



# NETWORK CONNECTIONS

January 2008

GNED IAAP Newsletter No. 1

## Pathways to Excellence Recognition Awards Program *Liana Marston CPS*

We are about half way through the 2008-2009 IAAP year. I sincerely hope that your Chapter year is going very well. Your GNED Board has been working very hard to present great workshops and to keep you informed of IAAP happenings.

This year International community is sponsoring the Pathways to Excellence Recognition Awards Program; this program is supported by your GNED board. We as your board leaders are striving to accomplish the Division of Excellence. At this time we are very close to achieving this goal and now we would like to help you achieve your Members of Excellent goal.

The first step to achieving the Member of Excellent goal is to sign the Member of Excellence Commitment agreement. The second step is to read the 11 criteria that Intentional has selected that will lead you to the Pathway to Excellence.

The third step is to check off all that you have achieved so far. You will be surprised at how many you already have accomplished. And the final step is let me know when you have achieved 8 of the 11 Award Criteria. We'll need to who has achieved this status by April 25<sup>th</sup>.

Award Criteria (attain a minimum of 8 of the 11)

1. Be a current CPS and or CAP Holder
2. Sign the outline Member of Excellence Commitment Agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional education workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division or international officer, committee chair, or committee member; or serve as an RFT 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 chapter, division or international sponsored meetings , programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or reviews.

Keep me informed as you meet each criteria listed. Your GNED Board and I are very proud of you all and we all want to encourage you and your chapter to obtain your Chapter of Excellence and for you as a member to achieve the Member of Excellence award.

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## Board Table

### *Notes and highlights from your GNED Board*

Your GNED Board of Directors would like to bring the following items to your attention:

- Job postings are now available on the GNED web page, <http://iaap-gned.org>.
- President Marshall's most recent message to GNED members is available on our web page.
- Discussion forums for Chapter officers have been added to the GNED web page. To access the GNED discussion areas and other 'member only' areas GNED members must be registered users of the IAAP web community. To register go to <http://iaap-gned.org> and click on the "New to the Site" link, enter your member identification # and your last name and click on "lookup account" and follow the instructions on the next page.

## Committee Corner

### *Making a difference for members*

*Serving on a GNED committee helps a member to achieve 'Member of Excellence' status. Contact information for GNED Committee Chairs can be found on the GNED web page under "Contacts" in the Greater New England area.*

### **New Chapter Builder**

Welcome to the Berkshire County Chapter chartered and installed on January 14, 2009. Officers for the Berkshire Chapter are; President—Beth Larrow, Vice President - Pat Salvi, Treasurer - Tracy Bassette, and Secretary - Melissa James.

An Information Night was held on January 7th in Bangor, ME. Our next Information Night is schedule for January 29th in Framingham, MA. Details for the January 29th event can be found on the GNED web page in the Meetings and Events area.

### **Communications/Marketing/Public Relations**

Submitting an article for the GNED newsletter is one of the ways to meet the criteria for achieving IAAP 'Member of Excellence' status. We welcome your article submissions.

## Chapter Highlights

**The Greater Boston Chapter** represented the IAAP at the Massachusetts Conference for Women on Thursday Dec. 11th, 2008. The Conference attracts approximately 5,000 women and teenage girls from a variety of companies and schools throughout the Commonwealth. It is an opportunity to swap ideas, learn new skills and share through workshops, keynotes and networking sessions. This year's keynote speakers included Leslie Stahl, Holly Robinson-Peete and Marianne Williamson.

The Greater Boston Chapter was able to meet with many Administrative Assistants, managers and entrepreneurs and to share the message of IAAP. We handed out a variety of IAAP literature including location and contact information for all Massachusetts Chapters of IAAP. It is our hope that this will encourage membership growth in the Chapters. To attract attention to our booth we offered 3 raffle prizes including Judith Bowman's book *Don't Take the Last Donut*, Michelle Neujahr's book *Hey Girlfriend! Live Passionately Real* and a complimentary ticket to our APW 2009 event in Boston. All of the winners were very excited! We were also able to offer visitors a Monument Buck from our Chapter sponsor, Monument Staffing. The Monument Buck offers a new IAAP members' employer 8 free hours from an admin temp. This bonus was a big hit and we will continue the promotion through the end of January.



## **GNED Honor Roll**

*Celebrating the achievements of our members*

Jocelyn Korab CPS	Greater Boston Chapter	Certified Professional Secretary
Susan Walsh CPS/CAP	Greater Boston Chapter	Certified Administrative Professional
Suzanne Meserve, CPS	Pfizer Chapter	Microsoft Office Specialist
Mary Ann Antonelli CAP	Profile Chapter	Certified Administrative Professional
Deb Gaudette CPS/CAP	Southeastern CT Shoreline Chapter	Certified Administrative Professional
Diane Villano CPS/CAP	Southeastern CT Shoreline Chapter	Master Microsoft Office Specialist
Wendy Beauchene CAP	Southeastern CT Shoreline Chapter	Certified Administrative Professional

### **Welcome New Members!**

Jamie Valcourt	Appleseed
Deborah Childs	Cape Cod
Julie Butcher	Division Member at Large
Joanne Perry	Greater Boston
Sarah Martin	Greater Boston
Kimberly Flowers	Portland
Pamela Craig	Portland
Sharlene Abbott	Portland
Stephanie Floyd	Portland
Carol Mancinelli	Providence
Elizabeth Czabanowski	SE CT Shoreline
Karen Walkup	SE CT Shoreline

### **Advertising Opportunities**

Put the strength of our network to work for you! Do you know of a business looking for an opportunity to reach administrative professionals representing businesses and industries in New England? Businesses looking for success in creating brand awareness with the real decision makers are welcome to contact our Sharon McPherson CAP @ [gnedtreasurer@iaap-gned.org](mailto:gnedtreasurer@iaap-gned.org). Opportunities to exhibit and advertise are available in support of the March 21, 2009 GNED workshop in Stockbridge, MA.



**Upcoming Events**  
*Mark your calendars!*

**2009**

- Jan. 29**      **Information Night**, Framingham, MA
- Feb. 15**      **Deadline for May certification exam applications**
- March 9-11**    **Spring Professional Education Conference**, Gaylord Opryland Resort,  
Nashville, TN
- March 21**      **GNED Workshop**, “Blending the Generation Gap in Today’s Workplace”,  
Stockbridge, MA  
Registration information available at [www.administrativecelebration.com](http://www.administrativecelebration.com)
- April 19 - 25** **Administrative Professionals Week**
- May 15-17**    **Division Annual Meeting**, Sturbridge, MA
- May 1 & 2**     **CPS/CAP exam**
- July 26-29**    **International Convention & Education Forum**, Minneapolis Convention  
Center, Minneapolis, MN.
- August 15**    **Deadline for November certification exam applications**
- Oct. 18-21**    **Certification Conference**, Marriott Waterfront, Portland, OR
- Nov. 6 & 7**    **CPS/CAP exam**

**2010**

- March 8-10**    **Spring Professional Education Conference**, Grand Sierra Resort, Reno, NV
- July 18-21**    **International Convention & Education Forum**, Hynes Convention Center,  
Boston, MA
- Oct. 17-20**    **Certification Conference**, Hilton Seelbach Hotel, Louisville, KY

**2008—2009 OFFICERS**

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**Next Issue**

February 2009

**Article submission deadline**

February 10, 2009

Comments, questions, and article submissions gratefully accepted at [newsletter@iaap-gned.org](mailto:newsletter@iaap-gned.org).

