting:

Chapter mailing list for special functions

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

Budget: None

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2009/2010 Marketing and Publicity Committee Report

- Chapter Meeting Notices sent monthly to Eastern Pennsylvania Business Journal (successfully) by Pat Leibensperger.
- Chapter Meeting Notices/Press Release sent monthly to Morning Call Newspaper via email businessnews@mcalls.com – without publication success (to the best of my knowledge).
- September 2009 - Email blast “Back From Summer Hiatus – Office Tips and Tricks”
- Sent via US Mail – several “Thinking of You” cards along with meeting notices.
- December 2009 – Email “blast” distribution: IAAP Membership – the Perfect Holiday gift
- February 2010 – Email blast: “New Year - Let’s Get Organized”
- April 2010 - ADP – Press Release sent to Morning Call Newspaper and small ad in the “Merchandiser” local newspaper.
- April 2010 – Email blast: “Perfect Gift Idea for Administrative Professionals Week – IAAP Membership”.
- April 2010 - Attended “Professional Appreciation Day” event at Holiday Inn and Conference Center. Obtained names/email address for drawing - complementary Chapter-meeting.
- April 2010 - Sent thank-you/appreciation letter to: Our Friends at the Holiday Inn Conference Center, Fogelsville PA.

Respectfully submitted,

Jayne H. Sullivan – Marketing Chair 2009/2010

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Membership Committee Annual Report June 1, 2010

Chapter Membership Statistics:

Date	Professional	Merited	Student	Associate	Total	Net Gain/(Loss)
06/30/2009	49	2	0	0	51	
05/31/2010	47	2	0	0	49	(2)

In May, we lost two members decreasing our membership to 49. Between June 30, 2009 and May 31, 2010, we gained a total of eight new members and lost a total of ten members, giving us a net loss of two members. The Membership Committee has sent Information Kits to 20 prospective new members throughout the year. Of the eight new members who joined the chapter this year, three joined online.

Retention of members continues to be 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 is making 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 04/30/10	Net Gain/ (Loss)	% of Gain/ (Loss)	Rank within District	Rank within Association
Membership	601	542	(59)	(10.9%)		
No. of Chapters	24	19	(6)	(25%)		

As of April 30, 2010 we have 542 members and 19 chapters in the PA Division, a loss of 59 members and 6 chapters since June 30, 2009. No updated information as of May 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

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 2010-2011 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, along with a memento for each new officer that reflects a theme representing IAAP.

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2009/2010 Annual Report of Commitments
IAAP Lehigh Valley Chapter President Linda D. Schmoyer, CPS

2009

May Delegate at the PA Div Annual Meeting in King of Prussia, PA

June Installed as Lehigh Valley Chapter President

July Delegate at EFAM in Minneapolis, MN

August Summer/September Board

September Chapter Meeting

October Board Meeting
Chapter Meeting

November Board Meeting
Chapter Meeting

December Board Meeting
No holiday event/Meeting

2010

January Board Meeting
Chapter Meeting

February Board Meeting
Chapter Meeting

March Board Meeting
Chapter Meeting

April Board Meeting
Chapter – APW/APD Event

May Board Meeting
Delegate at PA Div Annual Meeting – Gettysburg, PA
Chapter Meeting

June Board Meeting
Chapter Meeting

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The Reservations Committee, a subsidiary of the Membership Committee, prearranged the dates for all of our 9 meetings in the 2009-2010 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 hotel/ 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.

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Roster Committee Annual Report June 1, 2010

We are no longer providing a printed copy of our Lehigh Valley Chapter Roster. A printable roster in pdf word format is available on our website for easy downloading and printing. This printable roster is kept up to date as members submit changes and new members join the chapter.

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 newsletter to send all changes to Carol Ziegler by August 9, 2010, or email your information to czieg01@verizon.net.**

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 as International is doing almost all its communications by email.

Carol A. Ziegler, CPS/CAP
Roster Committee Chairman

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Website Committee Annual Report June 1, 2010

The Lehigh Valley Chapter received the Pennsylvania Division Website Award for 2009-2010 in the category of 30 and over members. We continue to work very hard to keep the website current and user-friendly. Our updated website went live in September 2009.

We are always looking for 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. If interested in publishing or have new ideas to utilize other features of the website, please contact us and we will be glad to help you.

There are many ideas planned to continue to improve our website. For example: blogs, forums, wiki, message boards, web analytics and an e-commerce module (meeting reservations). The website is a Content Management System with Social Networking allowing members to create groups with shared interests. We have also initiated a TeamPlace environment to have original documents available for officers and board members for updating information.

When placing your dinner meeting reservation online, please be sure you receive a confirmation of your reservation after hitting the "Submit" button (scroll down) and an email from events@iaaplehighvalley.org to the address you supplied on the form.

Reminder to our members: Please keep your profiles current in the Chapter Website in Members' Place and also on the International website. It's easy to add your photo to your Chapter profile and it's a secure site that only members can view. It is nice to be able to put a face to a name and help new members get to know you.

Sandra A. Dredge CPS
Website Committee Co-Chairman

Carol A. Ziegler CPS/CAP
Website Committee Co-Chairman

Member: Tammi Gibson



