

Elmira-Corning Chapter



International Association of
Administrative Professionals®

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Volume 6 ♦ Issue 1

Message from the President

By Deb Dunbar

As we are midway through the month of February, I am wondering if winter forgot us this year. Although on a positive note, we can look forward to longer days and spring flowers.

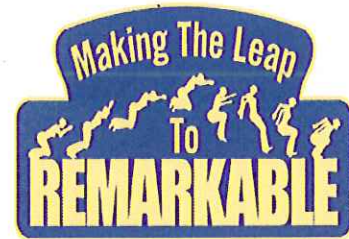
The Elmira-Corning chapter met on Monday, February 6, 2012 and enjoyed an excellent presentation given by Susan Cordier on "Business Etiquette – The New Rules of the Digital Age." Members in attendance discussed using Facebook and the challenges that digital communication presents.

Since it was the first chapter meeting of the new year, I asked the members in attendance to answer the question, "If time or money was not a problem, I would like to see our chapter _____

this year." Our responses included:

- Host the annual meeting
- Send more members to the annual meeting
- Have a nice workshop, perhaps based on software or other key administrative professional skill sets
- Encourage more members to join our chapter
- Have more information on how to recruit to new venues, maybe visiting local industries and introducing IAAP to admins employed there
- Create radio and tv commercials about IAAP

We will be using these "wish lists" to incorporate into our objectives for the year.



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Chapter Member

Anniversaries:

- Bonnie Hart, member since 3/1/05
- Nancy Morich-Barcome, member since 3/1/79
- Shana Wilson, member since 3/1/02

Thanks for being members!

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Education Corner

Refer to <http://www.iaap-hq.org/events/options> for more information on these exciting training opportunities:



The Options Office Skills Training Program provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.

Technology Applications specialty now available!



With Options Technology hands-on learning, you get comprehensive technology training that will increase your productivity as you move from the basic to advanced

levels. Hone your skills and prove your competency with Microsoft Office certification. Options Technology gives you everything you'll need to prepare for the Microsoft certification exams. Options Technology has earned one of the highest scores of any instructional materials. Be confident in your knowledge of Microsoft Office as you use the post assessments to measure your readiness to take your certification exams.

2011-2012

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The New Version of Robert's Rules of Order

Submitted by Susan Cordier

The 11th edition of Robert's Rules of Order Newly Revised was released at the 2011 National Association of Parliamentarian's Convention on September 23. If the bylaws of an organization state that the organization's parliamentary authority is "the current edition of" Robert's, then the 11th edition is now that organization's parliamentary authority. Since 95% of the organizations in the U.S. prescribe Robert's as their parliamentary authority, the 11th edition is most like the parliamentary authority for all organizations you are involved in.

In this article I will cover some of the major changes that are most likely to have an impact on our organization. The areas covered are: rules for small boards and

committees, electronic meetings, notice sent electronically.

Rules for Small Boards and Committees

- The rules for small boards and committees now apply to all committees, irrelevant of size, both standing and special.
- Members may seek recognition by raising a hand instead of rising.
- The small board chairman, as well as any committee chairman, may make motions, speak in debate, and vote.
- Motions to close or limit debate are in order in board meetings, but not in committee meetings.

Electronic Meetings

Because of the variety of methods of electronic meetings that are now available, this may be the most important changes in the 11th edition.

- There is a new section on Electronic Meetings which covers the following subjects:

- Extension of Parliamentary Law to Electronic Meetings
- Types of Electronic Meetings
- Electronic Meetings in Committees
- Additional Rules for the Conduct of Electronic Meetings
- To have a legal meeting other than an in-person meeting requires authorization in the bylaws.
- Meeting should allow for "simultaneous aural communication among all participating members equivalent to those meetings held in one room or area."

Committee Meetings

- Because electronic meetings for committees may be authorized, the provision in the 10th edition that a committee may work by correspondence is eliminated in the 11th edition.
- Committees that are established in the bylaws (usually standing committees) can hold electronic

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- meetings if authorized to do so in the bylaws.
- Committees not established in the bylaws may be authorized to meet electronically in the organization's standing rules or in the motion that established the committee.
- Notice of electronic meetings must include description of how to participate (e.g. call in number and code)
- Additional rules for electronic meetings are recommended in the 11th edition. Some of the subjects covered in the rules include:
 - Method of establishment and maintenance of a quorum
 - Method of seeking recognition
 - Handling of interrupting motions
 - Method to submit motions in writing
 - Method for taking and verifying votes

Notice Sent Electronically

This change can be huge money saver for some organizations. Sending out notice of meetings using US Mail can be very expensive. The new edition allows notices to be sent electronically (email, text, or fax) if the member has agreed to it being sent that way. So, here is how it might work. With dues statement or any other communication to the members, the organization asks permission to send all notices electronically. That can be done as easy as the member checking a box giving permission. It should also include the statement that the permission will remain in effect until the member specifically notifies the organization otherwise, so you don't have to get permission periodically.

The Guerrilla Guide to Robert's Rules and The Complete Idiot's Guide to Robert's Rules are the only books you will ever need to help your organization run smoothly.

Congratulations to Susan Cordier, member of Elmira-Corning Chapter.

Susan was named a Shining Star by the Northeast District Director, Bianca M. Constance. Susan was awarded this designation because of her "40 years of dedicated service, integral in the merger of the Corning and Glider chapters. She has served as an officer and chaired various committees, most notably co-chairing the NED conference in 2000. She continues to be active in the chapter and is serving the division as Parliamentary advisor and on the International level as a committee member for the committee on Nominations or bylaws." Bianca further states that she highlights members "who are actively Making the Leap to Remarkable in everything they do, and that Sue clearly is Making the Leap to Remarkable."

Congratulations from the chapter for being a "Shining Star" Sue and for all you do for the chapter and IAAP!

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Member Spotlight

This month's member spotlight is Joann Liddy Pierce

Current IAAP Activities:

215000 New York State Division, Certification Committee Chairs, 2011-2012 New York State Division Board of Directors, Elmira-Corning/Big Flats, NY, Newsletter Editors, OfficePro, Speaker's Bureau

I am a single mother of three (2 sons and a daughter) a grandmother to six beautiful grandchildren ranging in age from 10-22 and three great-granddaughters. I worked alongside my father and twin brother in the family operated business until it was sold. I am an active member in my church and have served as a representative for the Divorced and Separated Catholics for the Southern Tier.

I have been employed as an Administrative Assistant at Elcor Health Services in

Horseheads, NY for 22 years working directly with the executive director and administrator. Prior to joining the Elcor administrative team I worked as a clerk typist for the Chemung County Department of Long Term Care and the Support Collection Unit

I joined IAAP in 1997 and have served at various levels for the chapter and division

On the chapter level I have served as

- Publicity Chairman in 1997
- Ways and Means Chairman in 1998 and 1999
- Secretary in 2000
- Co-chairman of the education committee 2001
- Program Chairman for the 2003-2004
- Vice President in 2003 & 2004.
- President 2005, 2006, 2011
- Worked on the committee to combine the Corning and Glider City Chapters.
- An active participant in IAAP's Relay for Life team in 2002 and 2003.
- CPS and Education Chairperson 2007 – 2009
- Held CPS review classes 2008

On the Division level I have served for two years on the Newsletter Committee , a year on the Certification Committee and two years on the Hospitality Committee. I am currently the 2011-2012 NYS Treasurer.

Family is most important to me so in my spare time my family and I enjoy my summer place at Lake Bonin. I especially like spending time with my grandchildren and thinking of things to do with them now that they are getting older.

I love to travel and currently I'm planning another trip to Florida in the fall and who knows where else.

Other Licenses and Certifications

Certified Professional Secretary, JET Advanced Office Professionals, JET Office Professionals, Notary

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From the IAAP website

Upcoming Events:

2012 Spring Conference
Sun, 03/04/2012

Administrative Professionals Week
Sun, 04/22/2012

May 2012 CAP Exams
Sat, 05/05/2012

2012 Education Forum & Annual Meeting
(EFAM)
Sun, 07/22/2012



Upcoming Events

Review Classes for CAP Professional Certification Exam: contact Joann Pierce for further information.

Elmira Corning Chapter Programs For 2011-2012

Date	Presenter	Topic
April 2, 2012	Deborah Dunbar	Ergonomics in the Workplace
June 4, 2012	Melissa Terry	Social Media Phenomenon- Facebook for the Fearful

All programs will be held from 5:30 p.m. until 7:30 p.m. at the Big Flats Community Center.

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