

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>

**PASSION &
PURPOSE**
LEHIGH VALLEY CHAPTER

**OCTOBER 2010
NEWSLETTER**



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LEHIGH VALLEY CHAPTER
ALLENTOWN, PA 18105

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

2010 – 2011 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

2653 Woodlawn Avenue
Easton, PA 18045
610-253-8647
gaylegunderman@rcn.com

Cathy L. Wimmer Secretary

National Penn Investors Trust Co.
Personal Wealth Services
1620 Pond Road, Suite 200
Allentown PA 18104
610.530.6811
cathy.wimmer@npitc.com

Anne E. Logan Treasurer

Avantor™ Performance
Materials, Inc. (formerly
Mallinckrodt Baker)
222 Red School Lane
Phillipsburg NJ 08865
908-859-9399
anne.logan@avantormaterials.com



October 2010

Dear Members,

Autumn is here! Welcome to another month of celebrating the *Passion and Purpose* of IAAP® and our profession.



What a great start to our year! At last month's meeting Carolyn Lamparella, LPC shared methods to help resolve *Conflict in the Workplace*. We learned how stress plays a role in conflicts, forms of implicit and explicit memory, how our brains work and conflict management strategies. If you missed our meeting, the presentation is posted on our chapter website.

We had a successful Northeast Council Meeting hosted by our Lehigh Valley Chapter. Fifteen members of the Lehigh Valley and Wyoming Valley Chapters participated in workshops (*Leading with Passion & Purpose and Strategic Planning*) presented by PA Division President Catherine Hoke, CPS/CAP and PA Division Vice President Juanita Mort, CAP. We had a great time networking and catching up with other PA Division members and friends. I hope that you can join us at next year's meeting.

I'm very happy to report that we've finalized our location for the 2012 PA Division meeting. Mark your calendars to join us at the new Sands Casino Resort in Bethlehem, Pa on June 22-24, 2012. We'll need everyone's help to make this meeting a success. Stay tuned for more details.

Check out all the fundraising opportunities the Ways and Means committee has planned for this year. There's something here for everyone. Terri Lynn Nuts and Candies, Redner's Sav-a-Tape program, RADA Cutlery, Yankee Candles and much more to come. Don't forget that your RADA and Yankee Candle orders are due at the October meeting. Details of all fundraisers are also posted on our website.

Please say hello to our newest member, Susan Stachowski, Sands Casino Resorts, Bethlehem. Welcome Susan!

Keep working on your Member of Excellence award criteria. You might be pleasantly surprised that you've earned more points than you realize. Let me know if you need help or have questions.

Here's your chance to *Explore Social Networking* presented by Stephanie Drukenmiller at our next meeting on October 25. We'll learn the latest in Twitter, Facebook and other upcoming trends. Invite a friend or colleague to our meeting. Guests are always welcome!

All my best,

Linda

Linda D. Schmoyer, CPS
President, Lehigh Valley Chapter

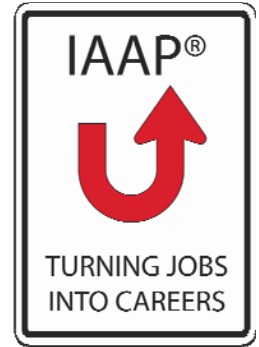




International Association of
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Lehigh Valley Chapter
50 Years of excellence
1957-2007



DATE: Monday, October 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:

- ★ Garden Salad, Ham Loaf with Brown Sugar Glaze, Mashed Potatoes, Glazed Baby Carrots
- ★ Entrée include, iced tea/coffee/tea, dessert (German Chocolate Cake)

Program:

EXPLORING SOCIAL MEDIA

Presented by: Stephanie Druckenmiller

Not sure what a tweet is or why your friends are involved with virtual farms? Want to connect with other professionals but aren't sure how to set up your LinkedIn profile? Curious about the impact social media is having, or can have, on you? *Join us* as we explore social media and how it can affect various aspects of our lives in both positive and negative ways.

Stephanie Druckenmiller, Program Manager of Advanced Computer Training at Northampton Community College, has been involved with computer training and support for over 15 years. In her current role at NCC, Stephanie is responsible for creating and delivering training to meet the needs of home users, businesses, and educators. The hottest topic in computer training today, this session will help users explore and better understand social media/social networking and its impact on how people converse, meet, purchase, and socialize.

Remember, guests are always welcome!

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

Reservation/Cancellation Deadline: Thursday, October 21, 2010

Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM

✂-----

Reservation Form: October 25, 2010

Name: _____ Company: _____

Telephone: _____ Email: _____

Guest Name: _____ Company: _____

Telephone: _____ Email: _____

Will attend dinner and program (IAAP Member \$20; Non-member \$25)

Will attend program only (IAAP Member \$5; Non-member \$10)

Enclosed is a check in the amount of \$ _____ Check if you need a receipt

Checks payable to: IAAP Lehigh Valley Chapter. Mail reservation form and check to:
Lynn A. Nocera, 3451 Fox Drive, Bethlehem, PA 18017

Welcome New Members!



Please welcome new members who have joined our Chapter in September 2010. Contact information is available in the Roster in Members Place on our chapter website.

| Name | Company | Join Date |
|----------------|---------|-----------|
| Susan Barsnica | | 9/01/2010 |



PA Northeast Council Meeting

October 2, 2010

Holiday Inn, Fogelsville, PA

Lehigh Valley Chapter (Host) & Wyoming Valley Chapter

Presenters: Catherine Hoke, CPS/CAP – 2010-11 PA Division President

Juanita Mort, CAP – 2010-11 PA Division Vice President



PASSION & PURPOSE



**INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS
—LEHIGH VALLEY CHAPTER**



**International Association of
Administrative Professionals®
Lehigh Valley Chapter**

**Longaberger
Basket Raffle**



Retired 2000 Christmas basket with 12 days of Christmas liner and double protector. Never been used and it has been kept in a smoke free, animal free home and used for display only. This item has a \$220 value.

Tickets will be sold during November, and the raffle will be held November 22 to find who the lucky winner is. Tickets are \$5.00 each, make checks payable to IAAP Lehigh Valley.



Bad Break Room Behavior Can Leave a Lingering Impression

Bringing lunch to work has become an everyday occurrence for more and more workers because of the downturn. If you're among this group, mind your manners in the company kitchen. Workers polled in a recent survey by OfficeTeam said the most annoying break room behavior is leaving a mess for others to clean up. Taking a coworker's food without asking came in second, followed by leaving expired or spoiled items in the refrigerator.

You may think your actions in the break room go unnoticed, but subtle behaviors can send a message about your consideration for others — or lack thereof. Here are five additional tips for minding your manners in the break room:

1. **Remember mom's advice.** If you spill something in the microwave or on the counter, wipe it up. It's also common courtesy to refill anything you've emptied in the kitchen, such as the coffee pot, utensils or a napkin dispenser. Leaving empty food containers or coffee mugs in the sink also is inconsiderate because it limits the amount of room colleagues have to clean their dishes or wash their hands.
2. **Spare the air.** You may love the smell of your famous "seafood surprise," but your neighbors probably don't share your enthusiasm. Avoid bringing extremely pungent foods to the office that could offend your colleagues' olfactory senses.
3. **Stake your claim.** Label your food with your name and the date. This will let people know the items are not department leftovers up for grabs and make it clear when the item should be taken home or thrown away.

4. **Get the hint.** Schedule alerts on your calendar so you'll remember to take home or toss out leftovers or groceries you've stored in the office fridge. You'll also help free up space for coworkers.
5. **Do a little dirty work.** Clean up around the break room even if someone else created the mess. By simply picking up a piece of trash or wiping the table, you'll set an example for others to follow and create a more pleasant and potentially safer environment for your colleagues. If you see an ongoing issue with break room etiquette, consider asking management to implement a staff policy or reinforce the rules of conduct.

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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COMMITTEE REPORTS



Membership Committee Report October 2, 2010

Chapter Membership Statistics:

| Date | Professional | Merited | Student | Associate | Total | Net Gain/(Loss) |
|------------|--------------|---------|---------|-----------|-------|-----------------|
| 06/30/2010 | 40 | 5 | 1 | 0 | 46 | |
| 09/30/2010 | 40 | 5 | 1 | 0 | 46 | - |

During September we again added a new member and lost a member whose membership expired August 31, keeping us at 46 members.

Gentle reminder emails were sent to four members whose membership renewals are due; one whose membership expired September 30, and three whose membership will expire October 31. Retention of members continues to be difficult. While the economic situation seems to be improving slowly, many of our companies have discontinued financial support of employee memberships in professional organizations, and many of our members are still 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:

| <u>Scoreboard</u> Northeast Dist. PA Div. | As of 06/30/10 | As of 09/30/10 | Net Gain/ (Loss) | % of Gain/ (Loss) |
|--|---------------------------------|---------------------------------|---|--|
| Membership | 525 | 501 | (24) | (4.57%) |
| No. of Chapters | 18 | 17 | (1) | (0.05%) |

As of September 30, 2010 we have 501 members and 17 chapters in the PA Division, a loss of 24 members and 1 chapter since June 30, 2010. Endless Mountains Chapter was disbanded effective July 1, 2010.

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

Ways and Means

What a great start we have had for the new IAAP year! W&M has sold Terri Lynn products at two locations and they brought in a total just shy of \$500. There will be an accounting in a future newsletter.



Gayle Gunderman at the Palmer Park Mall, talking to some customers about the tasty Terri Lynn nuts.

By the Way, she made the sale – You Go Girl!

RADA Cutlery Sell Through Oct. 25
Return Payment – Oct. 25
Pick up Product – Nov. 22
Contact: Catherine Campanaro

Yankee Candles Sell Through Oct. 25
Return Payment – Oct. 25
Pick Up Product – Nov. 22
Contact Maryann Muchlitz

Redner's Receipts Pick up store card
Swipe it with any purchase
Turn in receipts at meeting
Ask friends and family to help
Contact Maryann Muschlitz

Change Jar Change is part of everyone's life
Change is part of the workplace
Drop your spare change in the jar on Lynn's table
Contact: Lynn Nocera

Magfundraising Go to IAAP home page
Go to events/fundraisers
Order or renew
Cookie dough or restaurant coupons
Contact: Lynn Nocera

Terri Lynn Candy and nuts at all meetings
email me with your order
Sales tables are various spots
Looking for member help
On-line under events/fundraisers
Contact: Maryann Muschlitz

Respectively submitted by,
*Catherine Campanaro, Peggy Godfrey,
Cristin Keppel., Maryann Muschlitz CAP, Lynn Nocera*

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------------|--|----------------------|-----------------|--------------------|-----------|----------|
| | | | | | October 1 | 2 |
| 3 | 4 | 5 Elaine Beam CPS | 6 | 7 | 8 | 9 |
| 10 | 11 Columbus Day | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 Chapter Meeting Four Points Sheraton | 26 | 27 | 28 | 29 | 30 |
| 31 Halloween | 1 November Board Meeting Fairfield Inn & Suites | 2 Election Day | 3 | 4 | 5 | 6 |
| 7 Standard Time Begins | 8 | 9 | 10 | 11 Veterans Day | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 Chapter Meeting Four Points Sheraton | 23 | 24 Phil Reph | 25 Thanksgiving | 26 | 27 |
| 28 | 29 Board Meeting Fairfield Inn & Suites | 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



2010/11 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 | Anne E. Logan |

| Committee | Chair/Co-Chair | Members |
|--|--|---|
| APD/APW (Administrative Professional Day/Week) | Pat Leibensperger, CPS Pat Zemitis, CPS | Karen DeAngelo Anne Logan Connie Uhler |
| Audit | Betty Hofacker, CPS/CAP | |
| By-Laws and Standing Rules | Sandy Dredge, CPS | Anne E. Logan Jean Meckley, CPS |
| Chaplain | Mary Ellen Long, CAP | Mary Ann Vought, CPS/CAP |
| Community Service | OPEN | Catherine Campanaro Cristen Keppel Mary Ellen Long, CAP |
| Certification Committee | Maryann Muschlitz, CAP Mary Ann Vought, CPS/CAP | |
| Educational/Program | Rosemary Geosits | Karen D'Angelo Cristin Keppel Pat Leibensperger, CPS |
| Friendship Fund | Gayle Gunderman, CPS Peggy Godfrey | |
| Scrapbook | OPEN | |
| IAAP Student Chapter Program | (Inactive) | |
| Mailing List | Betty Hofacker, CPS/CAP | |
| Marketing/Publicity | Jayne Sullivan | Catherine Campanaro Pat Leibensperger, CPS Maryann Muschlitz, CAP |
| Membership | Carol Ziegler, CPS/CAP Sandy Dredge, CPS | |
| Meeting Reservations | Lynn Nocera | Karen D'Angelo |
| Newsletter | Mary Ellen Spedding | Cristin Keppel Linda D Schmoyer, CPS |
| Nominating | Lynn Nocera | Sandy Dredge, CPS Peggy Godfrey |
| PA Division 2012 Annual Meeting | Sandy Dredge, CPS Michelle Tymon | Rosemary Geosits Gayle Gunderman, CPS Lynn Nocera Carol Ziegler, CPS/CAP |
| Research Education Fund/RTF | Jean Meckley, CPS | Anne Logan |
| Roster | Carol Ziegler CPS/CAP | Sandy Dredge, CPS |



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2010/11 LEHIGH VALLEY CHAPTER

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| | | |
|-----------------------|---|--|
| Ways and Means | Maryann Muschlitz, CAP | Catherine Campanaro Peggy Godfrey Cristin Keppel Lynn Nocera |
| Website | Sandy Dredge, CPS Carol Ziegler, CPS/CAP | Rosemary Geosits Tammie Gibson Linda Schmoyer, CPS Jayne Sullivan |