

# South County Chronicle

Volume 15, Issue 8

MARCH 2012



International Association of  
Administrative Professionals®  
South County Chapter

## Inside this issue:

President's Message	2
CAP Study Group	3
Upgrade Your Career	3
Box Tops for Education	3
IAAP Press Releases	4-5
The Boomerang Effect of Kindness	6
Three Rivers Council PDC	7-10
Mark Your Calendar	11
Editor's Corner	11
Birthdays & Anniversaries	12
Advertisement	13-14
Future EFAM's	15

## MEETING NOTICE

**Tuesday, March 20, 2012**  
**6:15 p.m.**

### **Strategic Plan-Business Plan— Planning in General**

*By: Mary B. Wilson, CAP*



**Drury Inn & Suites**  
**Drury Inn & Suites St. Louis Southwest**  
**5 Lambert Drury Place (Hwy 141 at I-44) Conference Room**  
**Fenton, MO**

RSVP to [scountyiaap@aol.com](mailto:scountyiaap@aol.com)

Informal dinner following meeting; feel free to join us. Contact Lisa Ashley if you would like to have dinner prior:  
[imdashley1@gmail.com](mailto:imdashley1@gmail.com)

## **Strategic Plan—Business Plan—Planning in General**

What is the difference? Does the Chapter need one? Do you need one? Which do we need?

Learn the answers to these questions. Join us for the March meeting to discover more about this important aspect to getting on track, staying on track, and reaching goals. We will hold an open discussion to get everyone's suggestions as we update the chapter's strategic plan. It will be an opportunity to study strategic vs. business planning. Your input is requested. We hope to see you.

**HAPPY ST. PATRICK'S DAY**



## President's Message

*By Mary B. Wilson, CAP*



March is here with our unseasonably warm weather. As we spring forward and welcome Spring, for many it is also a time of workplace reviews. It's a good time to take stock of your professional development future. Your IAAP membership is a great place to start. Taking advantage of so many opportunities available to members will provide professional development, networking and some fun.

The March program by Kay York—Ingredients for Success—is moving to June. For March we will have a round table Chapter Strategic/Business Planning Discussion. We really want to have members' input as we review and update the current Chapter Strategic Plan. Prior to the meeting the current plan will be emailed to members for review and consideration for updates. It will be your chance to be a part of planning for the chapter of the future. Your ideas are important and I look forward to hearing from everyone.

The bowling party on March 11<sup>th</sup> was great fun. Thank you to those who came out to support R & E.

You recently received the Three Rivers Council Professional Development Conference registration packet. Please review, share with co-workers, advertise to everyone in your workplace or anywhere else you find admins, and mail the registration. Plans are in place to make it a day of learning and networking.

Missouri Division Annual Meeting information will be coming soon and I hope you are planning to attend. Remember, our chapter is co-hosting next year's MODAM and it would be valuable to have as many members as possible experience the event prior to our working on the plans for 2013. Since it's close this year in St. James, you can attend Saturday only if you do not feel like going for the whole weekend, although I recommend staying for the full weekend if possible to get the most out of the trip.

I don't want to forget to encourage you to attend IAAP's biggest and best event of the year – the Educational Forum and Annual Meeting (EFAM). So many educational opportunities and networking with admins from all over the world. Information about the event is on the Web Community or feel free to ask me anything you want.

It's an amazing time of year. Spring forward participating in the professional development opportunities and enjoy the promise the season of Spring brings with it of new life and energy.

I look forward to seeing everyone at the Marcy 20 (first day of Spring) meeting.



## CAP Study Group

Illinois Division is offering an online CAP Study Group! Jan-April 2012  
Started by Marie Herman, President-Elect at Illinois Division of IAAP

The Illinois Division of IAAP is proud to announce that we are offering an online study group to prepare for the Certified Administrative... (*visit Illinois Division's website for more information*).

Marie Herman, President-Elect at Illinois Division of IAAP

## Upgrade Your Career

IAAP has a new specialty for it's Certified Administrative Professional program: Technology Applications.

IAAP's new specialty recognizes that technology is integral for every admin.

First, complete three Options Technology modules. Following that, pass the test to earn Microsoft certification in at least one of those modules. Then you're qualified to submit an application and fees for the Technology Applications specialty.

More information about the Technology Applications specialty is available at [www.iaap-hq.org/certification](http://www.iaap-hq.org/certification)

To learn more about the Options Technology program, visit [www.iaap-hq.org/events/options](http://www.iaap-hq.org/events/options)

## Box Tops for Education

*By: Paula West, CPS*

**SURPRISE.** We are NOT going to collect Box Tops for Education at our February chapter meeting. And, you ask why? It's because we are having a CONTEST. Save all those Box Tops for Education that you have collected – AND double, triple, quadruple them and plan to turn them in at the March or April chapter meetings or send to me by the April meeting. The person who turns in the most Box Tops for Education will earn a \$15 gift card. I'm naturally excluding myself. Guests qualify if they wish to donate.

It's not mandatory, but you can count them and include that count in the baggie you use with them. Be sure to check for expired Box Tops for Education as they do not count.

We have done wonderful so far, but have a long way to go to meet our goal; and I know we can do it. Remember, for every Box Tops for Education that you turn in, you are helping our local school(s) and potentially our chapter earn an education grant from Avery. A report on the number of Box Tops for Education donated will be given at the chapter meeting.



## IAAP Press Release

*Taken from IAAP Web Community*

### Jay Donohue Takes Reins of IAAP



Gerald J. "Jay" Donohue, Jr., CAE, CMP, recently stepped in as the new executive director of the International Association of Administrative Professionals, headquartered in Kansas City, Mo. Donohue's new position marks a homecoming for a man with deep connections to the Kansas City region. It also launches a new era for the association, which is nearing its 70th anniversary.

Donohue arrives at IAAP with an impressive resume in association and event management. For over 25 years, he led or helped lead the International Association of Defense Counsel, Academy of General Dentistry, Professional Convention Management Association and American Academy of Family Physicians. He most recently lived and worked in the Chicago area.

Donohue launched his association career when he was the executive director of the Kansas City Organizing Committee for the 1988 NCAA Men's Final Four® basketball tournament. Donohue and the all volunteer committee were responsible for hosting, promoting, fundraising and logistical preparations associated with the tournament. He marshaled hundreds of volunteers from across the region. The tournament held that year in Kansas City achieved national recognition as the then "best ever" hosting of a Final Four®, and hosting for future tournaments was widely based on Kansas City's model.

Donohue's roots go deep in the Kansas City region. He was raised in the city, got a degree in business administration from the University of Kansas in 1981 and was an intern with former US Senator Bob Dole. In addition to serving as executive director of the committee hosting the tournament, Donohue helped lead the effort in the early 1990s to restore the much-loved Midland Theatre. He also served as a mayor pro-tem and councilman on the Prairie Village, Kan., city council from 1989 to 1994.

Donohue becomes executive director of IAAP as the association prepares to celebrate its founding in 1942. Administrative professionals are the pulse of any successful business or organization, and the fast pace of change in the modern economy means the association's core mission is even more important. To that end, Donohue will focus on increasing membership and ensuring that the association continues to be the top networking and training resource for office admins who want to stay ahead of the professional curve.

*Successful leaders embrace the power of teamwork by tapping into the innate strengths each person brings to the table. ~Scott Beare*

**IAAP Press Release**  
*Taken from IAAP Web Community*

Call for Nominations:

2012 OfficeTeam Administrative Excellence Award

**OFFICETEAM**®

Specialized Administrative Staffing

A Robert Half Company

MENLO PARK, CA -- OfficeTeam and the International Association of Administrative Professionals (IAAP) are accepting nominations for the eighth annual *Administrative Excellence Award*. The award is given to an administrative professional who demonstrates a commitment to leadership and education, and provides meaningful contributions to his or her employer. Nomination information and a submission form are available at [www.officeteamaward.com](http://www.officeteamaward.com). The deadline for entries is April 30, 2012.

The 2012 *Administrative Excellence Award* winner will be announced during the IAAP *International Education Forum and Annual Meeting* in Grapevine, Texas, in July 2012. The winner will receive complimentary travel and registration to attend the event, as well as a \$500 gift card, laptop, one-year national membership to IAAP and other prizes. Supporters of the award include CareerBuilder, Dress for Success, MeasureUp and SkillSoft.

To learn more about the *Administrative Excellence Award*, read about last year's winner or submit a nomination, visit [www.officeteamaward.com](http://www.officeteamaward.com).

**About OfficeTeam**

OfficeTeam is the nation's leading staffing service specializing in the temporary placement of highly skilled office and administrative support professionals. The company has 315 locations worldwide and offers online job search services at [www.officeteam.com](http://www.officeteam.com).

**About the International Association of Administrative Professionals**

The International Association of Administrative Professionals (IAAP) is the world's largest association for administrative support staff, with more than 550 chapters and 22,000 members and affiliates worldwide.

*What lies behind us and what lies before  
us are tiny matters compared to what  
lies within us.*

*~Ralph Waldo Emerson*

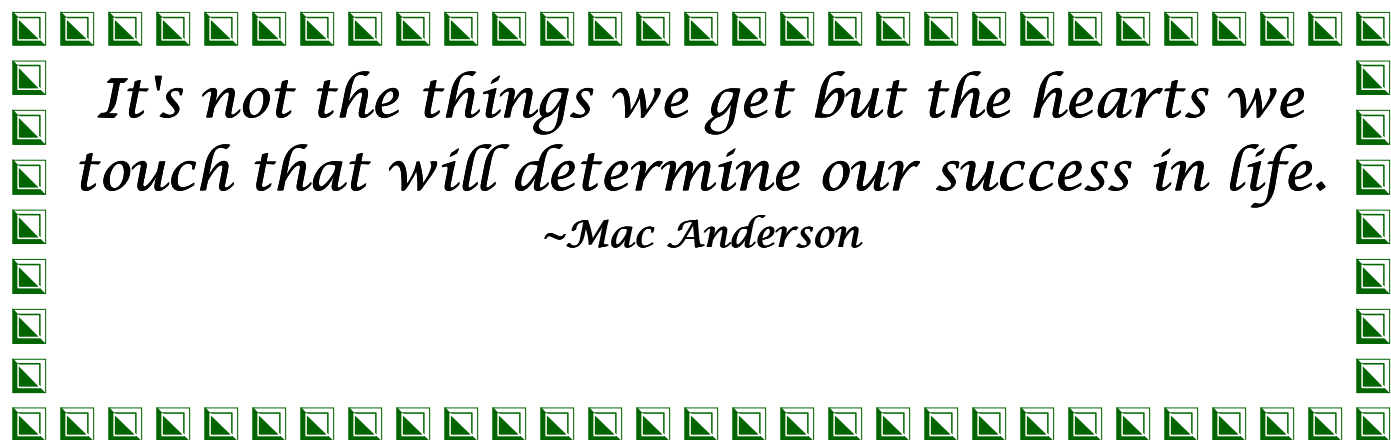
## The Boomerang Effect of Kindness

*Excerpted From The Power of Kindness by Mac Anderson*

Call it karma or the laws of the universe, whatever kindness you share with others comes back to you. There's nothing like the feeling you get when you are kind to someone else...without the slightest expectation of anything in return. In fact, taking the time to be kind can actually be good for your health. In his book, *The Healing Power of Doing Good: The Health and Spiritual Benefits of Helping Others*, Allan Luks documented the physical and mental benefits of kindness after surveying more than 3,000 volunteers of all ages at more than 20 organizations throughout the country.

Luks, the former executive director of the Institute for the Advancement of Health and executive director of Big Brothers/Big Sisters of New York City, shared some of the key findings from his study:

- A rush of euphoria, followed by a longer period of calm after performing a kind act, is often referred to as a "helper's high," involving physical sensations and the release of the body's natural painkillers, endorphins. This initial rush is then followed by a longer-lasting period of improved emotional well-being.
- Stress-related health problems improve after performing kind acts. Helping reverses feelings of depression, supplies social contact, and decreases feelings of hostility and isolation that can cause stress, overeating, ulcers, etc. A drop in stress may, for some people, decrease the constriction within the lungs that leads to asthma attacks.
- Helping can enhance our feelings of joyfulness, emotional resilience and vigor, and can reduce the unhealthy sense of isolation.
- A decrease in both the intensity and the awareness of physical pain can occur.
- The health benefits and sense of well-being return for hours or even days whenever the helping act is remembered.
- An increased sense of self-worth, greater happiness and optimism, as well as a decrease in feelings of helplessness and depression, is achieved.


  
*It's not the things we get but the hearts we touch that will determine our success in life.*
  
 ~Mac Anderson



some images © 2012 JapBerlinguer Corporation

**St. Charles Community College**  
Daniel J. Conoyer Social Sciences Building Auditorium

### 2012 Professional Development Conference

Friday, April 27, 2012  
9:00 a.m. to 4:30 p.m.

## CONFERENCE SCHEDULE

- 8:30 a.m. Registration/Silent Auction/Vendor Fair
- 9:00 a.m. Welcome and Introductions
- 9:15 a.m. Creating a Company with Heart  
*Maxine Clark, Founder, Chairman and Chief Executive Bear Build-A-Bear Workshop®*
- 10:20 a.m. Break
- 10:30 a.m. Business Etiquette: The New Rules in a Digital Age  
*Allison Olden, Division Director OfficeTeam*
- 11:30 a.m. A Woman's Guide to Money Matters  
*Sarah Entzeroth Edward Jones*
- 12:35 p.m. Lunch (Vendor Fair and Silent Auction)
- 1:35 p.m. Social Media 101  
*Andrea Compton, Associate Professor St. Charles Community College*
- 2:40 p.m. Break  
Silent Auction Resumes (*closes at 2:50 p.m.*)
- 2:50 p.m. Social Media 101 continued
- 3:50 p.m. Silent Auction Results and Closing Remarks
- 4:30 p.m. Adjourn

Hot buffet lunch with carved roast beef and turkey, several pastas and vegetables, garden and Caesar salad, dessert, coffee and tea.



### Creating a Company with Heart

**Maxine Clark, Founder, Chairman and Chief Executive Bear  
Build-A-Bear Workshop\***

Maxine Clark will illustrate the significance and impact of role models and show how to follow your dreams and passion. Join us for this dynamic presentation and discover why leaving a mark as an entrepreneur is essential and how to expand as a global company.



Maxine will explain the importance of creating a fun work environment and why it is crucial to connect with associates, customers and the community.

Maxine is one of the true innovators in the retail industry. During her 35+-year career, her ability to spot emerging retail and merchandising trends and her insight into the desires of the American consumer have generated growth for retail leaders, including department store, discount and specialty stores. In 1997, she founded Build-A-Bear Workshop®, a teddy-bear themed retail-entertainment experience. Today there are more than 400 Build-A-Bear Workshop stores worldwide. The company extends its in-store interactive experience online with its award winning virtual world at [bearville.com](http://bearville.com)®.

In 2008, Maxine was named one of The 25 Most Influential People in Retailing by Chain Store Age; in 2006, she was inducted into the Junior Achievement National Business Hall of Fame. She was named a Customer-Centered Leader in the 2005 Customer First Awards by Fast Company. Maxine was named one of the Wonder Women of Toys by Playthings magazine and Women in Toys. Build-A-Bear Workshop was named to the 2011, 2010 and 2009 FORTUNE Best Companies to Work For® list.

Maxine serves on the national Board of Trustees of Teach For America and the local St. Louis regional board, the National Board of Donorschoose.org and the KETC Channel 9 – PBS Board of Directors. She and her husband, Bob Fox, are founding donors of KIPP Inspire Academy, and Maxine is chair of the charter school advisory Board of Trustees. Maxine is a graduate of the University of Georgia, and holds an Honorary Doctor of Laws degree from St. Louis University. In 2006, she published her first book "The Bear Necessities of Business: Building a Company with Heart".

### Business Etiquette: The New Rules in a Digital Age

**Allison Olden, Division Director  
OfficeTeam, a Division of Robert Half International**

Is it okay to friend your boss? Can an e-mail mistake jeopardize your career? There are many gray areas when it comes to communicating in the digital age. Allison Olden will provide guidelines on digital protocols in the workplace, including LinkedIn, Facebook and Twitter, as well as traditional communication tools such as e-mail. Find out what executives say about etiquette in the workplace, and learn how to tend to your network in just five minutes a day. You will also gain a better insight into your social networking style through an engaging quiz.



Allison graduated from Southern Illinois University-Edwardsville with a Bachelors degree in International Business with a focus in Chinese language. She attended a study abroad program in the summer of 2005 at Xiamen University in China. Allison is currently employed at OfficeTeam, a division of Robert Half International. She began her career as a Staffing Manager in December 2008, then moved into a Senior Staffing Manager role in October 2010, and was recently promoted to Division Director.

Allison joined IAAP St. Louis Chapter in April 2009 and has served as chairman of several committees. She currently holds the position of Secretary for St. Louis Chapter's Executive Advisory Council. She also serves as a Board Member at Stevens Institute of Business and Arts.

She currently lives in Glen Carbon, Illinois, with her three-year old daughter, Jayla. Allison enjoys spending time with her daughter, family, and friends. She loves to meet new people, help others and learn about different cultures of the world.

1 recertification point will be awarded for attending this presentation.

## A Woman's Guide to Money Matters

**Sarah Entzeroth**  
Edward Jones



Join Sarah Entzeroth of Edward Jones as she discusses, from a woman's point of view, paying for a child's education expenses and preparing for and living in retirement. You'll learn what you can do now to help address your financial goals and create a strategy for the future.

## Social Media 101

**Andrea Compton, Association Professor**  
St. Charles Community College

Do you know the difference between Facebook, LinkedIn and Twitter? How do you interact on each? Which are more of a traditional networking experience, and which are more social? How can you use them from a professional standpoint?



During this presentation Andrea Compton will discuss their uses and purposes. She will illustrate the best practices of each and explore personal versus private accounts. You will also learn tips on keeping your home and office lives separate, the importance of your online image and how to utilize social media to build a Personal Learning Network.

Andrea grew up in Leadwood, Missouri—just about an hour and a half south of St. Louis. She attended Mineral Area College for two years and then moved to Nashville, Tennessee, to finish her bachelor degree. She received a Bachelor of Business Administration with a Music Business Concentration from Belmont University.

In 2000, Andrea re-entered college as a graduate student at Middle Tennessee State University, where she received a Master of Business Education degree. She then began to pursue teaching while still representing one band and serving on the International Bluegrass Music Association Board of Directors. After representing agents and managers on the IBMA Board for seven years, Andrea was also honored to be commissioned as a Kentucky Colonel.

Andrea's first teaching position was as an adjunct in the Office Administration program at Nashville State Community College and in the Business & Commerce and Office Management Technology programs at Volunteer State Community College. In January 2003, she moved to a full-time faculty position at Nashville State Community College. In August 2005, she accepted a position in the Department of Business Communication and Entrepreneurship in the Jennings A. Jones College of Business at Middle Tennessee State University.

In the summer of 2006, Andrea moved back "home." She was very happy to join the faculty at St. Charles Community in August 2006 and looks forward to spending many years here. Currently, Andrea is an Associate Professor in the Business Administrative Systems program, the faculty advisor for Phi Beta Lambda, and serves on various committees within the college. She has presented at national conferences on the subjects of PowerPoint and social media. She also volunteers as a Foster Friend for the Foster and Adoptive Care Coalition.

2 recertification points will be awarded for attending this presentation.

**2011-2012 MARK YOUR CALENDAR**

September 20, 2011	Your Work Style in Color, Carrie Cacciatore, Office Team
October 18, 2011	Member Recruitment Program
November 15, 2011	Numbers Skills, Mary Madick
December 2011	Holiday Social Event (Date TBD)
January 17, 2012	Microsoft Office 2010 Tips & Tricks, Paula West, CAP
February 21, 2012	New Member Orientation, Patty Thompson, CAP
March 20, 2012	Ingredients for Success, Kay York
April 17, 2012	Overcoming Challenges to Leap to Remarkable, Krissy Ziegler, VP Operations Nurse Wise/Nurse Response
May 15, 2012	Grace Under Pressure: Techniques for Maintaining Your Cool When things Get Really Hot, Julie Goede (Author - Susan Fenner PhD; Script & PowerPoint Presentation - Revised by Mary Ramsay-Drow CAP-OM)
June 19, 2012	Installation of Officers & Board of Directors

**EDITOR'S CORNER**

*By: Linda Lencieski, CAP*

You always have time to think about something you would like to submit for the newsletter. Please make sure that you get it to me as soon as you can so I can incorporate in the next newsletter. Remember, nothing is ever too small to include in the newsletter.

Submit your article for publication to Linda Lencieski, CAP at [linda.lencieski@sbcglobal.net](mailto:linda.lencieski@sbcglobal.net).

**Deadline for submissions is the last Friday of each month.**



**CROSS RHODES REPROGRAPHICS**  
 PUBLIC: PLAN ROOM  
 www.crossrhodes.com

**BOBBIE LANG**  
 blang@crossrhodes.com

2012 WASHINGTON DRIVE • SUITE 10  
 LYNNFIELD, MASSACHUSETTS 01904  
 P: 978-228-1111 F: 978-228-1111  
 FAX: 978-228-1111

2012 WASHINGTON DRIVE • SUITE 110  
 LYNNFIELD, MASSACHUSETTS 01904  
 P: 978-228-1111 F: 978-228-1111  
 FAX: 978-228-1111

# MARCH BIRTHDAYS

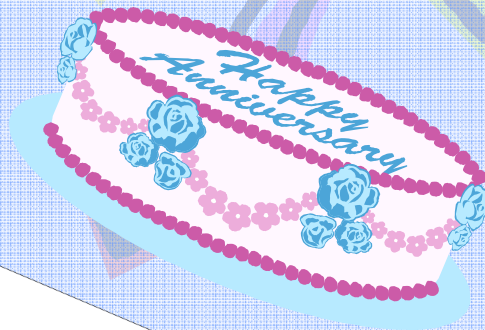
Michelle Robins

3/19



# MARCH ANNIVERSARIES

Tina M. Flowers  
Bobbie Lang  
Heather Womble



# The Jewelry Connection, Inc.



# Announcing, another improvement to your **Best Box Lunches**

With so many things to like, the NEW soft Italian baguette is a delicious addition that goes with everything . . .

**1 NEW SOFT ITALIAN BAGUETTE**

Who doesn't like fresh baked Italian Bread? It's airy texture compliments any food while its' soft crust keeps all your fresh condiments securely in place!

**6 Full-Sized Bakery Desserts**

Featuring amazing Lemon Wedge Cake, Brownie with Real Chocolate Chips and St. Louis' own, Gooney Butter Crumb!

**2 Imported Cheese**

Smoked gouda cheese, imported from Germany, & natural Swiss Cheese add a nice European bite.

**7 Veggies on the Side**

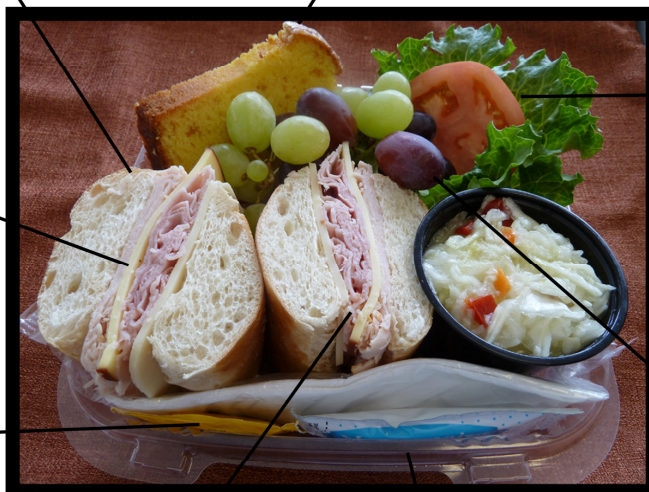
Fresh & crispy green leaf lettuce with vine-ripened tomato slices on the side -- no mushy sandwiches!

**3 Condiments on Side**

"Picky" people get to add their own condiments -- no complaints makes you smile!

**8 Fresh Fruit Always**

Crimson and Thompson grapes on-the-vine for a sweet, juicy snack.



**4 Quarter-Pound Meat Combo**

Four ounces of deli thin-sliced mesquite turkey and smoked ham will certainly fill you up - you can save the other 1/2 for home!

**9 See-through, Labeled Lunches**

WYSIWYG - What you see is what you get. Clear presentation of food makes it easy to serve to your group. You will especially like the labeling.

**5 Stackable Lunches**

Lunches will stack five high allowing you to comfortably fit 135 lunches on a 6' x 2' folding table.



**10 IN A BIND? FAX BY 9**

With your first order, you are automatically enrolled in our "VIP Same-Day Lunch Service"

Best Box Lunches, 3213 S Brentwood 314-961-2244

EZ Order Menus at [BestBoxLunches.com](http://BestBoxLunches.com)

Chapter meetings are the  
3rd Tuesday of each month

**2011-2012**

**South County Board of Directors**

**Mary B. Wilson, CAP**

*President*

**Paula L. West, CAP**

*Vice President*

**Julie C. Goede**

*Treasurer*

**Vicki A. Weingand, CAP**

*Secretary*

**Brenda J. Wohlschlaeger, CAP-OM**

*Director*

**Patty Thompson, CAP-OM**

*Director*

**MISSOURI DIVISION BOARD MEMBERS**

**2011-2012 Board**

President: Mary Madick, CAP-OM

Heart of America Chapter

President-Elect: Terry Anderson, CAP-OM

Westport Chapter

Secretary: Eujetta Little

Hallmark Chapter

Treasurer: Teresa Brown CAP-OM

Hawthorn Chapter

**Future IAAP International Education Forum &  
Annual Meeting (EFAM)**

**2012:** Grapevine, TX, July 22-25, Gaylord Texan Resort

**2013:** Anaheim, CA, July 28-31, Anaheim Convention Center

**2014:** Milwaukee, WI, July 27-30, Milwaukee Convention Center

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

**IAAP Home Page: [www.iaap-hq.org](http://www.iaap-hq.org)**



South County Chapter

**Member of Excellence Criteria**

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year). Some of the criteria is below. For a complete list of the 11 criteria please visit: <http://community.iaap-hq.org/home/>.

1. A Member of Excellence will attain a minimum of 8 of the following 11 criteria: Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification.
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.

**2011-2012 International Board of Directors**

President: Tamra Goodall, CAP-OM

President Elect: Karlana Rannals, CAP-OM

Vice President: Judith Yannarelli, CAP-OM

Secretary: Antoinette Smith, CAP-OM

Treasurer: Wendy Melby, CAP-OM

Director, Canada District: Lina Veglia

Director, Great Lakes District: Tammy Pierce, CAP-OM

Director, Northeast District: Bianca M. Constance

Director, Northwest District: Kristi Rotvold, CAP-OM

Director, Southeast District: Doris Goode, CAP-OM

Director, Southwest District: Dortha W. Gray, CAP-OM

Affiliate Representative: Leanne Fisher, GradCert Bus JP

**2011-2012 International Trustees, Retirement Trust  
Foundation**

Chairman: Kelly A. Reggio, CAP-OM

Vice Chairman: Carolyn Prather, CAP-OM

Secretary: Jean Bohinski, CAP-OM

RTFC Liason: Patricia Row, CAP-OM

Trustee: Judith A. Yannarelli, CAP-OM

Treasurer: Wendy S. Melby, CAP-OM