
Delaware Chapter

IAAP MISSION

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

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Ride the Bus to Remarkable

Newsletter Date **MAY 2012**

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Message from President McLaurin

The Administrative Professionals Week was a BIG success. We kicked it off on Tuesday, April 3 at our monthly chapter meeting by playing "Administrative Professionals Price Is Right" with our guest speaker, Betsy Smith, ADMA. It was a fun evening and everyone went home with a gift. We ended by co-hosting, along with the New Castle County Chamber of Commerce, the 2nd "Administrative Professionals Day Breakfast" on April 25 with over 100 in attendance. The Delaware Chapter would like to thank the DE-MD-DC Division officers: President – Susi Benson, CAP-OM; President Elect – Pat May, CAP-OM; and Vice President – Marsha Kremzier, CAP-OM, for taking the time out of their busy schedules to attend. During this event, we were able to recruit one associate member, two new members and one member rejoined. Thanks to the officers, members and the APW committee for the success of these two events. Way to Go!

All reports were submitted to division and deadlines were met. To obtain Chapter of Excellence, we need to meet criteria's #7 and #8. There is still time to qualify for Member of Excellence. On the DE website, go to DE Chapter/Member of Excellence. Click on the link for further information and form.

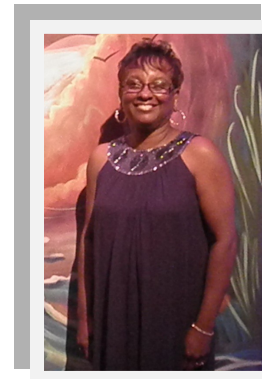
The chapter will be hosting the Friday night event (Movie Night) at the 58th Division Annual Meeting at the Sheraton Columbia Town Center Hotel from June 8-10, 2012. This will be my second annual meeting where I will be involved as a delegate. I will get to network with old friends and meet new

friends, listen to very interesting speakers, and most of all have the opportunity to vote on the 2012-2013 division officers. I am so excited!

I encourage you to attend the Annual Division Meetings and/ or EFAM. This is an experience you will never forget and once you've attended, you will crave for more. The meetings are action packed and very informative. Try one or two!

This has been a great journey for me and as we drive the bus to the end of the 2011-2012 year, I appreciate each and every one of you and would like to thank you for the encouragement, support and most of all the LOVE. I hope to see you at the June 8 bus stop!

Nothing is impossible, even the word itself spells I'M POSSIBLE.



Delaware Chapter Officers

President	Audrey McLaurin
Vice President	Sharon Racine
Recording Secretary	Delores Bridgett
Corresponding Secretary	Angie Weeks CAP-OM
Treasurer	Susan Cheadle



HOW GOOD ARE YOU AT DEALING WITH CHANGE?

By Peggy Morrow

Quick. What is your initial reaction when someone says, "We need to change the way we are doing this." Or, "We are going to be introducing a new software program." If you are like most of us, your instant reaction is negative.

Experts in the subject of dealing with change say that over 80% of the population doesn't like change. I think I am one of them. What about you? If you are part of that group, here are just a few thoughts that may help you weather our rapidly changing world.

Even when change is positive, most of us experience a strong response to change. One of the strongest can be a sense of loss, along with the struggle to accept a new direction. It is not uncommon for a person to feel an ending or loss associated with change. Your sense of loss can be in areas of competency, security or others. The more you understand this the better you will be able to deal with change.

You can move yourself through the change more rapidly if you ask yourself questions like:

1. What am I telling myself about the change? What do I fear losing?
2. Is it really true? Is everything I've been thinking about what I am going to lose really true?
3. What can I gain from this change? New skills? A sense of self-confidence? What would I like to gain? What challenges and opportunities are available for me because of the changes?
4. What first steps can I take to gain what I want?

Consciously turn your mind to what is positive about the change. Above all, don't expect yourself or your team members to breeze through change that is unrealistic. You must work at it and the more you do, the better you will get! We must learn to live with and thrive in a world of almost constant change--to respond quickly and flexibly to new demands. To develop a mindset for change. You can decide that change is a challenge and an opportunity or fight it every step of the way and get a reputation for being a roadblock for change it's up to you.

What do you want your clothes to say about you?

By Lisa B. Marshall

In the movie *The Devil Wears Prada*, new college grad Andy Sachs lands an administrative assistant job at a high-fashion magazine. Her frumpy clothes and square-toed shoes leave a bad first impression. But with a little help from a co-worker and a room full of fashion clothes and accessories to choose from, she changes her image and leapfrogs over her co-workers to become the editor's executive assistant.

Yes, I know this is a movie and not real life. But it illustrates that what you wear expresses to others who you want to be. If you're going after a high-powered executive assistant job, then dress the part. Think of your clothes as way to communicate confidence, knowledge and professionalism. Here are some more tips.

Purchase high-quality, well-fitting clothes

Most importantly, buy a few basic, good-quality pieces rather than a closet full of poorly made clothes. Look for seams that are high density and do not have loose strings. Choose clothes that are lined and use reinforcement; they will last longer and lay better. Choose dense natural fibers such as wool, silk or cotton.

Be sure your clothes fit correctly and are designed for your body type. Make sure that the crotch and armpits aren't too saggy or tight, that you're not showing panty lines, butt crack or bursting out of your bra. And don't shy away from alterations; a good tailor can work miracles.

Follow what others are wearing

There really isn't a standard dress code today, so it's best to watch what others at your company wear. Are your colleagues in three-piece suits or T-shirts and Crocs? If there is a wide variety of looks, choose something dressier than the most casual person and slightly more casual than the most formal. And if you work with clients from other companies, follow what they wear, too.

Dress for your next career move

If you're trying to get to the next career level, dress for it! What are the successful people wearing? The colleague who just got the promotion you were hoping for – what does she wear? If you want to work for the CEO, learn how the people in the top office dress. Find someone whose style says "I'm moving up," and emulate them or ask for advice.

But don't sacrifice your own style. Power-dressing doesn't have to mean a closet full of black, blue and white. Stick to some basic rules, but feel free to spice up your wardrobe with splashes of color or accessories that highlight your personality.

Clothes communicate confidence

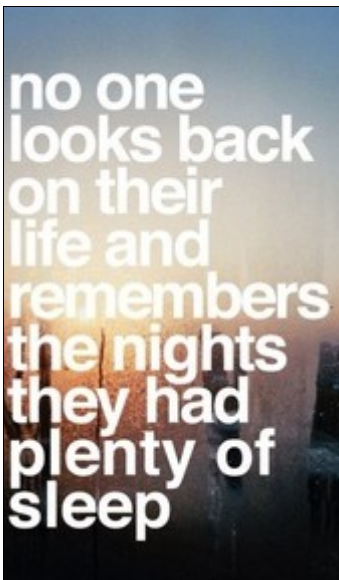
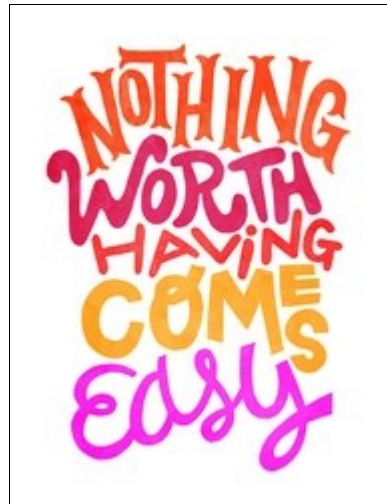
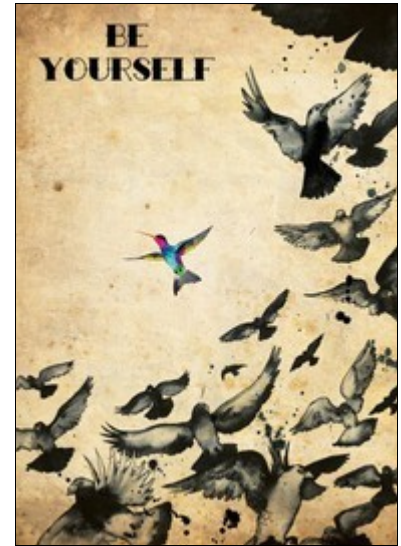
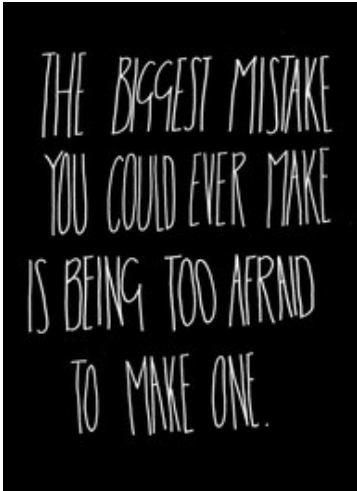
What you wear says more about you than almost anything else. If you want to be successful, make sure your clothing choices say success. Even if you work behind the scenes, don't fall into the trap and think your clothes don't matter.

Every time you walk into a meeting, run an event or walk to the break room, people notice you. What do you want your clothes to be saying?

Put tape on the mirrors in your house so you don't accidentally walk through into another dimension.



My grandma says she has eyes in the back of her head... I hope it's not hereditary



Please visit the [DE-MD-DC](http://www.demddc-iaap.org/DEMDDCDivision/) Division website to read about and keep up-to-date on what is happening at our Division level.

<http://www.demddc-iaap.org/DEMDDCDivision/>

Birthdays to celebrate for May

Susan Mulrooney – May 2
Roberta Miller- May 17
Kelly Martin – May 19

Susan Cheadle—May 28
Carolyn Schadron—May 30

Organization Excerpt from Who Took My Pen ... Again?

Most assistants think that being organized is basic and every administrative professional knows you have to be well organized. Well, knowing it and actually doing it are two different things.

When you are not well organized, you will pay a price. And it won't be economical! The price you pay is that everything you do will take longer to complete:

- You'll spend time finding the paperwork you did not file.
- You'll hunt for the USB receiver to your executive's wireless travel mouse.
- You'll search for the catering order you left on your credenza for next month's conference (but the agenda is in your inbox under today's mail).
- You'll turn things in last minute, always in a "fire extinguishing" mode.
- You'll have multiple copies of the same item because you keep reprinting it.

The hallmarks of the unorganized are that while looking for one item, you'll come across something else you needed but didn't know where it was. Or when your manager asks you for something, you always have to get back to her. And you'll often wonder where the day goes.

So how do you get organized and what can you start with?

There is a spectrum of items you can organize. You can organize your thoughts, supplies, tasks, work space, your manager, emails, and your day. While we can branch out into each of these areas, for this chapter we are going to focus on a few critical areas where you can and should be organized.

Let's think about the flow of information. Information streams to you from all directions: emails, hard copy, your manager(s), co-workers, vendors, customers, other departments, and possibly ongoing e-zines or newsletters. Information is above you, behind you, in front of you, and on top of you. Your position is essential to the flow of business. You are in a magnificent position of control and power. It is imperative that you not be a bottleneck. You must keep information flowing.

Is your email process logical? Or do you say, "Whatever I feel like. My inbox is full and I just open them as I see them." Is your email correspondence placed in neatly organized folders and files? Do you use color flags? How do you organize your executive's emails (if you are even involved)?

As of the writing of this book the average number of emails an assistant manages is 150+ per day and 300 per day on the high side. That includes the assistant's and his manager(s) email. Each email can take 1 – 5+ steps depending on what the email is about and whether the sender and receiver are communicating efficiently.

Part of organizing is prioritizing. Prioritizing takes logical, analytical thought. With the influx of information coming at you from all directions and supporting more than one manager, using a logical approach is more important than ever. This is something you should not take for granted or assume you know all there is to being organized.

It will always be worth your time and energy to seek ways of becoming more organized. It will save you time, stress, and improve profitability for your organization. You will become a greater asset to your manager. Even if you are only handling your own emails (which many assistants do), you still need to organize and prioritize. You need to take a holistic approach to your filing system, task list, and any other technical tools you use. When you grasp this, you will feel terrific and in control.

THIS 'N THAT

Submitted by Pat Wilkes

Member of Excellence “MoE”

The deadline for submission is fast approaching for MOE submission so make sure that you complete your information and send electronically to International by 11:59 pm Central Time on June 30, 2012. As of April 23, Roberta Miller, CAP-OM and Carol Thomas have received their MOE. Congratulations and good luck to everyone else with completing your criteria!

Chapter of Excellence “CoE”

As of today's date, we are on track to complete the 8 CoE criteria for the 2011-2012 IAAP Year. As you may know, with the Chapter of Excellence designation the chapter will receive a podium banner (first year) and in subsequent years will receive a banner year patch (we have the banner, so should receive the banner year patch). Each year, the CoE award will include one of the following two options: a \$100 IAAP gift certificate or \$150 credit toward subscription to the IAAP Web Community.

APW Event – from me as Chapter member
If you did not attend the APW event which was held on April 25th at the Embassy Suites in Newark, you missed an awesome event. The education and motivation messages provided by Joyce Proctor were ‘right on’ and the ending message provided by Angie Weeks, CAP-OM, had the place hopping. Thanks to Sharon Racine, Barbara Weiss and the rest of the team for organizing such a great event and of course for all the door prizes.

A backscratcher will always find new itches; a brown-noser will always find new sense

How a Blank Browser Page Can Boost Productivity

by Stever Robbins

When you open a modern web browser, you can set the home page it takes you to. Sometimes the home page is a gallery of recently visited sites, or a search page, or a news site, or your corporate internet page.

While this seems extremely convenient, it has a hidden dark side. Your brain will use what it's looking at as a jumping-off point for what to do next. If you didn't open your browser with a specific destination in mind, you'll tend to start browsing whatever pops up by default.

I've found a powerful alternative is to configure my browser not to open with prior tabs or windows, and not to open to any site. I have it open to a completely blank window each time I start.

This leaves me in a position where each time I open the browser, I have to think, "Why am I opening my browser? What do I want to do today?"

This way, I identify my needs and start my browsing session with my goals in mind. A blank page leads me to make my web browsing a tool in service of today's goals, rather than a distraction that pull me back to yesterday's distractions .

A boss with no humor is like a job that is no fun

Everything in moderation, including moderation

Event Planners Must Never Settle -

by Richard Brody

As an experienced event professional for well over thirty years, who has been intimately involved with hundreds of events, meetings, conferences and conventions, with groups ranging from about fifteen to thousands, I often find myself observing what inexperienced individuals do with the events they organize or run. A true event professional thoroughly plans all aspects, from intensive negotiations based on the needs of the organization he/she represents, through extensive planning of every detail from the initial planning stage, through the marketing, promotion, and implementation stages, to being on site to oversee that everything is implemented as planned. There is probably nothing as frustrating or disappointing to a true event professional that observing others over look and seem to not even consider essential details. There is no place for excuses in event planning, and planners and organizers must commit to doing their very best.

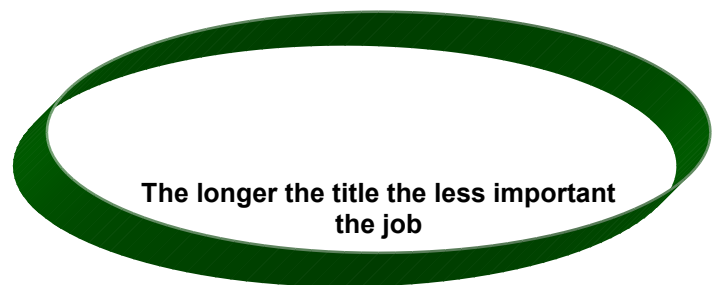
1. Some venues are easier in terms of pleasing attendees than others. For example, cooperative and nice weather in a resort venue often lets attendees overlook certain oversights, while, of course, if the weather were not so cooperative, attendees often develop a less accommodating attitude. Regardless, an event planner must never simply adopt the attitude of praying for good weather or letting a beautiful resort help woo attendees, but rather must strive to enhance every attendees experience by thoroughly planning.

2. One of the most overlooked aspects of an event is often as simple as making attendees feel welcome. One of the priorities of event coordinators must be making attendees feel that you care about them, and letting them feel personal warmth, so that weather the weather is warm or

not, attendees still have a positive experience.

3. While no event professional has control over the quality of food served, the best ones conduct tastings in advance, and tweak menus when something doesn't work. Great event professionals always emphasize providing both value and perceived value for attendees. Amazingly, I have overheard some organizers actually saying that the great weather compensated for the less than optimum food and service. There is never an excuse for accepting inferior service, and true event planners discuss in detail with the management and staff precisely what their expectations are, and what challenges they anticipate. They then create back up plans or contingencies, so that if something occurs other than originally what was planned, there can be a seamless transition to an effective and worthwhile contingency plan.

A great event requires thorough, effective and great planning, so that luck becomes less important, and the overall experience is enhanced. True event professionals are like Girl/Boy Scouts in that they are always prepared, and never settle for less than the best possible product. Does your organization need a professional event planner, or at least some professionally designed event planning? Most that do end up saving time, money, resources and aggravation, and please far more people than those who haphazardly go with the flow!



Five Cool New Features in Office 2010

Recover Unsaved Documents - I can't imagine there is anyone out there who hasn't done this at least once. You spend a long time typing up a nice brand new document, only to accidentally click NO when you are prompted to save it at the end. In prior versions, you were completely out of luck and had no recourse for any kind of recovery. Enter Office 2010! When you reopen the program, on the File tab under Recent, look in the bottom right corner. You will see a folder icon that says Recover unsaved document/worksheet/etc (different in different Office programs). Click that and it will show you the unsaved files you had for the last four days. Waaa hoo! Microsoft claims in its help file that this can work on previously saved files too. Basically you have to make sure that AutoSave is turned on with the option to Save Last Autosaved Version If I Don't Save Changes checked (find these options in File-Options-Save). In order for that to work, you need to have had the file open long enough for an Autosave to kick in and even then, you'll only get your changes back to the last time it AutoSaved. Still it's worth a shot, so take a moment to select that option right now.

Photo Album - PowerPoint 2010 has added a very nifty new feature called Photo Album. You can find it on the Insert tab. It allows you to enter multiple pictures and it will arrange them on the slides for you. Decide you want 2 pictures per page, no problem, PowerPoint reformats them all for you. Change your mind - want 4 pictures per page? Zip, it's done by changing the drop down on the photo album window. Want to have a text box next to each image? You can add them easily from the photo album page. While you are in the photo album window, note that you can - on the fly - rotate images, crop them, change the order, etc. You can also access the photo album (for editing after you have inserted it) by right mouse clicking your slides on the left hand navigation pane. Really cool new feature!

Remove Backgrounds in Photographs - Office 2010 has added the ability to remove background images in pictures. You just click the part of the picture you want removed, and voila! Instant white space.

Insert Screen Shots - Previously if you wanted to add a screen shot, you would press Alt-Prt Scrn and then paste the screen shot where you wanted it. Office 2010 has automated that step. Click on Insert - Screen Shot and you will get a drop down pane with thumbnails of all the windows you have open. Click the one you want and a screen capture picture is pasted into your document. Bam!

Customize the Ribbon - One of the biggest frustrations with Office 2007 was the inability to customize the ribbons. Office 2010 has fixed that little problem, thank goodness. Just right mouse click on your ribbon (note it can be context sensitive, so it won't show if you right mouse click on top of your styles for instance), choose Customize The Ribbon and get to customizing (including creating your own tabs on the ribbon)! Easy peasy!

Lot of NICE things have been added in Microsoft Office 2010. If anyone is thinking of upgrading from 2003, do yourself a favor and go straight to 2010.

Surprising Cleaning

Uses-hidden tricks

Rubbing Alcohol as Permanent

Marker Remover

Remove permanent marker from countertops and walls. Pour a bit of alcohol onto a cotton ball and rub on the stain. (Spot test on a hidden area first.)

Tape as Keyboard Cleaner

Remove dust and crumbs from a keyboard and slide a short strip between the letters.

Toothpaste as CD Cleaner

To restore a damaged CD, apply a dot of non-gel formula toothpaste to a cotton cloth and rub in a straight line from the center of the CD outward, covering any scratches. Rinse off the toothpaste with water.

Panty Hose as Candle Cleaner

Revive a forgotten flickerer. Slide a dusty candle inside a stocking and roll it around

Salt as Iron Cleaner

Eliminate sticky residue from an iron. Run the hot iron (no steam) over plain paper sprinkled with salt

Olive Oil as Stainless Steel Cleaner

Buff streaks out of stainless steel with a little oil on a terry-cloth rag, then shine with a dry paper towel.

Lint Roller as Handbag Cleaner

Quickly clean the interior of your purse by running a lint roller over the lining.

Baby Oil as Chrome Polish

Forget keeping skin soft, baby oil also polishes chrome. Apply a dab to a cotton cloth and use it to shine everything from faucets to hubcaps.

You'll end up with shiny, happy surfaces from a medicine-cabinet staple. (Who actually owns chrome cleaner, anyway?)

Car Wax as Sink Polish

Polish faucets, sinks, tile, even shower doors with Turtle Wax, which leaves behind a protective barrier against water and soap buildup, so

your hard-earned sparkle will last past the next tooth-brushing.

Cotton Ball as Rubber Glove Protector

For leak-resistant gloves at your fingertips, push one cotton ball into the end of each finger of a dishwashing glove to keep sharp nails from splitting the rubber.

Salt as Iron Cleaner

Eliminate sticky residue from an iron. Run the hot iron (no steam) over plain paper sprinkled with salt.

Hair Dryer as Sticker Remover

A little hot air quickly loosens price labels—with zero fingernail-chipping frustration.

Seam Ripper as Vacuum Roller Cleaner

Restore a vacuum to maximum power by cutting the lint and hair from its roller brush.

How to Keep Your Bathroom Clean Without Cleaning

By Amanda Thomas

What I'm about to say may shock you. Please prepare yourself. Sit down if you must.

Here it is: I never clean my bathroom.

Gasp

"How can that be?!?" "She's the Domestic CEO!" "How could *she* have a nasty bathroom?!?"

Ok, did we get it all out? Let me first start by saying, it's not what you think. My bathroom is not nasty. There's no mold growing in it, no soap scum hardened on the shower walls, no ring in the toilet even. It's not spotless, but it's pretty darn clean. How can this be considering I just told you I never clean it? Simple: I don't let it get dirty.

I can hear you scoffing now. But before you make any wild assumptions like, "She must just always shower at the gym," consider this: What if there were 3 things you could do that would take less than 3 minutes a day but would keep your bathroom so clean that you'd never have to scrub it again? Would you want to know what those 3 things are? Would you do them on a regular basis to prevent ever having to get out the harsh chemicals and scrub brushes? If you are saying yes (or nodding), then this episode is for you.

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If your bathroom is currently in less than ideal condition, you may need to do a deep clean on it before putting these 3 tips into practice. So what are you waiting for? Get out your rubber gloves, muster up some elbow grease, and celebrate that this will be the last time you'll ever scrub that room!

1. Keep Things Put Away

The first step in keeping any area of your home permanently clean is to cut down on the clutter. This is especially true in the bathroom because of its small size and the amount of grime that can happen in there. Having surfaces covered in bottles, makeup, hair tools, and doodads will not only make it seem dirty, but it will actually make it harder for you to keep clean.

Strive to have near-empty surfaces in your bathroom. Have a home for everything behind closed doors in a vanity or cupboard. As a side note, shoving things into a drawer or into a cabinet is not considered a "home" for your items. Your goal is to have an actual space, preferably labeled, where each item is always kept. But that's a whole different episode. For now, I'm just going to tell you to put everything away as it is the key to Steps 2 and 3 in your master plan for a continuously clean bathroom.

2. Keep "Tools" Where You Use Them

Having a tool to clean when you need it is half the battle. Win the war on bathroom grime by keeping some cleverly-disguised tools at hand. The first tool is obvious: a toilet brush. Keep one in each bathroom. Unfortunately, there's no real way to make a toilet brush look like anything other than a toilet brush, but you can get ones that are hidden or small. If you get a smaller one, you can likely stash it behind your toilet where no one else can see it, but you know it's there. Or, you can get a bigger one that comes in its own hiding container. Get whichever you prefer, just put one in each bathroom.

Next, keep a basket of rolled washcloths on your counter. You actually want these to be a little rough, so you can get cheap ones that match the colors of your bathroom. Because they look like they belong, no one will ever know that you use them for cleaning instead of to wash your face. I actually keep an additional set of these little towels and a plastic cup on the ledge of my soaking tub, too. I'll tell you why in the next step.

Finally, keep flushable wipes on the back of each toilet. Not only can these help keep your backside clean, but they're also the magic tool for cleaning your toilet. More about that in Tip #3.

Cont'd from pg 9

How to Keep Your Bathroom Clean Without Cleaning

3. Clean BEFORE it Gets Gross

Now that you have your surfaces clear and your tools where you need them, the rest is a snap! The toilet brush that's in each bathroom is no longer used for scrubbing the toilet. You are actually just going to swish the water around, focusing on the water line. You won't even need toilet bowl cleaner! Pick a morning each week to do this, and you will never have to scrub the toilet bowl again. Yes, there might be a few spots that need a little extra attention or a spritz of cleanser, but for the most part it's just a few moments of swishing. Then, grab one of those conveniently-placed flushable wipes, and run it over the lid, seat, and base of the toilet bowl. In less than 90 seconds, your toilet is clean.

The rolled washcloths on your counter are used to quickly wipe down your mirrors and counters. No need for glass or surface cleaner, simply dribble a little water onto the cloth and wipe. For mirrors, use a very small amount of water to wash the glass, then use the dry part of the towel to buff it. Do this whenever the water spots or dust appear, and in less than 2 minutes, your sink area is all clean.



SMILE

A friend asked me to replace the rotted post that her mail- box sat on, but to save the beloved old box.

I managed to extract all but one of the rusty nails in the bottom of the mailbox.

To free the last nail, I wrapped my arms around the box in a bear hug and started yanking up.

Just then a truck came by, and the driver stuck his head out the window... "I tried that," he said, "but the bills just keep on coming."

10 Good Reasons to Attend a Chapter Meeting or Event

1. You are important to the chapter; your absence will be felt.
2. It's vital to support your teammates. You might need them to support your ventures in the future.
3. You never know when and where opportunity will be knocking.
4. Your presence is essential for relationship building.
5. Valuing IAAP activities is imperative for future growth.
6. We owe it to fellow members to participate.
7. Joining IAAP at the chapter level is a commitment to the group.
8. Get a full return on the investment.
9. There's always something new to learn and experience.
10. Voice your concerns and give suggestions before the chapter is committed to a course of action. Create, don't just critique.

We're on the web:

<http://delawarechapter.iaap-hq.org/DelawareChapter/Home/>

CHAPTER MEETINGS

May 15
June 5

Chapter Board Meeting
Chapter Meeting
Installation of Officers

Christiana Hospital
Christiana Hospital

Life is too short to let someone
make you miserable. Remember,
someone can only make you
unhappy if you give them the
power to do so.

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The Foundation of IAAP is committed to the ongoing support of administrative professionals through research, education and community based initiatives. Mission Statement – The Foundation of IAAP

May 1, 2012

Dear IAAP Members,

We have some exciting news! As you may have already heard, the Retirement Trust Foundation and Research and Educational Foundation are being merged into one non-profit organization: The Foundation of IAAP. We haven't nailed down all the details yet, such as program specifics, because we're currently "under construction." Put on your hard hat and take a tour of what's ahead.

The Foundation of IAAP will support the profession in the same way the RTF and R&E foundations do currently. The Foundation of IAAP will offer education, research and training to the administrative professional community, in addition to community based initiatives inclusive of the retirement housing at Vista Grande. Through the donations of IAAP members and other stakeholders in IAAP, such as our valued corporate partners, we will continue to support admins now and into the future.

Helping our own — "members helping members" — is a commitment pursued for decades by IAAP's two foundations. The RTF has been committed since 1947 to helping our own by providing retirement housing assistance to admins in need. The R&E has been supporting admins with research, scholarships and benchmarking studies since 1966. These two non-profit arms of IAAP are both dedicated to helping admins all through their professional life and beyond.

Why the change? Over the years we've often been asked: Why two non-profits? It's confusing. Where do we send our donations? We feel like we have to choose one foundation over the other. Which foundation does IAAP value more? Throughout the last year the IAAP Board of Directors and the RTF Board of Trustees sought answers by examining these two foundations and their missions. What became apparent was if the two foundations were combined, we would eliminate the duplicative administrative fees and would create a more focused fundraising effort to continue to help admins through all stages of their lives, and become better stewards of the funds you've entrusted to us.

This spring, the RTF Board of Trustees, The R&E Board of Trustees, the IAAP Board of Directors and headquarters staff met in Las Vegas for their first-ever joint meeting. This was a day-long dialogue and assessment on the current and future direction of IAAP's two non-profits, culminating nearly a year of thought, planning and brainstorming. The two boards made a unanimous decision to join the RTF and the R&E together to create The Foundation of IAAP. The board of trustees of the R&E voted to dissolve the foundation and transfer its assets to the RTF. The RTF Board of Trustees voted to change the name of their foundation and expand its mission to include the R&E.

The governance structure of the new foundation will be changing to offer more leadership opportunities. Each IAAP district will have direct representation on The Foundation Board of Trustees. Members of IAAP will elect the chair of The Foundation, who will also be a voting member of the IAAP Board of Directors. During this transition year, the IAAP Board of Directors will appoint trustees to oversee The Foundation. Starting in the 2013-2014 IAAP year, these positions will be elected in accordance with the amended Bylaws of The Foundation of IAAP.

Follow this link to view the proposed bylaw amendments on the IAAP Web Community.

Throughout this past year, we've communicated that the RTF wasn't actively fundraising but was accepting donations. That's changed. During our "Under Construction" stage, while the R&E and RTF are going through the process of joining together, we are enthusiastically and proactively fundraising and accepting donations. When we start the new fiscal year, we'll have funds right from the start, funds for "members helping members." We are actively fundraising, beginning today. If you'd like to donate, make your checks payable to the RTF while we're hammering out all the details.

We are excited about everything The Foundation can do to help admins now and into the future. Thank you for all your past support of the profession through your gifts and your time.

Sincerely,
Tamra Goodall, CAP-OM
International President
Kelly A. Reggio, CAP-OM
Retirement Trust

**The Delaware-Maryland-District of Columbia Division
58th Division Annual Meeting and Education Forum
June 8-10, 2012**



**Sheraton Columbia Town Center Hotel
10207 Wincopin Circle; Columbia, MD 21044**



Registration is Open

via the Division website: www.demddc-iaap.org

**Registration Questions?:
contact Shanthi Srinivasachar, CAP-OM
301-219-6256; email: shanthi4@verizon.net**



Networking, Learning and Camaraderie!

Featuring:

**President-Elect Karlana Rannals, CAP-OM
Providing an IAAP Business Update
Education seminar presented by
Rhonda Scharf, CSP**

**On The Right Track Training & Consulting
Friday Chapter Member Awards Luncheon
Saturday Division Business Meeting**

**Saturday Evening Division Awards and Installation Banquet
Chapter Fundraising and Vendor Showcase**

**Sit pool-side or visit a local restaurant; you'll have time to get to know and network with your
division members and members-at-large**

**Hotel registration link: CTRL+Click or copy & paste into a web browser:
<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1201048085&key=4A51E>**

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you'll be talking about it
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