



Capital News & Views

Volume 17, Issue 2

www.NAPOWDC.com

February 2010

Getting Measureable Results with Clients

Monday February 1, 2010 6:30 pm — 9:00 pm

In today's economic environment, people must accomplish more in less time. They need the services of professional organizers more than ever but we must prove our worth to get hired and maintain trust. Our clients and prospects want to know that their investment will pay off in greater productivity and discernible results.

This program offers practical tips on how to calculate return on investment and measure individual progress. It will help you articulate the gains your client achieves. You'll learn how to help your clients develop SMART goals to guide your work together, track their progress and report on the results.

Even if you've worked with residential clients for years, this session will provide a perspective that helps you quantify your results in new, specific ways.

Productivity trainer and Certified Professional Organizer® Casey Moore, *Living Simply Consulting, Inc.* will speak to her experience of more than twenty years as a trainer and public speaker, as well as her prior career in the

mental health field. Currently, she heads NAPO's Education program. Casey trains busy professionals to work with power, clarity and peace.

Leadership Forum

How much do you know about the operation of NAPO-WDC? Join us and learn how you can be a part of next year's chapter planning.

Meeting Sponsor

Corporate Partner of the Year *Junk In the Trunk* will sponsor the February chapter meeting. Refreshments and a presentation by Linden Coyne will be part of the evening.

Ask the Expert Focus Group

Come early (6:30 pm) to register, network and visit with NAPO-WDC Corporate Partners. If you are new to organizing, attend our informal "Ask the Expert" Focus Group from 6:30 to 6:55 pm, hosted by a member of NAPO's Golden Circle.

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February 1 Chapter Meeting Information

Location

Kena Shriners
9001 Arlington Blvd.
Fairfax, VA 22031
703-573-4203
<http://www.kena.org/>

Agenda

6:30 - 7:00 pm Registration, Networking and "Ask the Expert" Focus Group.
7:00 - 9:00 pm Program and Business Meeting

Guests are welcome to attend for a \$25 fee per meeting.

Professional attire please.

Chapter Mission:

To develop, lead and promote professional organizers and the organizing industry.

This Issue

Residential Highlights

President

Judy Parkins
Judy@GentlyOrganized.com
 703-548-1000

Vice President

Lauren Halagarda, CPO®
Lauren@2OrganizeU.com
 703-282-2231

Secretary

Cris Sgrott-Wheedleton
Cris@OrganizingManiacs.com
 703-969-8407

Treasurer

Susan Unger
sunger10@cox.net
 703-864-1055

Communications/Technology

Nealey Levi
liveontrack@gmail.com
 202-258-9040

Marketing

Deborah Lee, CPO®
Deb@DAllisonLee.com
 301-502-3835

Corporate Partners

Julie Gray
Julie@Profound-Impact.com
 703-517-2449

Membership

Jackie Kelley
Jackie@clearinghousenow.com
 301-580-6895

Programs and Professional Development

Janet Schiesl
Info@BasicOrganization.com
 571-265-1303

Member-at-Large

Heather Coccozza
hcoccozza@CoccozzaOrgDesign.com
 703-276-1243

Class Notes for Volunteer Leaders



Judy Parkins
 Gently Organized
 NAPO-WDC President
Judy@GentlyOrganized.com

As we nominate and vote for our 2010-2011 NAPO-WDC leaders, I want to take a moment to reflect on the current board. So many of you have commented on our positive energy, I thought I would share our process and lessons learned on the way to becoming a cohesive and enthusiastic group.

Former President, Scott Roewer, suggested we use a facilitator and he recommended Margarita Rozenfield. Many of you will remember Margarita from our March 2009 meeting when she led us through “Creating Your Life Vision.” She was absolutely the right choice for our group! I could liken us to a paddle ball—that fun thing you could play with forever as a child. Most of the time the ball hit the center of the paddle and we moved right along but occasionally, we would hit it out into left field and Margarita would, without us even being aware of it, bring us back to an even rhythm in the center. What came out of our full day session with her— and every board member’s willing participation—with some really interesting results. Here are the team agreements that worked for us and would serve any group well.

- **Speak from “I”** Have you ever been in a meeting when someone said, “We all feel . . .”, and right away, you knew *you* didn’t feel that way! “I” statements give information about us and form the bedrock for cooperation by connecting us, helping build trust and creating more honest relationships.
- **Yes, and . . .** Wikipedia says “Yes, and . . .” is the cornerstone of improvisation. What “Yes, and . . .” did well was to invite participants to think differently and imaginatively about NAPO-WDC and to engage confidently with one another and themselves through effective collaboration. I found it the opposite of saying “yes, but” to an idea. Instead of finding what’s wrong, we used “Yes, and . . .” to help grow the idea by adding how we could *help* bring the idea to fruition. “Yes, and . . .” helped us through planning our activities for the upcoming year and supporting one another in the process.
- **Make everyone else look good** doesn’t really need an explanation. We agreed to support one another in every way possible—no bickering or backstabbing among or between board or chapter members.
- **Positive transparency** means nothing to hide! We agreed to apply transparency to our communications, accountability and our work as board members. No one person would be the keeper of information and *all* members would be entitled at all times to any and all information.
- **We’re here for the chapter**, not for ourselves. We committed to keeping the big picture in our sights and focusing all activity on building NAPO-WDC.
- **Offer solutions** to any problems we identify. Rather than getting stuck in “what’s wrong” with an idea, we agreed to come to the table with solutions.
- **Honor** dissenting voices by making sure they have an opportunity to be seen and heard.

We decided that “violations” would be handled in a fun, tension-breaking manner by the group jumping up and doing a little dance. This helped the offender see the violation with humor rather than embarrassment and humiliation. It only took a couple of violations before we were able to catch ourselves before the words tumbled out.

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Container Store Open House



Janet Schiesl
Basic Organization
NAPO-WDC Director of Programs and Professional Development
www.basicorganization.com

The Container Store has invited NAPO-WDC members to an open house at their Rockville, Maryland store on March 24, 2010 from 1:00 pm to 2:30 pm. Come and meet the staff and learn about The Container Store's newest products and services.

The afternoon will include a tour of the store, staff demonstrations and Q&A. Staff members will discuss their many options for creative storage solutions and answer questions from chapter members.

The location of the event is 1601 Rockville Pike, Rockville, Maryland 20852. For more information, please contact Janet Schiesl at Janet@BasicOrganization.com.



Thanks to our Corporate Partner of the Year, *Junk in the Trunk*, for sponsoring our February Meeting!

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And finally, we agreed that if you say it, you have to be able to do it. This was really helpful in avoiding heaping suggestions on others and realizing that some of our ideas are best kept to ourselves!

We used this simple set of guidelines to help us through two, full-day sessions of planning a full year of chapter activities, developing a budget, and having fun in the process. We are now halfway through the chapter year and the process is still working!

Serving you as President of NAPO-WDC continues to be a delightful experience. I've learned a lot and have had the opportunity to get to know a fabulous group of very talented women and men. I can't think of a better way to get to know someone personally and professionally by spending three full days (spread throughout the summer months), five hours every month at board and chapter meetings, almost daily conversations on the board's Google group, chapter activities (like Get Organized Month at IKEA!), and phone conversations.

I would encourage anyone who wants to serve on the board to get involved at the committee level. Get to know other chapter members and learn about NAPO-WDC's programs first-hand. Read through the chapter guidelines posted on our Yahoo! group and ask questions. Just belonging to NAPO-WDC gives us the "cake," but getting in the middle of chapter activities affords us many opportunities for both professional and personal growth—and that's the icing!

NAPO-WDC 2008-2009 Committee Chairs

Golden Circle

Helen Montfort

hsmontfort@mac.com

301-320-8970

Newsletter

Lauri Mennel

Lauri@BluebonnetPO.com

703-336-9231

Nominating

Heather Cocozza

hcocozza@CocozzaOrgDesign.com

703-276-1243

Mid-Atlantic Regional Conference

Cheryl Richardson

cherylrichardson@cox.net

703-869-3948

Points of Contact

Book Club Coordinators

Lynn Meltzer

arnielynn@verizon.net

301-530-3551

Judy Parkins

Judy@GentlyOrganized.com

703-548-1000

Lending Library

Maria White

maria@enuffwiththestuff.com

703-729-2455

CPO® Liaison

Susan Kousek, CPO®

skousek@BalancedSpaces.com

703-742-9179

NAPO in the School

Vacant

Quantum Leap®

Alisa Levy

alisa@embraceyourspace.net

301-651-1697

Webmaster

info@napowdc.com

Yahoo Group

Cris Sgrott-Wheedleton

Cris@OrganizingManiacs.com

703-969-8407

Invest in the Organizing Industry, Invest in You!

September

14 Chapter Meeting:
Lessons Learned
Rock Creek Mansion
Bethesda, MD

15 Book Club North

October

1-3 NSGCD Fall
Conference
Los Angeles

5 Chapter Meeting:
Tech Talk
Workshops
Kena Shriners
Fairfax, VA

17 MARCPO

21 Book Club South

November

2 Chapter Meeting:
Ethics in Organizing
Rock Creek Mansion
Bethesda, MD

14 New Member
Brunch
Invitation Only
Vienna, VA

17 Book Club North

December

7 Chapter Meeting:
How to Grow Your
Business and Make
More Money
Kena Shriners
Fairfax, VA

16 Book Club South

January

4 Chapter Meeting:
Organizing Specialty
Workshops
Rock Creek Mansion
Bethesda, MD

12 Book Club North

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Being on the NAPO-WDC Board of Directors is a WIN-WIN opportunity! It's a win for NAPO-WDC because your personal, amazing talents help grow, shape and expand our chapter to provide notable service to professional organizers and the public as a whole. You get to work along-side some of the best to create something even bigger and better than yourself, a premier chapter with national outreach.

It is also a win for your personal growth. By taking on leadership tasks, you will grow more confident managing organizations and teams. These skills are leverage-able. There are \$10,000+ organizing projects/contracts out there, just waiting for the right professional organizer with the relevant professional skills. By sitting on the board of directors you are investing in the organizing industry and investing in you!

Nominations will be accepted until **February 14, 2010**. Nomination applications are available in the Members Only section of the NAPO-WDC website, or you may request a nomination application from Nomination Committee Chair [Heather Cocozza](#). See below for general board responsibilities, responsibilities of each position, and at the end of the article, eligibility for nominations

Board of Director Responsibilities

- Understand chapter bylaws, operations manual, policies and procedures, and anti-trust laws
- Maintain the fiscal well being of the organization
- Be familiar with operations and requirements of a non-profit board of directors
- Ensure that you always act in the best interest of the association only. Avoid self-dealing and conflict-of-interest situations

Board of Directors General Duties

- Adopt programs to carry out chapter's mission
- Establish personal goals and objectives for your length of service
- Prepare for each board meeting by carefully studying the agenda and supporting materials
- Attend all board and chapter meetings
- Participate effectively in the board meeting by voicing opinions

- Support board actions publicly
- Support chapter activities with your presence
- Fulfill any assignments as committee member, board liaison, or representative of the chapter
- Contribute informational and insightful articles to the newsletter
- Conduct yourself professionally in manner and appearance when representing the association
- Perform such other duties as requested, delegated, and/or deemed necessary by the president

Chapter Officer's Responsibilities

President

- Preside over chapter board meetings, executive board meetings, and the annual board retreat
- Preside over chapter membership meetings
- Monitor overall workings and activities of the chapter
- Motivate and support members in their respective positions
- Oversee activities of special task forces
- Serve as liaison to the National Association and chapter presidents
- Serve as chapter representative to other organizations and to the general public
- Serve as ex-officio member of all committees
- Participate in chapter events
- Attend national conference and serve as the primary representative of our chapter
- Resolve member complaints

Vice President

- Act in place of the president in his/her absence
- Attend executive board meetings
- Oversee special projects
- Maintain the "client referral" voice mailbox and oversee client referrals
- Submit articles related to this position,

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such as the client referral process, to the newsletter

Treasurer

- Chair the finance committee
- Responsible for the funds and finances of the chapter
- Prepare and forward to NAPO all financial reports as required by NAPO
- Perform duties as prescribed in the policies and procedures manual
- Perform other duties as requested and/or delegated by the president
- Perform monthly reconciliation of the bank accounts.
- Handle accounts payable/receivable
- Review and process reimbursement requests, maintaining a system to document approved disbursements
- Maintain chapter bank account and serve as chapter liaison to the bank
- Prepare quarterly financial reports.
- Prepare budget with assistance of chapter officers and submit a proposed budget to the chapter board of directors for approval and implementation before October 1
- Collect and account for chapter dues and meeting fees
- Review contracts and/or agreements
- Monitor expenditures to maintain a financial balance and reserve.
- Retain and maintain financial records in accordance with retention schedules and forward to the incoming Treasurer

Secretary

- Record, prepare, disseminate and maintain minutes at general board of director (BOD) meetings, executive board meetings, chapter membership meetings and the board retreat
- Distribute board meeting minutes to board members at least one week before board meeting
- Distribute updated board rosters to NAPO National
- Submit meeting review to newsletter
- Submit copies of board agenda and meeting minutes to the shared web directory
- Oversee maintenance of bylaws
- Oversee record keeping procedures, chapter operational documents and files for current year
- Maintain stationery supply

- Maintain inventory of chapter's official supplies and materials
- Maintain chapter historical (archive) records and operations documents
- Send chapter monthly, board of director (BOD) and board retreat minutes to NAPO on a quarterly basis.
- Oversight responsibility of the following committees: Lending Library, Bylaws Task Force, Ethics Task Force, Book Club, Grievance Task Force, Historian and Appreciation and Awards Dinner

Chapter Directors' Responsibilities

Director of Professional Development / Programs

- Find/reserve meeting locations
- Maintain program calendar in the appropriate venues
- Procure and communicate with speakers
- Schedule and facilitate program portion of chapter meetings
- Create, distribute and review program evaluation forms
- Oversee chapter annual conference
- Develop ongoing educational programs in addition to chapter meetings
- Oversight responsibility of the following committees: Certification Committee, Education Committee, Programs Committee and Annual Conference Committee

Director of Communications & Technology

- Establish a plan of action, timeline and budget to operate website
- Establish format and regular features
- Coordinate design and content changes with the board
- Set/meet deadlines website changes
- Serve as a liaison between the chapter and website contractors
- Recruit members for website committee
- Secure and expand links
- Monitor and keep a current list of all website administrative accounts (Verisign, Domain Names, Web Host, Web Master and Database)
- Submit all/any website related invoices to the treasurer
- Oversee preparation and posting of chapter newsletter
- Oversee duties related to electronic com-

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February

- 1 Chapter Meeting: Getting Measurable Results With the Residential Client Kena Shriners Fairfax, VA
- 17 Book Club South

March

- 1 Chapter Meeting: Safety on the Job Rock Creek Mansion Bethesda, MD
- 16 Book Club North

April

- 5 Chapter Meeting: What's New? Kena Shriners Fairfax, VA
- 21 Book Club South
- 21-24 NAPO National Conference Columbus, OH

May

- 3 Chapter Meeting: Annual Awards Dinner Location: TBD
- 18 Book Club North

June

- 7 Chapter Meeting: NAPO 2010 Kena Shriners Fairfax, VA
- 16 Book Club South

July

- 20 Book Club North

August

- 18 Book Club South

No chapter meetings in July or August.

Newsletter Information

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Committee Chair & Layout

Lauri Mennel
Lauri@BluebonnetPO.com

Editors

Laura Caron
LLCaron@verizon.net

Amy Goldberg-Cutler
TheRunaround@att.net

Deb Lee, CPO®
deb@dallisonlee.com

Cheryl Richardson
cherylrichardson@cox.net

Advertising

Lauri Mennel
Lauri@BluebonnetPO.com

Newsletter Topic Schedule

Sept	Welcome Back
Oct	Tech Talk
Nov	Ethics in Organizing
Dec	Successful Marketing
Jan	Unique Business Models
Feb	Residential Highlights
Mar	Safety on the Job
Apr	What's New?
May	Organizing Students
Jun	NAPO 2010

The deadline for each newsletter submission is one week after each chapter meeting.

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Website Report



Nealey Levi
On Track
NAPO-WDC Director of Communication & Technology
liveontrack@gmail.com

Date	Unique Visitors	Number of Visits	Pages	Hits
December 2009	383	565 (1.47 visits/visitor)	1836 (3.24 pages/visit)	15,441 (27.32 hits/visit)
December 2008	631	1009 (1.59 visits/visitor)	3162 (3.13 pages/visit)	27,656 (27.4 hits/visit)

****Note:** There was a server change in the middle of December 2009. **

TECH TIP: Update Your Online Profile

We've made some updates to the website, please do the same with your profile!

To log in, go to NAPOWDC.com and go to the Members section (under "About Us"). Once logged in, click the "My Profile" link at the top and update the fields as indicated below.

If you have any questions or need help logging in, please don't hesitate to contact me at techdirector@napowdc.com.

Ways to Update Your Profile:

- Check for typos or information that's no longer relevant.
- If you're a Golden Circle member, check off that box for the logo to show up in your listing.
- Update your title if you're a past board member.
- Check to see if the new affiliations we've added apply to you.
- Fill out the new "Year Joined NAPO" field.
- To properly insert CPO® into your title, type "CPO" then "®" (ampersand, pound,1,7,4,semicolon).

Member News

Heather Coccozza, *Coccozza Organizing & Design, LLC* was hired by NAPO to develop the following three training courses:

PO-206 Project Management for Professional Organizers
 PO-304 Project Management for Residential Organizers
 PO-305 Project Management for Office/Business Organizers

Helen Montfort, *Making Space for Life*, became a Certified Organizer Coach in December. This was the culmination of an 11 month program from The Institute of Applied Coaching lead by Denslow Brown. Helen was in the inaugural class of six.

Book Clubs

Book Club North

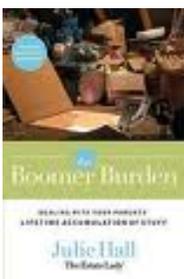
Coordinator: Lynn Meltzer
Clutter and Paperworks

When: Tuesday, March 16, 7pm

Where: Home of Lynn Meltzer
10131 Ashburton Lane
Bethesda, MD 20817

Book: *The Boomer Burden: Dealing With Your Parents' Lifetime Accumulation of Stuff* by Julie Hall

A practical guide to advise Baby Boomers how to deal with the daunting task of facing a parents' eventual passing as it relates to residential contents, heirlooms, and the often difficult family interactions and feuds that accompany them.



Book Club South

Coordinator: Judy Parkins
Gently Organized

When: Wednesday, February 17, 7pm

Where: Gently Organized Office
Alexandria, VA

Book: *The First Sex* by Helen Fisher

Drawing on original research, Fisher reveals how women and their natural talents are changing the world, making them ideal leaders and successful shapers of business and society—today and on into the twenty-first century.



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The NAPO-WDC Chapter is committed to providing information through the newsletter. Contributions from members are encouraged. All articles are subject to editing. Please include your full name, business name, email address and photo for possible publication.

If you would like to advertise in this newsletter, please contact Lauri Mennel, Lauri@BluebonnetPO.com. NAPO-WDC makes no endorsement of products or services advertised.

Advertising sizes and rates:

Small (3 1/2 x 2")	\$30
Medium (3 1/2 x 4")	\$50
Large (7 x 4")	\$100

25% discount for members

25% discount for repeat ads (three or more consecutive months)

All ads must be pre-paid. Rates subject to change at anytime.

Take part in this great opportunity to get to know other members and to share your knowledge. The NAPO-WDC Book Clubs meet every month (alternating locations) and choose their own books.

All chapter members are welcome to attend. The clubs read organizing books or books related to business. We discuss the aspects of each book and how the book relates to our work as organizers and small business owners.

Please check the chapter newsletter for future dates for both the North and South Book Club. RSVP to Lynn Meltzer at arnielynn@verizon.net or 301-530-3551 for directions to the Book Club North meetings. RSVP to Judy Parkins at judy@gentlyorganized.com or 703-548-1000 for directions to the Book Club South meetings.

NAPO-WDC Enhanced Website Listings

Sign-Up for an enhanced listing on the *Find an Organizer* section of NAPO-WDC's website to make your business **stand out**. Enhanced listings include your photo, special color background to display your information and headings in a bold, red font.

A current enhanced listing user says: "*The enhanced listing has made a huge difference to my business. The clients who decide to contact me are a better match for my business because of the additional information provided in the listing. For me, the enhanced listing is a bargain compared to more costly marketing and advertising campaigns.*"

Enhanced listings are \$50. Sign up in the membership renewal process by selecting the "Upgrade my listing for \$50" box in the "Upgrade to an Enhanced Listing" section.

Board Meetings

The next board meeting is scheduled immediately preceding the February chapter meeting. Board meetings are open to all chapter members. To ensure enough space at the location of an upcoming board meeting, non-board members who wish to attend should contact Chapter President Judy Parkins one week prior to the meeting.

NAPO-WDC and IKEA 's GO Month activities were featured on the January 7 edition of News Channel 8's *Let's Talk Live*.

Organizing tips by Kim Oser, CPO®, of *Put It Away!*, were featured on Complete Organizing Solutions blog post "A Secret For Keeping Linens Stacked Nice And Neat" and the Rubbermaid website's story titled "New Year's Heave: Getting your home ready for the new year isn't daunting...if you're prepared."

As part of GO Month, C.Lee Cawley of *Simplify You* gave a talk entitled, "New Year, New You. Get Organized to Get FIT in 2010! " to employees of the US Postal System in DC on January 6.

Cheryl Larson, *Cheryl's Organizing Concepts LLC*, gave a presentation titled "Organizing Young Children" to the Montgomery Village Maryland MOM's club on January 6.

Cheryl Larson, *Cheryl's Organizing Concepts, LLC*, contributed to the article "[Organizing Children's Photos in a Snap with Technology](#)" which appeared in *The Frederick Gazette* on January 14.

Susan Kousek, *Balanced Spaces® , LLC*, spoke on "Time Management" at the Performance Institute's Administrative Management Summit in Arlington on January 15. She also spoke on "Organizing Your Home Office" for the ERA Teachers Realty office in Herndon on January 13.

Golden Circle Report



Helen Montfort
Making Space for Life
NAPO-WDC Golden Circle Liaison
hsmontfort@mac.com

Golden Circle Gatherings

The next Golden Circle gathering will take place at my home in Bethesda at 4:00 pm on Sunday, February 21. Mark your calendars now! We are looking forward to another lively discussion.

Golden Circle Listserv

If you are part of the NAPO national chat, then you know that this membership benefit provides a wealth of information on a daily basis. But are you aware that there is also a Golden Circle Member listserv?

This is another venue for more seasoned professional organizers from around the country to network, to ask each other for advice, to get a referral for a vendor or product and to share knowledge about a variety of topics with other Golden Circle members. Find more information about this listserv at:

<http://lists.napo.net/listmanager/listinfo/golden-circle>

Ask the Expert Table

At the beginning of each chapter meeting, an "Ask the Expert" table is hosted by Golden Circle members. This gives new folks an opportunity to ask questions of more seasoned organizers and for GC members to give back to the organizing community. Volunteers are still needed for upcoming dates. Please let Helen know which meeting you'd like to be the "expert!"

Thank you to Cheryl Larson for being the expert at the "Ask the Expert" table for the January meeting. There were three aspiring/less than one year members in attendance.



Golden Circle

Golden Circle originated in 1990 as a way to recognize our veteran members with a special designation for their dedication to the organizing profession and to NAPO. There are more than 600 members throughout the country and 48 in our area.

If you've been in business as an organizer for at least five years and a NAPO member for at least one year, you may qualify for GC membership. To apply, go to http://napo.net/members/gc/golden_circle_application.pdf for an application.

There are no membership fees or dues and new members receive a GC certificate and a gold membership pin. The GC logo can be used on your marketing collateral and you are designated in the national and local NAPO membership directories, and websites, as a Golden Circle member.

GC members attend many outstanding events at the NAPO national conferences including luncheons, special lectures and roundtable discussion groups as well as attend local get togethers.

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munication

- Oversight responsibility of the following committees: Website Committee and Newsletter Committee

Director of Membership

- Serve as the liaison to the chapter membership
- Respond to inquiries via phone/email
- Oversee new member activities, including orientation and brunches
- Oversee registration table at chapter membership meetings
- Submit membership information to the newsletter
- Serve as the primary contact for prospective members
- Maintain membership voice mailbox
- Oversee membership application process
- Oversee membership renewal process
- Oversee production and distribution of the membership packet/operating manual and aspiring member packet
- Prepare member name badges
- Oversee production and distribution of the membership directory
- Submit copy of end-of-year membership directory to the shared web directory
- Update on-line membership application prior to annual renewals and as needed
- Update membership information on website including contact information on "Join Our Chapter" page
- Check voicemail box on a weekly basis for calls related to membership
- Participate in NAPO membership director teleconferences
- Process add/drop lists received monthly from NAPO
- Oversee Buddy Program
- Oversight responsibility of the following committees: Mentor Program, Golden Circle and Hospitality Committees

Director of Corporate Partner

- Serve as liaison between the chapter board and the corporate partners of the chapter
- Recruit corporate partners
- Process corporate partner applications
- Maintain content of corporate partner website pages
- Coordinate with annual conference marketplace chair

Director of Marketing

- Confirm we are listed in DC, MD and VA Verizon Yellow Pages
- Seek out opportunities to increase public awareness of NAPO and the organizing professional
- Act as the liaison between media and the membership. Connect chapter members with media for the purposes of articles or TV spots
- Post chapter calendar of events to www.napo.net
- Maintain a press packet
- Maintain media voice mailbox
- Maintain updated media list
- Oversight responsibility of the following committees: GO Month, PR, Special Events and Products.

Eligibility for Nomination

- Members nominated for the chapter board of directors must have agreed to serve if elected and must be current on their chapter and NAPO dues
- Any regular member is qualified, except in the case of the offices of the president and vice president
- Nominees for the office of president shall have been members of the chapter for at least one (1) year prior to the election meeting
- Nominees for the office of vice president shall have been members of the chapter for at least six (6) months prior to the election meeting
- Any corporate partners is qualified to be a director, but shall not be entitled to be an officer.

NAPO-WDC Chapter Membership Dues

Regular Chapter membership requires membership in NAPO National (*see below*).

Regular chapter member (local)	\$165
Regular chapter member (non-local)	\$120
New member one-time processing fee	\$ 25
Corporate Partner Standard	\$325
Corporate Partner Premium	\$500

Membership year is from October 1 through September 30.
 For NAPO-WDC Chapter membership information and application, visit www.napowdc.com or contact the Membership Director, Jackie Kelley at membership@napowdc.com. For Corporate Partner questions, contact Julie Gray at corppartners@napowdc.com.

NAPO National Member Dues

Provisional member annual dues	\$180
Active member annual dues	\$200
Corporate Associate member annual dues	\$550
One-time processing fee	\$ 20

Send NAPO National dues to:
 National Association of Professional Organizers
 15000 Commerce Parkway Suite C
 Mount Laurel, NJ 08054
 Tel: 856-380-6828
 Fax: 856-439-0525
 Visit the website to download a membership application or join directly at:
<http://www.napo.net/joinnapo/re>

Welcome New Member!

Teresa Wright
Washington, DC
wrightt@chevron.com

There are currently 102 members and 10 Corporate Partners in NAPO-WDC. At our January meeting, 40 members were in attendance and the chapter hosted three guests.

Membership Directory

Detailed information about members can be found on our chapter website, www.napowdc.com, in the Members Only section.

Changes and Corrections

Once you join or renew your chapter membership, you can update your own information at any time. Go to www.napowdc.com. From the "About Us" menu, select "Members Only Pages." Enter your NAPO National membership number and your unique password. Click "My Account" and make changes.

GO Month 2010 Update #1

Get Organized by the Numbers



Deb Lee
D. Allison Lee LLC
NAPO-WDC Director
of Marketing
www.dallisonlee.com

- 75+ Number of emails sent and responded to by volunteers, board members and IKEA staff
- 50+ Pictures taken
- 25 NAPO-WDC volunteers
- 8 Workshop sessions
- 7 CPO®'s who volunteered
- 6 Golden Circle members who volunteered
- 5 IKEA staff on hand to help
- 4 Organizing Topics: Kitchen, Home Office, Children's Rooms and Closets
- 3 New chapter members who volunteered
- 2 Presentation dates (January 9 and 23)
- 1 **Big, Happy NAPO-WDC Family!**



The GO Month Team (L-R): Mindy Jeppesen, Janet Schiesl, Yvette Davis, Lauren Halagarda, Judy Parkins, Jodie Campbell Jacobs, Cris Sgrott-Wheedleton, Susan Gilman, Pierrette Ashcroft, C. Lee Cawley, Deb Lee, Janice Rasmussen, Amy Goldberg-Cutler, Susan Unger, Dianna Lopez, Judy Tiger, Jane Campbell, Alisa Levy and Scott Roewer. Visit our [Facebook Page](#) to see more photos!

January 4 Chapter Meeting Review



Cris Sgrott-Wheedleton
Organizing Maniacs
NAPO-WDC Secretary
Cris@OrganizingManiacs.com

On January 4, we met at the Rock Creek Mansion in Bethesda for our popular round table discussions on specialty organizing topics.

Lauren Halagarda started with the ice breaker and asked members to look back over the past year and share their top three wins, things that didn't work out so well and seeds planted for next year. It was a good start to 2010 business planning.

Volunteers of the month were Janet Schiesl, Kim Oser and Susan Kousek. We still need lots of volunteers! Contact Judy Parkins to explore opportunities. Please contact Membership Chair Jackie Kelley for additional volunteer information.

Joe Johnson, owner of Shelf Genie, gave us an overview of his company. Shelf Genie is the only nationwide company designing pull out drawers for existing cabinets. All drawers are made in Ashland, VA, making production time and delivery fast and efficient. They are launching a new line which will be priced 25% less than the current lines. Contact Joe about their referral program!

Specialty workshops included the following topics: Helen Long discussed Estate Sales, Karen Swain talked about Working with Hoarders, Helen Monfort gave information about the Organizing Coach certification process, Jody Al Saigh spoke on Photo Organizing, Janice Rasmussen talked about Space Planning and I reviewed information about Medical Paperwork Organizing.

Deb Lee gave us an update on "GO Month" and volunteers were signed up. Our food drive during MARCPO yielded a 50 pound donation to the Capital Food Bank!

Nealey Levi encouraged everyone to proofread their NAPOWDC.com listing for accuracy. Two new entries include years of service and initial year of NAPO membership.

Mark your calendars! The Container Store will be sponsoring an Open House on March 24 at 1:00pm at their Rockville, Maryland location.

The nominations committee is looking for new members for the Board of Directors. Please see Heather Coccozza with questions.

Two members received \$100.00 gift cards from Shelf Genie.

Become a Certified Professional Organizer® (CPO®)

Check out the official [CPO® website](#) to find eligibility requirements, answers to commonly asked questions and other details to help you decide if you are ready to sit for future CPO® examinations.

Benefits of Certification

- Recognition of achievement within the industry.
- Competitive market advantage.
- Professional development and increased knowledge gained through preparation for the BCPO examination.
- Listing on the BCPO web site.
- Authority to use the CPO® designation on letterhead, business cards and all marketing materials.



Do You Still Need a Headshot?

Due to the great response, we will again offer a special rate for the professional portraiture services of B. Morales Photography during the April chapter meeting in Virginia.

Betty will be offering ten minute appointments from 6:30—8:00 pm on Monday, April 5, 2010. Betty will provide a corporate headshot package for \$40 which includes a choice of profile, 2/3 face from both sides, full face or full body shot.

You will receive an online gallery posting for image preview, light professional retouching on selected images, an electronic version of photos in high resolution (ready for print) and low resolution (ready for the Web), and an unlimited reprint license. This service is well below the regular rate of \$60, so don't hesitate!

Act quickly to make an appointment, as there is a 10 person minimum for this event. Please contact Betty Morales at 703-913-0091 or betty@bmoralesphotography.com to schedule your appointment.



Upcoming NAPO in the Neighborhood Meetings

Rockville Pike

February 22
LaMadeline - Rockville Pike
6:30—8:30 pm
Contact: Alisa Levy
alisa@embraceyourspace.net
301-651-1697

Route 66

February 23
Whole Foods—Vienna
7:00—9:00 pm
Contact: Janet Schiesl
janet@basicorganization.com
571-265-1303

Route 7

February 24
Borders Books - Sterling
6:00—8:00 pm
Contact: Cris Sgrott-
Wheedleton
Cris@organizingmaniacs.com
703-969-8407

Organizing Assistants

Are you interested in letting other chapter members know you want to work as an organizing assistant?

Advertise in the monthly Constant Contact. This publication comes out approximately one week before chapter meetings.

The list will consist of your name, phone number, email address and photo. You will be able to purchase space on the list for \$45 for a three month ad. Sign up now!

Contact Lauri Mennel for more information.

10% discount or commission
for NAPO-WDC members



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