

Past Meetings Schedule – 2012

January 9

Rock Creek Mansion
5417 W. Cedar Lane
Bethesda, Maryland 20814
301-530-0258

Manage and Preserve Pictorial Treasures

Digital photos and other new media are fragile and require special care to keep them useable. As new technologies appear for creating and saving our personal digital information, older ones become obsolete, making it difficult to access our older digital content. Find out more about the nature of the problem and learn some simple and practical tips for organizing and preserving your digital memories.

Erin Engle is a Digital Archivist with the National Digital Information Infrastructure and Preservation Program (NDIIPP) at the Library of Congress. She works on digital preservation initiatives supporting a national network of more than 180 partners, to collect, preserve, and make accessible at-risk digital content. She coordinates and contributes to communications, outreach, and social media activities for the Program and is Editor of the monthly Library of Congress Digital Preservation Newsletter. She has a BA in International Politics and French from The Pennsylvania State University, and she received her MSLS from The Catholic University of America.

February 6

Kena Shriners
9001 Arlington Boulevard
Fairfax, VA 22031

Mastermind Groups: A Key To Your Success

Please join us when Margarita Rozenfeld will discuss some of the ways you and your business can benefit by being part of a mastermind group. You'll have the advantage of different perspectives, additional resources and accountability to reach your goals.

Margarita Rozenfeld is the CEO of [Incite International](#) and the Founder of [YES!Circle](#). She helps individuals and organizations craft their vision and a road map to success through executive coaching, leadership training, retreats and experiential learning programs.

Ask the Expert" Focus Group

If you are new to organizing, attend the “Ask the Expert” session. It is an informal gathering where new organizers can receive free advice on owning an organizing business from members of the Golden Circle, a prestigious designation within NAPO for experienced organizers.

March 5

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The Do’s and Don’ts of Donating to Goodwill

Please join us when Catherine Meloy will offer a variety of tips on how and when to donate household goods to Goodwill so that the experience will keep donors coming back time and time again.

Catherine Meloy is the President and CEO of Goodwill of Greater Washington. Her involvement in the greater Washington community is extensive and varied. She has received numerous awards for her service; most recently the BRAVA Women Achievement Business Award in 2011.

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April 4

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Paperless Document Organization

Going paperless is about much more than just scanning in your documents. Once you’ve started scanning, the challenge becomes: how do you organize your electronic documents so that you can find them when you need them. The last thing you want is to trade a paper mess for a digital mess.

Brooks will share important digital file keeping topics such as organization, name, software, security, search tricks and more. He will present information that will help you, and most importantly, your clients get control of paperless documents.

Brooks Duncan has spent his career as a Certified Management Account, a software developer and as a Director of Client Services at a large multinational corporation.

Brooks is currently the owner and Editor-in-Chief of DocumentSnap.com, a website devoted to helping readers go paperless by turning piles of paper into an organized, electronic system. Brooks lives with his wife and two sons in Vancouver, British Columbia, Canada.

May 7

The Tribute Bash: A Salute to NAPO DC Volunteers 2012

7:00 pm – \$20 per member

Mark your calendars for Monday, May 7 at 7 p.m. and join fellow NAPO-WDC members, the board of directors and Corporate Partners at [Timpano](#) in Rockville for a lively evening of networking and appreciation.

Some very notable updates to our awards night:

- There will be a great selection of delicious hors d'oeuvres. You'll receive a coupon for one *free* beer or glass of wine and there will be a cash bar all evening. Soft drinks are gratis.
- This year we are expanding the awards given to our members in recognition.
- The price has dropped tremendously (NAPO DC will be covering more than half the evening's cost – thank you NAPO DC!).

You will not want to miss NAPO-WDC's award ceremony where Professional Organizer of the Year, Volunteer of the Year and Corporate Partner of the Year will be announced. In addition, this is the evening where one lucky member will win a free NAPO-WDC Membership for the 2012-2013 chapter year!

You must pay in advance for this event by sending a check for \$20 to the NAPO-WDC Treasurer, 5593 Malone Ridge Street, Unit 7106, Alexandria, VA 22312. Checks should be made payable to NAPO-WDC. The deadline to reserve your seat is April 27th, 2012. Watch your email for an Evite.

Please direct questions to Pierrette Ashcroft at development@dcorganizers.org.

June 4

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The White Elephant Sale, Favorite Organizing Products and Corporate Partners

We'll start at 6:30 with our inaugural White Elephant Sale. It's a great opportunity to get rid of unwanted organizing supplies and books while helping out A Wider Circle, our Community Partner.

The meeting will continue with the ever-popular show and tell of new and favorite organizing products and services. This year we are combining that with members' recommendations of Corporate Partners. Learn from fellow members what they like and use to help your clients achieve optimum organization.

No Meetings in July or August

September 10

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Be Prepared: Streamlining Personal Records

Every:

- 45 seconds someone in the U.S. has a stroke
- 20 seconds someone in the U.S. has a heart attack
- 4 seconds someone is diagnosed with dementia

If someone needed to step in and help one of your clients, could they?

In addition to wills, power of attorneys and medical directives, the number of personal contacts, banking, financial, medical, online and household accounts, usernames and passwords is overwhelming to even the most organized.

In this session we will cover the major categories of information and discuss those items that need to be collected and documented in one place to assist a loved one in the event they need to step in and help – even if only temporarily.

Kay Bransford is the founder of MemoryBanc. Several years ago, her mom called to ask how to get money into their bank account. That call started a six month odyssey. The result was an organizational system that she and her siblings use to help support and care for their parents and their assets.

When colleagues and friends saw what Kay had developed, they asked for their own versions. Kay launched MemoryBanc in 2011 and with the MemoryBanc Register, a 3-ring binder in which users collect and store information and details on personal, financial, medical, online and household accounts.

Before launching MemoryBanc, Kay spent more than 20 years in a variety of sales, marketing and business development positions to include Best, ACA, SIIA, Vocus, Global Secure and Washington Speakers Bureau.

Connect with her on Twitter @Kay_Bransford and on [Facebook](#).

Yahoo Discussion Group and NAPO-WDC Blog

Have you ever wondered who is the perfect contractor for one of your clients, what's the best company to design your new logo or where to buy acid free photo storage boxes? Well, our members have the answers and you can ask them on our Yahoo Discussion Board. We have moved into the 21st century and that means our newsletter has been replaced by a blog that you can receive by email. Prior to the chapter meeting, you will have an opportunity to sign up for both our Yahoo Discussion Group and our new Blog.

Membership Renewal and MARCPO Registration

It's one stop shopping before our meeting. You can quickly renew your membership and sign up for MARCPO. Bring your credit card and our helpful assistants will be of service so you can quickly complete the process.

6:30-7pm – Ask the Expert” Focus Group

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October 1

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Is Your Jewelry Box a Treasure Chest?

When helping your clients get organized or downsizing do you know which of their items are valuable? Jamie Grasso will educate us about estate jewelry (gold, silver and platinum), diamonds and precious gems, silver flatware and holloware and coins. You will learn how quality and value are determined and how to assist your clients in maximizing the value of their treasured objects, if they wish to sell them.

Jamie Grasso, Gemological Institute of America certified AJP is co-founder of [NovaGold, LLC](#), a licensed, bonded and insured company. Jamie brings to the company 25+ years of sales, marketing and business experience. She has spent the majority of her career in the IT world as an enterprise software client executive to the Department of Defense. Jamie is a native Northern Virginian, attended George Mason University and is currently raising her 2 children with her husband, Michael.

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November 5

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Overcoming Your Client's Challenges

Your goal is to help your clients achieve their goals. What do you do when their challenges seem to prevent them from making progress? Join us when Liz Goll Lerner leads an interactive evening that includes case studies, attendee participation and brainstorming.

We will learn what makes our clients behave the way they do and how to turn those challenges into opportunities.

Liz Goll Lerner, founder of [Inspired Choices](#), is a psychotherapist, life coach and art therapist specializing in private practice and group transformational workshops. In practice for over 30 years, Liz's specialty is working with the whole person — mind, body and spirit. She helps people meet their full potential by helping them heal, get in touch with their heart's purpose and take action. Liz enjoys working with each new client with fresh eyes; She believes that each person is unique with a unique set of circumstances. With individualized programs Liz assists her clients to see life in a new way and take the actions needed to live a more balanced and fulfilled life.

Connect with her on Twitter @yourinspired and on [Facebook](#).

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December 3

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The 4 Step Formula To Organizing That Lasts

Are you frustrated by your clients' inability to maintain the systems you've spent hours putting in place? Do you continue to organize the same spaces and discuss the same principles at every session? Is it hard to keep your clients focused and out of overwhelm?

The problem isn't you. Or your clients. Or your systems! The problem is that your clients need more of you and more systems. And that's not really a problem is it?

Join Julie Gray, COC®, Holistic Organizer and Time-Saver Specialist and learn the 4 Step Formula to Organizing *That Lasts*.

You will walk away with:

- Specific strategies for co-creating organizing systems that fit your client like a glove
- Understanding the holistic approach to organizing and how to leverage the elements that most resonate with you
- The #1 secret ingredient that holds ALL of your systems together

Julie Gray, COC®, Time Saver Specialist is passionate about teaching leaders and entrepreneurs the systems they need to get out of overwhelm, focus their time, and *make the impact they crave*.

Julie runs an organizational coaching firm, helping clients gain the mindful awareness and system alignment they need to develop, organize and achieve a business they love and a lifestyle they enjoy.

Julie Gray completed space organization and time coach training from the Julie Morgenstern Organizing Institute and is also certified as an Organizer Coach by the Coach Approach for Organizers, a 2-year ADD/Life Coach training program.