



# Your Division Connection

## Division Board

Carol Lundgren, CAP-OM  
President

Juanita Mort, CAP-OM  
President Elect

Maria Carney, CAP, AIS  
Vice President

Deb Feinberg, CAP-OM  
Secretary

Leslie Piro, CAP  
Treasurer

## Contents:

Officer's Message	2
Call for Nominations	5
Invitation to 2012 PA DAM	6
Division of Excellence	7
Certification News	8
Box Tops for Education	10
Member Anniversaries	11
Pittsburgh Anniversary	12
International Nominations	13
Committee Service	17
Upcoming Events	18

## Pennsylvania Division IAAP®

November 2011

## President's Message



Greetings,

October is usually a month of clear blue skies and vibrantly colored foliage. I was looking forward to seeing the beautiful autumn leaves as I traveled to the four council meetings; however, most of my travels in October involved rain and even snow. But the wet weather didn't dampen the spirits of the nearly 100 attendees. They enjoyed fellowship, fun, good food, and the two recertification points that were awarded for the education programs. Thank you to the Pfizer, Presque Isle, White Rose, and Wyoming Valley chapters for hosting this year's events.

We're not quite halfway through the year, but it's time to start thinking about the Division Annual Meeting and election of officers. There is an article in this newsletter from Nominations Committee Chair Peggy Rhone, CAP, calling for nominations. With my term ending, there will be an opening in the Western Council. The vacant position on the division board will be that of Secretary. Juanita Mort, CAP-OM, as President-elect, will automatically move into the presidency. Maria Carney, CAP, AIS will be running for President-elect; Deb Feinberg, CAP-OM will be running for Vice President; and Leslie Piro, CAP will be running for a second term as Treasurer. The Pennsylvania Division has a wonderful succession plan, which has been a model for many other divisions, chapters, and even International. While the offices of treasurer, secretary, vice president, and president-elect are open to any division member, not just the incumbents, the concept of succession planning is that officers start as either secretary or treasurer and succeed to president, gaining knowledge and experience along the way. For more information on serving as a division officer, go to the Pennsylvania Division web community, Division Doings, PA Division Newsletters, and in the September 2010 edition of *Your Division Connections*, there is an article titled "Responsibilities and Benefits of a Division Officer." If you have any questions, please feel free to contact me or your chapter mentor.

Twelve of the 17 chapters in the Pennsylvania Division are Making the Leap to Remarkable – they have completed criteria 1 toward Chapter of Excellence and many have even completed criteria 2. The main goal of the division this year is to increase membership and I congratulate those chapters who have added new members to their roster. Even if your chapter is not participating in the Pathways to Excellence program, I encourage you to achieve criteria 3 – hold at least one Membership Drive. I believe the best way to gain members is to get the word out – to invite admins to a chapter meeting and give personal testimonials. We need to tell our story and let other administrative professionals know what a great organization IAAP is. If all chapters gain members this year, we will truly be ***Making the Leap to Remarkable***.

## President's Message continued

After almost 22 years, I have decided to retire from WRC Senior Services, effective December 23. I will continue as admin/bookkeeper for my husband's company and will maintain my professional membership in IAAP. Effective immediately, please send all emails to my home: [clundgren@windstream.net](mailto:clundgren@windstream.net)

Wishing everyone a joyous holiday season.

Warm regards,



Carol Lundgren, CAP-OM

## Officer's Message

Juanita M. Mort, CAP-OM  
PA Division President-Elect

While deciding what to focus on for this article, I remembered a hot topic from last year – one that we've been discussing lately. Last year we discussed a proposed International bylaws amendment in great detail. If this amendment had passed, almost half of our division's 17 chapters would have been disbanded. The amendment failed because the members voted that the value of a chapter can't be solely determined by their size. If success cannot be judged solely by size, what can it be judged by? It's their viability. What is that? What does it mean? Simply put it is what makes them valuable to our association, to our members. What makes a chapter viable? Let's start by looking at the definition. The Merriam-Webster definition of viable *vi•ab•le* *adj* \vī-a-bel\ (as it applies to organizations) is:

- 1) capable of growing or developing
- 2) *a*: capable of working, functioning, or **developing** adequately <*viable* alternatives> *b*: capable of existence and development as an independent unit <the colony is now a *viable* state> *c* (1): having a reasonable chance of succeeding <a *viable* candidate> (2): financially sustainable <a *viable* **ENTERPRISE**>

In preparation for our recent council meetings, President Lundgren reached out to you, our members, through your chapter presidents to ask what you feel makes your chapter viable. Below is a partial listing of those responses. To make sure that no one chapter is singled out, only those comments that are not chapter specific were used.

We have dedicated members	Our members see the value of IAAP.	We have a full Board of Directors.
We have a great mix of long time members and new members.	We offer numerous educational opportunities to our members monthly.	Attaining CoE helps us continue to be viable.

Our members participate on the chapter, division, and international levels.	We are diligent in regards to professional development, offering a full schedule of programs.	We have active participation from over 50% of our members.
The members remain committed to professional development	The members conduct the chapter meetings in a professional manner that reflects IAAP.	The members encourage the diversity of views with compassion and respect for the rights of others to hold values, attitudes, and opinions that may differ from our own.
The members challenge each other to operate outside their "comfort" zone to develop "forward thinking".	The members strive to maintain excellence by remaining approachable, communicating openly and building strong relationships.	The members remain committed to each other to develop learning opportunities for administrative professionals
The members contact and follow-up potential members and encourage those "absent" members to attend chapter meetings.	Despite low turnout, the core chapter members have kept the chapter running, which led to our being a chapter of Excellence	We have a very unique mixture of members. We span across generations from student, to merited to professional. This mixture has provided us the opportunity to incorporate expertise across the generations through educational value from our student member, to historical value from our merited members, to the current trends in the field through our professional members.
We have excellent educational programs in place for the 2011-2012 year.	After an absence of several years, we have a chapter newsletter.	All of our committee positions are filled and performing their responsibilities.
Member commitment to education and career/professional development.	We offer programs with recertification points.	We are committed to getting our name out in the community.
We have bylaws and standing rules that are followed by our board of directors and members.	We have an active board of directors that meets monthly to conduct the chapter business for the benefit of its members.	We are working on the criteria toward a Chapter of Excellence.
We keep up-to-date by sending a delegate to division and international meetings.	Commitment to community service	We hold monthly membership meetings, which include educational presentations that enhance the careers of administrative professionals, networking over dinner with members and guests, and a brief business meeting.
We support and value our fellow career-minded administrative professionals	We work together to create sustainability for the future success of our chapter	We have a history of helping the community through scholarships and other outreach programs.

We have members involved in IAAP on all levels – chapter, council, division and international – by attending meetings and participating in events and happenings.	We mentor each other, network with each other and our guests, and sincerely care about our chapter and its members.	Chapter is focused on providing educational programs that qualify for recertification points / retaining Chapter of Excellence.
We maintain a steady membership that includes a diverse group of dedicated members.	At membership meetings we present timely topics that are relevant to our members and that we know will help them in their professional roles.	We offer certification review courses to encourage members to become certified and to attract new members who also wish to become certified.
Our active members are devoted and are always willing to step up and take on projects and duties that keep us strong as a chapter and help to create a cohesive team.	We strive to provide our members with educational programs that are diverse, up-to-date, and relevant to our profession.	By encouraging our members to participate on committees and be active in the chapter, we provide opportunities for them to develop leadership skills.
When a newer member takes on a leadership role, our more experienced members are ready to assist and mentor her through the process.	We strive to provide a friendly and welcoming environment so that everyone feels valued and knows they have a voice within the chapter, and always letting our members always know how much their contributions are appreciated.	We have a strong board.
We always have excellent speakers and programs for our members.	We have a high percentage of members who attend chapter meetings.	Our treasury remains constant, and we have had very good results with our fundraisers.
Networking with other administrative professionals; sharing of knowledge and career advancement opportunities.	Chapter members are eager to learn new ideas.	We want to increase our membership to keep our current members motivated to recruit new members.

Do you recognize your chapter in this list? Are there things on this list that you can use in your chapter? This year we are ***Making the Leap to Remarkable***. As we continue our journey, these are some of the things that we can do to continue to grow our chapters, our division, our district and our association. Please remember that the division board is here to serve you, our chapters and members. If there is something that any or all of us can do to help you be successful, please contact us. We are always happy to help in any way we can.

### *Reminder: Chapter Websites*

Please keep your chapter website up to date. If you change your chapter's website address, please let Juanita Mort, CAP-OM or Debra Feinberg, CAP-OM know so they can make the change on the PA Division web community. Your chapter's website is a great recruitment tool and the board wants to be sure that potential members can find the information they need on your chapter when they visit the Pennsylvania Division website. Thank you.

## Nominations Committee

The Nominations Committee would like all members of the Pennsylvania Division, including Members-at-Large, to be aware that the position of secretary of the Division Board will be open for the 2012-2013 year. Pursuant to the Pennsylvania Division Bylaws, Article III, Section 3, Paragraph A.

*Any chapter, by letter of support from its membership, may nominate one of its professional members as a candidate for a division office.*

*Any regular chapter desiring to submit the name of one of its professional members as a candidate for division office shall submit the candidate's name to each member of the Committee on Nominations of the division by letter, signed by the president of the candidate's chapter in the name of the chapter, postmarked or emailed no later than February 1. Such letter shall state: name, address, and chapter affiliation of the candidate; educational, professional, and IAAP background; and shall be accompanied by the candidate's written consent to serve if elected.*

*Division members-at-large desiring to submit the name of one of their professional members as a candidate for division office shall first obtain support for such a candidate, in writing, from three regular chapters. The candidate's name shall be submitted to each member of the Committee on Nominations of the division, by letter through the division president, postmarked or emailed no later than February 1. Such letter shall state: name and address of the candidate; educational, professional and IAAP background; and shall be accompanied by the supporting letter from the three regular chapters and the candidate's consent to serve if elected.*

Pennsylvania Division Bylaws, Article III, Section 2, Paragraph A, states the qualifications for Division Officer: *A candidate for office shall have been a Professional member for at least two years prior to the time of nomination, shall have served as a Chapter Officer or chairman of an International or Division committee.*

Pennsylvania Division Bylaws, Article III, Section 5, Paragraph D, defines the duties of secretary as follows:

The **secretary** shall:

- (1) Be responsible for the minutes of all division and board of directors' meetings and for the interim reports based on board of directors' decisions voted on between Division Annual Meetings or division special meetings.*
- (2) Give written notice of the division annual and division special meetings as required in Article VI.*
- (3) Perform such other duties as may be assigned by the board of directors.*

Any members desiring to place his/her name into nomination for the position of secretary should be aware that it has been the practice of the Division to seek officers for vacancies on the board in the council area of the outgoing officer so that each council area is represented. However, any professional member of the Pennsylvania Division is eligible to be nominated for the vacancies.

The vacancy on the Board for the 2012-2013 year will be in the Western Council area. Any candidate from outside the Council area must be willing and available to travel to the Western Council area in order to fulfill the duties and responsibilities assigned to the division office.

Any questions may be directed to the Nominations Committee: Peggy Rhone, CAP, or Marilynne Donnelly, Contact information is listed in the Division Directory.

*Peggy Rhone, CAP*

Nominations Committee Chair

---

## Invitation to the 2012 PA Division Annual Meeting

Sandy Dredge, CAP  
Annual Meeting Coordinator

On behalf of the planning committee, I am pleased to invite you to join us in “Celebrating our Roots” at the 2012 Pennsylvania Division Annual Meeting.

The Trips & Tours Committee is planning a ride on the Tijuana Taxi to The Sands Casino on Thursday night, and the Moravian Museum and historic Bethlehem shopping on Friday morning.

The meeting starts with an education seminar on Friday afternoon featuring Lisa Prosser-Dodds, a nationally known speaker of broad appeal and depth who brings a new dimension to the lives of those fortunate enough to hear her speak. Lisa is a Ph.D. candidate, licensed professional counselor, and founder and senior partner of her own independent speaking and coaching firm. Whether her subject is team building, emotional intelligence, leadership or communications, her audience always takes away a rich variety of ideas to enhance their abilities in life and on the job. She’s made a career of helping people reach their goals and achieve their dreams and cites her personal mission statement as *“to bring insight, excellence, and passion to others—in every opportunity I have—through my ability to educate, motivate and inspire.”* You will want to hear Lisa’s presentation on *“Emotional Intelligence: How to Get it, How to Use it, and How to Leverage it.”* We continue with a Town Hall Meeting where all members may participate in discussion about the current and future issues facing all levels of IAAP. The evening will end with the Open House, featuring a Casino Night theme of fun and food.

On Saturday, we will conduct the business of the division, which includes nominations and election of division officers. Cherry Woodburn, Founder and Principal of Borderless Thinking LLC, will be our keynote speaker. Saturday continues with the Recognition Luncheon where members and chapters are recognized for various achievements throughout the year. Saturday concludes with the Presidents Banquet, and this year our division officers will be installed by our International President-Elect Karlena Rannals, CAP-OM.

Sunday continues with any unfinished business, a memorial service, and an education workshop presented by Karlena Rannals, CAP-OM. Hotel reservations at the Holiday Inn Conference Center Lehigh Valley are available with a room rate of \$119 a night (plus 6% state and 4% local taxes) single or double occupancy. Hotel Reservation deadline is May 22, 2012 and be sure to ask for the IAAP PA Division meeting rate. Complete registration information will be provided in April 2012. Please plan to join us at the Holiday Inn Conference Center Lehigh Valley, June 22-24, 2012, in Allentown (Breinigsville), PA, hosted by Lehigh Valley Chapter for a weekend of education and fun, “Celebrating Our Roots.”





2011-2012  
International Board of Directors

October 7, 2011

**Tamra L. Goodall, CPS/CAP**  
President  
Hurricane, WV

**Karlene Rannala, CPS/CAP**  
President-Elect  
San Clemente, CA

**Judith A. Yamaroli, CPS/CAP**  
Vice President  
Longs, SC

**Antoinette Smith, CPS/CAP**  
Secretary  
St. Louis, MO

**Wendy S. Melby, CPS/CAP**  
Treasurer  
Sussex, WI

**Lina M. Veglia**  
Director  
Canada District  
Cambridge, ON

**Tammy S. Pierce, CPS/CAP**  
Director  
Great Lakes District  
Fairborn, OH

**Bianca M. Constance**  
Director  
Northeast District  
Englewood, NJ

**Kristi Rotvold, CPS/CAP**  
Director  
Northwest District  
Fargo, ND

**Doris Goode, CPS/CAP**  
Director  
Southeast District  
Drummonds, TN

**Dorthea W. Gray, CPS/CAP**  
Director  
Southwest District  
Houston, TX

**Leanne M. Fisher, GradCert Bus**  
Affiliate Representative  
Victoria, Australia

**Executive Director**  
Donald W. Bretthauer, CAE  
Kansas City, MO

To: Catherine S. Hoke, CPS/CAP  
On behalf of the Pennsylvania Division

Subject: Audit: Pathways to Excellence 2010-2011

The 2010-2011 Pathways to Excellence audit is now complete. Congratulations to the Pennsylvania Division on achieving the "Division of Excellence" designation for the 2010-2011 IAAP year.

In reviewing the backup material to your submission, it is evident that your division is committed to IAAP excellence. Your audit backup material is very thorough.

Thank you for participating in Pathways to Excellence program this past year – keep up the great work!

Sincerely,

The Pathways to Excellence Sub-committee

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

**World Headquarters**  
10502 NW Ambassador Drive  
PO Box 20404 • Kansas City MO 64195-0404  
Tel 816.891.6600 • Fax 816.891.9118  
E-mail [service@iaap-hq.org](mailto:service@iaap-hq.org) • Website [www.iaap-hq.org](http://www.iaap-hq.org)



## Certification News

Sheila M. Lidwell, CPS/CAP – Chair

Tanya Fuhrmeister, CPS

Amy Sisko Malso

The May 2011 results are in. Congratulations Certification Chairs for your efforts in the 2010-2011 IAAP year. Please join us in congratulating the following Pennsylvania Division members who have attained the CPS and CAP designation and who have attained recertification from January 1, 2011 through June 30, 2011.

### CPS Designation

- ❖ Michelle A. Gandy, CPS
- ❖ Jayme R. Holloway, CPS
- ❖ Nancy McCarroll, CPS

### CAP Designation

- ❖ Susan T. Cummings, CAP
- ❖ Virginia J. Hummell, CAP

### Recertified (January 1, 2011 – June 30, 2011)

- ❖ Tamara L. Coleman, CPS
- ❖ Virginia A. Deily, CPS
- ❖ Debra S. Feinberg, CAP
- ❖ Nancy L. George, CPS/CAP
- ❖ Vicki L. Gesford, CPS/CAP
- ❖ Dawn Hall, CPS/CAP
- ❖ Georgia J. Kreiser, CAP
- ❖ Diane M. Kunkle, CPS/CAP
- ❖ Carol J. Nicoletti, CPS
- ❖ Linda D. Schmoyer, CPS
- ❖ Helen E. Wallace, CAP

### Changes to the IAAP Certification Program

IAAP has moved to a one rating system, Certified Administrative Professional, or CAP. They are also offering specialties, starting with Organizational Management, which will be followed by others in the future. Effective November 2011, all active CPS ratings will be changed to CAP, and all active CAP ratings (and CPS/CAP) will be changed to CAP-OM.

Because this article relates to those who achieved certification or recertified during the period January 1 through June 30, 2011, prior to the new rating system, the old designations are being used.

Again, congratulations to those members who attained the CPS or CAP designation and to those who recertified. Attaining professional certification shows you are *Making the Leap to Remarkable* both personally and professionally.

### Why Wait? Do Something for Yourself and Your Career!

Are you looking for a way to help you get ahead in the workplace or are you already considering taking the CAP or OM professional certification exams? It's not too late to apply. The next certification exam will be held Saturday, May 5, 2012. The application deadline for the May 2012 exam is February 15, 2012.

Please click on the following links for the exam information and required application information.

### Exam Application

[http://www.iaap-hq.org/sites/default/files/pdf/certification/CAP\\_OM\\_Application.pdf](http://www.iaap-hq.org/sites/default/files/pdf/certification/CAP_OM_Application.pdf)

**CAP Exam Guide**

<http://www.iaap-hq.org/sites/default/files/pdf/certification/CAPExamGuide.pdf>

**Organizational Management Specialty Exam Guide**

<http://www.iaap-hq.org/sites/default/files/pdf/certification/OMExamGuide.pdf>

**Job Function and Employer Statement (New CAP applicants)**

<http://www.iaap-hq.org/sites/default/files/pdf/certification/JobFunctionEmployerStatement.pdf>

**Exam Centers**

<http://www.iaap-hq.org/sites/default/files/pdf/certification/examctrs.pdf>

**Recertification: The Key to Continued Professionalism**

You have earned the professional designation....now what do you need to do to maintain active status? Recertification is the answer!

Recertification is required every five years to maintain active status. A total of 60 points is required to be earned in the categories of continuing education, other certifications, and leadership. Those who applied for certification January 1, 1988 or later are required to recertify to maintain active status. Individuals who choose not to recertify are marked as inactive and are no longer eligible to use the designation.

Start tracking those recertification points now! Please click the following links for recertification information and application.

**Recertification Application**

<http://www.iaap-hq.org/sites/default/files/pdf/certification/RecertificationApplication.pdf>

**Recertification Spreadsheet**

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

(Click the Recertification Spreadsheet)

**What Counts and What Doesn't?**

[http://www.iaap-hq.org/sites/default/files/pdf/certification/topics\\_that\\_count.pdf](http://www.iaap-hq.org/sites/default/files/pdf/certification/topics_that_count.pdf)

**Attention Certification Committee Chairs**

IAAP's Certification Department has published two certification brochures and both are available in "The Bookstore" on the web community, at no cost for the first 25. They are:

- **Certification Brochure for Employers:** Members can use this brochure when seeking support from employers. This brochure is just for managers and executives to explain certification; and
- **Professional Certification Brochure for Admins:** Use this brochure for an initial introduction to the professional certifications available through IAAP.

To order the brochures, login to the web community, select The Bookstore, select Certification Brochures (to the right), both titles will be listed.



**“Professional Certification: The Career Advantage”**

A revised PowerPoint presentation and notes are available on the web community. To access the presentation and notes login to the web community, click EGROUPS, e-Groups Home, Certification Committee Chairs, search for Professional Certification: The Career Advantage, Select Certification & PowerPoint & Script.

**2012 Spring Conference**

The 2012 Spring Conference will be held March 4-7, 2012 in Las Vegas, NV, at the Harrah's Las Vegas. Hotel reservations are now being accepted. If you are attending the conference and haven't made your hotel reservation, click the following link for additional hotel reservation information.

<https://www.totalrewards.com/hotel-reservations/main/?groupCode=SHIAA2&propcode=LAS&originalpage=/CheckGroupAvailability.do&r=http%3a%2f%2fwww.iaap-hq.org%2fevents%2fconferences%2fspring>

**Important Dates (Mark Your Calendars)**

February 15 2012: Deadline to apply for the May 2012 Professional Certification Exams

March 4-7, 2012: Spring Conference

May 5, 2012: CAP and OM Examinations



## Box Tops for Education

As announced at EFAM in Montreal, Avery is once again sponsoring a "Box Tops For Education Challenge" for IAAP Chapters. The 2010-2011 Challenge was a great success, with chapters collecting over 53,000 Box Tops coupons for their local schools. We expect 2012 to be even better! Participating is easy -- just appoint a Box Tops coordinator within your chapter to collect the coupons from your members, select a participating school or schools to support, download and print the 2011-2012 Redemption Form from the BTFE Challenge website (link below), have the school's Box Tops coordinator sign off on the number of coupons donated through April 30, 2012, and submit the completed and signed Redemption Form(s) to IAAP headquarters between May 1-15, per the instructions on the form. Avery will present award checks to the top 2 chapters under 40 members and the top 2 chapters over 40 members at the 2012 EFAM in Grapevine, Texas, and each participating chapter will receive a Certificate of Appreciation from Avery. And your local schools will be the big winners! They receive 10 cents for each Box Top donated, which can really mean a lot to schools struggling with budget cuts. Make a difference -- be part of the 2011-2012 Avery-IAAP Box Tops For Education Challenge! Click on this link for more information

<http://community.iaap-hq.org/boxtopsforeducation/home/>

## Happy Anniversary

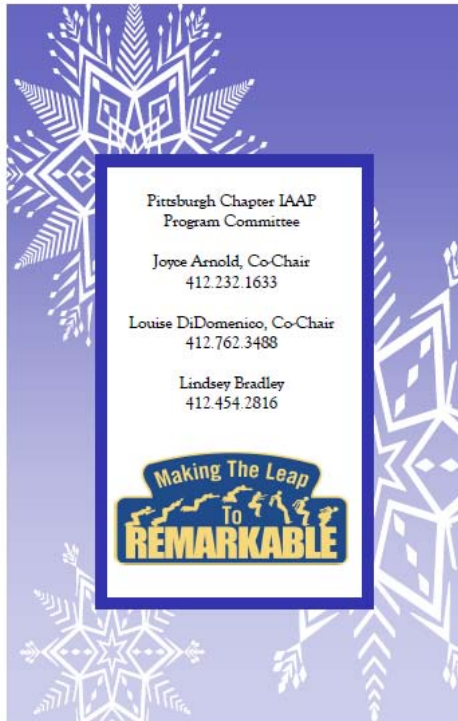
The Pennsylvania Division Membership Committee would like to recognize the following members on their significant anniversaries of 20 or more years during the 2011 calendar year:

Katherine Astleford, CAP-OM, EA	Allegheny Valley Chapter	30 years
Amy Barbarino	Allegheny Valley Chapter	20 years
Sheran Springer, CAP-OM	Altoona Chapter	35 years
Gini Rudy, CAP	Altoona Chapter	35 years
Peggy Dinello	Beaver Valley Chapter	30 years
Dolores Fulton, CAP	Beaver Valley Chapter	25 years
Judith McEwen, CAP	Beaver Valley Chapter	30 years
Cheryl Ann Kelleher, CAP-OM	Bucks County Chapter	30 years
Kimberly Bloom	Harrisburg Chapter	20 years
Jodi Mattern, CAP	Harrisburg Chapter	20 years
Lou Ann Pelletier, CAP-OM	Harrisburg Chapter	20 years
Sandra Dredge, CAP	Lehigh Valley Chapter	20 years
Carol Ziegler, CAP-OM	Lehigh Valley Chapter	20 years
C. Francis Hawkins, CAP	Montgomery County Chapter	30 years
Victoria Long	Montgomery County Chapter	35 years
Charlotte Mallonee, CAP-OM	White Rose Chapter	25 years

A special recognition goes to the following members for their 40 years or more of longevity in IAAP and the Pennsylvania Division:

Lois Summers	Altoona Chapter	65 years
Dorothy Carbalan	Clear Penn Chapter	58 years
Anna Prosper	Clear Penn Chapter	54 years
Alice Gill	Clear Penn Chapter	43 years
Margaret Bloom	Clear Penn Chapter	43 years
Annabell Brown	Clear Penn Chapter	43 years
Jeanne Spitler	Harrisburg Chapter	60 years
Dorothy Ecklund	Harrisburg Chapter	49 years
Carmelia Urich	Harrisburg Chapter	42 years
Arla Neitz	Harrisburg Chapter	41 years
Jean R. Meckley, CAP	Lehigh Valley Chapter	63 years
Lucy Devitto	Pittsburgh Chapter	51 years
Gina Spadacene	Presque Isle Chapter	47 years
Lois Van Buskirk	White Rose Chapter	54 years
Shirley Van Buskirk	White Rose Chapter	54 years
Mary G. Kibler	White Rose Chapter	42 years
Regina McCarthy	Member at Large	54 years
Pearle Markle	Member at Large	53 years
Joan Conlin, CAP	Member at Large	48 years
Tassy DeAngelo, CAP	Member at Large	42 years

# Chapter Anniversary



You are invited to the  
**Pittsburgh Chapter IAAP's  
65th Anniversary Celebration  
and Holiday Event**

Please join us for an evening of networking, celebrating, reminiscing, door prizes, and laughter!  
Cost includes: A choice from three dinner options, passed hors d'oeuvres, one alcoholic beverage, coffee, tea and soft drinks, and anniversary cake.  
*Cash bar is available.*

RSVP to Joyce Arnold by 11/28/11 - [jparnold@kpmg.com](mailto:jparnold@kpmg.com)

Event Date: Monday, December 12, 2011

Time: 5:30 networking / 6:00 Dinner Celebration

Cost: \$30/person (price includes tax & gratuity)  
Cost payable upon arrival at the event

Hard Rock Café Pittsburgh  
225 West Station Square Drive  
Pittsburgh, PA 15219

*It's a Celebration of  
65 Remarkable years!*

Chapter Vice President Virginia Deily, CPS, will entertain us with a video history of important events that helped the Pittsburgh Chapter make the Leap to Remarkable over the past 65 years.





September 30, 2011

**TO** All Members through Division and Chapter Officers  
International Board of Directors  
International Trustees, Retirement Trust Foundation  
Chairmen, International Committees  
Affiliate Association Presidents

**FROM** Mary Ramsay-Drow, CPS/CAP, Chairman  
Committee on Nominations

**RE** NOMINATIONS FOR INTERNATIONAL OFFICE OR  
RETIREMENT TRUST FOUNDATION TRUSTEE

This correspondence includes links to forms and procedures for nominations to International Office or Retirement Trust Foundation Trustee. Individuals are required to **submit** all forms **via e-mail**. The Committee on Nominations Chairman will confirm receipt of any nomination within three business days.

The following documents may be downloaded from the Call for Nominations, in the IAAP web community document library:

- Official Notice for International Office
- International Office Candidate Application
- Official Notice for Retirement Trust Foundation Trustee
- Retirement Trust Foundation Trustee Candidate Application

Nomination forms are to be completed and sent via e-mail to the Chairman of the Committee on Nominations, the Executive Director and the respective chapter, division or affiliate president for acknowledgement of nomination.

**Note:** for International Office candidates the IAAP International Bylaws and Standing Rules state that any chapter or affiliate association, by vote of its members, may nominate only one of its qualified members as a candidate for international office and must do so prior to January 15, 2012. Any division, by a vote of its board of directors, may nominate only one of its qualified division members-at-large as a candidate for international office and must do so prior to January 15, 2012.

The application must be received by e-mail no later than 5:00 p.m. CST January 15, 2012.



## NOMINATIONS FOR INTERNATIONAL OFFICE

**Official Notice:** In accordance with the International Bylaws Article VIII, Section 3.A.1., you are hereby notified that names of candidates for IAAP International Office in the association may be submitted for consideration beginning immediately.

**E-Mail Deadline for Submission:** 5:00 p.m. CT January 15, 2012.

### CANDIDATES FOR INTERNATIONAL OFFICE

**Offices Eligible for Candidates:** President-elect, vice president, secretary, treasurer, and international affiliate representative will each be elected for a one-year term. Directors from Northeast, Northwest and Southwest districts (see Article VIII, Section 3.B., paragraph 2. and Section 4.B.) will each be elected for a two-year term.

#### IAAP Bylaws: Article VIII, Section 2. Qualifications

- \*A. A candidate for international office, at the time of nomination and election, shall be employed in accordance with the IAAP definition of an administrative professional.
- B. A candidate for president or president-elect shall have served as vice president, treasurer or secretary for a term of at least one year.
- C. A candidate for vice president, treasurer or secretary shall have served at least one term as a district director.
- D. A candidate for district director shall have served at least one full year as a division president.
- E. A candidate for international affiliate representative shall have served at least one year as president (or similar chief executive officer) of an affiliate association.
- F. Any candidate found by the Committee on Nominations to have violated any established rules for candidates will be sanctioned, up to and including disqualification from an individual election."

**IAAP Bylaws: Article VIII, Section 3.A., paragraph 2.** "Any chapter or affiliate association, by vote of its members, may nominate only one of its qualified members as a candidate for international office. Any division, by a vote of its board of directors, may nominate only one of its qualified division members-at-large as a candidate for international office."

**IAAP Bylaws: Article VIII, Section 4.B.** "District directors shall serve for two years or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. District directors shall serve no more than one two-year term."

**IAAP Bylaws: Article XI, Section 3.B., paragraph 3.** The Committee on Nominations. "Once appointed to serve, members of this committee are not eligible to be a candidate for international office during the current election year."



## NOMINATIONS FOR INTERNATIONAL OFFICE

**Official Notice:** In accordance with the International Bylaws Article VIII, Section 3.A.1., you are hereby notified that names of candidates for IAAP International Office in the association may be submitted for consideration beginning immediately.

**E-Mail Deadline for Submission:** 5:00 p.m. CT January 15, 2012.

### CANDIDATES FOR INTERNATIONAL OFFICE

**Offices Eligible for Candidates:** President-elect, vice president, secretary, treasurer, and international affiliate representative will each be elected for a one-year term. Directors from Northeast, Northwest and Southwest districts (see Article VIII, Section 3.B., paragraph 2. and Section 4.B.) will each be elected for a two-year term.

#### IAAP Bylaws: Article VIII, Section 2. Qualifications

- \*A. A candidate for international office, at the time of nomination and election, shall be employed in accordance with the IAAP definition of an administrative professional.
- B. A candidate for president or president-elect shall have served as vice president, treasurer or secretary for a term of at least one year.
- C. A candidate for vice president, treasurer or secretary shall have served at least one term as a district director.
- D. A candidate for district director shall have served at least one full year as a division president.
- E. A candidate for international affiliate representative shall have served at least one year as president (or similar chief executive officer) of an affiliate association.
- F. Any candidate found by the Committee on Nominations to have violated any established rules for candidates will be sanctioned, up to and including disqualification from an individual election."

**IAAP Bylaws: Article VIII, Section 3.A., paragraph 2.** "Any chapter or affiliate association, by vote of its members, may nominate only one of its qualified members as a candidate for international office. Any division, by a vote of its board of directors, may nominate only one of its qualified division members-at-large as a candidate for international office."

**IAAP Bylaws: Article VIII, Section 4.B.** "District directors shall serve for two years or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. District directors shall serve no more than one two-year term."

**IAAP Bylaws: Article XI, Section 3.B., paragraph 3.** The Committee on Nominations. "Once appointed to serve, members of this committee are not eligible to be a candidate for international office during the current election year."

To download and complete the application forms for international office or RTF: <http://community.iaap-hq.org/viewdocument/?DocumentKey=b42d91c9-dd5b-482a-8bf6-5f093b7e728f>

TO: All Members through Division and Chapter Officers, International Board of Directors, International Trustees, Retirement Trust Foundation, Chairmen, International Committees, and Affiliate Association Presidents

FROM: Karlana Rannals, CAP-OM, International President-Elect  
Kelly Reggio, CAP-OM, Retirement Trust Foundation Chairman

RE: COMMITTEE SERVICE APPLICATIONS

Applications to serve for one-year appointments to the 2012-2013 International Bylaws and Standing Rules Committee, Committee on Nominations or Retirement Trust Foundation Committee are now available. These positions become effective at the close of International Education Forum and Annual Meeting in Grapevine, TX July 2012.

There are two forms. They can be downloaded from this link [Committee Service Applications](#) in the IAAP web community document library.

One is the Application for Appointment to International Committees. This is for appointment to either the Bylaws and Standing Rules Committee or Committee on Nominations. The other form is the Application for Appointment to the Retirement Trust Foundation Committee. The forms each have the functions and responsibilities pertinent to the committees on page 2. **Please note the e-mail deadline of February 1, 2012 for all committee nominations.**

IAAP does not require chapter recommendations and signatures for those members wishing to volunteer for IAAP International Committees. No recommendations or signatures are required for the Retirement Trust Foundation Committee either. Once appointed, all committee members are expected to sign and adhere to the following document: Confidentiality Agreement and Conflict of Interest Statement.

Applicants applying for committees must e-mail the entire application **no later than 4:00 p.m. CST February 1, 2012**. Applications for International Committees are to be e-mailed to International President-Elect Karlana Rannals, CPS/CAP, [krannals@iaap-hq.org](mailto:krannals@iaap-hq.org), with a copy to Governance Coordinator, Carrie Frentz-Hartzler, [governancecoordinator@iaap-hq.org](mailto:governancecoordinator@iaap-hq.org). Retirement Trust Foundation Committee applications are to be e-mailed to Retirement Trust Foundation Chairman Kelly Reggio, CAP, [reggio@chartermi.net](mailto:reggio@chartermi.net), also with a copy to Governance Coordinator, Carrie Frentz-Hartzler, [governancecoordinator@iaap-hq.org](mailto:governancecoordinator@iaap-hq.org).

Newsletter Committee:  
Kathy O'Connor, CAP-OM  
Allison Conway

To submit articles,  
chapter events, or  
other information for

*Your Division  
Connection,*

Please e-mail:  
Kayosea1@verizon.net

---

We're on the Web!

See us at:

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



2012 Spring Conference

March 4-7, 2012 Las Vegas, NV

## Pennsylvania Division Events

December 12, 2011 Pittsburgh Chapter 65th Anniversary  
*Details on page 12*

## Division Annual Meeting

### **Celebrating our Roots**

Don't miss this opportunity to network with members and guests from across the state, and attend valuable educational seminars.

**Date:** 06/22/2012 - 06/24/2012

**Location:** Holiday Inn Conference Center  
7736 Adrienne Drive, Breinigsville, PA 18031  
*More details on page 6*

