



◆ Lehigh Valley Chapter #216120 ◆ Allentown, Pennsylvania ◆

International Convention & Education Forum, Minneapolis, MN, July 26 to July 29, 2009:

Carol Ziegler, CPS/CAP, and Linda D. Schmoyer, CPS, attended the educational forum. Linda served as the delegate and Carol was the alternate.

Administrative Professional Day[®] event - April 19, 2010

The Lehigh Valley Chapter had 25 members in attendance and 9 guests for a total of 34. Our speaker for APD[®] was Diane Albright, professional organizer, who inspired us to reorganize our home and offices to simplify our time and space.

Community Service/Public & World Affairs:

Chairman, Mary Ellen Long, CAP, coordinated our community service project in support of VIA of the Lehigh Valley. Our chapter collected clothing donations which VIA used to raise money to support programs for children with disabilities living in our community.

Education/Program:

Education Chair, Rosemary Geosits, continues to provide excellent speakers for our monthly meetings with CEU credits provided to members earning points for recertification. Our programs included: *Office 2007 – Tips and Tricks*, *Reinventing Yourself at Any Age*, *Planning an Event and Organizing your Mail*. With these programs, we became experts in Office 2007, prepared ourselves for life's changes, learned the fine points of event planning and discovered how to be more efficient handling mail and paperwork cluttering our home and office.

History/Scrapbook:

Sally Ande, CPS, documents the attendees for each meeting and other members provide her with pictures to capture and preserve our chapter's history.

Membership:

Sandy Dredge, CPS and Carol Ziegler, CPS/CAP, continue their efforts to secure new members. As of April 30, our total membership stands at 51. Although we have lost members due to job loss and economic challenges, we balanced the losses as new members joined the chapter.

Ways and Means:

Although we have not had a chair for this committee this year, the chapter raised funds by holding a 50/50 Raffle, RADA Knife/accessory sale, Dan Schantz Flower Warehouse coupon rebate and a Just Born/Lenox Easter candy dish raffle.

Website:

Sandy Dredge, CPS and Carol Ziegler, CPS/CAP, proudly unveiled our new and improved chapter website. <http://www.iaaplehighvalley.org> Through their hard work, our chapter has a user-friendly website that provides our members and visitors with timely and comprehensive chapter and IAAP[®] information.

**Submitted by: Linda D. Schmoyer, CPS
President 2009-2010**

POWER
of
Commitment
Lehigh Valley Chapter