

The IAAP Liberty Bell Chapter Town Crier NEWSLETTER



Ringling In the News

September/October

2008

Newsletter Committee

Debbie F. Ingalls

Rebecca A. Beatty



Welcome to the Liberty Bell Chapter Newsletter
www.iaaplibertybell.citymax.com

September/October 2008

Liberty Bell Chapter No.: 216325

2008-2009 Chapter Officers

President

Pat Clark
W: (215) 351-1424
H: (215) 424-3684
Email: patriciac@ecs1870.org

Vice President

Missy Murray, CPS/CAP
W: (800) 349-7707 x114
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Treasurer

Cheryl Dessus
W: (215) 254-7739
Email: cdessus@pennoni.com

Recording Secretary

Nancy Marlin
W: (215) 575-4751
Email: nmarlin@pewtrusts.org

Corresponding Secretary

Rebecca Beatty
W: (215) 979-7700
Email: rbeatty@burns-group.com

Message from the President

Greetings!

Here we are again, starting a new and exciting year with IAAP and the Liberty Bell Chapter! We have new Officers and many new members for the 2008-2009 year.

This year is proving to be a great year as we move into the Spirit of Excellence. Our Division has opted to flow with the theme "***Excellence in Action***" penned by our IAAP International President, Barb Horton and I believe that we, the Liberty Bell Chapter should follow in the same manner.

Excellence is what we should always strive for in our daily walk. When you walk in the spirit of excellence it shows that you care about who you are and what you are doing.

I believe that the Liberty Bell Chapter is pursuing Excellence in Action in all that we say and do.

We have some great programs on the horizon. One of the major events this year is hosting the Southeast Council Meeting on November 1, 2008 in Plymouth Meeting. Also, make plans to attend our Annual Meeting in May 2009 and our International Convention in July 2009.

Keeping checking for updates on our website, in our newsletter and emails.

Your Board is here to assist you in any way possible. Please don't hesitate to contact any Board member or me with any questions or concerns. As our PA Division President, Jean Bohinski stated, "We want this year to be an "***Excellence in Action***" year!"

Sincerely,

Pat Clark, President



International News

Presidential Election

The International Association of Administrative Professionals (IAAP) elected Barb Horton, CAP as President of our organization for the 2008-2009 term at the 63rd Annual International Convention and Education.

Barb lives in Surrey, BC and works as a Customer Care Coordinator for Terasen Gas, Inc, where she has been employed for the last 15 years.

In addition to the CAP, Barb has won awards and recognition for Outstanding Director in New Chapter Development and Outstanding Director in Membership.

Barb can be reached via email at bhorton@iaap-hq.org.

President's Book Discussion

Barb Horton, President of IAAP has created a forum for discussing leadership related books and publications. Each month the discussion pertains to a different book designed to help one achieve his or her career goals. The September book was *Never Check E-Mail in the Morning and Other Unexpected Strategies for Making Your Life Work* by Julie Morgenstern. October's book is *The Seven Habits of Highly Effective People—Powerful Lessons in Personal Change* by Stephen Covey.

To access the discussion board, please click the link below:

[Discussion Board](#)

Northeast District News

Dawn Hall, CAP has been named as the Northeast Representative to the Retirement Trust Foundation (RTF) Committee. She will be the main contact regarding RTF and Vista Grande.

For those of you who are new or are unfamiliar, Dawn explains the purpose of the RTF is to financially support and "run our retirement center, Vista Grande, located in Rio Rancho, New Mexico."

Dawn made her first update on September 8, 2008. She noted that the month of November is RTF month and requested that all IAAP members promote the RTF by doing fundraisers and donations.

Dawn can be contacted at (717) 671-4935 or via email at dmariehall@verizon.net.



Pennsylvania Division News

Southcentral Council Meeting

The Southcentral Council Meeting was held on September 27, 2008 at the Dobbin House in Gettysburg, PA. This event was hosted by the Toll Gate Chapter.

2009 Annual Division Meeting

Preparations for the 2009 Annual Division Meeting are underway. Golf shirts in royal purple with gold stitching that notes the meeting theme and date are now available for purchase. The cost is \$30.00 and includes shipping prior to the event. All proceeds will be used to benefit the 2009 Annual Division Meeting. For more information, contact Diana Comber (dcomber@comcast.net) or Kathy O'Connor, CAP (koconnor@rohmmaas.com).

2008-2009 Division Directory

The 2008-2009 Division Directory is now available. Please contact Sheri Hoffman, CPS, for a copy.

Sheri Hoffman, CPS,
Susquehanna Valley Chapter President
(570) 524-6744
shoffman@hrg-inc.com

Liberty Bell Chapter News

Southeast Council Meeting

The Liberty Bell Chapter is hosting this year's Southeast Council (SEC) Meeting. The meeting is scheduled for Saturday - November 1, 2008 from 8:00 a.m. to 12:00 noon. The meeting will be held in Plymouth Meeting at the Courtyard by Marriott located at 651 Fountain Road, Plymouth Meeting, PA 19462.

There will be 2 presenters from the Liberty Bell Chapter. Vice President, Missy Murray, CPS, CAP will be speaking on the State of the Liberty Bell Chapter and Janice Johnson will be presenting on behalf of the Registration Committee for the Division Annual Meeting in May of 2009.

Registration is \$30 and must be completed before 12:00 noon on October 24, 2008. Checks should be made payable to Diana Comber and mailed to her attention at 422 Pleasant Valley Drive, Conshohocken, PA 19428.

If you have any questions, please contact Diana Comber at dcomber@catalystusa.com. A copy of the Agenda and Registration Form are included on Page 6 of this newsletter.

Upcoming Liberty Bell Chapter Meeting

The next meeting of the Liberty Bell Chapter is scheduled for October 21, 2008. The meeting will be held at Episcopal Community Services located at 225 South Third Street, Philadelphia, PA 19106. The meeting is scheduled for 6:00 p.m. and dinner will be provided. To RSVP by October 17th, please send an email to iaaplibertybell@yahoo.com.

Meeting Locations (see calendar of events for schedule)

Pennoni Associates, Inc. (PAI) One Drexel Plaza 3001 Market Street, 2nd FL Philadelphia, PA 19104	American Board of Internal Medicine (ABIM) 510 Walnut Street Suite 1700 Philadelphia, PA 19106	Episcopal Community Services (ECS) 225 South Third Street Philadelphia, PA 19106
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Liberty Bell Directory

The Liberty Bell Chapter is currently in the process of creating a membership directory. If you would like to be included in the directory, please forward your name, mailing address, telephone number, fax number (optional), cellular (optional), email address and IAAP anniversary date to Cheryl Dessus at cdessus@pennoni.com.

Calendar of Events

<u>October</u> October 21, 2008 Chapter Mtg. - ECS	<u>November</u> November 1, 2008 Southeast Council Mtg. November 18, 2008 Chapter Mtg. - PAI	<u>December</u> December 16, 2008 Chapter Mtg. - ABIM	<u>January</u> January 20, 2009 Chapter Mtg. - PAI
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Birthdays and Anniversaries

Birthdays

Rachel Butler—(9/1)
Nancy Marlin—(10/28)

Anniversaries

Janice Johnson—4 years
Severa Kolodzieczyk—2 years

New Chapter Members

Rebecca Beatty
Nina Bloch
Christine Brocco
Severa Kolodzieczyk
Stacey Sklaver
Jamila Wilson



Puzzle Page

Word Find

Each of the following words relate to administrative and executive assistant day-to-day functions. See if you can find them all!

spreadsheets, copier, calendar, travel, quality, management, executives, administrative, paperclips, telephone, stapler, computer, supplies, reservations, signhere, facsimile, business, reminders, printer, sort, toner, envelopes, letterhead, template, coordinator, dictation, appointment, scheduler, contact, committee, registration, keyboard, labels, filing, application, correction, proofread, certification

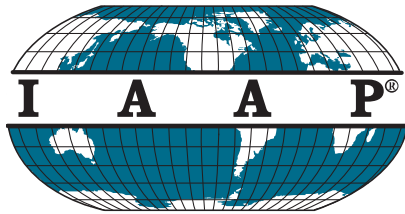
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Sudoku

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**International Association of
Administrative Professionals®**
Pennsylvania Division

**Southeast Council Meeting of the
Pennsylvania Division - IAAP®**
Hosted by Liberty Bell Chapter

Saturday, November 1, 2008
Courtyard by Marriott
651 Fountain Road
Plymouth Meeting, PA 19462

AGENDA

- 8:00 a.m. Continental Breakfast
- 8:30 a.m. “IAAP® Leadership 101/Back to Basics”*
Presented by Diana Comber, PA Division President-Elect,
- 9:30 a.m. “Making It Click: Successful Relationships between Managers
and Administrative Professionals”*
Presented by Rosemary Kaltenbacher and Tom Esack,
OfficeTeam - Wayne, PA
- 10:30 a.m. 2009 Pennsylvania Division Meeting Workshop
Led by Kathryn O’Connor CAP, Committee Chair
- 12:00 p.m. “Simplifying Your Life with Vmeals”
Presented by Peter Romando, Vmeals – Charlotte, NC
Food provided by local caterers/restaurants affiliated with Vmeals.

**Recertification Points Pending*

Reservations: Cost: \$30.00 per person
Please contact Diana Comber, PA Division President-Elect at
484-362-0314 or via e-mail at dcomber@catalystusa.com no
later than 10/24/08.

Please note that cancellations and no shows after the Reservation Deadline will be charged for the cost of the meeting!

Registration Information:
Cost per Person: \$30.00

Mailing Address for Registration:

Diana Comber
422 Pleasant Valley Drive
Conshohocken, PA 19428
Phone: 484-362-0314 (w)
484-213-7668 (c)
Fax: 484-362-0415

E-mail: dcomber@catalystusa.com

Registration Form:

Please make your check payable to:
Diana Comber

Reservation Deadline: By Noon
Friday, October 24, 2008

No refunds or cancellations after
October 27, 2008.

Name	_____
Address	_____

Phone	_____
E-mail Address	_____

