

The Empire State of Mind

The New York State Division, IAAP, Inc.®

Special points of interest:

- President's Letter
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Winter? Where?

For most of us in New York State, winter has been very mild. Some blame Global Warming; I think it's just a fluke. I remember winters when the snow was piled in the middle of the street as a divider rather than off to the side. I also remember playing football in short sleeves on Christmas Day. The Farmer's Almanac predicts two major storms for central New York in February and in March. The snow fall will not be measured in inches, but feet. But will it really happen? Time will tell, as they say.

Even with the nice weather, I find myself leaning towards inside projects and looking for the next Annual Meeting task to do so it can be completed early rather than waiting to the last minute. I'm allowed to do my IAAP work at the office and leaves my evenings open. At my age, I need that R&R in the evenings.

I do want to share with those of you who have not friended me on FaceBook, I have a new grandson. On February 7, Ryan Thomas Pushic made his debut

into the world with little fanfare weighing in at 6'8". He has a full head of dark hair, just like his father and big sister, Lauren. I'm hoping to make the trip to Pittsburgh shortly to "get my hands on him".

Dealing with additional stresses of grandparenthood and our



rental house (a totally different story) on top of the normal every day life tasks and my job has been exhausting both physically and emotionally, but you know what I've noticed? I say that I am so busy I can't take on more work when I really have quite a bit of free time. Has society gotten to the point where we've convinced ourselves that we are so busy we can't do one more thing, when in reality, we aren't. I seem to find time to work, eat, sleep, knit, and read. Most of my

household chores have been getting done too, so why do I say I'm so busy? Because I cherish my downtime and need it to recharge. What is so busy in my life right now? My emotions. I say I'm busy because my brain is full of anxiety and worry. I don't have the time to worry about anything more.

I want time to just sit and be with my family. I want time to just chill and watch TV. I want time to enjoy a book. I want time to knit a new baby sweater or blanket. I want time to be with friends and family. I feel I've earned that latitude. Unfortunately, people most likely would not accept a no response if the answer I gave was, "No, I want to read the new Danielle Steele book." It would give the impression of laziness. However, as I've shared before, I'm feeling my own mortality and don't want to reach the end of my life and regret the things I didn't do. I want to be secure in knowing I did the things I wanted to do while I still had the energy and stamina to do them.

Inside this issue:

The Empire State of Mind	2
Division Updates	2
EFAM Conference Info	2
Committee Chairmen	3
70/70 Membership Program	3
TA Specialty, Please	3
Contact Information	4
Executive Director Named	4

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

<p>Facts about New York City: New York City has 4,000 street food vendors.</p> <p>The average temperature of New York City's pavement on a hot summer day is 150 degrees.</p> <p>100 million Chinese food cartons are used annually in New York City.</p> <p>New Yorkers travel an average of 40 minutes to work each day.</p> <p>More than 47% of New York</p>	<p>City's residents over the age of 5 speak a language other than English at home.</p> <p>The Federal Reserve Bank on New York's Wall Street contains vaults that are located 80 feet beneath the bank and hold about 25% of the world's gold bullion.</p> <p>More than 250 feature films are shot on location in New York City each year.</p> <p>The musicians who perform in the NYC Subway system go</p>	<p>through a competitive audition process. Some have also played at Carnegie Hall.</p> <p>Manhattan doesn't have a Main Street. Each of the other boroughs and Roosevelt Island have Main Streets.</p> <p>The Brooklyn Bridge was the first bridge to be lit using electricity.</p> <p>36% of the current population of New York City was born outside the United States.</p> <p>Since 2005, New York City</p>	<p>has the lowest crime rate of the 25 largest US cities.</p> <p>Brooklyn was an independent city rivaling New York until 1898.</p> <p>Approximately 790,000 companies operate in New York City.</p> <p>More than 12,700 licensed medallion taxis work the streets of New York City.</p>
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Division Updates

"... be prepared for some changes and additions ..."

Planning, planning, and more planning. The Annual Meeting is now the Board of Director's major focus through mid-May. We have been hard at work formulating the best meeting possible for you, our members. There will be some changes to the format and changes to the content too. We hope you approve.

With HQ's shift from RTF fundraising to the R&E, look for a likewise shift in our Open

House as well.

Our "Dragnet" will be put into place (the script) for the board to follow while speaking at the podium. This provides a smooth pace and an understandable method of running the business meeting.

Our Parliamentary Advisor, Susan L. Cordier, is working on her delegate's briefing for Saturday morning. Be prepared for some changes and additions

to her instructions.

Angela A. Grabowski, CAP-OM has shared that she has people in place right down to the invokers and pages, timekeepers, and tellers.

Trips and Tour ideas are being sorted through and information will be sent to you shortly.

Watch for more information with location, costs, and details to come in your email soon.



EFAM Conference Info

Gaylord Texan Hotel and Convention Center is about 10 minutes from Dallas/Fort Worth International Airport, the Gaylord Texan will be the perfect place to relax, shop, and enjoy yourself during EFAM. The resort includes more than 1,500 luxurious guest rooms with wireless internet access, safes, and complimentary bottled water.

Guests will have access to a 25,000-square-foot day spa and fitness center. Plus, you will get four complimentary passes to Paradise Springs, the Gaylord Texan's 10-acre pool complex with a 600-foot "lazy river," beach,



bar and grille and game pavilion. There's casual and formal restaurants, plenty of shops, and a nightclub. When it's time to attend the conference, you'll have an easy walking distance to the resort's

convention center. The entire resort is indoors and climate controlled, with lush landscaping and majestic glass atriums.

Get on the trail for the 2012 EFAM and make your reservation today!

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*

70/70 Membership Program

Headquarters has launched its 70/70 Membership Drive.

The program offers new members a reduced rate to get them in the door, so to speak. Once we have them as members, it should be easier to retain them and see our membership numbers grow. The following is an excerpt from the IAAP webpage describing the program:

“In celebration of IAAP reaching its 70th anniversary, we’re offering administrative professionals a special price when they join the association as a new member. From now until December 31, 2012, new members can join IAAP at the chapter, division and international level—all for one \$70 price. [Join today](#) to take advantage of the world’s best network-

ing and education for administrative professionals.”

Chapters and divisions must opt-in in order for their new members to be eligible for this reduced rate. By doing so, both the chapter and division would received only \$5 each of the new member’s initial fees. However, a chapter



cannot opt-in unless the division also opts-in.

If there is sufficient interest from our chapters regarding this

program, the division will also opt-in.

To read more about this, please visit: <http://www.iaap-hq.org/join>.

TA Specialty, Please

You asked for it, well now it’s here! IAAP has announced a new specialty in addition to the CAP-OM, the CAP-TA. Take the next step in your career by attaining the Technology Applications specialty. Earning the Technology Applications specialty demonstrates your commitment to continuing technology education. Make a difference in your career by earning the TA

specialty. Here’s how: First, complete three of the Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint, and Project. Following that, pass the test to receive a Microsoft certification in at least one of the Options Technology modules you competed. Then, submit the application and the fees

for your TA specialty.

You need to be an active CAP to be eligible for this specialty.

You can use your Options Technology training and Microsoft certification already obtained during the last two years to qualify.

IAAP does not administer the Microsoft exams, but you get a 10% discount when you



also purchase the Options Technology modules.

The TA specialty does not require recertifying at this time.

To download the application, click http://www.iaap-hq.org/sites/default/files/pdf/certification/TA_Application.Pdf.

Contact Information

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

Executive Director Named

Gerald J. "Jay" Donahue, Jr. has been named IAAP's new executive director. In his blog he wrote, "Over the years I've worked in various jobs. And,



I've had something in common at each: a fantastic colleague – my administrative assistant. Frankly - I'd be lost without an admin. As the new executive director here at IAAP, I can't say I've ever done your job or know the ins and outs of your daily workload. However, I do know how invaluable your skills are to the business world. I, personally, hold the administrative profession, and those who work in it, in highest of regard. I always encouraged my administrative staff colleagues to further their education and knowledge. That's one of the reasons I'm excited to be here, serving your association. I saw firsthand what good training could contribute to the office. It's an honor to be starting my tenure at IAAP during its 70th anniversary year. All of

you as members can be proud of the long history of IAAP and how this association has changed in tandem with the climate in the workplace.

While I'm very new to the role of executive director, I've been doing a lot of reading, talking to the board and the staff, and recognize that it's been a tough couple of years for this association. We've suffered a decline in membership even though we provide more resources for today's administrative professional than in any time in our proud history.

I'm looking ahead at the coming year with hope and resolve. This is a necessary association for administrative professionals. I want you to know I plan to devote my energies and boundless enthusiasm to helping you, the elected leadership, and the terrific headquarters staff to take a great association and make it even better. Are you with me?

What I'd like us to do is band together to get the word out about IAAP. Can you help? We have a lot to offer in the way of professional certification, educational ma-

terials, strong chapters, networking and our popular conferences: [Education Forum and Annual Meeting](#) and [Spring Conference](#). At EFAM we offer attendees upwards of 24 hours or more of education. As someone who's worked closely with admins for years, it's one conference I'd encourage administrative professionals to attend. Why not invite someone who has never attended one of our meetings before? As for you, I hope you're planning to come to Grapevine this summer. I know I am looking forward to my first EFAM experience.

We have a lot to offer office professionals here at IAAP. In the next couple weeks we'll be announcing exciting news that will help you recruit your co-workers into the association. This will help you make a difference to your colleagues that don't know about IAAP yet and make it easy for them to join.

Again, I'm thrilled to be here at IAAP Headquarters, working for you. Working together, we can indeed make a difference and significant contribution to the profession now and in the future."

Let's give Jay a warm welcome to our organization.