



International Association of
Administrative Professionals®
Lehigh Valley Chapter

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LEHIGH VALLEY CHAPTER
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Visit our website at
<http://www.iaaplehighvalley.org>

2011 – 2012 Officers

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Dear Members,

Getting ready for the holidays? Such a busy time! Decorating, shopping, sending out greeting cards, baking cookies, wrapping presents, and attending holiday social events....so how are you doing with your preparations? Yes, we are all very busy. And since we do not have a monthly chapter meeting in December, don't forget to check our website and e-mails to keep in touch on upcoming events.

The sale of discount cards, our current fundraiser, are available for purchase. If you would like some cards for yourself or would like to sell some, please contact Maryann Muschlitz as soon as possible. The cards sell for \$10 each and provide great discounts at local restaurants.

Thank you to everyone who helped with the sale of RADA products, our Fall fundraiser.

Sandy Dredge, CAP, and her committee chairs for the 2012 Pennsylvania Division Annual Meeting to be held at the Holiday Inn, Fogelsville, are planning a very special weekend for the attendees in June, 2012. If you would like to assist and be a part of this big event, please contact us.

At our November meeting, we enjoyed a delicious dinner followed by a very motivating presentation, "Inbox Detox" given by Marsha Egan, a renowned speaker and CEO of the professional coaching firm, INBOXDETOX.COM. Marsha, the author of "Inbox Detox and the Habit of Email Excellence", gave us great tips and inspired us to get our e-mail more organized to help reduce stress and free up our time.

Our January speaker will be announced soon on our website and in our January newsletter and meeting invitation. Hope we see you then.....and bring a guest or recruit a new member.....share the wealth of ideas, education, leadership, and networking that IAAP offers to all administrative professionals. As we grow, we will be **Making the Leap to Remarkable!**

My best wishes to you and yours for a wonderful and blessed holiday season.

Gayle

Gayle F. Gunderman
President, Lehigh Valley Chapter