

# THE JOURNEY

## President's Message

The following poem has shown up online and in stray emails. Its author is unknown.

I am thankful for ....

- ..the mess to clean after a party because it means I have been surrounded by friends.
- ..the taxes I pay because it means that I'm employed.
- ..the clothes that fit a little too snug because it means I have enough to eat.
- ..my shadow who watches me work because it means I am out in the sunshine.
- ..a lawn that needs mowing, windows that need cleaning and gutters that need fixing because it means I have a home.
- ..all the complaining I hear about our government because it means we have freedom of speech.
- ..the space I find at the far end of the parking lot because it means I am capable of walking.
- ..my huge heating bill because it means I am warm.
- ..the lady behind me in church who sings off key because it means that I can hear.
- ..the piles of laundry and ironing because it means I have clothes to wear.
- ..weariness and aching muscles at the end of the day because it means I have been productive.
- ..the alarm that goes off in the early morning hours because it means that I'm alive.
- ..getting too much email that bogs me down but at least I know I have friends who are thinking of me.

I am including with this month's newsletter the Call to Nominations information. Please read it and give careful consideration to serving as a Division officer. It is the best opportunity you will ever get to expand the leadership skills that you can take back with you to your job. Talk about a great investment!

I wish each and every one of you a very restful Thanksgiving.

Bianca M. Constance  
President, New York State Division

### Our Mission

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

### 2009-2010 Division Officers

President  
Bianca M. Constance  
[nysdiaapprez@yahoo.com](mailto:nysdiaapprez@yahoo.com)

Vice President  
Jennie E. Barchet CPS/CAP  
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Secretary  
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Treasurer  
Diana L. Wetmore  
[nysdiaaptreas@yahoo.com](mailto:nysdiaaptreas@yahoo.com)

## Featured Chapter: New York City

Greetings from the New York City Chapter, serving administrative professionals who live and/or work in the borough of Manhattan. Nicknamed the "Big Apple Chapter" by some members, the NYCC was chartered on March 31, 1949 with 91 members. It was the mother chapter to many of our current "downstate chapters" which quickly came along - Long Island in 1952, Brooklyn and Staten Island in 1953; Bronx County in 1954, and a Future Secretaries Association Chapter at Berkeley Secretarial School in 1969.

Currently there are 85 members in the chapter. Board members are: Jeanine Scaccio, President; Dianne Richards, Vice President; Teresa Connolly, Secretary and Loretta Gadson, Treasurer. Member and former chapter president Bianca Constance currently serves as New York State Division President.

The chapter has been privileged to host many important events for IAAP and its predecessors, the National Secretaries Association (NSA) and Professional Secretaries International (PSI). Among these are:

1951: New York City Chapter hosted the New York State Chapters under the direction of the State Advisor. This was the first unofficial New York State meeting.

1957-1958: New York City Chapter hosted the Annual Meeting, with Bertha J. Stronach as Chairman.

1960-1961: New York City Chapter hosted the Northeast District Conference. (Watertown Chapter hosted the Bowling Tournament, which was won by New York City Chapter - in stark contrast to this year's bowling tournament which was lost by members of New York City).

1969-1970: New York City Chapter and members of the Inter-City Council hosted the International Convention.

The contributions of New York City members to the New York State Division and International Association are varied and many and continue from our earliest days to the present:

New York State Division Presidents have included June E. Sprague CPS, Bertha J. Stonach CPS and Bianca M. Constance.

Alicia Cogan: Northeastern District Reporter for "The Secretary"

June E. Sprague CPS: International Northeast Vice President, International Counsel

Bertha J. Stronach CPS: Northeast Vice President, International President-Elect, International President

Hazel Keller CPS: Coordinator - International Counsel

Serving on International Committees: Ellen R. Timmons CPS; Ruth M. Quade CPS; Clara Kuckling CPS; Bridie Race; Juanita Latimore.

In recent years, the New York City Chapter has garnered awards for its newsletter *Admins in the Apple* as well as for membership growth. Two of its recent presidents, Bianca Constance and Jeanine Scaccio have received the coveted Distinguished Chapter President award for membership growth. What's next in the Big Apple? Stay tuned.

Jeanine Scaccio, New York City Chapter President

**Save The Date! Mark Your Calendars Today!**

May 21-23, 2010. Flower City Chapter is hosting the 58<sup>th</sup> New York State Division Annual Meeting in Rochester, New York.

Next month, we journey over the East River to the Brooklyn Chapter.

## The Retirement Trust Foundation

Della, a Dollar and a Dream!

Iris M. Alvarado CPS/CAP, Division Chair, Retirement Trust Foundation

Happy RTF Month! Yes, November is Retirement Trust Foundation Month. The RTF is a nonprofit organization founded in 1947. Della Herring asked at a meeting of Secretaries International why there was no retirement home for secretaries and contributed the first dollar toward the cause. Her dream was realized, and today, the Trust owns and operates Vista Grande Retirement Center in Rio Rancho, New México.

The Trust has expanded its vision to other goals while maintaining Della Herring's vision of helping retired administrative professionals. With RTF reVisions, reVisions 2.0, the Financial Assistance Program, the Online Resource Center and Vista Grande, the Trust's mission of helping IAAP members has definitely intensified. As a matter of fact, the Trust has a new mission statement. It is "to provide housing assistance for administrative professionals, age 55 and older, who are in need." It stresses "helping our own," something that is near and dear to many of our hearts, especially in these tough economic times.

The benefits of the RTF begin from the time you become a member of IAAP. The RTF is a tax-exempt charitable organization. Contributions made to the Foundation are deductible. Bequests, legacies, transfers or gifts to or for the Trust's use are deductible for federal estate and gift tax purposes.

With so many good causes competing for dollars, raising awareness of the RTF is vital in order to make our mission stand out. Let's ensure that there are brochures, donation forms and information visible and available at all Chapter and Division meetings so that we can educate and inform our members about the Trust and its programs.

The Trust receives monetary support from the generosity of IAAP members. There are a number of ways to help support the Trust and your donations are welcome.

Are you aware of our Family of Givers program? Donations can be sent in or done directly on line. Use your IAAP membership number and you, your chapter, your division and district get credit for your donation. It's a win-win situation!

There are many ways your chapter can successfully participate in fundraising activities. Raffles and auctions are popular and fun. A jar that can be filled with change at each meeting is an easy and effective way to collect donations.

The Trust produces a commemorative pin each year. If you'd like to purchase one for yourself or as a gift, contact headquarters or one of the trustees. You can purchase a patio paver at Vista Grande for your chapter or someone you'd like to honor.

We can thank Della Herring for her dream and for contributing the first dollar to make it a reality. I am grateful for your continued support and I appreciate your commitment to IAAP and the Retirement Trust Foundation.

For information about the Trust, visit our website at [www.iaap-rtf.org](http://www.iaap-rtf.org).

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## Leadership Essentials—Compassion and Encouragement

Jennie E. Barchet CPS/CAP, New York State Division Vice President

If you had told me ten years ago that I would be preparing now to be a Division President, I would have laughed in your face! Who me? Shy, quiet Jennie Barchet? What happened to me? It was a New York State Division meeting in 2004 that got me out of my comfort zone but there were two essential ingredients to the mix – compassion and encouragement.

Our chapter members-to-be are looking for a place to belong, to be significant and accepted. Under your leadership, your chapter can meet these needs. Here are a few suggestions on how to do this.

**Be an encourager!** Bringing out the best in others is the most important trait of leadership. Your skills can be enhanced as you learn and practice the principles of encouragement.

- Communicate high quality and achievement standards
- Be specific when complimenting or encouraging others
- Publicly acknowledge good things about others!
- Be sincere. People will know whether you are or not. If you are questioned in this area, you will be questioned in others!

If you are an encourager, you are on your way to becoming a successful leader.

**Be decisive.** As you lead, opportunities for decisiveness will come in many ways and forms. Don't be so afraid of making mistakes that you don't make any decisions at all. If you make a wrong decision, analyze the problem and find a workable solution. Remember, there is safety in numbers. Consult your board of directors and officers. Never leave anyone out of the decision-making process. You are on a slippery slope when you have the "Us four and no more" mentality. You will discourage that new board member by leaving them out. Remember also to ask the ones who were in charge a few years ago. They also want to feel needed.

**Be a Sharer.** This is not an option! Share your leadership so you can accomplish your mission. Shared leadership will help your chapter make its goals quicker and make it more fun! Most of all, your members will be strengthened and feel needed and wanted. Failure to delegate will limit your capacities. Going it alone is the number one problem in causing burnout. Empower others to carry out the goals and dreams. Delegate! Give your members a task and let them do it. Let them run with it. Avoid micromanaging! But also hold them accountable.

**Be a Visionary!** Every leader must have a vision and share it with the group! Lead the group to compose a mission statement short enough for people to remember and specific enough to describe what you are trying to accomplish. Ask questions about your purpose. Make certain that your members can explain your mission statement. Get everyone involved in creating a plan to carry out group goals. When you reach your goals, publicly acknowledge the people involved.

**Be a Skilled Leader!** It is your responsibility to keep your group's expectations balanced. Leading a group calls for your best leadership skills. Discover, develop, and improve your

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members! Our members need to be properly motivated. They will participate if their needs are being met. Keep them motivated by letting them know what is expected of them and let them be involved in planning and decision-making. The board does the chapter business but the members need to be in on the planning and decisions. Ask for their input.

Use your members' gifts wisely. Don't ask someone to use gifts they don't have. If someone isn't good with numbers, don't ask them to be Treasurer. If someone isn't detail oriented, don't ask them to be Secretary. Get to know your people to find what their talents may be. You may be very surprised!

Be people centered! People are more important than numbers, methods or programs. If you have only a few members, be grateful for those few. Still go out and find new members but remember as you are bringing your new members in to recognize the ones who have been around a while. Recognize accomplishments and jobs well done. When I was Chapter President, I instituted the "Angel of the Month" award. It was fun to see someone who least expected it be recognized in front of the chapter with an angel pin!

When members feel accountable to one another and to the group as a whole, they will work together towards the goals of the chapter. I have found often times that when someone doesn't complete an assignment or it isn't quite sure what was expected, the leader will do it over or finish the tasks for them. That is not holding them accountable. Gently but firmly remind your members what is expected and when. Be appreciative for a job well done and on time.

Lead your group with compassion. Everyone is walking around with a burden on their shoulders. Don't sit by the sidelines or huddled with your leadership team. Talk to your members. Find out what is going on in their lives. It will only take a minute. Send birthday cards, give a quick phone call or send an e-mail to let them know you care. Be there for them.

Spread the leadership team out among the members. Please don't sit together if you are having a dinner meeting. Split up and have an officer or board member at each table. Please do not use the time ahead of your meetings to take care of business. Use that time to warmly greet everyone in attendance – the older members as well as the visitors. Be friendly. Shake hands and if you know someone well enough, give them a hug. You may make someone's load a tad lighter.

And that is what happened to Jennie Barchet. Several very special people from the Flower City Chapter were encouraging and compassionate. I felt like part of the "family" so I stayed and got involved.

Who are you encouraging and who can you show some compassion? How about the member that is a caregiver for several family members? How about the one that just lost a family member? Sometimes just a smile will make a big difference!

It's that time of the year. Go spread some cheer!

Visit us online at our new home at [www.iaap-newyorkdivision.org](http://www.iaap-newyorkdivision.org).

Tell us what you think of it!



**International Association of Administrative Professionals™**  
**New York State Division, Inc.**  
**215-000**

**2009- 2010  
Board of Directors**

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**POWER  
Commitment**  
New York State Division

Date: November 16, 2009  
To: All New York State Division Members through Chapter Presidents  
New York State Division Members at Large  
New York State Division Officers  
From: Sonja D. Smash, Chairman  
New York State Division Committee on Nominations  
Subject: Submission of 2010-2011 Candidates for New York State Division Office

This constitutes official notice that nominations for office in the New York State Division for the 2010-2011 IAAP year may be submitted to the Committee on Nominations for the following offices:

**PRESIDENT  
VICE PRESIDENT  
SECRETARY  
TREASURER**

Since four officers will be elected, it is important that you be familiar with the necessary qualifications for division office and the procedure for electing officers. **Please refer to your NYSD Bylaws, Article IV – “Officers, Qualifications, Nomination and Election, Term, Duties and Vacancies” as well as NYSD Standing Rules, Rule #1 – “Nomination and Election.”**

Please encourage members of your chapter, who are eligible, to run for division office. Discuss the opportunities for leadership at your chapter meetings and challenge potential candidates to take a positive step toward their future by placing their name in nomination for division office. Foster discussion among your chapter members concerning duties and responsibilities of our division officers and make available to anyone who is interested the list of duties for each office. To assist you, we have enclosed a fact sheet on the duties of your division officers.

Candidate packets submitted to the Committee on Nominations **must include:**

- Letter of nomination from the candidate’s chapter, signed by the chapter president.
- Candidate’s qualifications/resume, using the format shown in Attachment “A”.
- Candidate’s written consent to serve, if elected (See Attachment “B”).
- One passport-size (2 ¼” X 2 ¼”) glossy black and white photo (to chairman only).
- Candidate packets must be **POSTMARKED NO LATER THAN February 16, 2010** and mailed to the Committee on Nominations as follows:

Original documents and photo:  
Sonja D. Smash, Chairman  
NYSD Committee on Nominations  
c/o SIFMA  
120 Broadway – 35<sup>th</sup> Fl  
New York, NY 10271

Promotional literature, materials, or campaign publicity of any type concerning a candidate for office shall not be posted or distributed at any meeting site, except that candidates to be nominated from the floor may distribute their resume highlighting their qualifications. The resume shall be delivered to the Presiding Officer at the Annual Meeting at least 24 hours prior to the time the assembly convenes. No chapter or individual shall host a reception or other gathering on behalf of any candidate prior to the final declaration of election.

We look forward to placing the name of one of your chapter members in nomination for division office at the 2010 New York State Division Annual Meeting, May 21-23, 2010 in Rochester, New York.

Should you or any of your members have questions concerning the nomination process, please contact me either by phone 914.667.2658 or e-mail [IAAP\\_CON\\_CHAIR@hotmail.com](mailto:IAAP_CON_CHAIR@hotmail.com).

Enclosures- Attachment "A" – Sample of Candidate Qualifications/Resume  
Attachment "B" – Candidate's Written Consent to Serve  
Did You Know?????- Facts about being a New York State Division Officer

*Attachment "A"*  
*Sample of Candidate Qualifications/Résumé*  
(Please limit qualifications to 2 pages)

Office for which Candidate is being nominated:

**NAME OF CANDIDATE:**

[Name]  
[Street]  
[City, State, Zip]

**CHAPTER AFFILIATION:**

[Name of Chapter]

**QUALIFICATIONS:**

**PROFESSIONAL BACKGROUND**

A summary of experience should be listed.

**EDUCATIONAL BACKGROUND**

List any degrees and certifications received.

**IAAP BACKGROUND**

**INTERNATIONAL/DISTRICT**

List any International/District committee and officer experience.

**NEW YORK STATE DIVISION**

List any Division committee and officer experience

**CHAPTER**

List all Chapter committee and officer experience

**MEETINGS ATTENDED (Attach separate sheet if necessary)**

***Annual Meetings***

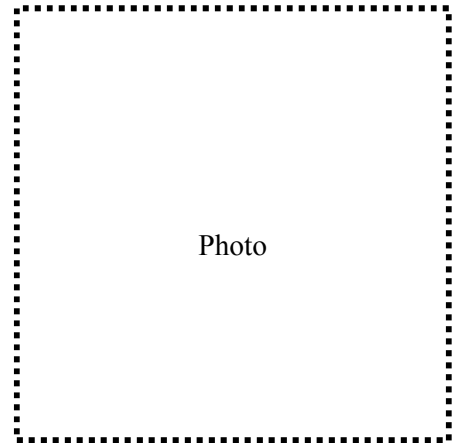
List all NYSD Annual Meetings attended.

***District Conferences***

List all Northeast District Conferences attended.

***International Conventions***

List all International Conventions attended.



**OTHER PROFESSIONAL AFFILIATIONS**

List pertinent professional associations and dates of membership.

*Attachment "B"*  
*Sample of Candidate Consent to Serve*

Date

Sonja D. Smash, Chairman  
120 Broadway – 35<sup>th</sup> Fl  
New York, NY 10271

Dear Chairman Smash:

Enclosed is my application for nomination to the office of New York State Division (insert office) of the International Association of Administrative Professionals®. I have also enclosed the required letter of nomination from my Chapter.

If elected, I consent to serve to the best of my ability as an officer of the Division. I am willing to spend the time required to perform the necessary duties of my position. If for any reason I am unable to participate actively in the assigned work, I understand that I shall be expected to resign.

Sincerely,

(Type your name and sign)

## ***Did You Know???????***

Here are some facts about being a New York State Division officer.

- Members who have never been a division officer before can be nominated for either Treasurer or Secretary. You don't have to start as treasurer and "work your way up."
- In order to run for either Vice President or President, you must have served as a division officer for at least one year previously.
- To be eligible for any office, you must have been a chapter officer (not necessarily President) OR served as a Division Committee Chairman OR International Committee Chairman.
- You are expected to attend three (3) board meetings and participate in a conference call. The board meetings are usually held in the summer, fall, and following spring. The conference call occurs during the winter.
- The board meetings normally last 1 – 1½ days and the conference call is usually 3-4 hours long.
- The President determines the locations and dates of the meetings/conference calls, with input from the other board members. Usually, the fall board meeting is held at the site of the following year's annual meeting.
- Each officer is expected to make a visit to each of their contact chapters once a year, unless there are scheduling or financial difficulties.
- All officers are expected to attend the entire Annual Meeting. Registration fees and lodging costs for all officers are paid for from annual meeting funds.
- All expenses related to an officer's official duties are reimbursable. This includes round trip travel, meals, and lodging for board meetings; travel and lodging in connection with contact chapter visits; and other approved expenses.

The Treasurer is responsible for:

- Establishing checking and savings accounts at a bank convenient to the Treasurer.
- Developing a draft budget (with assistance from the previous year's treasurer) for the board to discuss and vote on at the summer board meeting.
- Arranging to have an auditor review the treasurer's records at the end of the fiscal year.
- Keeping accurate records and distributing monthly financial reports to the other officers.
- Sending out the annual Third Party Liability Insurance invoices to the chapters.
- Co-Sign checks issued by Division.
- Perform such other duties as may be assigned by the President or the Board of Directors.

The Secretary is responsible for:

- Taking, transcribing, and distributing the minutes of each board meeting within 30 days after the meeting.
- Issuing and maintaining the division roster and calendar.
- Sending cards on behalf of the division to any member who has a significant event occur in their life (i.e., illnesses, deaths, births, etc.)
- Sends annual holiday cards to all chapters on behalf of the division officers.
- Designs and copies the Memorial Service brochure used during the Memorial Service at the Annual Meeting. Maintains the Omega Chapter book.
- Perform such other duties as may be assigned by the President or the Board of Directors.

The Vice President is responsible for:

- Attending the Incoming Division President's Conference in Kansas City in preparation for their term as President.
- Serve as Board Contact to the Annual Meeting.
- Developing a theme and goals to be used during their term as President and to present this theme and goals as part of the Incoming President's Remarks during the Annual Meeting.
- Selecting parliamentarian (or parliamentary advisor), division committee chairmen, and members for the coming year.
- Assigning contact chapters and committees to each officer.
- Determining board meeting dates and locations.
- Serving as alternate to the International Convention.
- Serving as the official division representative/delegate in the absence of the President.
- Perform such other duties as may be assigned by the President or the Board of Directors.

The President is responsible for:

- Presiding over all board meetings/conference calls and the Annual Meeting.
- Developing meeting agendas
- Serving as delegate to the International Convention.
- Co-signing all checks issued by the division.
- Approving all official documents, vouchers, and contracts that affect the division.
- Keeping the Northeast District Director informed of the division's activities on a regular basis.
- Perform other duties assigned to the office of the President.