



President's Message

Barbara Fierro

barb07512@optonline.net

If you are a member of North Jersey Chapter and you are not coming to our meetings, you are missing so, so much. Our programs keep getting better and better! Just when you think you've heard the best speaker ever, another one comes along. Our speakers have been outstanding! All of us are learning new things on so many different topics. Come see for yourself. Come to a meeting. Those of us who attend the meetings regularly walk away at the end of the evening excited, invigorated – sometimes we can't believe how much we learned because we were surprised about what we didn't know. It's fun to learn something new each day. Make a commitment to yourself to learn something new. Challenge yourself to grow in your skills. Commitments and challenges can build our confidence, our skills, and make us more effective in our careers. Come to the meetings to network, and brainstorm to find new solutions and approaches, and even to just "hang out" with your colleagues. It's time to reconnect.

I hope to see you at our March 1st Chapter meeting.

Barbara

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Upcoming Chapter Meeting

Date/Time: Thursday, March 1, 2012, 6:30 p.m.

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

Dinner Cost: **\$25.00**

Menu: Chicken Orzo Soup, Veal Marsala, Rice Pilaf with Assorted Grilled Vegetables, Chocolate Mousse with Whipped Cream, Soda/Coffee/Tea
Alternative entree – Plain Chicken or Pasta with Sauce

Program: Get Organized 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.

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 **February 24, 2012.**

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

For those members on the Will-Call List, all cancellations must be made by **February 24th** or you will be billed for the dinner cost.



North Jersey Chapter Officers:

President:

Barbara Fierro
barb07512@optonline.net

President-Elect:

vacant

Treasurer:

Julie Molloy
jmolloy@aboylaw.com

Secretary:

Leigh Baker
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

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



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 step-up and take on 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.



★★★★★★
Member of Excellence
Criteria #10
★★★★★★

Recruit at least one new member.

Membership

Michele Vogel, CAP-OM

michele.vogel@adp.com

The current roster of the North Jersey Chapter IAAP is **39** 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.

RECRUIT NEW MEMBERS!

In celebration of IAAP reaching its 70th anniversary, we're offering administrative professionals a special price when they join the association as a new member.

From now until December 31, 2012, new members can join IAAP at the chapter, division, and international level—all for one **\$70** price – that is a \$30 savings over the regular price. Don't put it off. Encourage your administrative professional friends and co-workers to join today to take advantage of the world's best networking and education for administrative professionals.

Lucky number 70!

In celebration of IAAP reaching its 70th anniversary, we're offering administrative professionals a special price when they join the association as a new member. From now until Dec. 31, 2012, new members can join IAAP at the chapter, division, and international level—all for one \$70 price (for participating chapters and divisions only). Don't put it off. Join today to take advantage of the world's best networking and education for administrative professionals. To learn more about or participate in the promotion, [visit the IAAP website](#).



Along with the reduced dues rate, current members who recruit at least two new members during this special promotion will receive a **70th anniversary commemorative pin**. Chapters that recruit seven new members and divisions that recruit 14 new members will receive recognition at the 2013 EFAM, as well as a choice between a \$70 IAAP Web Community credit or a \$70 discount on 2013 EFAM registration for a delegate.

Roster Updates

Michele Vogel CAP-OM, Membership Chair

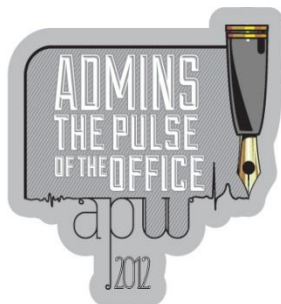
michele.vogel@adp.com

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.



*"Appreciation is
a wonderful
thing. It makes
what is excellent
in others belong
to us as well."*

~Voltaire



Upcoming Program

Janice B. Gardner, CAP, Chair

jbcgardner@optonline.net

April 12, 2012: *How to Use Social Networking Effectively* will be presented by Katie DeVito

In addition to making and socializing with friends, social networking sites can play a crucial role in getting a great job or staying connected with important business contacts in the industry in which you are working. Katie DeVito is about building relationships and growing your network in order for you to create lasting connections. She will provide insight on how to create target strategies to continue your brand growth and development. People are talking about you! Get in on the conversation!



purpose.

Katie DeVito has been using social media since 2006 where she branded herself and her NJ Unemployed group, which led to her forming her own social media and public relations company, Katie DeVito, LLC in June 2010. She recently appeared on News 12 New Jersey's "Kane In Your Corner" discussing unemployment, social media, and starting your own business. Katie continues to speak to various groups on social media, branding, unemployment, as well as her story of passion and

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.

Administrative Professionals Day/Week

Maureen, Colucci, Chair

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**.



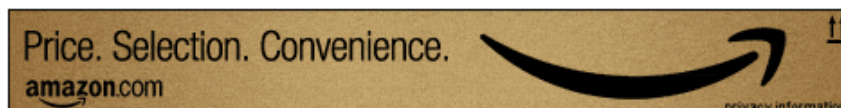
Ways & Means

Julie Molloy, Chair

jmolloy@aboylelaw.com

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

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
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.

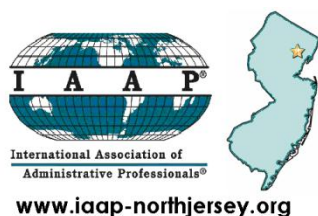


Calendar Raffle Update



Wk #	Date	Tkt #	Prize Amt	Winner	Seller
1	11/3/11	015	\$ 25.00	Carol Pelletier	Hala Kaghado
2	11/8/11	029	\$ 25.00	Matthew Clark	Julie Molloy
3	11/15/11	037	\$ 30.00	John McNiff	Pam Hoeland
4	11/22/11	049	\$ 30.00	Jane Sudol	Jane Sudol
5	11/29/11	052	\$ 35.00	Susan Morris	Julie Zisa
6	12/8/11	129	\$ 35.00	Mary Jo Iozzio	Janet Chidiac, CAP
7	12/13/11	026	\$ 40.00	Melanie Noonan, CAP	Melanie Noonan, CAP
8	12/20/11	008	\$ 40.00	Debra Doviak	Debra Doviak
9	12/27/11	066	\$ 45.00	John Petrie	Julie Zisa
10	1/3/12	105	\$ 45.00	Eleanor Chidiac	Janet Chidiac, CAP
11	1/10/12	004	\$ 50.00	Patrick Blanck	Pat D'Allegro
12	1/17/12	065	\$ 50.00	Leigh Baker	Leigh Baker
13	1/24/12	065	\$ 55.00	Ramsey Merhi	Janet Chidiac, CAP
14	2/2/12	115	\$ 55.00	Charlotte DiCarlo	Pam Hoeland
15	2/7/12	189	\$ 60.00	Joan O'Donnell	Barbara Fierro
16	2/14/12	118	\$ 65.00	Margo Torregrossa	Janice Gardner, CAP
17	2/21/12		\$ 70.00		
18	2/28/12		\$ 75.00		

Thanks to all our members who participated and sold the tickets. It is because of your efforts that this fundraiser is successful.





IAAP News



International Headquarters:

www.iaap-hq.org

Nominations for 2012-2013:

Below is a list of those running for IAAP's International Board of Directors and the Retirement Trust Foundation's Board of Trustees for 2012-2013. Voting will take place at the Education Forum and Annual Meeting in Grapevine, Texas July 21-25. More complete information about candidate qualifications and platforms will be available by April 15, 2012.

- **International President:** **Karlana Rannals, CAP-OM**
(automatically assumes the office of President)
- **President-Elect:** **Judith A. Yannarelli, CAP-OM**
- **Vice President:** **Antoinette Smith, CAP-OM**
- **Secretary:**
 - **Bianca Constance**
 - **Kristi Rotvold, CAP-OM**
- **Treasurer:** **Dortha W. Gray, CAP-OM**
- **Northeast District Director:** **Sharon McPherson, CAP-OM**
- **Northwest District Director:** **Lisa Hogan, CAP-OM**
- **Southwest District Director:**
 - **Marsha Bryan, CAP-OM**
 - **Michelle Spradley, CAP-OM**
- **RTF Trustees:**
 - **Lynda Boulay, CAP-OM**
 - **Karen Kohn, CAP-OM**
 - **Carolyn Prather, CAP**

Division Name Change

IAAP headquarters is happy to report a recent change to the name of Canada's Ontario Division. Effective immediately, the division will be referred to as the **Central Canada Division**, and will have an adjusted boundary which includes Montreal, Quebec.

Membership Webinars

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

Thursday, April 5: [2012 EFAM Preview](#), presented by IAAP Conference & Events Specialist Heather Chatlos: 1:00-2:00 p.m. Central Time.

Wednesday, April 11: [What's the Difference between Delegates Alternates & Proxies?](#), presented by IAAP Membership Manager Amy House, CAP-OM: 2:00-3:00 p.m. Central Time.

Thursday, April 12: [File Organization Webinar](#), presented by International Secretary Antoinette Smith, CAP-OM: 6:30-7:30 p.m. Central Time.

"Everybody can be
great.
Because anybody
can serve.
You don't have to
have a college
degree to serve.
You don't have to
make your subject
and your verb
agree to serve.
You don't have to
know the second
theory of
thermodynamics in
physics to serve.
You only need a
heart full of grace.
A soul generated by
love."

~Martin Luther
King, Jr.



IAAP News (cont'd)

Online College

<http://www.iaap-hq.org/events/online-college>

Earn an Associate Degree and/or other business certifications

You can earn an Administrative Professional Associate in Science Degree, become certified in computer software by doing short-term training or simply take individual courses.

Work toward an Administrative Professional Associate in Science Degree

The Administrative Professional program prepares you with the technical, administrative, and interpersonal skills for a career in an administrative support position in today's offices. For more information visit: <http://matcmadison.edu/plus/business-technology/administrative-assistant-online-program>.

Obtain a Computer Software Certification

If you're a student who is looking for short-term training leading to certification, obtain a certificate from Madison College for demonstrated technology skills. This certificate covers Microsoft software, internet, and web design skills and knowledge. This is a certificate offered through Madison College and is not to be confused with Microsoft Office Specialist (MOS®) certificates.

Enroll in Individual Courses

Taking individual courses will help you stay current with new business technology and trends

APW Membership Drive

Administrative Professionals Week is on the horizon, and it is time to make plans for your APW membership drive. You can participate in the membership drive contest by submitting an entry form. Visit the IAAP Web Community for contest details, and start planning your membership drive!

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/>





"Never miss an opportunity to make someone happy,

even if you have to leave them alone in order to do it."

~Author
Unknown



New Jersey Division

www.iaap-njd.org

NJD Spring 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.

NJD Annual Meeting & 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

More info: www.iaap-njd.org

Publicity

Pam Hoeland, Chair

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.



Reservations

Pam Hoeland, Chair

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.



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 will 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



Certification

Adeline J. Hicswa, CAP

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!**

IAAP Certification Online: www.iaap-hq.org/certification

Exam Review Materials: www.iaap-hq.org/certification/exams

Why wait?

Do something for yourself and your career today.





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

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

★★★★★★
Member of Excellence
Criteria #9
★★★★★★
Attend a minimum of
eight (8) IAAP chapter,
division or international
sponsored meetings,
programs or events
(any combination.)

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.

IAAP Mission Statement:

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



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.

THE RTF STANDS READY TO HELP ADMINS IN NEED!

The Quill

Michele Vogel CAP-OM, Editor

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 April edition of The Quill is Monday, March 26, 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.

"Age is only a
number,
a cipher for the
records.

A man can't
retire his
experience.

He must use it."

~Bernard Baruch





March Anniversaries

Congratulations to our members celebrating their IAAP anniversaries:

Denise Monaco	1 yr
Jane Sudol	5 yrs

Members With Upcoming Birthdays

Best wishes to our members celebrating birthdays:

Julie Zisa	March 4
Gena Leitner	March 5
Adeline Hicswa, CAP	March 7



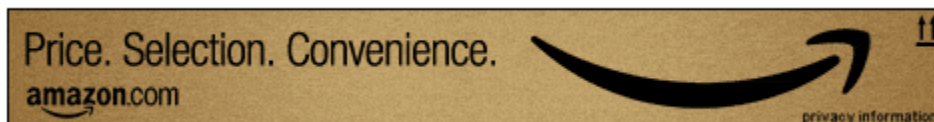
Acknowledgements

A warm and heartfelt **THANK YOU** to **Dr. Joseph Scuralli** for his information-filled presentation about Management and Teams. Everyone learned something that evening and the time flew by. Joe had so much information to share that **Janice Gardner, CAP** signed him up to speak again at one of our chapter meetings next year!

Kudos to **Pam Hoeland** for the inspirational invocation she gave at our February Chapter Meeting.

Special thanks to **Mary Ann Miksits** for the beautiful centerpieces that graced our tables our February Meeting.

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 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.



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

