



## President's Message

Barbara Fierro

[barb07512@optonline.net](mailto:barb07512@optonline.net)

Happy New Year! I can't believe the holiday celebrations are now over. I do hope you and your family and friends had time to relax and enjoy some time off. Our Chapter's future looks bright going into 2012. The programs that are scheduled are outstanding. Lots of work goes into planning our Chapter's year. Spread the word – get your co-workers to come see our Chapter in action. Most of our new members come from your referrals. So let's all pitch in and work hard together to make 2012 a growing and prosperous year for our Chapter. *Together we can do this!*

*Barbara*

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## Upcoming Chapter Meeting

**Date / Time:** Thursday, February 2, 2012 6:30 p.m.

**Place:** The Village Inn, 422 Runnymede Rd., Wayne, NJ

**Dinner Cost:** **\$25.00**

**Menu:** Mesclun Salad, Crusted Salmon with Lobster Cream Sauce, Roasted Potato, String Beans w/Almonds, Red Velvet Cake, Soda/Coffee/ Tea.  
*Alternative entree – Plain Chicken or Pasta with Sauce*

**Program: Management Focus and Leadership Style** presented by Dr. Joseph Scuralli, DPS.

The focus of this presentation will be on knowing yourself and how your behavior affects the actions of your team. Learn the importance of team dynamics and how an understanding of others - their goals and values, needs and wants - can lead to more effective motivation, delegation, conflict resolution and overall team performance. (For more information, see page 4.)

**RSVP:** Checks made payable to NORTH JERSEY CHAPTER, IAAP should be mailed in time to reach Pam Hoeland, 44 Knox Terrace, Unit 1A, Wayne, NJ 07470 by **January 27, 2012**.

Please confirm your reservation via phone (973-686-1714) or email to [hoelandp@waynetownship.com](mailto:hoelandp@waynetownship.com).

For those members on the Will-Call List, all cancellations must be made by **January 27th** or you will be billed for the dinner cost.

## Reservations

Pam Hoeland, Chair

[hoelandp@waynetownship.com](mailto:hoelandp@waynetownship.com)

**Reminder to all Members:** Reservations for the dinner meetings should be made by the Friday preceding the meeting date and absolutely no later than the preceding Monday. For those of you who are on the "will-call" list please let Pam know by the Friday preceding the meeting if you will not be attending. Your cooperation is greatly appreciated.



### North Jersey Chapter Officers:

**President:**

Barbara Fierro  
[barb07512@optonline.net](mailto:barb07512@optonline.net)

**President-Elect:**

*vacant*

**Treasurer:**

Julie Molloy  
[jmolloy@aboylaw.com](mailto:jmolloy@aboylaw.com)

**Secretary:**

Leigh Baker  
[leighmbaker@yahoo.com](mailto:leighmbaker@yahoo.com)



**Member of Excellence  
Criteria #7**



Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.

## Mark Your Calendar

February 2, 2012	Chapter Meeting
February 15, 2012	Deadline for applications for Certification Exams
March 1, 2012	Chapter Meeting
March 4-7, 2012	IAAP Spring Conference, Las Vegas, NV
March 24, 2012	NJD Spring Meeting & Professional Conference
April 12, 2012	APW Event/Chapter Meeting
May 3, 2012	Chapter Meeting
May 5, 2012	Certification Exams Administered
June 7, 2012	Chapter Meeting
June 8-10, 2012	NJD Annual Meeting & Educational Forum
June 30, 2012	NJD Incoming Chapter Presidents Conference
July 22-25, 2012	IAAP EFAM, Gaylord Texan Resort, Grapevine, TX

## Nominations: The Chapter Needs You!

Michele Vogel, CAP-OM, Chair

[michele.vogel@adp.com](mailto:michele.vogel@adp.com)



The current 2011-2012 North Jersey Chapter has a vacancy in the office of President-Elect. Each member who was approached to fill the position declined. Additionally, the member elected for the Treasurer position unexpectedly had to resign for personal reasons. The Board voted to set aside the Bylaw which states that a member can

only serve two consecutive terms in any officer position, and Julie Molloy agreed to be Treasurer for a third term.

For the 2012-2013 Chapter year, we will definitely need to fill these positions – **President-Elect** and **Treasurer**, as well as **Secretary**, since this is Leigh Baker's second term in this spot. You may feel it is too early to think about taking on one of these roles, but I feel that every member should consider stepping up and have adequate time to think about it. This is a fantastic opportunity for you to serve our Chapter. I can tell you that chapter involvement is a great way to grow professionally and personally. Rest assured, you will not be in this alone – our current and past officers are wonderful mentors and will help in every way possible. You will develop leadership skills that you can use every day in your workplace and, in turn, demonstrate to your employer the benefits of membership in our Chapter. This is a great chance for you to learn something new about yourself, our Chapter, and IAAP.

Step into a leadership role with the North Jersey Chapter. You have unique ideas and viewpoints. We can use your fresh ideas and your perspective on things. Don't just do it for the chapter, but do it for **YOU**. You will find that you gain much more than you give, including valuable experience, both leading and working with a team.

Additionally, you will have a noteworthy item on your resume that illustrates that you are career-minded; you and step-up and take responsibilities. An officer role gives you skills you may not have the opportunity to get elsewhere – budgeting, strategic planning, marketing, public speaking, meeting organization, and much more.



North Jersey Chapter



**Member of Excellence  
Criteria #10**



Recruit a new  
member



**Member of Excellence  
Criteria #1**



Hold a current IAAP  
Certification

## Membership

Michele Vogel, CAP-OM

[michele.vogel@adp.com](mailto:michele.vogel@adp.com)

The current roster of the North Jersey Chapter IAAP is **38** members.

Members are the lifeblood of our Chapter. Without a large enough base of active, involved members, our Chapter will find it difficult to survive. Recruiting and retaining members is the responsibility of each and every member of our Chapter.

Make the MOST of your membership by attending Chapter Meetings and getting involved!! Board meetings are open to ALL members.

## Publicity

Pam Hoeland, Chair

[hoelandp@waynetownship.com](mailto:hoelandp@waynetownship.com)

**Important Note to Chapter Committees:** Information you would like released to the media concerning programs, fundraisers, education seminars, conferences, etc. should be sent to Publicity at least (2) weeks prior to the meeting date or an event date. This timeframe allows the media to allocate time and space. Information should be e-mailed to Pam at the above email address.



## Certification

Adeline J. Hicswa, CAP

[adelinej.hicswa@rocketmail.com](mailto:adelinej.hicswa@rocketmail.com)



The Institute for Certification believes that a top-level administrative professional should have basic knowledge of office systems, technology, office administration, and management, and know how to apply the principles of good human relations and communications. Some of the examinations are based on knowledge acquired by the office professional through formal education and informal reading. Employers also expect their admin to be thoroughly familiar with current techniques in office practice and procedures and aware of developments in office systems and technology.

Why wait? Do something for yourself and your career today. **Get certified!**

**Application  
Deadline Dates**

Feb. 15, 2012  
Aug. 15, 2012

**Exam Dates**

May 5, 2012  
Nov. 3, 2012

IAAP Certification Online: [www.iaap-hq.org/certification](http://www.iaap-hq.org/certification)

Exam Review Materials: [www.iaap-hq.org/certification/exams](http://www.iaap-hq.org/certification/exams)

**Why wait?**

Do something for yourself and your career today.





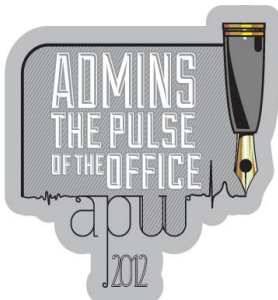
**Member of Excellence  
Criteria #9**



Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.)

*"No one who achieves success does so without acknowledging the help of others. The wise and confident acknowledge this help with gratitude."*

**-Author Unknown**



## Upcoming Programs

Janice B. Gardner, CAP, Chair

[jbcgardner@optonline.net](mailto:jbcgardner@optonline.net)

**February 2, 2012: Management Focus & Leadership Style** will be presented by Dr. Joseph Scuralli, DPS.

The focus will be on knowing yourself and how your behavior affects the actions of your team. Learn the importance of team dynamics and how an understanding of others - their goals and values, needs and wants - can lead to more effective motivation, delegation, conflict resolution, and overall team performance.

Dr. Scuralli is a professor and Systems Chair in the Management Department at Berkeley College, Woodland Park. Additionally he is serving as Council President of the Township of Wayne.

Guests are always welcome at our meetings!

Invite co-workers and friends in the administrative field who would benefit from association with our remarkable organization.

**March 1, 2012: Get Organized** will be presented by Judy Fumera, Avery Dennison Representative

Discover valuable tips including managing incoming info overload, organizing email and computer files, establishing order in your workspace, organizing multiple people, using software and formatting solutions, managing emails and incoming paperwork to reduce stress and achieve greater productivity.

## Administrative Professionals Day/Week

Maureen, Colucci, Chair

[maureen.colucci@prudential.com](mailto:maureen.colucci@prudential.com)

The theme of the 2012 Administrative Professionals Week and Day: **"Admins, the Pulse of the Office."**

Administrative Professionals Day will mark its 60th anniversary on April 25, 2012. Over those decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. But admins have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time and under budget. Admins are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more traditional role as the gatekeepers for many customers, clients and employees. Quite simply, admins are the pulse of the office.

As in previous years, the association is developing a number of materials around the 2012 APW/APD theme, all of which will be released over the next few weeks and months. The new theme logo will be revealed in December.

APW is always the last full week in April. In 2012, **Administrative Professionals Week is April 22-28** with Administrative Professionals Day on **Wednesday, April 25**.



## Research & Educational Foundation

### R&E EFAM Scholarship Program

IAAP wants to ensure that every admin has the opportunity to get the professional training they need. That's why the Research and Educational Foundation has established a new scholarship program to help new or unemployed administrative professionals attend the association's Education Forum and Annual Meeting.

If you've never attended EFAM, this is a great chance to jump start your career by taking advantage of all that IAAP has to offer over the course of several days during the association's premier annual event. If you've suffered a job loss, this scholarship will ensure that you stay sharp as an admin and could make a real difference as you search for a new position.

The Research and Educational Foundation wants to help you grow your career! It's a part of the foundation's commitment to helping admins reach and maintain their professional edge. Scholarship applications will be accepted starting **Oct. 1, 2011 through Jan. 31, 2012.**

Please take the time to learn more and apply for an EFAM scholarship. It'll pay off in the long run.

#### EFAM Scholarship Calendar

**Oct. 1, 2011**

Begin accepting  
applications

**Jan. 31, 2012**

Application deadline

**March 31, 2012**

Scholarship award  
recipients chosen

**July 22-25, 2012**

EFAM  
Grapevine, Texas

## Retirement Trust Foundation

Janet Chidiac, CAP, Chair

Spring is just around the corner. The trees and flowers all start budding. The temperature starts warming up. And, the birds start returning chirping their excitement.

Are you excited about the next season in your life? Retirement?

IAAP and The Retirement Trust Foundation can help you with your needs!

*A Place In The Sun... **For You!***

**Vista Grande** is a retirement home built by The RTF as housing for retired administrative professionals. Retirement living at Vista Grande is by application from people who are 55 and up and priority is given in this order:

- IAAP members and their families
- Former IAAP members and their families
- Administrative professionals who are not members of IAAP and their families
- People who have never been administrative professionals

**Q.** What is Vista Grande?

**A.** Vista Grande is located in Rio Rancho, N.M., a picturesque mesa northwest of Albuquerque. The land consists of approximately 11 acres and was built in three phases between 1972 and 1983. It has 168 apartments, a community building, lounge, library, crafts room, laundry center, all faiths meditation chapel, a resident nurse, exercise room and management offices.

**Q.** How large are the apartments?

**A.** Vista Grande offers one and two bedroom apartments with a wide variety of [floor plans](#). There are both one and two bedroom apartments, ranging from 456 to 807 square feet, with one or two bathrooms. All apartments have kitchens.





## Ways & Means

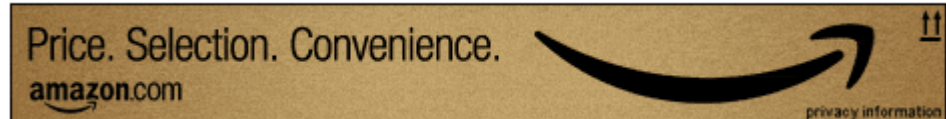
Julie Molloy, Chair

[jmolloy@aboylaw.com](mailto:jmolloy@aboylaw.com)

North Jersey Chapter has joined the **Amazon Affiliate Program**.

This program provides our chapter with percentage of online sales made by shoppers who click on the Amazon banner located at the bottom of our North Jersey Chapter website homepage to access the amazon.com website.

This is a screenshot of the banner which appears on the bottom of our homepage:



Clicking on the banner will bring people to the Amazon website, where they shop just as they normally do. The banner on the North Jersey Chapter website is uniquely tied to us and it must be used for us to get the sales credit.

Currently, the North Jersey Chapter will receive 4% of each sale which Amazon will directly deposit into the North Jersey Chapter bank account. Just accessing Amazon.com through our website raises funds for the chapter – shoppers need do nothing else, except buy items. All items offered for sale on Amazon qualify.

NOTE:

1. In order for the North Jersey Chapter to reap the rewards, shoppers **must** access the Amazon website by clicking the banner on the North Jersey Chapter website. [www.iaap-northjersey.org](http://www.iaap-northjersey.org)
2. Clicking on the banner is **not** just for Chapter members' use. **ANYONE** can and should use the banner on our website to make their purchases from Amazon. Encourage your family and friends to use it.
3. This is year-round fundraising for the North Jersey Chapter.

Don't forget about our other year-round fundraising effort:

**Willing Hearts** is a consignment shop managed and fully staffed by volunteers for the benefit of the Rotary Club of the Caldwell's and its various projects and charities. Our Chapter receives 65% of the sale price; 35% is realized by Rotary.



The North Jersey Chapter has been assigned consignment number **1936**. Please be sure to mark this number on all items that you donate. The items must be clean, clothing pressed and seasonal. Any item which needs polishing or repair may be taken, but will be considered a donation and the money will be given directly to Rotary. We are allowed to bring in 10 items at a time, 20 items a month, during specific consignment hours: Tuesday and Saturday 10 to 2 and Thursday evening from 5:30 to 7:30. Please note that the shop is closed on Mondays.

*"If you  
don't like  
something,  
change it.  
If you can't  
change it,  
change your  
attitude."*

*-Maya Angelou*



## IAAP Pathways to Excellence

The **IAAP Pathways to Excellence Recognition Program** is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence. The program has a set of guiding principles.

The Pathways to Excellence year coincides with the IAAP fiscal year of July 1, 2011, through June 30, 2012.

A **Member of Excellence** attains a minimum of **8** of the following **11** criteria:

1. Hold a current IAAP certification.
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.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length.
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review.

★ ★ ★ ★ ★ ★ ★ ★  
**Member of Excellence**  
**Criteria # 2**

★ ★ ★ ★ ★ ★ ★ ★  
Download the  
Member of  
Excellence  
Commitment form,  
sign and date the  
form.

### **IAAP Mission Statement:**

*Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership*



## IAAP News



[www.iaap-hq.org](http://www.iaap-hq.org)

### International Headquarters: New Executive Director

**January 5, 2012** IAAP International President, Tamra Goodall, CAP-OM, announced in her President's Message, the appointment of **Gerald J. "Jay" Donohue, Jr., CAE, CMP** to the position of Executive Director of IAAP. Here is an excerpt from her article:

"Jay comes to IAAP with an impressive résumé. He's had over 18 years of association experience, having served as executive director/chief administrative officer and chief operations officer for three major national and international membership organizations. His background also includes serving as an executive job coach with the nation's first, oldest and premier outplacement firm, Challenger, Gray and Christmas.



Over the years, Jay has been responsible for the operation and services for the International Association of Defense Council, the Academy of General Dentistry and the Professional Convention Management Association. He has implemented new organizational strategic plans and also assisted with the restructuring of administrative and governance systems. He's skillful at finding and implementing creative solutions. Jay is also excellent in developing employee talent and in training."

### Membership Webinars

IAAP offers a wide range of webinars related to membership, chapters and divisions. None of these webinars are eligible for recertification points. All times are Central.

This month, IAAP International Treasurer Wendy Melby, CAP-OM, will be providing another great webinar for association treasurers at 8 p.m. Central Time Thursday, Jan. 26. The topic is Budgeting 101, and it will be packed with valuable information. Sign up now and stay tuned for information on more upcoming IAAP webinars.

### Award for Excellence

The *Award for Excellence* program is being re-evaluated and has been put on hold for 2012. Nominations are not being taken.

### IAAP Launches Technology Applications Specialty

Take the next step in your career by attaining the Technology Applications specialty from IAAP.

Earning the Technology Applications specialty demonstrates your commitment to continuing technology education. Make a difference in your career by earning the TA specialty from IAAP. Here's how: First, complete three of the Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint and Project. Following that, pass the test to receive a Microsoft certification in at least one of the Options Technology modules you completed. Then, submit the application and the fees for your TA specialty.

[Visit IAAP's website](#) to learn more about Technology Applications specialty and download an application.

*"A leader has  
the vision and  
conviction  
that a dream  
can be  
achieved.*

*He inspires the  
power and  
energy to get  
it done."*

~Ralph Nader





The **2012 Education Forum and Annual Meeting (EFAM)** will be held **July 22-25, 2012** at the Gaylord Texan Hotel and Convention Center in Grapevine, Texas.

The Hotel Reservation Link is now up and ready. Find it on the EFAM page on our HQ website. <http://www.iaap-hq.org/events/conferences/efam>

The IAAP room rate for Single/Double occupancy is \$185, plus applicable taxes (the daily resort fee of \$15 is included in the room rate). The resort has both casual and formal restaurants, as well as plenty of shops and a night club. If you have questions you can call 817-778-2000 to speak with someone at the Gaylord Texan Resort.

<http://www.gaylordhotels.com/gaylord-texan/>



## New Jersey Division

[www.iaap-njd.org](http://www.iaap-njd.org)

**NJD Spring Meeting & Professional Conference** will be held on Saturday, **March 24, 2012** at a location as yet to be determined. **SAVE THE DATE** and watch the NJD website for more details.

### **New Jersey Division Annual Meeting and Education Forum:**

***"Making the Leap to REMARKABLE - Influence, Impact And Innovate: the Key Ingredients to the Road to REMARKABLE."***

Join the New Jersey Division and its members for a REMARKABLE weekend of networking, education, business sessions and more.

#### **Keynote Speakers:**

Sam Glenn "The Attitude Guy"  
Merelle Rodrigo, JMR Training & Development, and  
IAAP International President, Tamra Goodall, CAP-OM.

#### **Dates & Locations:** 06/08/2012 - 06/10/2012

**Friday, June 8:** Activities, NJ Division Town Hall Meeting and pre conference educational program at the Hilton Parsippany

**Saturday, June 9:** Business session & educational program at Wyndham Worldwide 22 Sylvan Way Parsippany

**Saturday Evening** activities at the Hilton Parsippany

**Sunday, June 10:** Post conference educational leadership program at the Hilton Parsippany

#### **Cost:**

IAAP Members: \$99.00  
Non-members: TBA

#### **Contact:**

Heidi A. Romano, CAP-OM  
Phone: 732-652-6470; e-mail: [hromano@celgene.com](mailto:hromano@celgene.com)

**More info:** [www.iaap-njd.org](http://www.iaap-njd.org)

"The trouble with most of us is that we would rather be ruined by praise than saved by criticism."

~Norman Vincent Peale



## When You Don't Know What You Don't Even Know

by Susan Fenner PhD  
Manager of Education and Events, IAAP

How many times do we think we have the right answer...only to find out that we don't even know what we don't even know and boy, are we off base! Well, it happens to the best (and worst) of us. But here are some things you can do to pinpoint those nebulous areas and then set about filling the gaps.

- Don't feel you always have to be right. Sometimes, the greatest accomplishments come when you're wrong. As Edison said, "I now know 1000 ways not to build a light bulb", which led to his eventual success. Be open to new ways of looking at a problem and solving it.
- Do what you can to create an environment where it's okay to fail. Forget placing blame. Instead, examine what you'd do again and what you'd do differently next time. It's called an "attitude adjustment" and it will serve you well in life and business.
- If you have a question, ask! As they say, the only stupid question is the one not asked. Chances are, others are also thinking, "what the heck????", but are just too timid to ask for clarification, for risk of appearing dumb. Guess who the dummy actually is! You only learn by understanding and you only understand by questioning what you don't get.
- If it sounds too good to be true, it probably is. Ask others, "What am I not seeing?" Now is the time to find the flaw, while you are still in the planning stages. It will be cheaper and easier to fix.
- Get an outsider's opinion. There's a phenomenon called "group think." Members try to minimize conflict and reach a consensus decision without critical evaluation of alternative ideas or viewpoints. So, you can all end up going down the same road...but not the road that leads to your desired destination. Outsiders are often more objective because they aren't part of the group. They bring new viewpoints and personal experiences to the equation.
- Google. This seems to be a solution to almost every dilemma I have nowadays. You'll find a wealth of information to peruse and see how others have tackled the same issue.
- Keep a file of cool ideas. Whenever you see something that pertains (even slightly) to things you are involved with and strikes your fancy, copy the link or clip the article and file it away for future reference. You don't have to keep reinventing the same things. Save time and energy and build on what has worked for others. It's okay to adapt. Sometimes a novel model will spark a whole new approach. Find relevant RSS feeds, subscribe to newsletters in your areas of interest, and regularly scan favorite web sites and publications.
- Expand your professional network. Track people who are leaders in the field and befriend them. With e-mail, your new BFF can be in the next cubicle or halfway around the world. Where they may not have responded to an inquiry letter years ago, they are likely willing to shoot off an e-mail with advice today. Technology has expanded all your horizons...and networks. And don't be afraid to start at the top and work your way down. What do you have to lose?

"Knowledge is  
of two kinds.  
We know a  
subject  
ourselves, or  
we know  
where we can  
find  
information on  
it."

~Samuel Johnson

*(continued on the next page)*

## When You Don't Know What You Don't Even Know (cont'd.)

- Use web communities. I am on several list serves and I find them quite useful. This peer-to-peer sharing can be invaluable and save you heartache (not to mention heart burn). The IAAP web communities are a good place to start. Can't find a suitable group to address your question? Create a new community and invite sharp folks to join it. People love to share.
- Take refresher courses – self-study, virtual, or in a classroom. The rate of information/knowledge obsolescence is growing every year. Depending on your industry, what you know this month may be outdated the next. So, it is your responsibility to keep pace with information turnover. Once you stop learning, you stop!
- Find a mentor or someone you admire nearby who will help you fill in the gaps as they occur. This is especially important for those of us who learn best by hands-on. This person can show you in a few seconds what might take you hours to read, absorb, and apply. But, be careful not to overuse your support pal and make sure that the arrangement is reciprocal. Give as much as you take.

If you are a certifiable don't-know-what-you-don't-know person, then you probably didn't bother to read this – you thought you knew it all! But, if you read the points and gleaned at least a few new insights, then you are well on your way to not knowing it all, but knowing where to find it all.

## Roster Updates

Michele Vogel CAP-OM, Membership Chair

[michele.vogel@adp.com](mailto:michele.vogel@adp.com)

If any of your contact information has changed – home or work address, phone number, or email, please be sure to let Michele Vogel know so that our Chapter Roster can be revised to list the correct information.

## The Quill

Michele Vogel CAP-OM, Editor

[michele.vogel@adp.com](mailto:michele.vogel@adp.com)

Chapter Members: Please note that I am accepting your articles for publication in our future chapter newsletters. **The deadline for the March edition of The Quill is Monday, February 13, 2012.**

The purpose of *The Quill* is to provide our members with current information regarding the activities of the Chapter and IAAP. If there is anything you would like to see in future editions, please contact Michele Vogel at the email address above.

*Every effort is made to ensure that the information included in this newsletter is accurate. If you find an error or broken link, please notify Michele at the email address above.*

“Good  
judgment  
comes from  
experience,  
and often  
experience  
comes after  
bad  
judgment.”

~Rita Mae Brown





## February Anniversaries

Congratulations to our members celebrating their IAAP anniversaries:

Janet Chidiac, CAP	42 yrs
Beverley Mariso	14 yrs
MaryAnn Miksits	13 yrs

## Members With Upcoming Birthdays

Best wishes to our members celebrating their birthdays:

Debra A. Doviak	Feb. 6	Pamela Hoeland	Feb. 22
Donna Manturi	Feb. 18	Esther DelCarpio	Feb. 27

## Acknowledgements

Kudos to **Adeline Hicswa, CAP** for the inspirational invocation she gave at our Holiday Celebration which was held on December 8, 2011.

Special thanks to **Julie Molloy** for the beautiful poinsettias that graced our tables and set the joyous mood at our Holiday Celebration.

**Bosland's Flower Shop** provides the beautiful floral arrangement for each of our meetings. In appreciation for their donations, we encourage our members to use Bosland's for all their floral needs.



Bosland's Flower Shop  
1600 Ratzer Rd  
Wayne, NJ 07470  
973-942-3838



**Shop online at Amazon.com?** You can help raise funds for the North Jersey Chapter by going to the North Jersey Chapter website [www.iaap-northjersey.org](http://www.iaap-northjersey.org) and using the banner at the bottom of our homepage to access amazon.com. Through the Amazon Affiliates Program, the North Jersey Chapter receives a percentage of each sale made from those clicking through to Amazon by using the link on our website.

Remember to use it yourself and encourage you online shopping family and friends to do so as well.

