



The Empire State of Mind

The New York State Division, IAAP, Inc.®

Special points of interest:

- President's Letter
- Shinning Star Awards
- The Art of Proper "Complaining"

Happy Holidays

As we put away our fall themed decorations and memories of Thanksgiving dinner fade, we head into the Christmas / Hanukah / Kwanza season and look forward to the promise of a New Year. We buy into all the trappings of the holiday, shop until we drop, watch all the TV specials and holiday movies, and look forward to a few days off from work to get it all done. Then we contemplate our New Year's resolution.

December is usually a quiet time for IAAP members, except for the Committee on Nominations. Their busy season starts now to develop strategies and contact potential leaders for next year's slate of officers. The call for nominations went out for the Division recently. Are you thinking about running for an office or serving as a committee chairman? There are some prerequisites for NYSD officers, like having served as a chapter officer or a Division committee chairman. There are no requirements to serve as a committee chairman except membership in IAAP and a desire to serve.

I can tell you from my eighteen years of experience as a member, holding a committee chairmanship and being a NYSD officer have richly enhanced my career,

strengthened my skills, and made me a better person.

As my New Year's resolution, I will commit to starting my personal journey towards certification. My original intent after joining IAAP was to begin this journey when my youngest daughter started kindergarten. That would have been around the year 2000. However, that plan was derailed due to a



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marriage separation and lots of personal drama. She is now a senior in high school, so I think it's time I put my money where my mouth is and embark on this momentous life changing event.

Over the years I have heard horror stories about the money spent for review material or classes, hours of study and the nerves leading up to and during the exam. I'm not saying I will do this any better or worse than anyone else, but I do know people who haven't really studied and walked in and aced the test. I was very impressed by that accomplishment. I know that will not be my experience and hopefully

I will find some study buddies to work with either in person or through a virtual forum.

If you have not achieved your certification, I would encourage you to do so. It could mean more than you realize to your career and bolster your self-esteem.

Now that we are half-way through the IAAP year, I find myself reflecting on the process of becoming NYSD President, how I got here, why I am here, and looking ahead to what comes next. As I said in my incoming president's remarks, "Will I set the Division on fire? No, that's not my personality." It takes someone much more charismatic than I to do that. I do hope, however, that I have been encouraging to the chapters and members during my time as president.

As I contemplate the next six months, I see that the hard work is yet to come. We will be enmeshed in final preparations for the Annual Meeting and all that entails. Actually presiding over such a high level business meeting will stretch my skills and I will need your support and encouragement to do it well.

I wish you all Happy Holidays and a remarkably joyous New Year.

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IAAP Mission Statement

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

The Empire State of Mind

Martin Van Buren was born in Kinderhook on December 5, 1782 (he was the 8th US President, serving from 1837 to 1841).

Millard Fillmore was born in Locke Township (now Summerhill) on January 7, 1800 (he was the 13th US President, serving from 1850 to 1853).

Theodore Roosevelt was born in New York City on October 27, 1858 (he was the 26th US President, serving from 1901 to 1909).

Franklin Delano Roosevelt was born in Hyde Park on January 30, 1882 (he was the 32nd US

President, serving from 1933 to 1945).

The Statue of Liberty is a huge sculpture that is located on Liberty Island in New York Harbor. This monument was a gift to the USA from the people of France in recognition of the French-American alliance during the American Revolution.

The formal name of the statue is "Liberty Enlightening the World." It pictures a woman who has escaping the chains of tyranny (the broken chains lie at her feet). Liberty's right hand holds a torch

that is a symbol of liberty.

Liberty was designed by the French sculptor Frederic Auguste Bartholdi. The hollow copper statue was built in France - it was finished in July, 1884. It was brought to the USA in 350 pieces on a French ship called the "Isere" (in June, 1885). The statue was re-assembled in the USA and was completed on October 28, 1886.

There are 354 steps inside the statue and its pedestal. There are 25 viewing windows in the crown. The seven rays of Liberty's crown

symbolize the seven seas and seven continents of the world. Liberty holds a tablet



in her left hand that reads "July 4, 1776" (in Roman numerals), Independence Day of the United States of America.

Division Updates

"Both Buffalo and Flower City Chapters hit that remarkable milestone this year."

November brought NYSD a lot of behind the scenes work. Our Bylaws and Standing Rules were submitted to Headquarters for review, the Annual Meeting contract was reworked after our site visit in October, and the call for nominations went out. That's not a lot of visible work, but a lot of hours verifying line for line, comparing documents, and late nights spent by committee chairmen and officers alike to get the work done for the NYSD.

Our Membership chairman, Kathy

Whitlock, CAP-OM, has been working hard to gather up IMALs and DMALs to encourage them to join chapters or create their own. A drug company in Tarrytown submitted 21 membership applications last month. That's awesome!

Flower City Chapter celebrates their 65th year this month. That's a great accomplishment! Both Buffalo and Flower City Chapters hit that remarkable milestone this year. That means they were chartered only four years after we became an association.

Congratulations to both chapters for a job well done!

The registration is now open for the Spring Conference in Las Vegas in March. It looks like it will be a great meeting with lots of educational opportunities. If you can attend, I'm sure you will be glad you did.

There's a lot going on in the Division, you won't want to miss any of it!

Matters Before Congress

According to WiseBread.com, here are some laws Congress is working on for 2012.

1. Repeal of Withholding on Government Contractors:

The 3% withholding on payments for goods or services more than \$10,000 to government contractors scheduled to take effect on 1/1/13 has been repealed.

Congress repealed two new tax credits after 2012 to incentivize businesses to hire vets. They

were \$5,600 tax credit for each veteran who has been unemployed for at least six months; and \$9,600 tax credit for hiring an out-of-work veteran with service-related disabilities.

2. Tax on Telecommuters:

Today, more businesses allow employees to telecommute. At present, telecommuting from another state can result in additional state income taxes for teleworkers.

3. Sales Taxes on Wireless

Devices: Currently, taxes and fees on wireless devices average about 16.3 percent, compared with 7.4 percent on other goods and services. The disparity could get worse as cities and states continue to look for new sources of revenue and businesses rely more and more on wireless devices. Legislation passed November 1 could prevent states from imposing "discriminatory" taxes on wireless devices by means of a

five-year moratorium on any new taxes and fees on wireless devices.

4. Sales Tax on Online Sales:

Generally, states cannot collect sales taxes from online retailers that do not have a physical presence within the state. It can now include warehouses and shipping facilities. In the end, it would mean that if a business operates locally or across state lines, it would collect sales tax on its goods and services.

Committee Chairs



Support NYSD by serving on a committee next year. It will enhance your skills and help you on the road to Remarkable.

- Annual Meeting 2012 Lisa Grant-Lynch, *Greater Bronx Chapter* and Jeanine Scaccio, *New York City Chapter*
- Bylaws & Standing Rules Stacey E. Thomas, CAP-OM, *Capital District Chapter*
- Certification Services Lorraine R. Engenito, CAP-OM, *Queens County Chapter*
- Committee on Nominations Irene Bedell, *Queens County Chapter*
- Membership &
 - New Chapter Development Kathy Whitlock, CAP-OM, *Division Member-at-Large*
- Newsletters Audra Stempel, *Division Member-at-Large*
- Parliamentary Advisor Susan L. Cordier, *Elmira-Corning Chapter*
- Programs & Education Rose E. Morgan, CAP-OM, *Brooklyn Chapter*
- Retirement Trust Foundation Sheila S. Venner, CAP, *Division Member-at-Large*
- Scholarship Beatrice T. Williams, *Brooklyn Chapter*
- Student Chapters Susan C. Bauer, CAP, *Queens County Chapter*
- Webmaster Susan Case, CAP-OM, *Flower City Chapter*

Shinning Star Awards

Each month, our Northeast District Director, Bianca M. Constance, who is also a member of the New York City Chapter, awards several people in the District a Shinning Star Award. Since instituting this award program, many of the awards have been given to NYSD members.

We currently have several to hand out across the Division. Chapter Presidents, watch your mail for certificates to be delivered shortly.

Congratulations to our current and past winners. Often these people have worked for years in the background, not asking for accolades, and it was way past time to publicly acknowledge their contributions to their respective Chapters and the Division. Each certificate bears a quote that says, "You work hard and it shows. You get it done, you get it right. Your results are outstanding!" No flowery words could have said it in

a better way. However, I would like to add a phrase to Bianca's words and that is Thank You. Thank you for every meeting you've planned, for every craft show you've chaired, for every committee meeting you've worked through, for every long night you spent on the computer or away from your family for this organization. The time you've spent attending a meeting or event has been well spent. Thank you for

your commitment to IAAP. You are truly remarkable people.



The Art of Proper "Complaining"

In an article by Marion Grobb Finkelstein of Marion@Marion Speaks.com, we need to understand and apply the principles of "proper complaining".

How many times have you vented to a co-worker or family member about another person's behavior or actions? It may make you feel better in the short term, but it doesn't do anything to correct the problem.

First you need to decide whether

you want a solution or just need to vent. Venting is perfectly acceptable as long as you don't rant and rave, yell, disparage, or malign the person you are venting about. Crossing that line makes you a bully and that's not what we are looking for. Venting is a way to get the bad feeling out into the open so you don't have to hold onto them any longer and give validation to your feeling when others agree with you.

Marion goes further to explain,

"Know why you feel the urge to speak up. It's really not complaining. It's satisfying a need. You either want to find an answer to a troubling question or you want emotional validation. The two reasons take on different approaches."

If you want a solution, approach it like, I'm hoping you can help me. It puts people in a much more receptive mode than a confrontation would. It given them the power to solve your problem or go to

someone else who can.

"The next time you feel the need to "complain", think of it instead as asserting yourself. Decide what you want before you start and I assure you, it will increase your chances that you'll get it."

Communication specialist, author, professional speaker Marion Grobb Finkelstein teaches individuals and organizations across Canada and beyond, how to improve morale, confidence and productivity by changing how they communicate. Chat with her at www.facebook.com/MarionSpeaks and sign up for her FREE weekly "Marion's Communication Tips" at www.MarionSpeaks.com.

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[HTTP://WWW.IAAP-NEWYORKDIVISION.ORG/IAAPHQ/NYDIVISION](http://www.iaap-newyorkdivision.org/iaaphq/nydivision)

Are You SAD This Winter?

When winter arrives, days begin to get shorter. During seasonal shifts, it is not uncommon for people to experience alterations in their moods. Commonly, negative feelings and attitudes are associated with the winter months. Though it was once believed to be simply a dislike for the cold; research in recent decades has shown otherwise. Indications suggest that the bad moods that are felt in the autumn and winter are not solely caused by an affinity for the spring and summer seasons.

Since 1984 psychiatrists have been testing and studying the ill effects that people experience during the winter. Originally theorized by Dr. Norman Rosenthal, negative feelings and emotions during specific times of the year are often attributed to a seasonal disorder. People call it the winter blues or the winter sadness (though it may occur in summer, occasionally.) Doctors refer to this condition as seasonal affective disorder (S.A.D.). Whatever the name, it is a serious condition and should be treated accordingly.

What the Causes Are—The causes of seasonal affective disorder have been researched and tested by many professionals in the fields of both psychology and psychiatry. The Harvard School of Health has established that one of the leading causes of this ailment is lowered Vitamin D levels in the affected. The reduced daylight in the winter months is a major factor to the existence of this serious malady.

Some of the factors that lead to this disorder (and many other psychological and physical ail-

ments) are genetics, poor exercise/nutrition and poor air quality. Since genetics cannot be altered, environmental conditions and habitual changes should be taken into consideration.

Recognizing S.A.D.—If you have ever noticed a decline in either your happiness or the mood of another during specific seasons, it is highly possible that you have witnessed the effects of S.A.D.

Symptoms vary from person to person. However, some of the more common symptoms are listed below.

- Reduced motivation
- Lack of interest in everyday activities
- Increased or abnormal sleeping habits
- Insomnia
- Altered eating habits (many sufferers report eating more carbohydrates)
- Altered mood or attitude

These are only a few of the many ill effects that the disorder can have on individuals. Taking steps to treat and prevent the disorder can better both your mood and your life; possibly, even the moods of those around you.

S.A.D. Treatments: *Light therapy*—The first physician to discover and effectively treat S.A.D. was Dr. Rosenthal. He used a medical practice called light therapy to relieve the symptoms of patients. Light therapy can help to return Vitamin D to the body; restoring the necessary levels that are optimal for good health.

Sunlight—The sun provides the body with Vitamin D. With less sunlight, the necessary levels of Vitamin D are not supplied to people. It is recommended by health professionals that people get at least 15 minutes of sunlight every day.

Although Vitamin D levels are a leading contributor to the disorder, new studies indicate that there are other significant variables that should be addressed.

Air Quality—New research suggests that air quality may play a major part in this seasonal condition. During the winter, many people are more confined due to the cold. The air of an office or home can become contaminated and lead to an assortment of health problems.

Adding an air purifier to a home or office will not only greatly reduce the amount of airborne particles that are breathed in; but also, increase the body's defenses against physical and mental ailments. Owning an air purifier can significantly assist in the treatment and prevention of S.A.D.

Exercise and Nutrition—Two extremely important keys to good health are a person's diet and exercise habits. Depression can develop slowly and the symptoms can easily go unnoticed. It is advisable to make plans for the cold. Monitoring eating habits and swapping outdoor activities with indoor exercise can ensure a higher level of readiness for winter ailments.

Staying healthy in the winter is the best way to stay happy. Moods and attitudes can be greatly improved by recognition, treatment and prevention of this common ailment.

<http://www.pickthebrain.com>