



International Association of
Administrative Professionals®
Pennsylvania Division

Your Division Connection

NOVEMBER 2010 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
Retirement Trust Foundation (RTF)	2
RTF Contribution Form	4
RTF Payroll Deduction Form	5
Maintaining a Healthy Career	6
Mark Your Calendars for the 2011 PA Division Annual Meeting	6
Blogging vs. eGroups - Which One Should You Use?	7
Nominations Committee	8
Model Chapter Bylaws (Revised March 2010)	9
IAAP Podcasts	9
Date Savers	10

A Message from the President...

Catherine S. Hoke, CPS/CAP

It's hard to imagine that the holiday season is on our heels! Actually, the media makes sure that we don't miss any holiday. They even made sure that we saw Christmas advertisements before October 31st. Really!!! This and the cold and wintry weather associated with it is somewhat depressing to me. I'd rather have 70-80 degrees all year!

The Council Meetings were very engaging and received a lot of positive feedback. *Leading with Passion & Purpose* taught us that not only do good leaders empower those around them, they also promote leadership in those around them and embrace the concept that you don't have to be in a leadership role to be a leader. During the *Strategic Planning Workshop*, members learned a simplistic approach to developing a strategic plan that will assist them in meeting Chapter of Excellence criteria #19. They can also transfer this knowledge to their employers and other organizations when they are directly or indirectly involved in those strategic planning processes. Attendees received 3 recertification points.

"The job of a leader today is not to create followers. It's to create more leaders."

— Ralph Nader

We also played RTF Bingo in support of the Retirement Trust Foundation at each Council Meeting. At Western Council, I mentioned that the average contribution today was \$15. Of course the response was that they would beat that, and they did with \$30. Last but certainly not least, was the Southeast Council Meeting and in true Pennsylvania rivalry – Pittsburgh Steelers/Pirates vs. Philadelphia Eagles/Phillies – the Southeast Council could not be out done. Their contribution was \$50. Bringing our PA Division total to \$110! Thank you for your support of the RTF.

As you know, this year's focus is about change. It's more about re-evaluating the things that we've been doing that aren't as successful as they used to be and either stop doing them or re-tool them. In order to see future in this association, we need to attract younger generations. After all, they are the future of our association.

Division members have asked us to provide webinars. Depending on the type of webinar and if recertification points are awarded, this would allow chapter officers and members to receive credit toward certain criteria on the Chapter and Member of Excellence Programs. We are currently reviewing vendors to identify the most cost effective option for the division. We believe this is a valuable benefit to our members. Further, it might be an attractive benefit that chapters could offer to prospective members.

Here's an inspiring quote from Presque Isle Chapter President Karen Jendruczak, CPS/CAP, *"If you feel like I do, IAAP is one of those things that makes me feel better because I am doing something not only for myself, but for others too. IAAP helps me to continue to improve as a person and a professional. I am always learning...organizational skills, leadership skills, networking skills, and computer skills, are just a few. That makes IAAP an opportunity worth sharing."*

Join me in spreading **PASSION & PURPOSE!**

Cathie

**PASSION &
PURPOSE**
PENNSYLVANIA DIVISION

Retirement Trust Foundation (RTF) Update

Lyndee Long, CPS/CAP
RTF Committee Chair

The PA Division is off to a great start. In comparison to last year's contributions of zero for 1st Quarter of 2009-2010, we are doing significantly well. Way to go PA Division!

Northeast District	1st Quarter 2010-2011 Chapters & Division	1st Quarter 2010-2011 Family of Givers	1st Quarter 2010-2011
Greater New England Division	\$ 50.00	\$ 266.00	\$ 316.00
New Jersey Division	\$ 0.00	\$ 50.00	\$ 50.00
New York Division	\$123.00	\$ 335.75	\$ 458.75
Pennsylvania	\$ 42.00	\$ 790.46	\$ 832.46
Total	\$215.00	\$1,442.21	\$1,657.21

Can't think of a way to raise funds to contribute to the RTF? Think your chapter is too small? No chapter is too small. Here are just a few ideas to help your chapter make a contribution to the RTF:

- Hold a 50/50 raffle (or 2, or 3, or 4 . . .)
- Place "tax bags" on dinner tables at your membership meetings. Tax members for wearing or not wearing certain items (membership pins) and doing certain things that day.
- Play RTF Bingo. We played this at our council meetings. President Hoke shared this with the Chapter Presidents.

Please keep in mind though that certain fundraising activities require a small games of chance license. Please refer to the Silent Auctions and Raffles document within this newsletter for an outline of fundraising activities that require the small games of chance license.

Family of Givers is another contribution option for members. With this option, members can make their contributions electronically via the RTF's website www.iaap-rtf.org or they can use the "Contributions" form within this newsletter.

Some of your employers offer a company matching gift program where they will match employee contributions made to a charitable organization. If your employer offers this type of program, please use the **Payroll Deduction/Matching Gift Form** to ensure your contribution is associated with your chapter and the PA Division. Also, the RTF's EIN number is 1745518. You will need this when completing your employer's form.

Housing Subsidy for Admins in Need (HSAN) – This program was established to allow a retired administrative professional living in a retirement community to receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need).

Did I forget to mention that there is this little thing about "friendly competition" among the districts? There are awards given at EFAM based on the following categories:

- **Chapter** with 14 members or less with the largest monetary contribution
- **Chapter** with 15-25 members with the largest monetary contribution
- **Chapter** with 26-50 members with the largest monetary contribution
- **Chapter** with 51 members or more with the largest monetary contribution
- **Division** with 599 members or less with the largest monetary contribution
- **Division** with 600 members or more with the largest monetary contribution



Retirement Trust Foundation (RTF) Update (continued)


Here's a new twist to the "friendly competition" in the Northeast District. NED RTF Committee Representative Jean Bohinski, CPS/CAP, wants to see which division will make the largest contribution in March 2011! PA Division – ARE YOU UP FOR THE CHALLENGE?

Just so you can see what we're up against, here are last year's contributions from the Northeast District:

Northeast District	1st Quarter 2009-2010	2nd Quarter 2009-2010	3rd Quarter 2009-2010	4th Quarter 2009-2010	Division & NED Totals
Greater New England Division	\$ 100.00	\$ 1,140.00	\$ 978.00	\$ 1,603.00	\$ 3,821.00
New Jersey Division	\$ 25.00	\$ 1,196.00	\$ 2,162.00	\$ 2,940.17	\$ 6,323.17
New York Division	\$ 85.00	\$ 531.00	\$ 861.00	\$ 1,542.00	\$ 3,019.00
Pennsylvania	\$ 0.00	\$ 960.68	\$ 1,781.68	\$ 2,618.68	\$ 5,361.04
Total	\$ 210.00	\$ 3,827.68	\$ 5,782.68	\$ 8,703.85	\$ 18,524.21

Let's all strive to hold a fundraiser in November 2010 and March 2011 during the "Passion & Purpose" IAAP year to support the RTF.

Thank you for supporting the RTF!



Help the Retirement Trust Foundation reach it's financial goal this year and support our mission of providing housing assistance to administrative professionals, age 55 and older, who are in need. In the current economic environment, finances can be tight for many of our members, but it can be even worse for our retired members. If every member can donate just \$3.25 each, plus \$100 from each division, we will reach our goal.

Who doesn't want to get more for their money these days? It's easy to double your donation to the RTF by using company match. Many companies will match a charitable contribution dollar for dollar. This is an easy way to double your donation, and you will get credit in the Family of Givers (FOG) program for your actual donation AND the match. Your chapter and division also benefit because calculations of total donations are rolled up from individual to chapter to division.

For more information about the Retirement Trust Foundation please visit the RTF website at www.iaap-rtf.org.

The RTF appreciates your generosity.

THE Trust

RETIREMENT TRUST
FOUNDATION

Contributions

All contributions to the Retirement Trust Foundation are tax deductible in the US.

Make checks payable to "Retirement Trust Foundation" and mail to:
IAAP World Headquarters, PO Box 20404, Kansas City, MO 64195-0404

Information: (must complete) (check one) Chapter/Division Contribution Individual Contribution

Name _____ **IAAP Membership Identification Number** _____

Address _____

City _____ State _____ Zip/PC _____

Contact _____ Title _____

E-mail _____ Telephone _____ Fax _____

Contributions must be received in IAAP Headquarters before the end of the last business day of June to be counted toward Trustees' Awards presented at the next IAAP International Education Forum and Annual Meeting.

Chapter/Division Contribution

Divisions sending contributions for chapters should list each chapter and amount of contribution and attach to this form so those chapters may also participate in the awards.

Date _____ Contribution Amount _____

Contribution Type: General Memorial Honor/Appreciation

Chapter Name/Location _____

Division Name _____

Chapter Number _____ Division Number _____

Send Memorial or Honor/Appreciation Acknowledgement to:

Name _____

Address _____

City _____

State _____ Zip/PC _____

Contact _____

Title _____

E-mail _____

Telephone _____ Fax _____

Information to appear on Memorial or Honor/Appreciation Acknowledgement:

In memory of _____

In honor of _____

and appreciation for _____

Individual Contribution

"Family of Givers"

Yes, I (we) want to support the Retirement Trust Foundation.

\$25 \$50 \$100 \$150 \$250 \$500 Other _____

Please recognize me in the Trust's Family of Givers program per the parameters below:

Fiscal year contributions to the Trust in the following category will provide for donor recognition within the association and related donor ~~benefits~~.

- Sustaining: \$100 to \$499 (RTF pin)
- Leadership: \$500 to \$999 (RTF pin and paver)
- Pacesetter: \$1,000 and up (RTF pin, paver, plaque and special recognition)

The Trust Legacy Club

I have arranged for the RTF to be a beneficiary of my estate
Please contact me to discuss how I can make the RTF a **beneficiary of my estate**

Investing In The Future Of
Administrative Professionals

Payment:

Check Enclosed (payable to the Retirement Trust Foundation) Credit Card: Visa MasterCard Discover AmEx

Account Number _____ Expiration Date _____ Amount (US funds) \$ _____

Signature _____



IAAP World Headquarters • 10502 NW Ambassador Drive • PO Box 20404 • Kansas City, MO 64195-0404
Phone 816-891-6600 • Fax 816-891-9118 • Website www.iaap-rtf.org • E-mail aensminger@iaap-hq.org



Payroll Deduction / Matching Gift Form

Name _____ IAAP Membership # _____

IAAP Chapter Name _____ Chapter # _____

IAAP Division Name _____ Division # _____

Company Name _____ Employee ID # _____

Amount \$ _____ Frequency of Contribution _____

Distribution Dates (if known) _____

Will the contribution come from your company or a third party? My company A third party _____

Matching gift (Example: Company Match, United Way, etc.) _____

Signature _____ Date _____

***Please advise the RTF if you stop/start funds at any time once initial form has been submitted.**

Retirement Trust Foundation | PO Box 20404 | Kansas City, MO 64195-0404
phone 816-891-6600 | fax 816-891-9118 | www.iaap-rtf.org | e-mail mmahoney@iaap-hq.org | EIN# 31-1745518



2010-2011 Retirement Trust Foundation Board of Trustees: (seated) Mary Ramsay-Drow, CPS/CAP, Trustee; Kelly A. Reggio, CAP, Chairman; Judith A. Yannarelli, CPS/CAP, Treasurer. (standing) Kathy Hampton CPS/CAP, Secretary; Lynda B. Boulay, CPS/CAP, Vice Chairman; Carolyn L. Prather, CPS, RTFC Liaison.

Maintaining A Healthy Career

Catherine S, Hoke, CPS/CAP
Division President

You had a really long day at work and can't wait to get home and relax. Then you remember that you committed to attend your chapter's membership meeting that evening. You say to yourself, "They won't miss me. They have my money. There's an educational program that offers recertification points, but I'm so tired from the long workday. Maybe I'll just skip this one meeting."

Doesn't this sound similar to the same types of excuses that are made when avoiding going to the gym or fitness center? Not to make light of maintaining a healthy lifestyle, but what about the health of your career?

Once the first meeting is skipped – just like avoiding the gym – it will become too easy to find a reason to skip the next meeting and the next, etc.

Most chapters meet once a month and also offer professional development programs with recertification points. This is also an opportunity for members to network and learn best practices to assist them with projects and increasing efficiencies in their workplaces. Just as important, this is when chapter business is conducted, and your voice is important. As a member of your chapter, it is your right to ask questions.

You joined IAAP to help yourself advance in your career as a Career-Minded Administrative Professional. If you don't at least attend your chapter's meetings it's challenging to keep current with the happenings of all the nuances of the chapter, and you miss out on professional development opportunities.

Just like maintaining a healthy lifestyle takes some effort, the health of our individual careers also takes some effort. The great part is that when you pay to attend chapter meetings with dinner, you don't have to step on a scale to weigh in!

You and your career deserve this one night a month. Sometimes there are other obligations that conflict; however, remember the things that are important to maintaining a healthy career!

Mark Your Calendars for the 2011 PA Division Annual Meeting

Lyndee Long, CPS/CAP
Annual Meeting Coordinator

The weekend starts with an educational seminar on Friday afternoon featuring Brian Blasko, a highly motivated, nationally known speaker and trainer. This celebrated author of *Cruisin' Through Life™ At 35 MPH* will present The Car Key Factor – Creating Your Comfort Zone With Communication. We continue with a Town Hall Meeting where all members may participate in discussion about the current and future issues facing all levels of IAAP. The evening will end with an event of fun during the Open House with music provided by Diamonds in the Rough, a country band featuring down home fiddling.

On Saturday, we will conduct the business of the Division, which includes nominations and elections of Division Officers. Jennifer Antkowiak, co-anchor of the KDKA-TV Morning News, will be our keynote speaker. Saturday continues with the Recognition Luncheon where members and chapters are recognized for various achievements throughout the year. Saturday concludes with the Presidents Banquet, and this year our Division Officers will be installed by Northeast District Director Bianca Constance.!

Sunday continues with any unfinished business, a memorial service, and an educational workshop presented by the Northeast District Director Constance.

The Trips & Tours Committee is offering a pre-conference tours of the Foxburg Winery.

Hotel reservations will be available just after the new year and will be announced. Registration information will also be provided at that time.

Please plan to join us May 20-22, 2011, in Clarion, PA, for an Upscale Down Home Weekend of Education & Fun!

Blogging vs. eGroups – Which One Should You Use?

Ben McClanahan

IAAP Programs & Services Departments

October 25, 2010

Earlier this month I had the chance to speak at the Kansas Division's fall meeting about the IAAP Web Community, and one of many good questions that came up was when a member should post a blog vs. an eGroup message.

Here are my thoughts:

1. If you have a comment or question or would like to initiate a discussion about a particular topic, usually the eGroups are going to be the best place to post your thoughts. Because many members subscribe to various eGroups and therefore receive email notifications about new messages, you're more likely to reach a larger audience with an eGroup posting.
2. Blogs should typically be used when you want to share a story or experience you've had, whether it be a personal matter, IAAP-related or work-related. For example, IAAP Northeast Director Bianca Constance recently travelled to Africa and shared many of her experiences through her IAAP blog. Or if you attend an IAAP event and want to share your thoughts with the membership, the blogs are a great place to do that.
3. When replying to a member's message, you should always reply via the same channel as the original message. If it's a blog post, leave a comment at the bottom of the blog (the author will receive an email message that someone commented). If it's an eGroup posting, reply to the entire eGroup when possible or choose reply to sender (if you don't wish to share your response publically). **Creating a new blog post or eGroup thread to respond to someone else's message is not recommended because the discussion becomes fragmented and difficult for other members to follow.**
4. In some cases, it may be appropriate to post your message as a blog and as an eGroup message, but generally one or the other is preferred.
5. When using the eGroups, try to target a group specific to your subject matter. For example, if you want ideas for your chapter newsletter, post your message in the Newsletter Editors group, not the General Discussion. While you may be reaching fewer members, you'll be reaching members who have a direct interest in your message.



Nominations Committee

Jessie Grove, CPS/CAP
Nominations Committee Co-Chair

The Nominations Committee would like all members of the Pennsylvania Division, including Members-at-Large, to be aware that the position of treasurer of the Division Board will be open for the 2011-2012 year. Pursuant to the Pennsylvania Division Bylaws, Article III, Section 3, Paragraph A:

Any chapter, by letter of support from its membership, may nominate one of its professional members as a candidate for a division office.

Any regular chapter desiring to submit the name of one of its professional members as a candidate for division office shall submit the candidate's name to each member of the Committee on Nominations of the division by letter, signed by the president of the candidate's chapter in the name of the chapter, postmarked or emailed no later than February 1. Such letter shall state: name, address, and chapter affiliation of the candidate; educational, professional, and IAAP background; and shall be accompanied by the candidate's written consent to serve if elected.

Division members-at-large desiring to submit the name of one of their professional members as a candidate for division office shall first obtain support for such a candidate, in writing, from three regular chapters. The candidate's name shall be submitted to each member of the Committee on Nominations of the division, by letter through the division president, postmarked or emailed no later than February 1. Such letter shall state: name and address of the candidate; educational, professional and IAAP background; and shall be accompanied by the supporting letter from the three regular chapters and the candidate's consent to serve if elected.

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 E, defines the duties of treasurer as follows:

The **treasurer** shall:

- (1) *Be responsible for all funds of the division and for the records of its financial affairs and shall submit an annual report at the Division Annual Meeting.*
- (2) *Keep a complete and accurate record of chapter membership and division members-at-large within the division.*
- (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 treasurer 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 Southcentral Council area. Any candidate from outside the Council area must be willing and available to travel to the Southcentral 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.



Model Chapter Bylaws (Revised March 2010)

Sandra A. Dredge, CPS – pmanhattan@rcn.com

Carol A. Zeigler, CPS/CAP – ctie01@verizon.net

Bylaws & Standing Rules Committee Co-Chairs

A revised International Chapter Bylaws Model has been released. Each IAAP chapter should have their Bylaws Committee review their current Bylaws and Standing Rules to align with and conform to the International Model Chapter Bylaws revised March, 2010.

The Chapter Bylaws and Standing Rules Committee shall:

1. Maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and the Division Bylaws and Standing Rules.
2. May propose amendments and resolutions.
3. May edit proposed amendments to the Bylaws and Standing Rules of this Chapter as necessary to ensure clarity and conformity and shall submit them together with the committee's recommendations and the reasons for the recommendations to the membership.
4. Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for review as amended or at least every four years.

Remember, all IAAP Chapter Bylaws and Standing Rules should be reviewed by the Division Bylaws and Standing Rules Committee for compliance every four (4) years or as amended as noted above.

When comparing the Model Chapter Bylaws revised March 2010 to those amended August 2000, the main differences are as follows.

ARTICLE III, Section 5B and Section 5C

The submission of the Avery-Dennison Chapter Achievement Award application, and the Chapter of Excellence enrollment should be added as a duty of the President-Elect or Vice President.

ARTICLE V — Committees, Section 2. Duties

Note: Only those committees essential to the operation of the Chapter should be appointed. The Bylaws and Standing Rules Committee and the Committee on Nominations are required in accordance with the International Bylaws and Standing rules. Other committees deemed essential by the Chapter may be added. EXAMPLES: Membership Committee, Program Committee, Website Committee, etc.

ARTICLE VI, Section 4 Quorum

A quorum for any meeting shall be "X" members. This was a percent of the Chapter membership in the August 2000 Model but is now stated as a number.

ARTICLE IX, Section 4 Enactment

The words "**Reviewed for compliance** by Division Bylaws and Standing Rules Committee" replaces "Approved by Division Bylaws and Standing Rules Committee."

As Co-Chairs of the Pennsylvania Division Bylaws and Standing Rules Committee, we are here to help you. If you have any questions, concerns or comments, please contact us and we will do our best to facilitate and get the answers you need. We noticed that there are several chapters whose four year reviews are due this fiscal year, but we're sure that all Bylaws will need to be amended to conform to the revised model and updated to replace all references of International Convention to EFAM (Education Forum and Annual Meeting).



IAAP Podcasts

Laura Stack, The Productivity Pro®, has just released a new book, SuperCompetent: The Six Keys To Perform At Your Productive Best. In this interview, she goes through each of the six keys and provides examples specific to admins. She also tells how to get a number of free tools - self assessments, a productivity newsletter, how-to articles, and more.

Look for this and other podcasts under the **RESOURCES** tab on the Web Community.

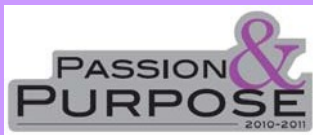


Your Division Connection
November 2010 Issue
Diana Comber, CMP - Editor
Submissions: dcomber@comcast.net

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

2010-2011 Passion & Purpose International Theme Pins

Place your order your 2010-2011 International Theme Pin. All proceeds benefit the 2011 EFAM Host Committee. The order form can be found in the Web Community Resource Library, Document ID #5618.



DATE SAVERS!



March 6-9, 2011
IAAP Spring Conference
Hyatt Regency Hotel
Tampa, Florida

May 20-22, 2011
PA Division Annual Meeting
Holiday Inn
Clarion, Pennsylvania

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



*Submission Deadline for next issue is February 1, 2011! Please send your submissions to the Editor at [**dcomber@comcast.net**](mailto:dcomber@comcast.net)*