

The Valley Voice

PRESIDENT'S MESSAGE

Dear Members,

Happy New Year! I hope all of you had a wonderful holiday, enjoying relaxation time with family and friends. December just flew by, and I can't believe it's 2012! Have you made any New Year resolutions? Recently, I received an e-mail from PA Division requesting an update on our chapter's plans for the coming months. In reviewing my notes and responding to the e-mail, I realized that the Lehigh Valley chapter board members have resolved to make our chapter better than ever by providing our members with interesting educational programs; providing information about IAAP certification; suggesting new ideas on how to publicize our chapter and how to increase membership; coming up with new fundraising ideas; and working diligently to plan for the 2012 PA Division Annual Meeting our chapter will host in June.

Now it's your turn to make a resolution. Maybe it's time to think about taking the certification exam. Or perhaps you can invite a guest to one of our meetings to show her (or him) the benefits of IAAP membership. Have you considered becoming a Member of Excellence through the Pathways of Excellence program? Would you be interested in serving on a committee or become an officer next year?

We are planning some very interesting programs in the coming months. Joseph Facchiano will present "Change Your Thinking, Change Your Life" at our January 23rd meeting. Do you sometimes feel like your life is out of control or your life is at a standstill? Mr. Facchiano's presentation will certainly help you understand why... and how your thoughts make a difference.

I hope you can join us for the January meeting. We will also have some announcements about upcoming events and fundraisers.

Thank you to everyone who helped with the recent sale of discount cards and also the basket raffle.

It's time to resolve to attend your chapter meetings, network with others, and **MAKE THE LEAP TO REMARKABLE!**

My best regards,

Gayle F. Gunderman
President, Lehigh Valley Chapter



International Association of
Administrative Professionals®

Lehigh Valley Chapter

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Linda D. Schmoyer, CAP
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UPCOMING EVENTS

Meetings:

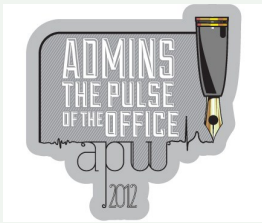
Chapter General Meeting -
Four Points Sheraton,
Allentown, PA
January 23, 2012

Board Meeting -
January 30, 2012
LANta
Allentown, PA

PA Division Winter Board Meeting
2012 Annual Meeting Planning-
January 14, 2012
Holiday Inn & Conference Center,
Allentown, PA

Administrative Professionals
Week (APW):
April 22-28, 2012

Administrative Professionals
Day Celebration :
April 2012—More details coming
soon



May 2012 Certification Exam:
Registration Deadline
Wednesday, February 14, 2012

Education Conferences:
Spring Conference -
March 4-7, 2012 Las Vegas, NV

EFAM -
July 20-25, 2012 Grapevine, TX

PA Division Annual Meeting-
June 20-23, 2012
Host-Lehigh Valley Chapter,
Holiday Inn, Allentown, PA

New Podcasts
Available at <https://iaap-hq.org>

Free And/Or Low-Cost Online Tools
And Apps
By Susan Fenner

Beth Ziesenis, author of Upgrade To Free: The Best Free And Low-Cost Online Tools And Apps and “your nerdy best friend”, shares amazing sites that will make your life easier, your productivity soar, and give your creativity a boost that will make you the office star!

JOIN US AT OUR NEXT MEETING—JAN. 23

“CHANGE YOUR THINKING, CHANGE YOUR LIFE!”

Presented by: Joseph Facchiano

What you think has a profound effect on what you do and how you do it. You can only achieve when you believe! If you don't think you can do it, you never will. Your life experiences determine the way you think, but your thoughts aren't set in stone. Just like you can learn to ride a bike or play chess, you can also learn to control your thinking and control your life.

This program shows you how to change the way you think, and open new doors to unlimited possibilities. *Change Your Thinking, Change Your Life* focuses on the importance of setting goals, expanding your thinking, and imagining your own unlimited potential. It presents powerful principles that will help anyone get on the road to a better, more fulfilling professional and personal life.

With over 30 years of experience throughout all areas of business, Joseph Facchiano is a certified business performance coach, entrepreneur, speaker, author, and owner of JoFash enterprises, LLC.

Remember, guests are always welcome!

For more information or to RSVP (Deadline Jan. 19 go to:
<http://www.iaaplehighvalley.org/Events/Monthly-Dinner-Meetings.aspx>

Four Points Sheraton Jetport,
3400 Airport Road, Allentown, PA
5:30 p.m. Networking
6:00 p.m. Dinner
7:00 p.m. Program/Business Meeting

MEMBERSHIP

Carol Ziegler, CAP-OM-Chair czieg01@verizon.net

Lehigh Valley Chapter Statistics (as of 12.31.2011)

Lehigh Valley Chapter Members-47
PA Division Members-449
PA Division Chapters-18

W

elcome to the **376 Airport Chapter.**

The newest Chapter in the Pennsylvania Division-located in Moon Township, Pittsburgh airport area. The chapter which chartered with 21 members was officially installed on December 15, 2012 by PA Division President, Carol Lundgren, CAP-OM. Also installed were the chapter's officers Debbie Douglass, CAP-OM - President; Lori Field, CAP - Vice President; Bev Garvey, CAP - Secretary; and Jodi Allison, CAP-OM - Treasurer.

Congratulations!

Upgrade Your Career



IAAP has a new specialty for its Certified Administrative Professional program: Technology Applications.

IAAP's new specialty recognizes that technology is integral for every admin. First, complete three Options Technology modules. Following that, pass the test to earn Microsoft certification in at least one of those modules. Then you're qualified to submit an application and fees for the Technology Applications specialty.

More information about the Technology Applications specialty is available at www.iaap-hq.org/certification

To learn more about the Options Technology program, visit www.iaap-hq.org/events/options.

Take the next step in your career by attaining the Technology Applications specialty from IAAP. Demonstrate your commitment to continuing technology education.

- Have an active CAP rating to be eligible for this specialty.
- Earn the Technology Applications specialty by taking a combination of three Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint and Project.
- Pass the test to receive a Microsoft certification in at least one of the Options Technology modules you completed.
- Submit the application and the fees for your TA specialty.

APD/APW®
Karen D'Angelo & Rosemary Geosits

Bylaws
Kathy O'Donnell, CAP

Certification/Librarian
Maryann Muschlitz, CAP-OM & Mary Ann Vought, CAP-OM

Chaplain
Mary Ellen Long, CAP-OM

Community Service
OPEN

Education/Program
Rosemary Geosits

Financial Review
Betty Hofacker, CAP-OM

Friendship Fund
Anne E. Logan & Connie Uhler

History
Linda Schmoyer, CAP

Mailing List
Betty Hofacker, CAP-OM

Marketing/Publicity
Cathy Campanaro

Meeting Reservations
Lynn Nocera

Membership
Carol Ziegler, CAP/CAP-OM

Newsletter
Linda Schmoyer, CAP

Nominating
Lynn Nocera

PA Division 2012 Annual Meeting
Sandy Dredge, CAP

*Research Education Fund/
Retirement Trust Fund*
Jean Meckley, CAP

Roster
Carol Ziegler, CAP-OM

Scrapbook
Linda Schmoyer, CAP

Ways and Means
Maryann Muschlitz, CAP-OM

Web Site
Kathy O'Donnell, CAP-OM & Carol Ziegler, CAP-OM

GET UNSTUCK AND MOVE AHEAD

Connie Challingsworth
Positive Life Decisions, LCC

“The highways of life are made up of flat squirrels who couldn’t make up their minds.” ~Unknown

When I came across this quote, I chuckled because it was very visual to me. But then I started to think about people who don’t know which way to go in their lives. They are stuck...unable to move forward. They know they want to do something, but because they aren’t sure what, or they are afraid, they do nothing. I have been there myself and I’m sure many of you have been there, also.

What does it mean to be “stuck”? The word “stuck” refers to the psychological or emotional energy we have trapped through a judgment we’ve made about a certain thing we fear to do or a decision we can’t make. The emotional toll it takes on us when we are frozen in this position is often just as anxiety producing as doing what we fear. In order to move ahead and release the trapped energy, sometimes we just have to take action. Remember, everybody gets stuck from time to time. Would you rather have this feeling of being stuck...or the results?

Psychologist Paula Becker said “Being stuck is a strong signal you’re not in touch with your heart.” What is your intuition telling you about this situation? What excuses are you allowing to get in your way? What opportunities are you missing out on by staying stuck? Take full responsibility for what you’re feeling and where you are. Ask, without beating yourself up, what did you do to create this?

When you empower yourself to find out what fears are keeping you stuck, you can move beyond them and be at your peak potential. Many of our obstacles are self-imposed. What assumptions are you making about the situation that’s keeping you stuck? Can you drop those assumptions you find to be untrue? What do you notice from this new perspective? How is this stuck state similar to previous times you’ve been stuck? What patterns do you notice? What can you learn from this?

I know I’ve asked you a lot of coaching questions to make you think. Sorry, that’s what I do! Here are some positive tips to help you take control of the situation that’s keeping you stuck.

Identify where you are stuck and take steps toward getting unstuck, even if it means pushing well beyond your comfort zone. Action is the only remedy for fear. Dale Carnegie said, “Inaction breeds doubt and fear. Action breeds confidence and courage. If you want to conquer fear, do not sit at home and think about it. Go out and get busy.” Identify your biggest strengths and make sure you use those strengths. Write down your goals and dreams and declare yourself in the game! Set deadlines and set benchmarks for your progress. Visualize by beginning with the end in mind. Throughout the day frequently ask yourself: Is this activity moving me forward to achieve my most important lifetime goals? Don’t compromise when you feel strongly about something. And, realize that failures bring about success. Risk is all about trying and getting in the game. You won’t have success if you aren’t in the game! Find a coach who can help you get unstuck. You don’t want to be a flat squirrel!

“What do I want to be when I grow up?” Connie Challingsworth, certified life, career and retirement coach and founder of Positive Life Decisions, Allentown, PA, has given this question a new twist. Through one-on-one coaching, group coaching and workshops, she helps people at midlife answer the question, “What do I want to do for the rest of my life?” You can contact Connie at connie@positivelifedecisions.com or 610-390-1354. Visit her website www.positivelifedecisions.com and sign up for her monthly newsletter.

CHECK OUR CHAPTER WEBSITE’S NEW ADDITIONS

- ◇ General Meeting Minutes—November 28, 2011
- ◇ Board Meeting Minutes—December 5, 2011
- ◇ Treasurer’s Report—November 2011

IAAP MEMBERSHIP AFFINITY BENEFITS

Take advantage of these exclusive offers



The GEICO Auto Insurance Program offers members quality car insurance with complete 24-hour sales, policy, and claims service. As an IAAP member, you may also qualify for a Member Discount, in addition to GEICO's already low rates. The discount is available in most states. www.geico.com

Office DEPOT.

IAAP members can receive remarkable savings on office supplies, promotional products, furniture, and many other items through Office Depot. Members can shop online and receive discounts ranging from 10-40% on various products. U.S. members can also register a credit card for in-store purchasing and receive the same web-based pricing. You can access the Office Depot website designed specifically for IAAP members through the links below. <http://odams.officedepot.com/registrations/portal.php?a=45683132> Account #45683132 For specific product questions call Customer Service at 888.438.0102



A great benefit for International Assn of Administrative Professionals members

Applying for the International Assn of Administrative Professionals Platinum Plus® MasterCard® credit card with WorldPoints® rewards is smart, simple and a great way to earn rewards. Choose the rewards that are right for you. Redemption options include unlimited cash rewards, airline travel with no blackout dates, brand name merchandise, gift cards – even once-in-a-lifetime experiences. [Apply securely online](#) today and receive top quality benefits and service. For information about rates, fees, other costs and benefits associated with the use of this credit card, see **Terms and Conditions**.



The Avis Association Program entitles you special Avis services and discounts that can save time and money. You are also eligible for savings of 10% off Avis Association Select rates and 5% off promotional rates at all participating locations. And with the Avis Wizard System, you can receive the best available rate when you mention IAAP's/Avis Worldwide Discount (AWD) number: S024799. For more information and reservations, call 1-800-331-1212 or visit their website. <http://www.avis.com/AvisWeb/html/bridge/assoc/members/go.html?S024700>



Carlson Wagonlit Travel is the official travel agency of IAAP. They guarantee the lowest available air fare on all domestic and international flights. Use Carlson Wagonlit Travel for all your travel needs, be it personal or professional. For more information, call 877.251.3296.



IAAP has an alliance with National Seminars Group/Padgett-Thompson, divisions of Rockhurst University Continuing Education Center. This membership benefit lets you take advantage of excellent discounts.

Member Benefits:

- ◆ 25% off any "public" seminar offered in hundreds of locations across the country.
- ◆ 10% off tailored, onsite seminars brought directly to your business or chapter.
- ◆ 10% off all orders over \$100 from extensive collection of training resources.
- ◆ 10% off online courses.
- ◆ IAAP membership allows EVERY employee at your location to take advantage of these excellent discounts.

Visit www.nationalseminars.com/iaap— your IAAP custom web page— to learn how to take advantage of your membership benefits and discounts.



Now Save Up to 26% on UPS Shipping - Thanks to IAAP! Take advantage of special savings on UPS shipping offered to you as a member of IAAP. You can now save up to 26% on an expanded portfolio of air and international Express shipping services. All this with the peace of mind that comes from using the carrier that delivers more packages on time than anyone. Simple shipping! Special savings! It's that easy! For complete details or to sign up, [simply click here](#). Or call (800)325-7000.

MORE MEMBERSHIP AFFINITY BENEFITS



IAAP members can experience the Teleflora difference and save 20%* on all flower orders. All bouquets are hand-arranged and delivered by a local florist. Same day delivery is available on all products and no flowers are ever shipped in a box.

IAAP members living in the U.S. and Canada can order via the special website (www.iaap.flowerclub.com) or by telephone (1-800-457-2996). International members can receive the discount via the telephone only.

*Prices shown on the Teleflora website for IAAP members include the discount. Applicable sales tax and delivery fees will be added at checkout.



This NEW Health Insurance Program can help provide members and their families with comprehensive major medical insurance coverage. JLBG Health, the Nations largest provider of Association health plans, administers this program.

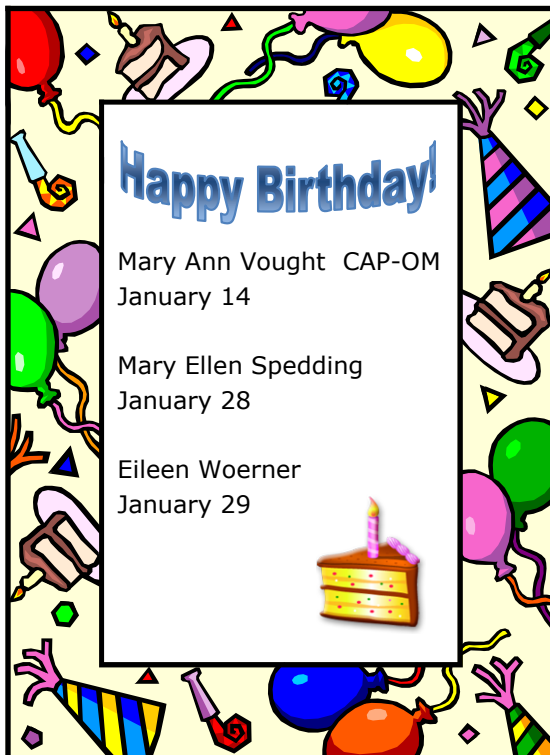
In addition to substantial premium savings that may be available to members, the program also provides:

- ◆ A wide variety of choices for coverage from HSAs to PPOs for members, their employees, or family
- ◆ Unlimited lifetime maximums with dependants covered until age 26
- ◆ **Pre-existing** coverage for all children under age 19
- ◆ A new shrinking deductible - a 20% deductible **credit** each year you do not meet your deductible
- ◆ 10% healthy member discount & preferred rates
- ◆ Optional **FREE** Health Savings Account
- ◆ Optional PPO or traditional health plan with over 1,000,000 providers
- ◆ Plans with a \$20, \$25, \$30 or \$40 co-pay for doctor visits
- ◆ Prescription Drug coverage
- ◆ World-wide coverage, 24-hours a day
- ◆ Unlimited and enhanced wellness benefits with **NO out of pocket costs** based on PPACA Guidelines effective September 23, 2010
- ◆ Tele-Express, phone application - no paper applications to complete, apply over the phone in as little as 10 minutes.

Note: Features are subject to state availability and may not apply to all members.

To learn more about the options available to lower your health insurance costs and maintain comprehensive coverage, visit www.IAAPHealthPlans.com for an instant online rate or call **1-866-661-1023** for more details, member rates, and a 10-minute phone application.

Questions/comments about IAAP affinity programs may be directed to Joy Johnston, e-mail: jjohnston@iaap-hq.org



Save the Date – Mark your Calendars!



Date: Saturday, April 21, 2012
Time: 8-10am, (Volunteers 7:30am)
Location: Applebee's (Rt. 248)
 3702 Easton-Nazareth Highway

CHAPTER MEETINGS

Our IAAP Lehigh Valley Chapter meets monthly, September through June, on the fourth Monday of the month at the Four Points Sheraton, 3400 Airport Road, Allentown, PA.

Networking begins at 5:30 p.m., followed by dinner, which is optional, at 6 p.m. At 7:00 p.m. an educational program geared toward keeping current with advancements in the administrative profession is offered.

Accreditation is awarded for most of these programs. Our chapter also offers periodic offsite educational seminars and, additionally, we hold an Administrative Professionals Day® celebration event each April.

IAAP®

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association for office professionals with approximately 28,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

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

Lehigh Valley Chapter- Allentown, Bethlehem, Easton, PA and Surrounding Areas

Our Vision: To inspire office professionals to strive for and attain excellence.

Our Mission: To enhance Lehigh Valley office professionals' individual and collective value, image, competence, and influence as full business partners in the workplace.

Our Purpose: To provide education and set the standards of excellence recognized by the business community on a global perspective.

<http://www.iaaplehighvalley.org>

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

Lehigh Valley Chapter, IAAP® The Valley Voice

Every effort has been made to ensure that the content contained in this newsletter is up to date and accurate.

Please let me know if you find something in error or a broken link.

Linda D. Schmoyer, CAP
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Bethlehem, PA 18015

