

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>

**PASSION &
PURPOSE**
LEHIGH VALLEY CHAPTER

**MARCH 2011
NEWSLETTER**



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2-16-120
LEHIGH VALLEY CHAPTER
ALLENTOWN, PA 18105

Visit our website at
<http://www.iaaplehighvalley.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 Vice President

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

Cathy L. Wimmer Secretary

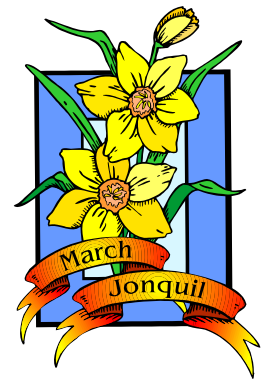
National Penn Investors Trust Co.
Personal Wealth Services
1620 Pond Road, Suite 200
Allentown PA 18104
610.530.6811
cathy.wimmer@npitc.com

Anne E. Logan Treasurer

Avantor Performance Materials, Inc.
222 Red School Lane
Phillipsburg NJ 08865
908-859-9399
anne.logan@avantormaterials.com



March 2011



Dear Members,

My how time flies by! We're over half way through our 2010-11 year of Passion & Purpose. I'm so proud of our chapter! Thank you to everyone for your continued support and enthusiasm. What a privilege to watch firsthand as members grow professionally and benefit from the excellent variety of speakers and programming that our chapter offers.

Mark your calendars for these great opportunities coming this spring.

- Attend our next meeting on Monday, March 28. Juanita Mort, CAP, Vice President IAAP PA Division will present the topic, "How to Manage Your Boss!" Bring a co-worker or friend and join us for a fun and informative evening. Guests are always welcome.
- Consider a leadership role in our chapter. Nominations are open and we are looking to fill the positions of Secretary and Vice President for 2011-12. Contact Nominating Committee Chair Lynn Nocera if interested. Challenge yourself - the rewards are endless.
- Enjoy a "Short Stack for a Tall Cause". Volunteers are needed for our All-You-Can-Eat Pancake Breakfast fundraiser on April 10, 8-10am at the Bethlehem Applebee's. If you can help that morning and/or would like to purchase tickets (\$6/person), contact Maryann Muschlitz or Lynn Nocera. Tickets will also be available at the door. Proceeds benefit the IAAP Education Fund.
- Celebrate Administrative Professionals Day®, Monday, April 25th at Bravo Italian Restaurant. Rebecca L. Bechtel, Manager Global Human Resources Development and People College, Air Products Corporate University will present "Navigating the Global Workplace". I encourage everyone to bring your boss, a co-worker, friend, or student. Registration forms and more information are available on our chapter website.
- Register to attend the 2011 PA Division Annual Meeting, May 20-22 in Clarion, PA or experience EFAM 2011 in Montreal, Quebec this July 24-27. Both meetings are great opportunities to network, attend workshops, business meetings and see your IAAP leadership in action.

Membership in IAAP is your ticket to develop professionalism, confidence and leadership that makes you a valuable resource in the workplace and beyond.

Linda

Linda D. Schmoyer, CPS
President, Lehigh Valley Chapter



International Association of Administrative Professionals®

Lehigh Valley Chapter
50 Years of excellence
1957-2007

International Association of
Administrative Professionals®

DATE: Monday, March 28, 2011
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, Corned Beef & Cabbage, Red Potatoes, Carrots
- ★ Entrée include, bread/spread, iced tea/coffee/tea, dessert (Key Lime Pie)

Program:

How to Manage Your Boss!

Presented by:

Juanita M. Mort, CAP

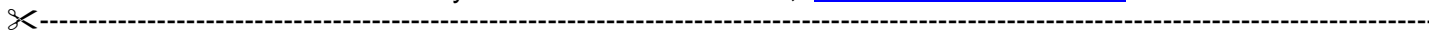
Vice President, IAAP Pennsylvania Division

Is it really possible to manage your boss? If so, is it really necessary? After all, it can be hard enough managing and working with our peers, without "managing up" also! Whether or not you agree with trying to manage your boss, it's still important to understand how he or she works. And from there, perhaps you'll be one step closer to being a more effective, valuable member of the corporate team.

Join us as Juanita M. Mort, CAP presents this thought-provoking subject. Juanita has been a member of IAAP since 2002 and a member of the Harrisburg Chapter since 2004. She served as the 2009-2010 Secretary and is the current Vice President on the Pennsylvania Division Board. Juanita also served on the Harrisburg Chapter Board from 2006-2009 as Vice President, President-Elect, and President.

Remember, guests are always welcome!

Reservations may be made on-line (www.iaapplehighvalley.org) or via the form below
Reservation/Cancellation Deadline: Thursday, March 24, 2011
Contact Lynn Nocera 610.868.5020; LNOCERA@RCN.COM



Reservation Form: March 28, 2011

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**

**Administrative Professionals Week®
Special Event Honoring Office Professionals**

Details: **Monday, April 25, 2011**
5:30 p.m. Networking
6:00 p.m. Intro to IAAP
6:15 p.m. Dinner
7:15 p.m. Program
\$35 Per Person (Cash Bar)

Location: **Bravo! Italian Restaurant**
Lehigh Valley Mall Campus
950 Lehigh Lifestyle Center
Whitehall, PA 18052

**Guests are welcome! Invite your boss,
a friend, co-worker, or student!**

Menu, served family-style, includes: Salad: Caesar Classico, Insalata Della Casa; Pasta/Entrée: Pesto Tortelloni, Shrimp Fra Diavolo Campanelle, Chicken Marsala; Roasted Vegetables; Dessert; Refreshments: Coffee, Tea, or Soft Drink

One week in April every year, businesses all over the world stop to recognize the Administrative Professionals in the office. As the hub of information and communication in the office, we typically take time to honor our profession and celebrate ourselves. For Administrative Professionals Day® 2011, however, we're veering away from the traditional celebration of the week. Downsizing has forced all of us to pull together and work harder, not just the administrative professionals. IAAP recognizes the hard work and sacrifice of everyone. This year we celebrate and honor all office professionals!

Program: **Navigating the Global Workplace**
Presented by Rebecca L. Bechtel

Do you coordinate visits from employees, clients, or customers from other countries? Do you schedule meetings across time zones? Do you work with team members from diverse countries and cultures? If you answered "Yes!" to these questions, come along on a global journey with Becky and learn more about how to build your cultural competence and work effectively across cultures. If you answered "No" to these questions, knowledge of multi-cultural business and social etiquette is increasing in necessity. Living in such an electronically connected time, when Internet and telephone access to the farthest reaches of the world are reasonable, one can speak to or correspond with someone from another hemisphere (and that doesn't include blogging!). As manager of Global Human Resources Development and People College (part of Air Products' Corporate University), Becky leads a team of people who provide a wide variety of development products and services for employees in the 40+ countries around the globe where Air Products does business. Join us, and after hearing Becky you will find yourself to be more culturally intelligent. "It's a small world" will certainly have new meaning. Fascinating!

Reservations may be made on-line (www.iaaplehighvalley.org) or via the form below
 Reservation/Cancellation Deadline: Friday, April 15, 2011
 Contact Lynn Nocera 610-868-5020; LNOCERA@RCN.COM
 Or Pat Leibensperger at 610-402-8152

✂-----

Reservation Form: Monday, April 25, 2011 – Office Professionals Celebration Event

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

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 by April 15 to:
 Lynn Nocera, 3451 Fox Drive, Bethlehem, PA 18017

Chapter Officer - Nomination Process and Duties

OFFICERS

The Chapter officers shall be President, Vice President, Secretary and Treasurer.

QUALIFICATIONS

- A candidate for office shall have been a Professional Member or a Professional Merited Member of IAAP for at least six months prior to nomination.
- A candidate for the office of President shall have served as a IAAP Lehigh Valley Chapter officer or Committee Chairman for at least one full year prior to the upcoming election.
- No member shall hold more than one Chapter office at a time. No member shall hold a Division office, while serving as a Chapter Officer, except to allow for normal overlap in difference of induction time.

NOMINATIONS AND ELECTION

- At least 30 days prior to the May meeting, the Committee on Nominations shall submit to the members a slate of one or more candidates for each office, giving the qualifications of each candidate.
- Nominations may also be made from the floor prior to the election, provided the candidates' qualifications are given at the time of nomination and they have consented to serve, if elected, then such nominees shall be entered on the slate. Nominations from the floor must receive two seconds.
- A majority vote of the members present at the May meeting shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the ballot may be dispensed with and the officers elected by viva voce (voice vote).
- If no candidate receives a majority vote on the first ballot, all but the two highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot.
- A vacancy occurring among the officers-elect between the time of election and the assumption of office at the close of the Annual Meeting in June shall be filled by special election at the first regular Chapter meeting of the new year. Nominations shall be made from the floor and all provisions previously outlined in this Section shall prevail.
- In the event that the Nominating Committee is unable to obtain a candidate for the office of President, the current President shall remain in office until a successor is elected. This section supersedes Section 4.B of this Article, should it be necessary.

TERMS OF OFFICE

- Officers shall assume office at the close of the Annual Meeting in June and shall serve for a term of one year, or until their successors are elected and take office.
- Officers shall serve no more than two consecutive terms in the same office. Any officer serving six months or more in an office shall be deemed to have served one term.

Chapter Officer - Nomination Process and Duties

DUTIES

Chapter officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.

The **President** shall:

- Preside at all meetings of the Chapter and the Board of Directors.
- Subject to the approval of the Board of Directors, appoint the Chairmen of all Standing and Special Committees and a Chaplain.
- Be a member ex-officio of all Committees except the Committee on Nominations and the Audit Committee.
- Have authority to sign checks; the office of President being bonded in an amount set up by the Board of Directors and the premium paid from Chapter funds.
- Be familiar with the International Bylaws and Standing Rules; Division Bylaws, Standing Rules and Procedures; and Chapter Bylaws, Standing Rules and Procedures in order to keep the Chapter Bylaws and Standing Rules Committee informed of changes that should be communicated to the membership.
- Keep the Division President fully informed on all matters concerning the Chapter.
- Furnish the Division Officers with copies of any correspondence with other Division Officers and the Northeast District Director.
- Conduct a special meeting for all Officers and Committee Chairmen to familiarize them with their respective duties prior to the September meeting (usually done at the summer board meeting).
- Call meetings of the Board of Directors whenever such meetings are necessary.

The **Vice President** shall:

- Assist the President in all ways.
- In the absence of the President, serve as presiding officer of meetings of the Chapter or of the Board of Directors.
- In the event of a vacancy in the office of President, succeed to the office for the unexpired term, except as noted in Article III, Section 3.F., above.
- Be a member ex-officio for all special committees, e.g., Committee on Nominations, Audit, Seminar/Workshop, Website, and other special committees that may be necessary.
- Perform other duties as may be assigned by the President or the Board of Directors.

The **Secretary** shall:

- Be responsible for the minutes of all Chapter and Board of Directors meetings.
- Have custody of the Chapter Charter and other official documents.
- Have available at all meetings an up-to-date copy of International Bylaws and Standing Rules; Division Bylaws, Standing Rules and Procedures; and Chapter Bylaws, Standing Rules and Procedures.
- Following the election of officers, file the names and addresses of the President and Secretary with the local Chamber of Commerce and the Better Business Bureau and keep such information current throughout the year.
- Order stationery and supplies.
- Perform other duties as may be assigned by the Board of Directors.

Chapter Officer - Nomination Process and Duties

The **Treasurer** shall:

- Using information submitted by Committees, prepare a budget of estimated expenditures to be submitted to the Board of Directors for approval at the September Board of Directors meeting. After approval, the budget shall be presented to the membership at the September Chapter meeting.
- Have responsibility for all Chapter funds, making disbursements only as authorized either by specific action or by adoption of a budget by the Board of Directors and membership.
- Make all deposits and pay all bills promptly, by check, with authority to sign checks. The office of Treasurer shall be bonded in an amount set by the Board of Directors and the premium paid from Chapter funds.
- Keep the books on a current basis and make a monthly report to the Board of Directors and the Chapter.
- The books shall be ready for audit within two weeks following the close of term of office; and the books, together with all necessary information, shall be delivered to the Audit Committee at that time.
- Shall provide the Roster Committee with information so the Committee can prepare and distribute the Chapter roster by the September meeting. This may be a cooperative effort with the Membership Committee. Shall notify the Chapter membership, the Chapter Membership Committee Chairmen, International, and Division Board of Directors of any roster listing changes occurring during the year, specifically reporting to the Board of Directors monthly any resignations or new members.
- Immediately following the election of officers, submit to the Division Board of Directors, on the form provided by International, the names and addresses of newly elected officers for the official directory.
- By the date requested by International, submit on required form to International and the Division President, a list of Chapter Committee Chairmen as requested.
- Perform other duties as may be assigned by the Board of Directors.

Tech Corner

HTTP OR HTTPS: What's the difference?

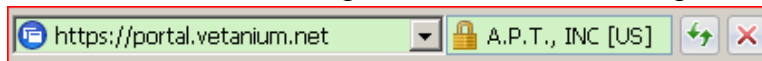
You may or may not notice when you go to a website that the URL (the web address) begins with:

- 'HTTP' = **H**yper-**T**ext-**T**ransfer **P**rotocol or
- 'HTTPS' – that '**S**' = **S**ecure **S**ockets **L**ayer (SSL)

HTTPS sites put a little combination lock on this site. Before you enter any personal information – especially financial or credit card info, be sure this website begins with HTTPS. This data is sent in an encrypted format.

No encryption: 

*EV-SSL – Extended Validation Secure Sockets Layer
Secured site with lock and green address - after login:*



This update happens in the background without prompting.

The latest certificate encryption standard:

EV-SSL – Extended Validation Secure Sockets Layer –

*Depending on your web browser or IE Version – this may look different.
The address line turning green with the lock demonstrates the legitimacy
of your business.*

*Privacy is important to us all.
Please keep this in mind before you hit that send key.*

Is My Face Red?

Overcoming Embarrassments at Work

Whether it's a foot-in-the-mouth faux pas, wardrobe malfunction, glaring error or dumb mistake, we've all had embarrassing experiences at work. Although such moments can be humbling, it is possible to bounce back, overcome the incident and gracefully move on.

Following are some [real-life workplace bloopers](#), recounted by executives interviewed by OfficeTeam, as well as advice for overcoming these types of slipups.

Recovering from a Slip of the Tongue

"I answered the phone using the wrong company name."

"I called my boss 'my love' by complete accident."

It's not uncommon to trip over your own tongue. When it happens, correct yourself, apologize and laugh it off. Dwelling on the gaffe will only make matters worse.

Avoid such blunders in the first place by slowing down, focusing on the subject at hand and taking a few moments to organize your thoughts. If you feel rushed or nervous, a deep breath or two will help you regain your composure.

Getting Past a Clothing Calamity

"My trousers tore in front of my team members."

"I conducted a training session with my zipper down."

When issues arise with clothing, remain calm and discreetly fix the problem. If others have noticed, a quick joke or light-hearted comment could help diffuse any awkwardness.

To prevent wardrobe malfunctions, check your work attire for stains and tears before leaving the house. But also realize that a clothing calamity — such as spilled coffee on your blouse — can sometimes occur despite your best efforts.

Making Amends When a Mistake Involves Others

“I spilled coffee all over my boss.”

“I sent an offer letter to the wrong candidate.”

When a mistake upsets or offends a colleague, client or customer, it’s essential that you immediately own up to your gaffe. Do not minimize or make light of it; simply apologize and offer to correct the situation, if possible. You may even want to follow up with those involved to explain the steps you’ll take to avoid a similar mistake in the future.

To prevent such situations in general, don’t multitask or rush. People are more prone to mistakes when they’re distracted, preoccupied or acting in haste.

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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March is RTF Solicitation Month

Talk about March Madness! See if you can get your Chapter/Division to increase their monthly donations or initiate a donation during March. What about some healthy competition between Chapters within a Division or between Divisions within a District? Don't forget your donation to the Family of Givers program benefits you, your chapter, and your division. <http://www.iaap-rtf.org/donate/family.html>

Want to donate on-line using a credit card? Visit the RTF website, www.iaap-rtf.org. Click on the "Donate" tab and select "Contribute online." Don't want to use a credit card? Visit the RTF website, www.iaap-rtf.org. Click on the "Donate" tab and select "Printable Donation Form." Complete and mail to address listed under contacts.

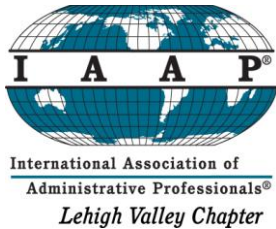
Need an idea for a fundraiser for the RTF? Go to www.iaap-hq.org web community, General RTF Discussion e-group and check out fundraising ideas that other Chapters/Divisions have found to be successful.

Please contact Susan Whittaker swhittaker@iaap-hq.org at headquarters and she will send you materials to have at your meeting. There is a new presentation for use at your March Meetings at www.iaap-rtf.org under "Resources" and "Downloads" that you can use.

RTF Mission

The RTF exists to help administrative professionals age 55 and older with housing, whether it's through their retirement home, Vista Grande or through grants. Our mission is to provide assistance for housing to administrative professionals, age 55 and older, who are in need. The RTF, founded in 1947, operates exclusively for charitable purposes and can help those in need because of the generous gifts from individuals around the world.

A second time period for application submission for housing assistance has been added. Applicants can now apply by November 15 deadline (January 1 activation) and May15 (July 1 activation).



Membership Committee Report March 3, 2011

Chapter Membership Statistics:

Date	Professional	Merited	Student	Associate	Total	Net Gain/(Loss)
06/30/2010	40	5	1	0	46	
02/28/2011	38	5	1	0	44	(2)

During February we lost two members who did not renew their memberships, reducing our membership to 44 members.

Three members' memberships will expire March 31, 2011, and all three have already renewed their membership. Five members' memberships will expire April 30, 2011. Three of these members have already renewed their memberships, and reminder emails will be sent later this month to the two who have not yet renewed. 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:

Scoreboard Northeast Dist. PA Div.	As of 06/30/10	As of 02/28/11	Net Gain/ (Loss)	% of Gain/ (Loss)
Membership	525	462	(63)	(12.00%)
No. of Chapters	18	17	(1)	(0.05%)

As of February 28, 2011 we have 462 members and 17 chapters in the PA Division, a loss of 63 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 Committee

We are having had a very good year and I would like to recap its success. **Terri Lynn products** have been selling at each monthly meeting, along with sales at other spots. **RADA Cutlery** was a big part of our profit. Fall/winter sales of **Yankee Candles** were one of our winning fundraisers. **Raffles** held at the monthly meetings are holding their own, with the Longaberger **Basket** raffle taking center stage. By members turning in **Redner's Receipts** we are able to make money for the IAAP without selling anything. The **Change Jar** at the meetings is adding up nicely, with **magfundraising** bringing a profit also. And the last fundraiser is the **Dan Schantz** coupons; where again there is nothing to sell. We started this fundraiser late in the winter season so we are hoping that spring/summer sale coupons will be profitable.

As everyone is aware, IAAP will be holding a Pancake Breakfast at Applebee's on Catasauqua Rd. in Bethlehem on Sunday, April 10th from 8-10am. It will be necessary to have volunteers for greeters, seaters, beverage servers, pancake servers, busers and kitchen help. This will require 18-20 people and currently there are 14 volunteers signed up. Remember, everyone eats, so a breakfast should be an easy sell. There are tickets available and you can have some sent to you by emailing me at mmuschlitz@lantabus.com. It will also be helpful to have fliers posted in various locations to alert the public about the breakfast. Once again, I have these and will send or email them out to you. One thing we cannot count on is for everyone to just walk-in, we need our members to help advertise this event.

Thank you for all your help and suggestions and comments for other fundraisers, ideas on how they can be run differently, or any other ideas that will help our committee are all welcome. You can email anyone on the committee with this information or you can drop an anonymous suggestion in the change jar and it will defiantly be discussed by the Ways and Means Committee. Remember, your input and suggestions are what fuel the IAAP.

Respectively submitted,

Maryann Muschlitz, CASP



**Enjoy a short stack
for a tall cause.**

**You're invited to an all you can eat
Applebee's® Flapjack Fundraiser Breakfast
to support the International Association of
Administrative Professionals (IAAP)®**

\$6.00 per person

**WHEN: Sunday, April 10, 2011
8:00 a.m. - 10:00 a.m.**

**WHERE: Applebee's Restaurant
2109 Motel Drive
Airport & Catasauqua Roads
Bethlehem, PA 18018**

**MENU: Pancakes
Sausage
Juice
Coffee/Tea**



**International Association of
Administrative Professionals®**

Lehigh Valley Chapter

Proceeds Benefit IAAP Education Fund

For More Information and Tickets Contact:

**Maryann 484-695-2817
Lynn 610-868-5020**

Tickets Available at the Door

Valid only at participating restaurant listed above. Tickets valid for pancake event only.
Applebee's menu items are not included as part of purchase.



Sponsor Page

The members of the Lehigh Valley and the Ways and Means Committee would like to thank each and every one of you for your generous donations to help our education fund.

Jack Creek Steak House, Catasauqua Rd., Bethlehem

Gertrude Hawk Gift Certificate, Allentown

State Theatre, Northampton St., Easton

Bethlehem Business Forms, Allentown

Beauty and the Beach, Bath

Bio Med Sciences, Inc., Allentown

Dinner Gift Certificate

Gift Certificate

Two tickets

Donation of an Ad for ADP day

Massage

Pearls and skin care product

It was very nice of these establishments to sponsor us or donate items. Please keep them in mind when you are looking to purchase a specific item.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		March 1	2	3	4	5
6	7	8 Linda Schmoyer	9	10	11	12
13 Daylight Saving Time Begins	14	15	16	17	18	19
20 Spring Begins	21	22	23	24	25	26
27	28 Chapter Meeting Four Points	29	30	31	April 1	2
3	4 Board Meeting Fairfield Inn &	5	6 Mary Ellen Long, CAP	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 APD Celebration Bravo!	26	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



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

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