



International Association of
Administrative Professionals®
Pennsylvania Division

Your Division Connection

MAY 2011 ISSUE

2010 - 2011 PENNSYLVANIA DIVISION OFFICERS

President:
Catherine Hoke, CPS/CAP

President Elect:
Carol Lundgren, CPS/CAP

Vice President:
Juanita Mort, CAP

Treasurer:
Maria Carney, CPS, AIS

Secretary:
Patricia Clark

INSIDE THIS ISSUE:

President's Message	1
Nominations Committee Urgent Communication	2
IDPC Report	3
Does Your Chapter Need a Small Games of Chance (SGOC) License?	4
Certification Update	5
PA Division Strategic Plan	6
EFAM - Stand Up, Be Heard!	7
EFAM Credentials/ Proxy Form	8
2011-12 Officer Activity Reports	9
Proposed PA Division Bylaws Changes	14
Date Savers	22

A Message from the President...

Catherine S. Hoke, CPS/CAP

As you read this issue of *Your Division Connection*, I hope you are welcoming the warmer weather. This is my last President's Message as your Division President.

The Pennsylvania Division Annual Meeting is just around the corner! I hope you take the opportunity to participate in this excellent opportunity to enhance your skill sets and to increase your knowledge about IAAP happenings. In addition to conducting Division business, members will have an opportunity to ask questions and participate in discussions during the Town Hall Meeting, and attend outstanding workshops coordinated by the Western Council members. You will also enjoy our International Board Representative – Northeast District Director Bianca Constance. You will have an "Upscale – Down Home" experience from May 20-22, 2011, at the Holiday Inn, Clarion, PA.

Before coming onto the Division Board, I knew being a leader does not come without challenges. I thank those of you who did challenge me as this has allowed me to become a better leader. These challenges have allowed me to enhance my ability to anticipate expectations and questions.

Thank you to my fellow board members: Division President-Elect Carol Lundgren, CPS/CAP; Division Vice President Juanita Mort, CAP; Division Secretary Patricia Clark, and Division Treasurer Maria Carney, CPS, AIS. Being a division officer comes with responsibility. Their dedication and commitment has made us a phenomenal team! I also thank past board members that I had the privilege of serving with: Diana Comber, CMP; Jean Bohinski, CPS/CAP; and Lyndee Long, CPS/CAP. I sincerely thank them for their support and friendship.

To the Chapter Presidents and members of the PA Division Committees, thank you for your time, dedication, and commitment. Your leadership skills demonstrated your **PASSION&PURPOSE**. To all members of the PA Division, thank you for support of the PA Division. The support of our members is what allows us to continue and be prosperous. Your support has played an important role in the PA Division being selected to receive the 2011 Division Prestige Award in the 2011 Avery Great Results Chapter and Division Achievement Awards!

Also to the members, I thank you for your support and friendship during these past four years. It has been a phenomenal journey that has afforded me **Forward Moving** opportunities while creating **Excellence in Action** with **Power of Commitment** and **Passion & Purpose** along the **Pathways to Excellence**.

I leave my position as Division President at the end of this IAAP year. I am confident that the future of the PA Division is in the hands and the minds of great leadership. Please give the 2011-2012 Division Officers your support as they take on a new journey.

Thank you for sharing your **PASSION&PURPOSE!**

Regards,

Cathie

**PASSION &
PURPOSE**
PENNSYLVANIA DIVISION

Nominations Committee

Jessie Grove, CPS/CAP
Nominations Committee Co-Chair

THIS IS AN URGENT COMMUNICATION FROM THE NOMINATIONS COMMITTEE AND PA DIVISION BOARD:

The Nominations Committee would like all members of the Pennsylvania Division, including Members-at-Large, to be aware that the position of secretary of the Division Board will be open for the 2011-2012 year. Unfortunately, Division Secretary Patricia Clark is unable to continue serving on the Division Board.

Pursuant to the Pennsylvania Division Bylaws, Article III, Section 3, Paragraph B:

Any chapter may nominate one of its professional members from the floor at the Division Annual Meeting, provided the member has consented to serve if elected, and provided that the qualifications and supporting documents have been submitted through the Committee on Nominations to ensure candidate meets all qualifications, prior to the nomination being made.

Such nomination must be made by the delegate from the nominee's chapter, or if the nominee is a member of the division-at-large, by the delegate from one of the three regular chapters supporting the nomination. If a delegate from a regular chapter is the nominee, the nomination should be made by the chapter's alternate.

Pennsylvania Division Bylaws, Article III, Section 2, Paragraph A, states the qualifications for Division Officer:

A candidate for office shall have been a Professional member for at least two years prior to the time of nomination, shall have served as a Chapter Officer or chairman of an International or Division committee.

Pennsylvania Division Bylaws, Article III, Section 5, Paragraph D, defines the duties of secretary as follows:

- (1) *Be responsible for the minutes of all division and board of directors' meetings and for the interim reports based on board of directors' decisions voted on between Division Annual Meetings or division special meetings.*
- (2) *Give written notice of the division annual and division special meetings as required in Article VI.*
- (3) *Perform such other duties as may be assigned by the board of directors.*

In addition, as part of each Division Officer's duties and responsibilities is to (1) visit each chapter in his/her council area during the year, (2) be available for special events of his/her council area chapters, and (3) offer assistance and counseling as needed for his/her council area's chapter questions and concerns.

Any members desiring to place his/her name into nomination for the position of secretary should be aware that it has been the practice of the Division to seek officers for vacancies on the board in the council area of the outgoing officer so that each council area is represented. However, any professional member of the Pennsylvania Division is eligible to be nominated for the vacancies.

The vacancy on the Board for the 2011-2012 year will be in the Southeast Council area. Any candidate from outside the Council area must be willing and available to travel to the Southeast Council area in order to fulfill the duties and responsibilities assigned to the division office.

Any questions may be directed to the Nominations Committee: Jessie Grove, CPS/CAP, or Colette Walacavage, CPS/CAP. Contact information is listed in the Division Directory.

Incoming Division Presidents Conference Report

Carol Lundgren, CPS/CAP
Division President-Elect

My IDPC journey began Thursday morning, April 13, when I left DuBois airport for Cleveland. Prior to this, a lot of communication had taken place among the President-Elects (PE) regarding arrival times and arrangement for dinner on Thursday night. I had connected by email with the Ohio Division President-Elect when I saw that she was arriving from Cleveland at the same time that I was. Sure enough, we were on the same flight. Her roommate, the Missouri Division PE, drove to Kansas City and picked us up at the airport for the short ride to the hotel. I relaxed in my room for a couple hours waiting for my roommate, Arkansas-Oklahoma Division PE, to arrive. She arrived around 5:00 and we hit it off right away, which is good when you're rooming with someone for three days.

Judie Yannarelli, International Treasurer and former Northeast District Director, invited the Northeast District PE's, as well as South Carolina and MD-DE-DC PE's to go to dinner with her. It was a great start to the weekend – good food and good company. Judie is a wealth of information and told us what to expect for the weekend and gave of some advice. For instance, ask a lot of questions. Every time we asked or answered a question we were given “funny money” to be used at the auction on Saturday afternoon.

Friday began bright and early with a breakfast buffet at 7:15 and then on to business at 8:00. We had assigned tables; I was seated with the three other Northeast District PE's and the Canada PE's. This gave the NED PE's a time to get acquainted since we will be spending time together on conference calls next year. Our tables were loaded with goodies: a bag with books and note cards from headquarters, and a bag of office supplies from Avery. It almost felt like Christmas.

The session began with a welcome from Tamra Goodall, CPS/CAP, Incoming International President, followed by an icebreaker. There were four morning programs: IAAP Governance presented by Executive Director Don Bretthauer; Legal and Fiduciary Responsibility presented by Attorney Mike McCann; Financial Responsibility by Chris Chaney CPA; and the Treasurer Presentation by Judie Yannarelli, CPS/CAP. Then we were shuttled to headquarters for a tour and lunch. At 2:00, we were back at the hotel for the afternoon session. Ben McClanahan, Internet Communications Coordinator for IAAP, gave an overview of the Web Community. Following an icebreaker, Tamra and Aaron Ensminger, Senior Manager of Programs & Services at IAAP, presented the final program of the day: 7 Measures/ Project Plan Update/Division Strategic Planning. Sharon Newhall, the Avery Dennison representative, gave a short presentation. We broke at 5:15 and then met again at 6:00 for dinner and networking. Back to our rooms at 8:00. Longer than my usual workday, but a lot more fun.

Saturday morning started again at 7:15 for breakfast buffet with sessions beginning at 8:00. We were assigned to tables again, which gave us an opportunity to meet and network with a new group. Joy Johnston, Senior Manager of Membership and Distribution, presented a program on the Pathways to Excellence. We learned of some changes in the Member of Excellence program, and totally revamped Chapter of Excellence and Division of Excellence programs. I'm excited about these changes, but it means chapters and the Division working together in order for all to succeed. Karlana Rannals, CPS/CAP, International Vice President, presented Team Conflict and S.E.L.F. Prior to IDPC, all attendees were asked to complete a S.E.L.F. examination to determine personality/leadership type. It turns out I am an F. My strengths are exacting, thorough, factual, reserved, meticulous, practical, calm, has high standards, and risk-avoider. Yep, that pretty much sums it up. My weaknesses, on the other hand, are slow to get things done, perfectionistic, withdrawn, dull, sullen, shy, and passive. Just because I would rather stay home and read or watch TV than to go to a party, the “test” thinks I'm dull. What do you think? Is that me? Let me know after the Division Annual Meeting. Following a fun activity and lunch, Judie presented Charitable Giving Options: RTF and R&E (Research and Educational Foundation.) International Secretary Antoinette “Toni” Smith, CPS/CAP, presented Managing Change. Following another group activity, Tamra gave the final presentation, “I'm Here to Pump You Up,” and introduced her theme for 2011-2012, which I'm not going to divulge at this time. Tamra did a good job of getting all the PE's pumped up and ready to take on our new roles as Division Presidents. Saturday's session concluded with the fun-filled, invigorating auction. This is where we used all the money we had earned from asking and answering questions. The bidding started out conservatively, but by the end we were pooling our money so that everyone had a change to buy an item.

I took the advice of several people and sat at different tables at each meal, attempting to meet and network with as many people as possible. What a great group of women. We are planning a get-together at EFAM.

I left for the airport at 10:00 on Sunday morning, but had a delay in both Kansas City and Cleveland, arriving home at 9:00 p.m. tired, but at the same time energized. It was a wonderful experience. We were taught everything we ever wanted to know about being a Division President. I'm ready for the challenge.

Does Your Chapter Need a Small Games of Chance (SGOC) License?

Juanita Mort, CAP
Division Vice President

Are you holding raffles (baskets, daily/weekly/monthly lottery)? If so, do you have a SGOC license? If not, you should. Why? Because these types of fundraisers are governed by the PA Department of Revenue.

The Pennsylvania Crimes Code provides that all forms of gambling are illegal unless the Pennsylvania Legislature specifically authorizes the gambling activity by statute. Pennsylvania defines the elements of gambling as: 1) the payment of a consideration or fee, 2) for the chance to win a prize, 3) the winner of which is determined by chance.

What does this mean to us? The types of raffles, etc. that our chapters usually offer are considered one of the five authorized and legal forms of gambling in Pennsylvania – specifically “*Those gambling activities conducted pursuant to the Local Option Small Games of Chance Act.*” See box below.

<p>The Pennsylvania Local Option Small Games of Chance Act (10 P.S. §§ 311-327) was passed in 1988. The act allows <u>eligible nonprofit organizations</u> to conduct small games of chance for the purpose of raising funds for the promotion of “public interest purposes.”</p> <p>The Local Option Small Games of Chance Act is quite specific regarding the games of chance that are allowed and the manner in which they may be conducted. A licensed eligible organization may conduct five types of games of chance under the act, including:</p>	
<ul style="list-style-type: none"> ● Punchboards ● Pull-Tabs ● Raffles (includes lotteries) 	<ul style="list-style-type: none"> ● Daily Drawings ● Weekly Drawings

There are two types of SGOC licenses (see Small Games of Chance Primer – link at end of article).

Games of Chance License – multi use license good for one year.

Limited Occasion License – authorizes the licensee to conduct games of changes on a limited basis
(on no more than 3 occasions over a period of no more than 7 days during the license term).

We are considered an eligible “Fraternal Organization” under the regulation (REV-1752). The definition of Fraternal under the guidelines is “A nonprofit organization within this Commonwealth which is created and carried on for the mutual benefit of its members, has a limited membership and representative form of government and is a branch, lodge or chapter of a national or state organization.”

While the PA Department of Revenue licenses the manufacturers and distributors of small games of chance; **County Treasurers** license the nonprofit organizations. Please check with your individual County Treasurer and borough/city/township office as they may also have their own regulations.

For further details on small games of chance, please visit the following website and read the documents listed below.

http://www.portal.state.pa.us/portal/server.pt/community/small_games_of_chance/14500

Eligible Organization Games of Chance Application (REV-1752)

Application for Small Games of Chance (REV-1753)

[Small Games of Chance Primer](#) (link)

Certification Update

Katherine Astleford, CPS/CAP - Co-Chair
Sheila Lidwell, CPS/CAP - Co-Chair
Elizabeth Griffin, CPS

The November 2010 CPS and CAP examination results are in. Please join us in congratulating the following Pennsylvania Division members who have obtained the CPS and CAP designation and members who attained recertification from July 1, 2010 – December 31, 2010.

CPS Designation

Debora L. Shapiro, CPS

Recertification

Kimberly S. Arthur, CPS
Nancy L. Bowman, CPS/CAP
Lynn R. Farina, CPS/CAP
Ellen M. Scatena, CPS
Melissa Wandell, CPS/CAP
Joan E. Yetzer, CAP

CAP Designation

Meagan L. Bair, CAP
Debra A. Klock, CPS/CAP
Tina M. Mazingo, CPS/CAP
Deb Weischedel, CPS/CAP

Good luck to the candidates seeking professional certification in May, 2011!

IAAP Certification Department News

- Metcalf Educational Resources will be updating their review materials for the new examinations. When received, the tentative dates will be posted on the Web Community. **Please note** – Prentice Hall will not be providing review materials for the new examinations.
- Just a reminder, changes to the certification examinations are effective in November, 2011 and changes to the recertification program were effective July, 2010....make sure you are completing the correct paperwork for the certification examinations and recertification.
- There are several new certification publications available, all of these materials are new for the November 2011 exams. Please visit the main web site, under Certification/Certification Changes or click the following links.

The Exam Guide: Certified Administrative Professional
<http://www.iaap-hq.org/sites/default/files/pdf/certification/CAPEExamGuide.pdf>

The Exam Guide: Organizational Management specialty
<http://www.iaap-hq.org/sites/default/files/pdf/certification/OMExamGuide.pdf>

Application for the CAP exam and the Organizational Management specialty exam
http://www.iaap-hq.org/sites/default/files/pdf/certification/CAP_OM_Application.pdf

Job Function & Employer's Statement for new CAP candidates
<http://www.iaap-hq.org/sites/default/files/pdf/certification/JobFunctionEmployerStatement.pdf>

The Exam Guides include general information on the CAP rating and Organizational Management specialty exam, outlines for each exam, bibliography of college texts used to write the exams, tips on how to prepare for the exams, materials that may be used for broad overview, and suggestions on how to start a study group.

Upcoming Events

CPS and Organizational Management Specialty Program Examinations

The CPS and Organizational Management Specialty Program Examinations will be held November 4-5, 2011 at various testing facilities. The application deadline is August 15, 2011.

Fall Conference:

The Fall Conference will be held October 9-12, 2011 at the Sheraton San Diego Hotel & Marina. Hotel reservations are now open. Click the following link to make your reservations on-line.

[Make your reservations now for the 2011 Fall Conference](#)



International Association of
Administrative Professionals®
Pennsylvania Division

Strategic Plan

To Be the Premier Organization for Career-Minded Administrative Professionals in the Commonwealth of Pennsylvania

— VISION —

Broaden the scope of the Pennsylvania Division by meeting the needs of current and prospective members.

- ◆ Communicate the value of membership
 - ❖ Promote the benefits of member in IAAP.
 - ❖ Educate current and prospective members via the Web Community (www.iaap-pennsylvania.org).
 - ❖ Encourage participation in community activities.
- ◆ Present a broad range of educational and professional development programs at the Division and Chapter levels.
 - ❖ Provide programs to meet the needs of all members.
- ◆ Recruit and Retain Members
 - ❖ Assist the Division Membership Committee with coordinating and implementing membership recruitment programs.
- ◆ Achieve a streamlined, responsive, and flexible organizational structure.
 - ❖ Implement a leadership development program.
 - ❖ Streamline the chapter bylaws to allow maximum flexibility.
 - ❖ Ensure essential committees are in place.
- ◆ Encourage participation in the Certification Program.
 - ❖ Provide members with information and encouragement in seeking certification.
 - ❖ Promote awareness of certification programs and their value in career development.
- ◆ Provide chapters with educational resources.
 - ❖ Available (Division Board) to present and/or provide educational programs.



Stand Up – Lève-toi Be Heard – Être entendu

Montreal, Quebec, our French-speaking neighbor to the north, is a romantic, elegant city full of life, and will become even more alive when it hosts this year's EFAM, July 24 – 27, 2011. In addition to the beautiful sites of Montreal, attendees will see top-rate speakers and inspiring educational programs, and have an opportunity to network with other IAAP members from around the world. Members will also see parliamentary procedure at its best when they attend the business sessions. Delegates will elect the International Board of Directors and RTF Board of Trustees, and will vote on important amendments that will shape the future of our organization.

But what if your chapter isn't able to send a delegate? You can still have a vote and be heard by submitting a Proxy Form. There has been a major change this year to the Credentials / Proxy Form. It is now a single page form, and can be faxed, emailed or mailed to IAAP Headquarters. The form needs the Proxy carrier's name and ID Number, and must be signed by your Chapter President and Treasurer. The Proxy holder must already be a credentialed delegate of a different unit (Chapter or Division.) As Delegate for the PA Division, I would be happy to be the Proxy holder for your chapter if you are not sending a delegate. **The form must be received at IAAP Headquarters by 11:59 pm Central Time (12:59 Eastern Time) on July 4.**

Another important aspect to consider is that one of the criteria for Chapter of Excellence is that a "Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year." That means you must send a Delegate or assign a Proxy this year to be eligible for the 2011-2012 Chapter of Excellence. **Beginning July 2011, this is a mandatory requirement to become Chapter of Excellence.**

Show your Passion for IAAP. Make your Purpose known. Stand up. Be heard. Send in those Proxies!

Carol Lundgren, CPS/CAP
PA Division President-Elect





Credentials / Proxy Form

2011 International Education Forum and Annual Meeting (EFAM)

Please complete one form for a delegate and one form for an alternate OR complete this form to assign one proxy holder per unit. (Unit defined: Division, Chapter or Affiliate Organization of IAAP). If your unit has a delegate, a proxy assignment will not be valid.

To receive credentials, a member must submit this form with registration OR already be registered to attend EFAM 2011 when this form is received. Credentials are not valid without complete EFAM 2011 registration and payment.

Deadline: Completed and signed form must be received at IAAP Headquarters by 11:59 pm Central Time on July 4, 2011.

No deadline extensions per IAAP Bylaw Article XIII, Section 1.

Today's Date: _____

The following IAAP Member

Member Name (printed) _____ ID Number _____
Delegate/Alternate/Proxy carrier

is appointed to hold the following position (check one)

- | | |
|--|---|
| <input type="checkbox"/> Division Delegate* | <input type="checkbox"/> Division Alternate* |
| <input type="checkbox"/> Chapter or Chapter-at-Large Delegate* | <input type="checkbox"/> Chapter or Chapter-at-Large Alternate* |
| <input type="checkbox"/> Affiliate Delegate* | <input type="checkbox"/> Affiliate Alternate* |
| <input type="checkbox"/> Proxy** (used in absence of delegate) | |

* Delegates and alternates must be current members of the unit they are representing per IAAP Bylaws Article XIII, Section 3 (N/A for proxy holders)

** Proxy holder must already be a credentialed delegate of a different unit or an international officer

for the following unit (Division, Chapter or Affiliate Association)

Unit Name _____ Unit Number _____
Division/Chapter/Affiliate Association *6-digit number*

as approved by the current unit president and treasurer

Unit President _____
Printed *ID Number* *Signed*

Unit Treasurer _____
Printed *ID Number* *Signed*

at the 2011 International Annual Meeting in Montréal, Quebec.

Return to:

IAAP – EFAM Credentials
 PO Box 20404
 Kansas City, MO 64195-0404

Fax: 816-891-9118
 Email: credentials@iaap-hq.org

1.2011

**2010-2011 Annual Report
Pennsylvania Division President
Catherine Hoke, CPS/CAP**

- May 2010** Attended the Pennsylvania Division Annual Meeting in Gettysburg, PA
Installed as PA Division President
- June 2010** Installed Harrisburg Chapter Officers
Attended Summer Board Meeting – Comfort Inn, Clearfield, PA
- July 2010** Communicated with PA Division members via PA Division eGroup
Represented the PA Division as Delegate at the International Education Forum & Annual Meeting in Boston, MA
- August 2010** Sent welcome letters to Mentor Chapter Officers
Sent welcome letters to Mentor Committee Chairs
Prepared and submitted President’s Message for September’s Division newsletter
Prepared and submitted Division Delegate Report of the 2010 Education Forum & Annual Meeting for September’s Division newsletter
Participated on Northeast District Conference Call
- September 2010** Participated on Northeast District Conference Call
Communicated with PA Division members via PA Division eGroup
- October 2010** Presented **Strategic Planning** workshop at Northeast, Southcentral, and Western Council meetings – awarded 2 Recertification Points
Prepared and submitted President’s Message for November’s Division newsletter
Prepared and submitted “Maintaining A Healthy Career” for November’s Division newsletter
Participated on Northeast District Conference Call
- November 2010** Presented **Strategic Planning** workshop at the Southeast Council meeting – awarded 2 Recertification Points
Participated on Northeast District Conference Call
- January 2011** Attended Winter Board Meeting – Holiday Inn, Clarion, PA
Attended Tax Compliant webinar/meeting facilitated by International President Mary Ramsay-Drow, CPS/CAP, and Executive Director Don Bretthauer, CAE
- February 2011** Facilitated a Tax Compliance meeting with Chapter Presidents
Presented **Office 2007 & Beyond** for official visit to the Harrisburg Chapter — awarded 2 Recertification Points
Attended **Succession Planning** webinar facilitated by International President Ramsay-Drow
Prepared and submitted President’s Message for March’s Division newsletter
- March 2011** Presented **Office 2007 & Beyond** for official visit to the White Rose Chapter — awarded 2 Recertification Points
Collaborated during official visit to Conestoga Chapter in developing a member recruitment event
Attended Wyoming Valley Chapter’s 35th Anniversary event
Participated on Northeast District Conference Call
- April 2011** Prepared and submitted President’s Message for May’s Division newsletter
Participated on NED Conference Call
- May 2011** Will attend the Pennsylvania Division Annual Meeting in Clarion, PA
Will present two **Succession Planning** webinars to Division members
Will participate on Northeast District Conference Call

I was Board Mentor for the Conestoga, Harrisburg, Susquehanna Valley, and White Rose Chapters and the Newsletter and Nominating Committees.

Kept members informed via chapter presidents and the Division’s eGroup.

While serving on the Pennsylvania Division Board, It has been a phenomenal journey that has afforded me **Forward Moving** opportunities while creating **Excellence in Action** with **Power of Commitment** and **Passion & Purpose** along the **Pathways to Excellence**.

2010-2011 Annual Report
IAAP® Pennsylvania Division President-Elect
Carol Lundgren, CPS/CAP

May 2010 Attended Pennsylvania Division Annual Meeting in Gettysburg
 Installed as Pennsylvania Division President-Elect

June 2010 Installed officers of Clear-Penn Chapter
 Attended Summer Board meeting in Clearfield

July 2010 Attended Education Forum and Annual Meeting in Boston, MA; Division Alternate

August 2010 Sent letters of welcome to mentor chapter officers
 Sent letters of welcome to mentor committee chairs
 Submitted article for September edition of Your **Division Connection**

September 2010 Participated in Northeast District Presidents Conference Call
 Prepared for Council meeting presentation

October 2010 Participated in Northeast District Presidents Conference Call
 Attended Southcentral Council Meeting hosted by Susquehanna Valley Chapter – Presented **Leading with Passion & Purpose** (awarded 1 recertification point)

 Attended Western Council Meeting hosted by Pittsburgh Chapter – Presented **Leading with Passion & Purpose**
 (awarded 1 recertification point)

November 2010 Participated in Northeast District Presidents Conference Call
 Official visit to Allegheny Valley Chapter – Presented **How to Manage Your Boss** (awarded 1 recertification point)

January 2011 Attended Winter Board meeting in Clarion

February 2011 Submitted Winter Board Report for Your Division Connection

March 2011 Participated in Northeast District Presidents' Conference Call
 Official visit to Clear-Penn Chapter – Presented **Conflict Resolution** (awarded 1 recertification point)
 Official visit to Altoona Chapter – Presented **Conflict Resolution** (awarded 1 recertification point)

April 2011 Participated in Northeast District Presidents' Conference Call
 Attending Incoming Division Presidents Conference in Kansas City, MO
 Attended APW event hosted by Pittsburgh Chapter

I was the board mentor for the Bylaws and Standing Rules Committee and the Chapter Building Committee and kept in touch with my mentor committees throughout the year.

Respectfully submitted,

Carol Lundgren, CPS/CAP

**2010-2011 Annual Report
IAAP® Pennsylvania Division Vice President
Juanita M. Mort, CAP**

- May 2010** Attended Pennsylvania Division Annual Meeting in Gettysburg
Installed as Pennsylvania Division Vice President
- June 2010** Attended Summer Board meeting in Clearfield
- July 2010** Attended Education Forum and Annual Meeting in Boston, MA
- August 2010** Sent letters of welcome to mentor chapter officers
Sent letters of welcome to mentor committee chairs
Prepared for Council meeting presentation
- September 2010** Participated in Northeast District Presidents Conference Call
Official visit to Wyoming Valley Chapter – Presented **How to Manage Your Boss** (awarded 1 recertification point)
and international and division updates
Prepared for Council meeting presentation
- October 2010** Attended Northeast Council Meeting hosted by Lehigh Valley Chapter – Presented
Leading with Passion & Purpose (awarded 1 recertification point)
- January 2011** Attended Winter Board meeting in Clarion
- February 2011** Participated in Tax Compliance Conference call with PA Division Board and Chapter Presidents
Participated in Succession Planning Webinar conducted by International President Ramsey-Drow
- March 2011** Official visit to Lehigh Valley Chapter – Presented **How to Manage Your Boss** (awarded 1 recertification point)
and international and division updates
- April 2011** Submitted article for May edition of Your **Division Connection**

I was the board mentor for the Administrative Professionals Week and Membership Committees and the Division Webmaster and kept in touch with my mentor committees throughout the year.

I have enjoyed my second year on the PA Division Board and appreciate the experience and education I have gained this year. I am proud to be a part of the Pennsylvania Division and continue to be impressed with my fellow members and the **Passion & Purpose** that is evident in everything they do.

Respectfully submitted,

Juanita M. Mort, CAP

2010-2011 Annual Report
IAAP® Pennsylvania Division Treasurer
Maria Carney, CPS, AIS

May 2010	Attended Pennsylvania Division Annual Meeting in Gettysburg Installed as Pennsylvania Division Treasurer
June 2010	Installed officers of Pittsburgh Chapter Attended the installation of officers for the Presque Isle Chapter Attended Summer Board meeting in Clearfield
July 2010	Attended Education Forum and Annual Meeting in Boston, MA
August 2010	Sent letters of welcome to mentor chapter officers Sent letters of welcome to mentor committee chairs Submitted article for September edition of Your Division Connection
September 2010	Prepared for Council meeting presentation
October 2010	Attended Western Council Meeting hosted by Pittsburgh Chapter – Presented International & Division updates Attended “Conflict Resolution – Developing the Bridge Builder & Peacemaker in All of Us webinar presented by Tamra Goodall, CPS
November 2010	Sent monthly and YTD financials to Division Officers
December 2010	Posted Quarterly YTD Financials to the Web Community
January 2011	Attended Winter Board meeting in Clarion Sent monthly and YTD financials to Division Officers
February 2011	Sent monthly and YTD financials to Division Officers
March 2011	Sent monthly and YTD financials to Division officers Posted Quarterly YTD Financials to the Web Community Prepare for April presentations
April 2011	Official visit to Beaver Valley Chapter – Presented Perception ABC's (awarded 1 recertification point) Official visit to Presque Isle Chapter – Presented How to Manage Your Boss (awarded 1 recertification point) Official visit to Pittsburgh Chapter – presented International & Division updates Attended APW event hosted by Pittsburgh Chapter
May 2011	Will attend Pennsylvania Division Annual Meeting in Clarion, PA

I was the board mentor for the Professional Development Committee, Certification Committee and the Audit Committee and kept in touch with my mentor committees throughout the year.

Respectfully submitted,

Maria

Maria Carney CPS/CAP

**2010-2011 Annual Report
Pennsylvania Division Secretary
Patricia Clark**

- May 2010** Attended the Pennsylvania Division Annual Meeting in Gettysburg, PA
Installed as PA Division Secretary
- August 2010** Sent welcome letters to Mentor Chapter Officers
Sent welcome letters to Mentor Committee Chairs
- November 2010** Presented *Leading With Passion & Purpose* workshop at the Southeast Council meeting –
awarded 1 Recertification Point
- January 2011** Attended Winter Board Meeting via Skype – Holiday Inn, Clarion, PA
- February 2011** Participated on Tax Compliance conference call with Chapter Presidents
- March 2011** Attended Montgomery County Chapter's Expo event
- May 2011** Resigned position as Division Secretary
Hoping to attend the Pennsylvania Division Annual Meeting in Clarion, PA

I was Board Mentor for the Liberty Bell, Montgomery County, Pfizer, Bucks County and Cephalon Chapters and the Historian and Retirement Trust Foundation (RTF) Committees.

While serving on the Pennsylvania Division Board, I have gleaned experience from my fellow board members that has helped me immensely. Due to personal issues I have made the difficult decision to resign as Division Secretary. Thank you PA Division members for your support and encouragement

To: Chapter Presidents
Members-at-Large
Pennsylvania Division Board
Division Annual Meeting Parliamentarian



International Association of
Administrative Professionals®
Pennsylvania Division

In accordance with IAAP PENNSYLVANIA DIVISION BYLAWS (ARTICLE V – AMENDMENTS, Section 2. A. (4)) the following are the PROPOSED AMENDMENTS to the IAAP PENNSYLVANIA DIVISION BYLAWS AND STANDING RULES to be presented for consideration and action by Chapter and Division Delegates during the business session at the Division Annual Meeting in Clanton, Pennsylvania, on May 21, 2011.

PA DIVISION BYLAWS AND STANDING RULES COMMITTEE
Sandra Dredge, CPS – Co-Chair (Lehigh Valley Chapter)
Carol Zeigler, CPS/CAP – Co-Chair (Lehigh Valley Chapter)

PROPOSED BYLAWS AMENDMENT 1

BYLAWS, ARTICLE IV – BOARD OF DIRECTORS

Amend BYLAWS, ARTICLE IV – Board of Directors. Section 3. Meetings. Insert paragraph label A. and insert new paragraph B.

Present Wording

Article IV – Board of Directors

Section 3. Meetings.

The Board of Directors shall meet as required to adequately conduct the business of the division. At least two meetings shall be held each year, the first meeting to be held within 45 days of the Division Annual Meeting.

Proposed Wording

(1) **Article IV – Board of Directors**

(2) **Section 3. Meetings.**

(3)

(4) A. The Board of Directors shall meet as required to adequately conduct the business of the division. At least two meetings shall be held each year, the first meeting to be held within 45 days of the Division Annual Meeting.

(5)

(6) B. The Board of Directors may transact business in person, by postal mail, courier service, electronic communication, or by conference call.

(7)

(8)

(9)

Submitted by: Pennsylvania Division Bylaws and Standing Rules Committee.

Reason: To provide the Board of Directors with more effective ways to transact the business of the Pennsylvania Division. Additionally, to align and conform the Pennsylvania Division Bylaws, Standing Rules and Procedures to the Model Division Bylaws Revised March 2010.

Recommendation: The Pennsylvania Division Bylaws and Standing Rules Committee recommends adoption.

PROPOSED BYLAWS AMENDMENT 2

BYLAWS, ARTICLE VIII – AUDIT

Amend BYLAWS, ARTICLE VIII – Audit, Section 1 and Section 2. Strike audit and insert financial review and strike May 1 through April 30 and insert July 1 through June 30.

Present Wording

Article VIII - Audit

Section 1.

An audit shall be made of the division financial records by an Audit Committee appointed by the Division Board of Directors. Such audit shall be completed within seven days from the receipt of the books and records of the treasurer and shall cover the period May 1 through April 30. A written report covering the audit shall be submitted to the board of directors and the books and records transferred immediately to the incumbent treasurer. Following the election of a treasurer at the annual meeting, the books and records shall be transferred to the newly elected treasurer within fifteen days. The committee shall be composed of a chairman and two members. To expedite the work, the members of this committee may be from the same chapter

Section 2.

In the event of a vacancy in the office of treasurer, an audit shall be made of the division financial records by an Audit Committee appointed by the Division Board of Directors. Such audit shall be completed within seven days after receipt of the records. A written report covering the audit shall be submitted to the Division Board of Directors and the books and records transferred as directed by the Division Board of Directors.

Proposed Wording

Article VIII- ~~Audit~~ Financial Review

Section 1.

(1) ~~An audit~~ A financial review shall be made of the division financial records by ~~an audit~~ a financial review Committee appointed by the Division Board of Directors. Such ~~audit~~ financial review shall be completed within seven days from the receipt of the books and records of the treasurer and shall cover the period ~~May 1 through April 30~~ July 1 through June 30. A written report covering the ~~audit~~ financial review shall be submitted to the board of directors and the books and records transferred immediately to the incumbent treasurer. Following the election of a treasurer at the annual meeting, the books and records shall be transferred to the newly elected treasurer within fifteen days. The committee shall be composed of a chairman and two members. To expedite the work, the members of this committee may be from the same chapter

(2) Section 2.

(12) In the event of a vacancy in the office of treasurer, ~~an audit~~ a financial review shall be made of the division financial records by ~~an audit~~ a Financial Review Committee appointed by the Division Board of Directors. Such ~~audit~~ financial review shall be completed within seven days after receipt of the records. A written report covering the ~~audit~~ financial review shall be submitted to the Division Board of Directors and the ~~audit~~ books and records transferred as directed by the Division Board of Directors.

Submitted by: Pennsylvania Division Bylaws and Standing Rules Committee.

Reason: "Financial review" more accurately defines the type of review being conducted of the division's financial records. Audits are typically performed by independent auditors or other individuals, while financial reviews are typically performed internally by committees or other individuals.

The financial review shall cover the period July 1 through June 30 to align with the IAAP calendar year.

Recommendation: The Pennsylvania Division Bylaws and Standing Rules Committee recommends adoption.

PROPOSED BYLAWS AMENDMENT 3

BYLAWS, ARTICLE III – OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES, SECTION 5. DUTIES

Amend BYLAWS ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES, SECTION 5. DUTIES, PARAGRAPH A, SUB-PARAGRAPH (3). Strike Audit and insert Financial Review.

Present Wording

A. The president shall:

- (3) Be a member ex-officio of all committees except the Committee on Nominations and Audit Committee.

Proposed Wording

(1) A. The president shall:

- (2) (3) Be a member ex-officio of all committees except the Committee on Nominations and ~~Audit~~ Financial Review Committee.

Submitted by: Pennsylvania Division Bylaws and Standing Rules Committee.

Reason: To maintain consistent verbiage.

Recommendation: The Pennsylvania Division Bylaws and Standing Rules Committee recommends adoption.

PROPOSED BYLAWS AMENDMENT 4

BYLAWS, ARTICLE IV – BOARD OF DIRECTORS, SECTION 2. DUTIES. PARAGRAPH B.

Amend BYLAWS, ARTICLE IV – BOARD OF DIRECTORS, SECTION 2. DUTIES. PARAGRAPH B. : Strike audit and insert financial review.

Present Wording

B. The board of directors shall prepare an annual budget and shall arrange for an annual audit of the financial records of the division as provided in Section 1, of these bylaws.

Proposed Wording

(1) B. The board of directors shall prepare an annual budget and shall arrange for an annual ~~audit~~ financial review of the financial records of the division as provided in Article VII, Section 1, of these bylaws.

Submitted by: Pennsylvania Division Bylaws and Standing Rules Committee

Reason: To maintain consistent verbiage.

Recommendation: Pennsylvania Division Bylaws and Standing Rules Committee recommends adoption.

PROPOSED BYLAWS AMENDMENT 5

BYLAWS, ARTICLE V. – COMMITTEES, SECTION 4. RESPONSIBILITY.

Amend BYLAWS, ARTICLE V. – COMMITTEES, SECTION 4. RESPONSIBILITY. Strike audit and insert financial review.

Present Wording

Section 4. Responsibility.

All committees except the Committee on Nominations and ~~Audit~~ Financial Review Committee shall be directly responsible to the board of directors and shall submit all plans, prior to execution, to the board of directors for approval and submit an annual report. The Committee on Nominations shall function as outlined in Article V, Section 2. B., and the ~~Audit~~ Financial Review Committee shall function as outlined in Article VII.

Proposed Wording

(1) **Section 4. Responsibility.**

- (2) All committees except the Committee on Nominations and ~~Audit~~ Financial Review
- (3) Committee shall be directly responsible to the board of directors and shall submit all
- (4) plans, prior to execution, to the board of directors for approval and submit an annual
- (5) report. The Committee on Nominations shall function as outlined in Article V,
- (6) Section 2. B., and the ~~Audit~~ Financial Review Committee shall function as outlined in
- (7) Article VII.

Submitted by: Pennsylvania Division Bylaws and Standing Rules Committee.

Reason: To maintain consistent verbiage.

Recommendation: Pennsylvania Division Bylaws and Standing Rules Committee recommends adoption.

PROPOSED PROCEDURES AMENDMENT 1

PROCEDURES, ARTICLE V – AWARDS, PARAGRAPHS 1-7

Amend, PROCEDURES, ARTICLE V. AWARDS, PARAGRAPHS 1-7. Strike paragraphs 1-7 in its entirety and replace with new paragraph.

Present Wording

V. Awards

1. Membership awards shall be made in the form of certificates: one for largest numerical increase in chapter membership presented to a chapter with 29 or under members, and one to a chapter with 30 or over members; one for the largest net percentage increase to a chapter with 29 or under members, and one to a chapter with 30 or over members. The period shall be from May 1 through April 30.
2. Two awards, one to a chapter with 30 or more members, one to a chapter with 29 and under members, shall be made in the form of a certificate to chapters having the highest number of points per member in chapter professional development in accordance with guidelines established by the Division Board of Directors.
3. Two awards, one to the chapter with 30 or over members and one to the chapter with 29 and under members, shall be made in the form of a certificate to the chapters having the greatest percentage of its members in attendance at the Division Annual Meeting, excluding the host chapter.
4. Two awards shall be made in the form of a certificate for chapter publications in accordance with guidelines established by the board of directors, one to the chapter with 30 or over members and one to the chapter with 29 and under members.
5. Four awards shall be made in the form of a certificate: two to chapters with the greatest number of members who sat for the certification exams in the previous year, one to a chapter with 29 and under members and one to a chapter with 30 and over members. Two to chapters with the greatest percentage of certified members, one to a chapter with 29 and under members, one to a chapter with 30 and over members.
6. Two awards shall be made in the form of a certificate for IAAP chapter involvement in student chapter participation: one to the chapter with 30 and over members and one to the chapter with 29 and under members.
7. An award shall be made in the form of a certificate for a chapter website in accordance with guidelines established by the board of directors.

Proposed Wording

(1) V. Awards

- (2) 1. Chapter awards will be determined by the Division Board of Directors and presented at the Annual Meeting. Guidelines established by the Division Board of Directors will be communicated to the Chapter Presidents.

Submitted by: Pennsylvania Division Bylaws and Standing Rules Committee

Reason: To allow flexibility with the awards.

Recommendation: Pennsylvania Division Bylaws and Standing Rules Committee recommends adoption.

PROPOSED PROCEDURES AMENDMENT 2

PROCEDURES, ARTICLE IX. – DISBANDING OF AN IAAP CHAPTER, SECTION 2. FINANCIAL, PARAGRAPH D.

Amend PROCEDURES, ARTICLE IX. – DISBANDING OF AN IAAP CHAPTER, SECTION 2. FINANCIAL, PARAGRAPH D. Strike audit and insert financial review.

Present Wording

Section 2. Financial

- d. An audit of the chapter's books shall be performed by an Audit Committee appointed by the division president within 30 days after the final business transpired of the disbanding IAAP chapter. A report shall be forwarded to the Pennsylvania Division treasurer showing the detail of the receipts and disbursements for the last 12 months of activity within the chapter.

Proposed Wording

(1) Section 2. Financial

- d. ~~An audit~~ A financial review of the chapter's books shall be performed by an ~~Audit~~ a Financial Review Committee appointed by the division president within 30 days after the final business transpired of the disbanding IAAP chapter. A report shall be forwarded to the Pennsylvania Division treasurer showing the detail of the receipts and disbursements for the last 12 months of activity within the chapter.

Submitted by: Pennsylvania Division Bylaws and Standing Rules Committee

Reason: To maintain consistent verbiage.

Recommendation: Pennsylvania Division Bylaws and Standing Rules Committee recommends adoption.



Your Division Connection
May 2011 Issue
Diana Comber, CMP - Editor
Submissions: dcomber@comcast.net

We're on the web...
www.iaap-pennsylvania.org



SAVE THE DATES!

July 24-27, 2011
Education Forum and Annual Meeting
Montreal Convention Center
Montreal, Quebec

Future EFAM Dates:

2012: Grapevine, Texas, July 22-25, Gaylord Texan Resort

2013: Anaheim, Calif., July 28-31, Anaheim Convention Center

2014: Milwaukee, Wis., July 27-30, Milwaukee Convention Center

2015: Louisville, KY, July 26-29, Kentucky Intl Convention Center

