



The Empire State of Mind

The New York State Division, IAAP, Inc.®

Special points of interest:

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A New Beginning

Did you have the celebration that you wanted to have to welcome in the new Year? Some celebrations were loud and boisterous, some were romantic and included a special someone, while others were quiet and subdued. My celebration consisted of cough medicine and an early night!

The coming of a new year brings with it the chance for a do over, the chance to try something new, or to make your life better in some way. You may want to quit smoking or lose weight. You may want to learn a new language or other skill for personal satisfaction. Or you may just want to continue doing more of the same as last year.

Whatever your state of mind at the turn over of the new year, I encourage you to re-evaluate your relationships at work, at home, and how you interact with others, whether they be a store clerk or a gas attendant. If you like what you see, then you're doing fine. If you don't like what you see, then it's time for a change. My husband read his Horoscope for the year 2012 yesterday; he's a Libra. One sentence caught my attention and I wanted to share it with you. It said, "Don't wait another 30 years to go after what you want in your rela-

tionships." This statement can pertain to your personal life, but also your career. If you've always wanted to be something more or different, don't wait. Now is the time to start that journey to something bigger and better for yourself.

That may be finally getting certified, it may be going back to school, it may be going after the coveted admin to the president's position at



IAAP 2011-2012

the office, or changing companies for better pay, benefits, and environment. Whatever it may be, don't procrastinate any longer; this is your opportunity to grab the brass ring and be, do, or get better.

As I approach the age of 55, I'm noticing different things than when I was turning 20, 30, or even 40 years old. I'm noticing that my time in this life is now limited. I may have another 10 good years or if I'm lucky another 20. I no longer see my life going on forever. I also see days, weeks, and months fly by me while I'm not looking. I'll be cleaning out a cupboard or the refrigerator and make the state-

ment, how can that be expired, I just bought it! Oh wait, I guess it was that long ago. I find myself becoming less patient with people who want to take their time; who seem to feel they can waste my time because they are getting paid by the hour. I just want them to get to it and quit talking.

I guess I'm taking the long way around to say that I'm feeling my own mortality. At this stage of my life, I want quality in the time I have left to enjoy my children, grandchildren, and my husband. It doesn't matter whether we just sit quietly and watch a movie or if we go out to dinner. Of course, whether we go out has a great deal to do with out energy level! But you understand what I mean.

When I was a child, our church had snacks after every Sunday evening service. My friend and I would race each other to see who could get out the back door and down the stairs faster and get to the head of the line first. Now, I wait for the line to dwindle so I don't have to put weight on my knee and hips too long. I have wasted so much time that could have been productive or relationship building. I will always regret that waste of time because I know I will not get it back at the end.

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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

Does Niagara Falls freeze over? Yes and no. The tremendous volume of water never stops flowing. However, the falling water and mist create ice formations along its banks. This can result in mounds of ice as thick as fifty feet. If the winter is cold for long enough, the ice will completely stretch across the river and form what is known as the



"ice bridge". This ice bridge can extend for several miles down river until it reaches the area known as the lower rapids.

The word "Niagara" is derived from the Iroquois Indian word "Onguiaahra" meaning "the strait".

There is an international boundary between the United States and Canada.

The Falls make a tremendous sound as the water goes over and lands at the bottom.

Twenty percent of the world's freshwater lies in the Great Lakes,

and most flows over Niagara Falls.

The first person to go over the Falls in a barrel and survive was a 63 year old female school-teacher.

High wire tightrope acts used to be performed across the river. Most notably was "Blondin" who once actually carried his manager across on his back, stopping midway to rest!

The flow was also halted over both falls on March 30, 1848, due to an ice jam in the upper river.

Until 1912, visitors were allowed to actually walk out on the ice bridge and view the Falls from below. February 24, 1888, the local newspaper reported that at least 20,000 people watched or tobogganed on the ice. Shanties selling liquor, photographs, and curiosities abounded. On February 4, 1912, the ice bridge broke up and three tourists lives were lost.

http://www.niagarafallslive.com/Facts_about_Niagara_Falls.htm

Division Updates

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

December brought a quiet month for NYSD. Work continued on the Annual Meeting, most notably, the final contract was signed for the hotel. We've made some changes to the agenda and the flow of the meeting that will result in our using the same room for most of our events. The room is set up lecture hall style and not only provides nice chairs for everyone, but also has a writing surface as well. The stage area will hold our dais with a large screen behind it that is easy to see from anywhere in the room.

The NYSD board is very excited with the set up and is looking forward to one of our best Annual Meetings ever. Don't forget, this will be our 60th Annual Meeting, so look for more information soon concerning celebrating this milestone in our association history.

January brings with it a renewed commitment for the work ahead. As the program year winds down, our workload increases with preparations for our Scholarship program, the Annual Meeting, of course, and the

Administrative Professional's Week festivities. The logo has been unveiled for this event on the Headquarters website. Check it out and incorporate it in your planning of these events.

As always, if you need assistance, advice, or just need to vent, your NYSD board is here for you. Our contact information is on the back page of this newsletter for easy reference. Part of our job is to help you do the best for your chapters and the division.

Spring Conference Info

Join us for this year's Spring Conference in Las Vegas March 4-7 and let the world of cinema show you how to shine in today's workplace.

How would you define your office? Is it a hilarious comedy that makes you laugh and leave feeling rejuvenated? Is it horror—a haunting that leaves you holding your breath and waiting to exhale for fear some psycho will jump out and grab you? Or, is it a soul-

wrenching drama where people wring their hands and cry—where hope floats or drowns?

It could be a historical trip to the past, where the heavyweights rule (the managers), a few brave hearts get to leave the castle and slay dragons (sales maybe), while the others stay behind and man the fort. It doesn't matter what genre your office falls into. Come to Spring Conference to examine the good, the bad, and the ugly and

leave with insights and inspiration on how to return to your workplace with the right skills and the perfect script to improve your daily performance.

Find a comfortable reclining seat, settle in with your popcorn and soda, kick off your shoes, and watch as the lights dim and the greatest show on earth begins...

Join speakers Gini Courter, Bonnie Curtis, Allison Blankenship,



Wilney Audain, and Rebecca Pace as they teach, inform, advise, enlighten, and enrich your conference experience.

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*



The Research and Educational Foundation wants to help you grow your career!

We're going to do that with the R&E's new 2012 EFAM Scholarship Program. The program helps cover the cost of attendance for temporarily unemployed admins or those who have never been to EFAM before.

The Research and Educational Foundation (R&E) was established as

a non-profit organization in 1966 to focus on promoting the careers of admins through scholarships and its own professional development programs.

In 1969, high school senior, Jackie Watts, became the foundation's first \$2,000 scholarship winner (the equivalent of about \$12,000 today) to help her study business education at Middle Tennessee

State University. In the years since, the R&E has raised nearly half a million dollars for scholarships and to support research and benchmarking studies related to administrative professionals. It's part of the foundation's commitment to helping admins reach and maintain their professional edge. Scholarship applications will be accepted starting through January 31, 2012.

Visit the updated R&E Web page to learn more about the EFAM scholarships, the foundation, and how to help the R&E reach its goals. The page includes an FAQ about the R&E, PowerPoint presentation and script, scholarship information and donation forms. It's the go-to source for the R&E. Please join the R&E as we advance the careers of administrative professionals.



APW Logo Unveiled



60th anniversary on April 25, 2012. Over those decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques, and seismic shifts in the economy and culture itself. But admins have remained the

Administrative Professionals Day will mark its steady center of efficiency through it all, helping ensure that jobs get done right, on time, and under budget. Admins are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more traditional role as the gatekeepers for many customers, clients, and employees. Quite simply, admins are

the pulse of the office. Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays. The event is celebrated worldwide, bringing together millions of people for community events, educational

seminars, and individual corporate activities recognizing support staff. Today, there are more than 4.1 million secretaries and admins working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

Contact Information

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Certification Update

Did you take the exam in November 2011 and just receive your results? This is the time for joyous celebration or for serious contemplation. No matter what the outcome, I applaud you. You have gone the extra mile and are a better person for it.

First, let's mention those who did not get a passing mark on all parts. Well, be honest. You probably already knew that some subjects were a little harder than others and it would have to be your lucky day to get through those areas. So, now you know for sure on which areas you really need to focus. Taking this exam has been a learning experience and you can adjust your energies and try again.

What about those who really did worse than they ever thought they would? Will you give up – throw in the towel – badmouth the whole experience? Here are my suggestions.

Set a timer for 15 minutes. Get a pen and piece of paper. Then write down the full negative litany – how you studied so hard – how you gave up such and such to do this – how you were really looking forward to getting this certification – how stupid those exam questions were – how disappointed/angry/sad you feel. Keep going until that timer dings. Now, let's look at what you have written.

Did you really study hard? Did you study the right subjects? What about how you studied? Do you really learn better studying by yourself or with a partner? Did you realize what kind of questions were going to be asked? Were you blindsided somewhere? Are you really surprised that you didn't ace this exam? Are you truly being honest with yourself?

Now, take five minutes and write down what you have learned and what actions you will take to do better on the next time around. You

haven't decided whether you will take the exam again or not? Well, what do you have to lose? Would taking the exam again be a step forward or a step backward? Are you on the path of professional development or just out for quick gratification? Your honest answers will keep you from wasting your time.

Lastly, I would like to extend my congratulations to all those who have achieved their certification rating. This is the time for those pats on the back and the sharing of your success. Be sure to get this in your personnel file at work and mention to your boss, too. Don't shortchange yourself. Your success cannot be taken from you since it is not based on anyone's reaction. Others may or may not applaud you, so don't take it to heart. However, be sure to give yourself credit for a job well done. By taking these results and learning from them, we all can be winners!

Lorraine Engenito, CAP-OM