



September 2011 - Cape Cod Connection

And now a word from your President

Rosemary E. Servis, CPS/CAP

Dear Chapter Members,

I was working on the newsletter with Paula Ainsworth and she asked me if I had my president's message ready to submit. I admitted to her that I had been thinking about what to say and nothing had come to mind,

Then I thought about my grand daughter, Maya Grace. Whenever I talk to her parents, they have something to tell me about what she has been doing. It is wonderful to hear about her many accomplishments even though she is only seventeen months old.

We babysat for her recently and although hearing from her parents is great, seeing for ourselves what she can do is even greater.

I bet by now you're thinking, "What does this story have to do with IAAP?" Well, I will tell you.

It is one thing to get minutes, handouts and information from attendees after a meeting or event and quite another to attend and experience it for yourself.

Our chapter is off to a great start and I hope to see you more often as the year progresses.

Let's continue with our passion and purpose by making the leap to remarkable.

See you soon!

2011/2012 Chapter Board of Directors

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Lillian Lomba, CAP
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Past President

Peggy Rose, CAP
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Ten Good Reasons to Attend Chapter Functions Even When You Might Have Something Else to Do

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. Don't ever assume, "There's nothing in this for me." You'll be wrong more often than you'll be right.
4. Like weddings and funerals, there are times when your presence is essential for relationship building. It's almost guaranteed you will be glad you made the effort!
5. You'll never convince potential members of the value of IAAP membership if your own chapter members don't value IAAP activities.
6. Like nuclear energy, the maximum production of energy requires a certain critical mass. We owe it to our fellow members to participate.
7. Joining IAAP at the chapter level is a commitment to the group. The more chapter members you have who show this commitment, the less chance any one person will be shouldering an unfair or unreasonable burden of this involvement.
8. If your employer is supporting your membership, you owe it to him/her to get a full return on the investment. Your employer will see the difference when you're active and involved.
9. Even the same seminar topic or chapter committee project will be "new" when presented with another viewpoint or while working with a different team. Also, you may be primed for a new epiphany because of your new life experiences or enhanced receptivity.
10. If the chapter event or meeting is not fun or beneficial, why is your chapter doing it anyway? Voice your concerns and give good suggestions before the chapter is committed to a course of action. Create? **DON'T** just critique.

HOT NEWS FOR SEPTEMBER

Independence House

5K Walk/Run

Taking steps to end domestic violence



October is Domestic Violence Awareness Month.

and Independence House is hosting the annual 5K Walk/Run (with 1-mile option) to honor survivors of intimate partner violence and raise funds for Independence House. The generosity of our neighbors enhances our ability to continue providing free services to survivors. We encourage everyone to show their support for Independence House, survivors of intimate partner violence and a violence-free community by registering to walk/run and collecting pledges today!



Join us – rain or shine –
at Independence House

Registration begins 9 AM
Walk/Run begins 10 AM
Open House 9 AM – 12 PM

Music, food, prizes and fun
for all ages!

[Register](#) as an individual walker or runner. Ask your friends, family, co-workers and acquaintances to sponsor you by providing a donation to Independence House. All walkers/runners will be entered into prize drawings!



International Association of
Administrative Professionals®
Cape Cod Chapter

The Cape Cod Chapter was chartered in September of 2000 with 12 members from various organizations.

Happy Anniversary
to the following members:

6 Years

Joanie Harrington, CAP

5 Years

Ellen Edson

4 Years

Peggy Jackle

4 Years

Paula Ainsworth, CAP



What is the Box Tops Challenge?



We are participating in the 2011/2012 Avery Box Tops Challenge and will be supporting the Ezra H. Baker Elementary School located in West Dennis. Lillian Lomba, CAP will again be our coordinator.

The IAAP/Avery "Box Tops Challenge" program is available to IAAP chapters only as a community-based initiative. The program provides chapters with a recommended community service program to support local schools through the Avery "Box Tops for Education" initiative in accordance with the Avery program parameters.

Start saving your box tops and bring them to any meeting or drop them in the mail to: 76 Ashton Ave., East Falmouth, MA 02536



IAAP - Cape Cod Chapter 2011/2012 Schedule of Meetings & Events

Saturday, October 22nd
9:00 am - 3:15 pm

Technology Workshop
Presented by Geek Girls

Something for everyone
(see flyer for more details)

Spaulding Rehabilitation Hospital
Cape Cod
311 Service Road, E. Sandwich

November 10, 2011
6:00 pm - 8:00 pm

Open House/Member Recruitment
Spaulding Rehabilitation Hospital
Cape Cod

**"Fitting In and Standing Out In the
Workplace"**

Presented by
Julie Jakubiec of Office Team

December 8, 2011
6:00 pm - 8:00 pm

Office Productivity
Presented by
Steve Alexander of Avery
Location to be determined





The Housing Subsidies for Admins in Need **Program of the Retirement Trust Foundation**

The Retirement Trust Foundation was created in 2000 from the Retirement Centers Trust of the International Association of Administrative Professionals. This independent, non-profit organization is administered by a six-member Board of Trustees, four of whom are elected at large from the membership of IAAP and serve with the IAAP International Vice President and IAAP Treasurer.

The RTF is a 501(c)(3) tax-exempt charitable organization. Contributions made to the Foundation are deductible as provided in Section 170 of the IRS code. Bequests, legacies, devises, transfers or gifts to or for use of the RTF are deductible for Federal estate and gift tax purposes.

Since its inception for charitable purposes in 1947, the RTF mission has been simple: to provide housing assistance for administrative professionals, age 55 and older, who are in need. The demand for comfortable, affordable housing for retired administrative professionals is growing, and along with the grants from the Housing Subsidies for Admins in Need (HSAN) Program, the RTF helps fill that need with Vista Grande.

IAAP, through the RTF, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What's more, Vista Grande (the world's only retirement center for administrative professionals) was built entirely through donations to the RTF by the IAAP membership, with no corporate or association sponsorship.

However, the RTF realizes that not every administrative professional age 55 and older can (or wants to) live at Vista Grande. As a result, in 2003 the Foundation's Board of Trustees began a new program: the Housing Subsidy for Admins in Need Program. The cornerstone of the program is providing rental subsidies for those individuals who qualify for the program. Through this service, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need). The Retirement Trust Foundation Housing Assistance and Vista Grande Grant policies were adopted March 20, 2010. To apply for HSAN one needs to download and fill out the Financial Assistance Application and follow the directions for submitting the form.

The Housing Assistance Policy which outlines the program parameters can be viewed by visiting the Trust website at www.iaap-rtf.org/programs/ain.html. If you feel you are qualified for program consideration (or know someone who is qualified), please complete the **Financial Assistance** Application form located on the same webpage and return it to the Retirement Trust Foundation at the address on the bottom of the application no later than November 15, 2011.

When Della Herring stood up at a meeting of NSA in 1947, she thought it was deplorable that secretaries had no retirement home to call their own. She contributed the first dollar toward such a cause, and today, the RTF has built and maintains just such a center. Through the HSAN Program, the RTF can ensure that Della Herring's dream lives on. Were she here with us today, certainly her vision would encompass helping retired admins live in retirement facilities where they choose. Della Herring was a visionary who gave the first dollar toward the dream of housing assistance for retired admins. Like Vista Grande, the HSAN Program is funded through contributions.

For additional information about the Trust, please visit the Trust's website at www.iaap-rtf.org.