

A Publication of the North Jersey Chapter of IAAP® (214210)
Melanie Noonan, CAP, Editor

<http://www.iaap-northjersey.org>



President's Message

Barbara Fierro

barb07512@optonline.net

Summer is fast approaching and I can't believe that my term as President is coming to an end. The time went by so quickly. I would like to thank everyone for working with me during these two years. Our Officers and Board Members are strong and dedicated members who worked so hard to keep our Chapter growing. Thank you for all of your assistance and guidance during the meetings. I am very excited about passing on the gavel to Maureen Colucci. I know she will do a great job as our Chapter President for the next two years. Please give her the same support and guidance that you gave to me. Together we will all move forward with confidence and success.

Thank you again for all of your support and dedication. Have a safe and enjoyable summer. See you in September. But don't forget that our next meeting and the last meeting before the Fall is on Thursday, June 6th. See you there.



Barbara

Inside This Issue

	Page
Acknowledgements	6
Amazon Affiliate	6
Anniversaries	6
Birthdays	6
Chapter Committees	3
Chapter Meeting	1
Humor	6
Mark Your Calendar	2
Meeting Schedule	2
Members in the News	4
Members of Excellence	4
Mission Statement	5
New Member Orientation	3
Office Team Article	5
President's Message	1
Program	1
Volunteers Needed	3

Upcoming Chapter Meeting

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

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

Dinner Cost: **IAAP Members \$25.00, Non-members \$30.00**

Menu: Mixed Green Salad, Chicken Parmigiana with Pasta, Ice Cream Sundae, Soda/Tea/Coffee

Alternative entree – Plain Chicken or Pasta with Sauce

Program: Our Final Meeting of the Chapter Year:

- Year-End Wrap-Up • Installation of 2013/14 Officers • Office Supplies Demo



Gary Oberndorf, Account Manager, Esselte Corporation will provide insight into increasing efficiency through the use of the latest and greatest office products from Esselte and Pendaflex. Esselte provides a broad range of innovative office products utilizing modern design, colors and style. Pendaflex is a leader in filing and organization productions for home, office, and mobile workers. Each attendee will go home with an array of item samples.

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 **May 31, 2013.**

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 **May 31st** or you will be billed for the dinner cost.





Mark Your Calendar

- June 6, 2013 Chapter Meeting
- June 7-9, 2013 NJD Annual Meeting & Educational Forum
- June 25, 2013 Last day to file for Member of Excellence
- July 27-31, 2013 IAAP EFAM, Marriott Hotel, Anaheim, CA
- September 12, 2013 Chapter Meeting

2012-2013 Schedule

Newsletter Publication Dates and North Jersey Chapter Meetings Schedule

QUILL DEADLINE	QUILL MAILING	BOARD MEETING*	CHAPTER MEETING
08/26/13	09/02/13	8/27/13	9/12/13
09/16/13	09/20/13	09/24/13	10/03/13
10/21/13	10/25/13	10/29/13	11/07/13
11/18/13	11/22/13	11/19/13**	12/05/13***
No January Quill	No January Quill	No Dec. Meeting	No Jan. Meeting
01/20/14	01/24/14	01/28/14	2/06/14
02/17/14	02/21/14	02/25/14	03/06/14
03/17/14	03/21/14	03/25/14	04/03/14
04/14/14	04/18/14	04/29/14	05/01/14
05/19/14	05/23/14	05/20/14**	06/05/14
		6/24/14	
Transition of records from 2011/2012 Board to the 2012/2013 Board			

*Board Meetings are held at the Wayne Municipal Building, Clerk's Conference Room, 475 Valley Road., Wayne at 6:30 p.m. (unless otherwise announced – see below).

**11/19/13 and 5/20/14 – start time will be 7:00 p.m.

**Chapter Holiday Party



"Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it."

~ Steve Jobs



“Volunteers are not paid – not because they are worthless, but because they are priceless.”
~ Anonymous



New Member Orientation Session

Michele Vogel, CAP-OM, Membership, Chair

michele.vogel@adp.com

An orientation session for new members of the North Jersey Chapter will be held at **6:00 p.m.** on **Thursday, June 6, 2013** at The Village Inn, just prior to our monthly meeting which will occur that evening. All new members as well as any seasoned members who could use a refresher or would like to see the latest information are encouraged to attend.



Committee Volunteers Needed

Committee Involvement - Be Part of the Action!

If you're a member of the North Jersey Chapter IAAP, then you're someone who believes in being active, learning new ideas, meeting new people, **and** you have many talents of your own to share. If you've been involved in committee work before, then you've experienced that renewed energy and sense of accomplishment you feel when you know you've done something well and worthwhile. In careers where we often don't see the end result of our labors, being part of a committee from beginning to end can be very satisfying, not to mention fun! So take a look at the descriptions of committees and join something in 2013-14 — better yet join with another member you already know or would like to get to know.

Team up—not only will involvement be less time intensive, but you may find time to unwind and have some fun along the way!



Chapter Committees

- ADMINISTRATIVE PROFESSIONALS WEEK PROGRAM
- AUDIT/BUDGET COMMITTEE
- BYLAWS and STANDING RULES COMMITTEE
- CERTIFICATION (CPS/CAP)/EDUCATION COMMITTEE
- COMMUNITY & WORLD AFFAIRS COMMITTEE
- MEMBERSHIP COMMITTEE
- NEWSLETTER COMMITTEE
- PROGRAMS COMMITTEE
- PUBLICITY COMMITTEE
- RESERVATIONS COMMITTEE
- SUNSHINE COMMITTEE
- WAYS AND MEANS COMMITTEE
- WEBSITE COMMITTEE



2012-2013 Members of Excellence

The IAAP Pathways to Excellence Recognition Program is designed to raise your value as a career-minded administrative professional. The following North Jersey Chapter IAAP members have achieved Member of Excellence Status for the current fiscal year:

Michele Vogel, CAP-OM
Janice B. Gardner, CAP

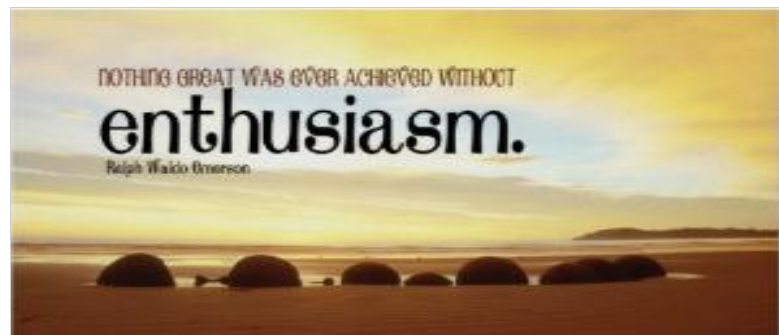
Members in the News

Don't waste your life in doubts and fears: spend yourself on the work before you, well assured that the right performance of this hour's duties will be the best preparation for the hours or ages that follow it.

~ Ralph Waldo Emerson

PHOTO COURTESY OF ESTHER DEL CARPIO

Pet therapist Esther Del Carpio, of Little Falls, and therapy dogs Molly and Butch made Easter Sunday very special for the residents of Arden Courts in Wayne. This is Molly and Butch's eighth year visiting senior homes and bringing joy to all. Anyone interested in getting involved with pet therapy can contact Del Carpio at treasures52@aol.com or call 973-890-7556.



Office Team Article

Do You Know How to Build Your Personal Brand?

We are all used to the fact that products have their own brands, as do companies. The question is, are you aware of the importance of building your own personal brand? This means: what you stand for, what you represent and what you bring to the table. Being clear about your branding can help you in many ways, be it a career change, building your own business, or developing a reputation as an employee.

What are the steps you can take to start successfully building your personal brand?

1. Create a reliable, trustworthy, and genuine relationship with your customers. "Customers" in this sense can be anybody from your "real" customers if you are a business owner or your internal customers when you are dealing with them as part of your job responsibilities. The advantages of having strong relationships with your customers are multilayered: they help you to develop your career, they support your business growth, and when you initiate any type of career change, they are your first contacts who can recommend you further! Never underestimate the importance of these relationships: they are indeed fundamental for your success.

How do you build them successfully? ALWAYS search for new ways to add value and make your customers feel you care about them.

2. Present yourself as a leader. Knowing your business/job/company/ market through and through will always set you apart. Even if you don't have any "top" position at the moment, if you build your personal brand towards being perceived as a true leader, sooner or later that perception will translate into reality, and you will achieve top positions within your organization, guaranteed.

3. Make sure that dealing with you becomes an enjoyable experience. Naturally, what people enjoy, they tend to go back for more. If you are calm, kind and helpful, you will make a lasting impression. If you combine this with knowledge, acting as a leader and willingness to build a long-lasting relationship, you will have a winning combination that is difficult to beat. And what more can one want from one's personal brand?

Having said all of the above, it is still up to you to decide how exactly you want to make your personal brand unique. This is a very useful exercise if you are serious about your future success. I recommend developing some strategies that will excite you and make you feel fired up about the whole process. Once you are satisfied with your strategy, start implementing it and watch how things begin to change—for the better.



DO NOT GO
WHERE THE
PATH
MAY LEAD
GO INSTEAD
WHERE
THERE IS
NO PATH
& LEAVE
A TRAIL

*"Never be
bullied into
silence.
Never allow
yourself to
be made a
victim.
Accept no
one's
definition of
your life;
define
yourself."*

~ Harvey Fierstein

IAAP Mission Statement:

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



IAAP Member Anniversaries

Congratulations to our members celebrating their IAAP anniversaries:

Nan Belloni, CAP	61 yrs	Barbara Fierro	7 yrs
Karen Paterno	14 yrs	Elsa Rios	2 yrs
Maureen Colucci	12 yrs	Beatriz Caldalda	1 yr
Mary Bernadette Drury	11 yrs	Mary Peragine	1 yr
Barbara Kook	11 yrs		

Members With Upcoming Birthdays

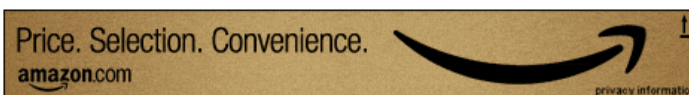
Best wishes to our members celebrating birthdays:

Janet Chidiac, CAP	June 16	Gail Clarke	July 21
Beverley Mariso	June 20	Nancy Mecca	August 4
Phyllis Wooster, CAP	June 20	Mary Nugent, CAP	August 4
Kay Duclos	July 20	Mary Ann Miksits	July 29



Acknowledgements

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



Did you also know that:

- It is impossible to lick your elbow.
- $111,111,111 \times 111,111,111 = 12,345,678,987,654,321$
- If you were to spell out numbers, you would have to go to one thousand before you find the letter "a."
- The only food that does not spoil is honey.
- On Father's Day, there are more collect calls than on any other day of the year.
- 75% of people who read this will try to lick their elbow.

Submitted by Barbara Fierro