

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
of
Commitment
Lehigh Valley Chapter

**MARCH 2010
NEWSLETTER**



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**

Lehigh University
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
Allentown PA 18103
610-351-8403
gayle.gunderman@volvo.com

**Cathy L. Wimmer
Secretary**

Millennium Wealth Management
22 S Second Street
Emmaus PA 18049
484-232-6235
cwimmer@hncbank.com

**Sally A Ande CPS
Treasurer**

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

**POWER
of
Commitment**
Lehigh Valley Chapter



March 2010

Dear Members,

We're almost there; spring is just around the corner! The snow is finally melting and the days are getting longer. Sure signs that warmer weather is on its way!

I'm really excited to tell you about our **Friendship Fund Raffle** for this month. Just in time for Easter, **Just Born, Inc.** has donated a lovely **Lenox Easter basket** for our drawing - complete with jelly beans. What a great holiday candy dish or present for that special someone. Don't let your family, friends and co-workers miss out on this opportunity. Tickets for this special drawing are \$5/person.

We are pleased to welcome our special guest and presenter, **Juanita M. Mort CAP**, PA Division Secretary to our March meeting. Juanita will present **Perception ABC's** where we will learn how others perceive us can affect our self-perception. Join us as she provides us with some very interesting information, and conducts an honest self-evaluation to determine the reliability of our perceptions. See you at the March 22nd meeting and remember that guests are always welcome!

Our chapter is trying something new - fundraising with **Dan Schantz Greenhouses & Cut Flower Outlet**. It's simple and easy. When you purchase your Easter/Spring/Mother's Day flowers and plants from Dan Schantz Greenhouse you can support the Lehigh Valley Chapter. For every \$10 purchased, our chapter will receive \$2. All you have to do is present the special coupon; they take care of all the rest. It's as effortless as that. The coupons are good until June 1, 2010. Perfect for all your spring flower planting and gift needs.

Thank you to **Mary Ellen Long CAP** for coordinating our very successful VIA clothing drive. As always, our chapter came through and donated two carloads of items in support of VIA.

Reminders:

Administrative Professionals Day is fast approaching....look for the APD flyer in this month's newsletter. Please post at work and ask coworkers, friends and bosses to join us at our April 19th meeting featuring Diane Albright, Certified Professional Organizer (CPO). Spread the word about our wonderful organization.

Deadline for the discounted registration for the **2010 PA Division Meeting** in Gettysburg, PA is April 15. If you are thinking of going and need a ride or roommate, please let me know.

All my best,

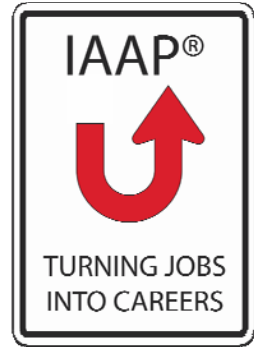
Linda



International Association of
Administrative Professionals®

International Association of Administrative Professionals®

Lehigh Valley Chapter
50 Years of excellence
1957-2007



DATE: Monday, March 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:

- ★ Caesar Salad, Corned Beef & Cabbage, Potatoes, Carrots
- ★ Entrée includes breads/spreads, iced tea/coffee/tea, dessert (Key Lime Pie)

Program:

PERCEPTION ABC's

Presented by: Juanita M. Mort CAP

Program note: Attendees will be awarded .1 CEU / 1 Recert

We are all leaders in that we lead by example through our actions. Learning that others perceive of us differently confounds our self-perception. This presentation was designed to engage us with some very interesting information, and by conducting an honest self-evaluation we'll determine the validity of our perceptions. (You might be very surprised!) Join us for this fun and interesting evening!

Our special guest and presenter, Juanita Mort CAP, has been a member of IAAP since 2002 and a member of the Harrisburg Chapter since 2004. She is the current Secretary on the Pennsylvania Division Board. Juanita also served on the Harrisburg Chapter Board from 2006 through 2009 as Vice President, President-Elect, and President.

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, March 18, 2010
Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM

✂-----

Reservation Form: March 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



International Association of Administrative Professionals®

**Lehigh Valley Chapter
Celebrating 53 Years
1957 - 2010**



DATE: Monday, April 19, 2010
TIME: 5:30 p.m. Networking – Cash Bar
 6:15 p.m. Dinner
 7:15 p.m. Program
COST: \$35 Members \$35 Non-members

LOCATION: BarnHouse Village
 7104 Airport Road
 Bath, PA 18014

4 miles north of Route 22 on Airport Road - at the intersection of Airport Road & Route 329.

Buffet Dinner: Soup, Tossed Salad, Chicken Marsala, Roast Beef, Baked Haddock, Rice Pilaf, Glazed Carrots, Green Beans Almondine, Chef's Array of Desserts, Homemade Rolls, Coffee and Tea. If you need a special menu, please contact Lynn Nocera. A cash bar will be available.

In April of every year, businesses all over the world celebrate and recognize the Administrative Professional. As the hub of information and communication in the office, Administrative Professionals are called on to do everything from correspondence to coordinating schedules and meetings, in addition to maintaining files, ordering supplies, and bringing order out of chaos.

Program: Diane Albright, Certified Professional Organizer (CPO), is a nationally recognized expert in the field of organization and productivity. At this fun and invigorating presentation you'll learn how to get organized and stay organized with quick and simple tricks, tips and helpful things to accomplish your task. You will learn methods to organize and maximize the space in your office and at home. Diane will show you how to get organized in just 10 minutes a day. This presentation will be so motivating you will want to start making changes the minute you get back. She has been featured as an expert on TLC's *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*. You'll find Diane in the April issue of *Bride's* magazine contributing to "Merge and Purge."

Invite your co-workers, your boss, friends, or students to join us for this evening of networking with other Administrative Professionals and be entertained while learning from a CPO.

Reservations may be made on-line (www.iaapplehighvalley.org) or via the form below
 Reservation/Cancellation **Deadline: Tuesday, April 13, 2010**
 Contact Lynn Nocera 610-868-5020; LNOCERA@RCN.COM
 Or Pat Leibensperger at 610-402-8152

✂-----
Reservation Form For: April 19, 2010 – Administrative Professionals' celebration

Name: _____	Company: _____
Telephone: _____	Email: _____
Name: _____	Company: _____
Telephone: _____	Email: _____
Name: _____	Company: _____
Telephone: _____	Email: _____

_____ IAAP Member(s) @ \$35 _____ Non-member(s) @ \$35
 Enclosed is a check in the amount of \$ _____ Check if you need a receipt

Checks payable to: **IAAP Lehigh Valley Chapter**. Mail form and check by **April 13** to:
 Lynn Nocera, 3451 Fox Drive, Bethlehem, PA 18017

Part-Time Work: A Possible Ticket to a Full-Time Position

In today's still-unstable employment environment, temporary work is one bright spot. Many companies cut staff too deeply during the downturn and need additional personnel to meet growing demand. But they're not yet ready to recruit for full-time staff. As a result, these organizations are turning to temporary professionals to maintain productivity and keep initiatives on track as business conditions — and the ability to hire full-time workers — slowly improve.

Companies also typically look to temporary workers first when filling full-time positions. That's because employers are familiar with these individuals' capabilities, work ethic and fit with the team.

Here are some tips for turning a temporary assignment into a full-time role:

1. **Partner with a staffing firm.** Reach out to your professional contacts for recommendations about staffing firms that specialize in your particular field. Recruiters are well connected in their local business communities and can serve as advocates for you when speaking with hiring managers. Many staffing firms also offer free training opportunities to help you build your skills and increase your marketability.
2. **Clearly state your goal.** Be upfront with staffing firms and potential employers that you're ultimately looking for a full-time job. If they know that from the beginning, they may be able to place you in a role that has a better chance of leading to a full-time position.
3. **Treat it the same.** Once you have started an interim assignment, bring the same

intensity to the job as you would a full-time position. Try to assimilate quickly to the organization's corporate culture and contribute immediately. Be sure to maintain a positive attitude. Employers will assess how well you handle constructive criticism, setbacks and other job-related challenges as part of your overall performance evaluation.

4. **Be yourself.** Managers want to see how well you'll fit in with the existing team. Be proactive in your participation. Use meetings as an opportunity to contribute and join coworkers in off-site events whenever possible. By expanding your connections within the company, you build rapport with others who may be in position to recommend you for a full-time role in the future.

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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2010 Pennsylvania Division Annual Meeting
May 14 – 16, 2010
Wyndham Gettysburg, Gettysburg PA

Fast Facts

Housing

The Wyndham Gettysburg is the host hotel. Reservations may be made by calling 717 399-0020 (ask for in-house reservations) and asking for the *IAAP, Pennsylvania Division* room block.

Deadline for reservations is 5:00 PM, Tuesday, April 13, 2010. Please note that this is a HEAVY TRAFFIC weekend in Gettysburg, due to Gettysburg College's commencement. Any rooms not booked by the deadline will be released to the general public.

The IAAP room rate for single/double is \$134.00/night plus applicable taxes.

Transportation

The Wyndham does not offer shuttle service. The hotel is located approximately 40 miles from Harrisburg International Airport (a 50-minute +/- drive). Taxis and/or rental cars can be arranged at the airport.

The hotel is located at the intersection of US 15 and US 30, in the Gateway Gettysburg complex. The address is: 95 Presidential Circle, Gettysburg PA 17325.

Registration & Credentials

Registration Desk will be located in the Lincoln Room. Signs will be posted throughout the hotel for your convenience.

Registration Hours:

Thursday	5:00 – 9:00 PM
Friday	7:30 AM – 1:30 PM
Saturday	7:00 – 8:00 AM; 11:30 AM – 12:00 noon; 2:30 – 4:30 PM

Registration will not be open during official PA Division Meeting events.

Delegates and alternates must sign in at the Credentials Table during the ½ hour immediately prior to the business sessions on Saturday and Sunday.

Recommended Dress

The recommended dress for the meeting is as follows:

Trips & Tours	Casual (comfortable shoes)
Educational Forum	Business or Business Casual
Evening of Welcome	Casual
Saturday Business Session	Business
Recognition Luncheon	Business
Presidents' Banquet	Cocktail or "after-five" wear
Sunday Business Session/Breakfast	Business Casual or Casual

The business sessions and workshop will be in an air-conditioned environment; it is suggested that you dress in layers or bring a wrap or sweater.

Hospitality

Visit the Hospitality Room (Room #634) to renew old acquaintances, make new friends, or find a shopping, dining or sightseeing companion. The Hospitality Room is "information central" for both first-time attendees and annual meeting veterans. Please check the conference program (in your registration packet) for the room location. Light refreshments will be available.

Hospitality Hours:

Thursday	5:00 – 9:00 PM
Friday	7:30 AM – 1:30 PM; 5:30 – 6:30 PM
Saturday	7:00 – 8:00 AM; 2:30 – 4:30 PM

The Hospitality Room will not be open during official PA Division Meeting events.

Trips & Tours

Bus for the Friday tour will depart from the (Entrance F portico area). Carpools for the Thursday evening Ghost Tour will depart from the front entrance.

Recognition Luncheon and Presidents' Banquet Seating

First-time attendees and those being recognized for achieving certification/recertification will have reserved seating at the Recognition Luncheon. All others will be asked to "draw" a table as they enter the room.

Current chapter presidents and current division officers (and guests as appropriate) will have reserved seating at the Presidents' Banquet. All others

are asked to make their seating arrangements prior to the event. Room layout plans will be available.

Local Area Information

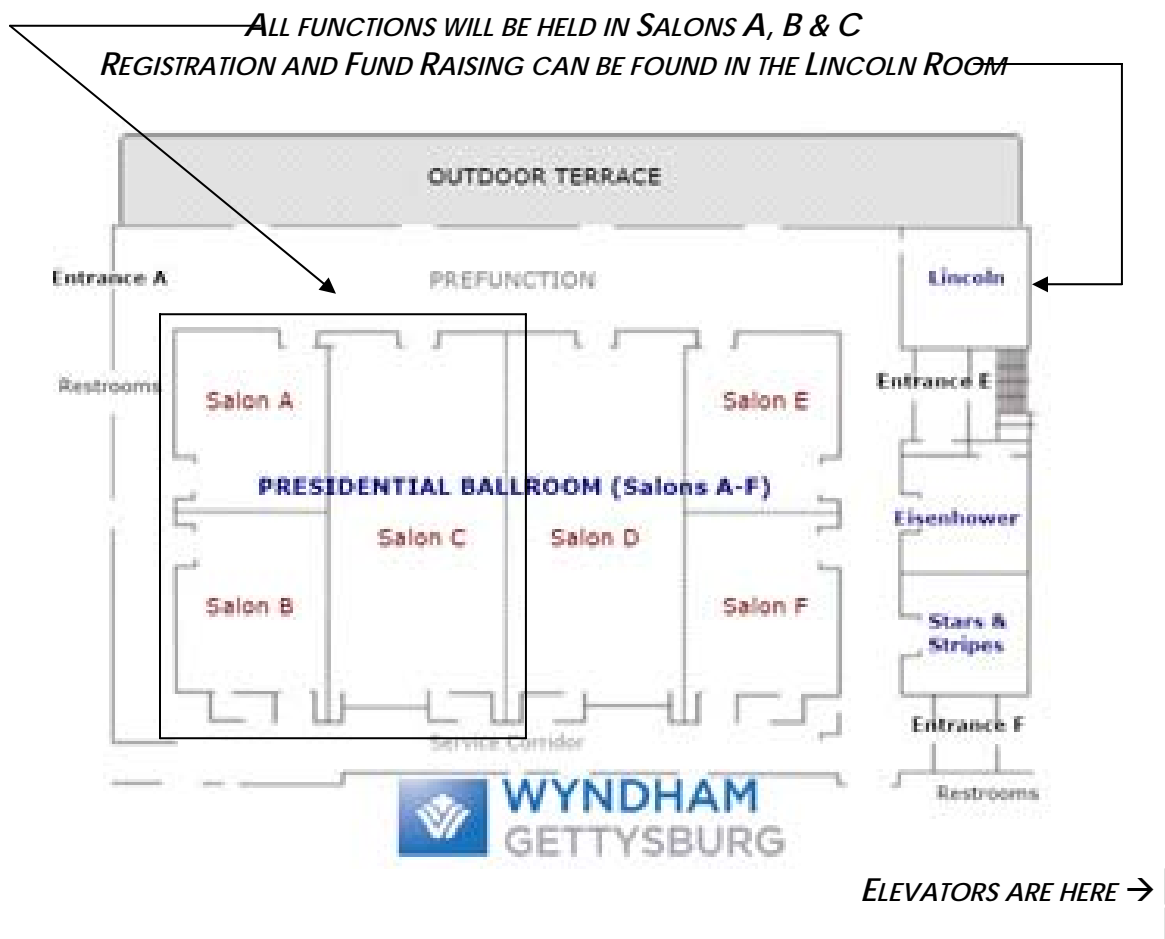
There is considerable road construction in the Harrisburg/Camp Hill areas on Rts. 15, 581 and 83. Be sure to allow extra time to navigate the construction areas and be prepared to detour the area if necessary.

The Outlets at Gettysburg are located 2 exits south on Rt 15 at the Baltimore St (PA 97) exit and are easily accessible from the highway.

Boyd's Bears is located at 75 Cunningham Rd., Gettysburg PA. They are open 7 days a week, 10 AM – 6 PM.

Various stores and restaurants are located on Rt. 30 (Lincoln Highway) westbound from the hotel.

Brochures, maps, etc. will be included in your attendee packet and will be available in Hospitality.



← MAIN LOBBY & FRONT ENTRANCE ARE THIS WAY



Pennsylvania Division Annual Meeting

May 14-16, 2010

Hosted by: Southcentral Council Chapters

Wyndham Gettysburg • 95 Presidential Circle • Gettysburg PA

Brief Agenda

Thursday, May 13, 2010

8:30 PM Ghost Tour of Gettysburg

Friday, May 14, 2010

7:45 AM TOUR OF GETTYSBURG MUSEUM & VISITOR CENTER/EISENHOWER HOME & FARM

11:00 PM VENDOR EXPO

2:00 PM SEMINAR: *Wild and Productive Thinking*★ (Presented by: David Berger, Trainer)

4:15 PM INTERNATIONAL WORKSHOP★ (Presented by: Susan Shamali CPS/CAP, International President)

6:30 PM Evening of Welcome – *An Evening with Abraham Lincoln* (Entertainment by: James Getty, nationally renowned Lincoln impersonator)

Talk with “Honest Abe” & have your photo taken in costume!

Saturday, May 15, 2010

8:30 AM OPENING BUSINESS SESSION

KEYNOTE: *Leaders of Character and Competence*★ (Presented by: Col. Cole Kingseed, US Army Retired)

12:30 PM RECOGNITION LUNCHEON TEA

5:30 PM SOCIAL

6:00 PM Presidents' Banquet – *Blue/Gray Ball*
(Entertainment by: Victorian Dance Ensemble Performing Dance Troupe – Civil War Dance Foundation)

Sunday, May 16, 2010

8:30 AM BREAKFAST

9:30 AM CLOSING BUSINESS SESSION

10:00 AM DIVISION OFFICERS' WORKSHOP★

11:00 AM INTERNATIONAL UPDATE (Presented by: Susan Shamali CPS/CAP, International President)

11:30 AM ADJOURNMENT

David Berger joined Highmark in May 1994. He is currently a Learning Solutions Project Consultant (Team Lead) within the Leadership and Career Development Department. David is a keynote speaker and workshop presenter and has consulted with a variety of organizations throughout the United States. He has designed and presented numerous business-related continuing education courses at Harrisburg Area Community College (HACC), Lebanon Campus, and has developed and instructed contract training programs with local industries through HACC.

Susan Shamali CPS/CAP is IAAP's 2009-2010 International President and a member of the Michigan Division and Grand Rapids Chapter. She is employed by Pricewaterhouse Coopers as an Office Services Coordinator. Susan holds a BAS in Business Management from Davenport University (Grand Rapids, MI) with a minor in Human Resource Management and Leadership.

Col. Cole Kingseed is a thirty-year Army veteran who commanded at the platoon, company, and battalion level. A graduate of the University of Dayton (OH) in 1971, he served in the Infantry in a variety of military assignments, culminating in his tenure as full professor of history and chief of military history at the US Military Academy at West Point. Col. Kingseed holds a Ph.D. from Ohio State University (1983) and an MA in National Security and Strategic Studies from the US Naval War College (1992).

COMMITTEE REPORTS

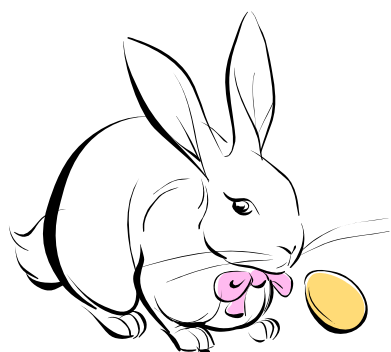


Spring Friendship Fund Raffle



At our March 22, 2010 Meeting

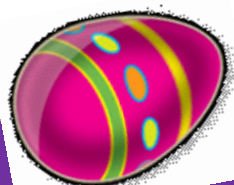
Don't miss your chance to win!



Lenox® China

PEEPS® Easter Basket

Valued at \$100



**\$5.00/
ticket**



Donation made by Just Born, Inc. and
Coordinated by Lorraine Wettlaufer





◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

Membership Committee Annual Report March 5, 2010

Chapter Membership Statistics:

Date	Professional	Merited	Student	Associate	Total	Net Gain/(Loss)
06/30/2009	49	2	0	0	51	
02/28/2010	48	2	0	0	50	(1)

We gained no new members and lost no members in February, 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 that became 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 01/31/10	Net Gain/ (Loss)	% of Gain/ (Loss)	Rank within District	Rank within Association
Membership	601	560	(41)	(6.8%)		
No. of Chapters	24	19	(6)	(25%)		

As of January 31, we have 560 members and 19 chapters in the PA Division, a loss of 41 members and 6 chapters since June 30. No updated information as of February 28, 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

Coc-chairman

Members: Karen D'Angelo, Lynn Nocera

Sandy A. Dredge CPS


Coc-chairman



IAAP Lehigh Valley Chapter Spring Flower Fundraiser

**Dan Schantz Greenhouse
& Cut Flower Outlet**

REDEEM AT: Allentown Bethlehem
Lehigh St @ I78 West Union Blvd.
610.797.2774 610.694.0666

 **IAAP Lehigh Valley Chapter**
will receive a \$2.00 donation, when this coupon is
presented with a minimum \$10.00 purchase.
expires: June 1, 2010

Spring 2010
Not redeemable for cash
LIMIT 2 TICKETS PER VISIT

Dan Schantz Greenhouse & Cut Flower Outlet

Earn \$2 for every \$10 sold
Limit 2 tickets per visit



IAAP Lehigh Valley Chapter Calendar

March/April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	March 1 Board Meeting Fairfield Inn & Suites	2	3	4	5	6 Anne Logan
7	8	9	10	11	12	13
14 Daylight Saving Time Begins	15	16	17 St. Patrick's Day	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	April 1	2	3
4 Easter	5	6 Mary Ellen Long CAP	7	8	9	10
11	12	13	14	15	16	17
18	19 APD Celebration BarnHouse Village	20	21 Sally Ande CPS	22	23	24
25	26 Board Meeting Fairfield Inn & Suites	27	28	29	30	

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	Betty 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