



## Welcome to the Washington D.C. Metro Chapter of NAPO!

As the Membership Director for NAPO Washington DC Metro Chapter, I would like to welcome you as a new member! Your online membership is now activated and your name should appear in the organizer search listing. When using the [dcorganizers.org](http://dcorganizers.org) website, please be sure to login so you can access all your "Member Benefits".

NAPO WDC is the central resource in the area for organizing professionals. Our approximately 95 members span two states (MD, VA) and the District of Columbia and consist of hands-on residential and productivity organizers, consultants, coaches, speakers, trainers, authors as well as business partners who sell and distribute products and services used for organizing, often at a discount to members.

NAPO-WDC holds a total of 10 meetings a year on the first Monday of the month- 8 meetings are alternately held at suburban MD and VA locations and 2 meetings are held virtually. Our chapter does not hold membership meetings during the months of July and August. We also have local book clubs, neighborhood meetings and a podcast club, which allow organizers to connect in a smaller setting. Please check the [chapter website](#) for updated meeting information, including location and time. At each chapter meeting we have an "Ask the Expert" session from 6:30 to 6:55 that is moderated by a veteran organizer so be sure to come early so you can ask all your top questions about organizing.

NAPO-WDC values education. We encourage all members to rise from Provisional to Professional status by taking the "Going Pro" classes at NAPO University. All members have free access to all Conference Presentations on the NAPO University website and we urge you to take advantage of this benefit.

We are an association run completely by our members and there are many opportunities to get involved. You will find that the more you give back to our WDC Chapter, the more you will get from the Chapter. Be sure to check out the latest [volunteer opportunities](#). There are forms in this packet to complete and return, including a volunteer checklist and a survey of skills and interest. **Kindly return these forms to me at the next meeting or by email.**

Please contact me with any additional questions and I will be happy to discuss them with you.

Sincerely,

Jill Katz

Director of Membership, NAPO-WDC

301-799-8112

[membership@dcorganizers.org](mailto:membership@dcorganizers.org)



## 2019-2020 NAPO-WDC Chapter Board of Directors

Title	Name	Company	Phone	Email
President	Debbie Smith	KYSS: Keep Your Stuff Simple	(703) 851-5504	<a href="mailto:president@dcorganizers.org">president@dcorganizers.org</a>
Vice President	Jessica Williams	Clutter Doctor	(757) 999-2664	<a href="mailto:vicepresident@dcorganizers.org">vicepresident@dcorganizers.org</a>
Treasurer	Amy Thomas	Simplified Solutions	(703) 625-6127	<a href="mailto:treasurer@dcorganizers.org">treasurer@dcorganizers.org</a>
Secretary	Liz Perkinson	Organizing Savvy	703-402-0471	<a href="mailto:secretary@dcorganizers.org">secretary@dcorganizers.org</a>
Immediate Past President	Heather Coccozza	Coccozza Organizing + Design, LLC	703-253-9447	<a href="mailto:pastpresident@dcorganizers.org">pastpresident@dcorganizers.org</a>
Director of Communications & Technology	Kolleen Metzger	Clutter Cure Organizing, LLC	571-241-3184	<a href="mailto:techdirector@dcorganizers.org">techdirector@dcorganizers.org</a>
Director of Business Partners	Megan Hicks	JunkLuggers	703-244-5084	<a href="mailto:businesspartners@dcorganizers.org">businesspartners@dcorganizers.org</a>
Director of Marketing	CURRENTLY VACANT	Priority Focused Organizing, LLC	571-334-7951	<a href="mailto:marketing@dcorganizers.org">marketing@dcorganizers.org</a>
Director of Membership	Jill Katz	One to Zen Organizing	301-799-8112	<a href="mailto:membership@dcorganizers.org">membership@dcorganizers.org</a>
Director at Large, Membership Committee	CURRENTLY VACANT			<a href="mailto:membership@dcorganizers.org">membership@dcorganizers.org</a>
Director of Programs & Professional Development	CURRENTLY VACANT			<a href="mailto:development@dcorganizers.org">development@dcorganizers.org</a>



## **NAPO Organizers Code of Ethics**

This Code of Ethics is a set of principles to provide guidelines in our professional conduct with our clients, colleagues and community. As a member of the National Association of Professional Organizers, I pledge to exercise judgment, self-restraint and conscience in my conduct in order to establish and maintain public confidence in the integrity of NAPO members and to preserve and encourage fair and equitable practices among all who are engaged in the profession of organizing.

### **Clients**

#### **Working Relationships:**

I will serve my clients with integrity, competence, and objectivity, and will treat them with respect and courtesy.

I will offer services in those areas in which I am qualified and will accurately represent those qualifications in both verbal and written communications. When unable or unqualified to fulfill requests for services, I will make every effort to recommend the services of other qualified organizers and/or other qualified professionals.

I will advertise my services in an honest manner and will represent the organizing profession accurately.

#### **Confidentiality and Conflict of Interest:**

I will keep confidential all client information, both business and personal, including that which may be revealed by other organizers.

I will use proprietary client information only with the client's permission.

I will keep client information confidential and not use it to benefit myself or my firm, or reveal this information to others.

#### **Fees:**

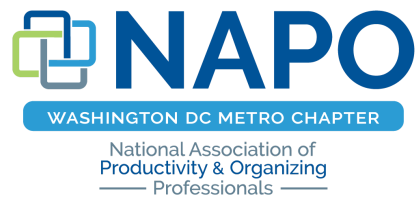
I will decide independently and communicate to my client in advance my fees and expenses, and will charge fees and expenses which I deem reasonable, legitimate, and commensurate with my experience, the services I deliver and the responsibility I accept.

I will make recommendations for products and services with my client's best interests in mind.

### **Colleagues**

I will seek and maintain an equitable, honorable and cooperative association with other NAPO members and will treat them with respect and courtesy.

I will respect the intellectual property rights (materials, titles and thematic creations) of my colleagues, and other firms and individuals, and will not use proprietary information or methodologies without permission.



I will act and speak on a high professional level so as to not bring discredit to the organizing profession.



# ***National Association of Productivity & Organizing Professionals – Washington, DC (WDC)***

## ***Membership Benefits***

- **Chapter meetings are FREE.**
- **Networking** with Professional Organizers and Business Partners during our monthly meetings (Sept-June), members'-only neighborhood group meetings, chapter events, book clubs and interact with members and learn about their organizing specialties and referrals.
- **Continuing education** and critical information from professional speakers, business trainers, and experienced organizers to grow your own business. Ask questions at "Ask the Expert Table" available at chapter meetings.
- **Interact with chapter members in our private NAPO WDC Point discussion forum** to share information, resources, and insights into your challenges.
- **Develop Leadership skills** through chapter involvement and volunteer opportunities, mentorship, Board of Directors, committees and membership.
- **Announce your availability to subcontract or coach** other organizers through our "Willing to Subcontract" and "Willing to Coach" website listings. (There is an additional \$25 annual fee to be listed as a subcontractor or coach).
- **Get publicity** through members-only media exposure.
- **Access to the members-only area** of the NAPO WDC website.
- **All NAPO Conference recordings are available for FREE.** Years 2015-2019 are available online 24/7 (Powerpoint video & audio presentation). Earlier years are available through our chapter's Lending Library via CD's (audio).
- **Post a class you are teaching** on the chapter's website.
- **Share your expertise** through panel presentations.
- **Contribute your blog articles** for the chapter website to be shared in the chapter newsletter and on the chapter's social media sites.
- **Share your organizing news** to be shared in the chapter newsletter and on the chapter's social media sites.
- **Borrow from our extensive book and CD Lending Library**, which includes NAPO and ICD conference recordings.
- **Display your professionalism** by using NAPO WDC's name and member's logo in marketing materials, and increase your professional credibility.
- **Increase exposure** to potential clients by listing your business profile on our website's "Find an Organizer" page.



## Additional Information on Specific Chapter Benefits

### **Book Clubs**

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.

NOVA Book Club Coordinator: C. Lee Cawley, [info@simplifyyou.com](mailto:info@simplifyyou.com) 703-625-7336.

Maryland Book Club Coordinator: Denise Sintetos, [sintetos@msn.com](mailto:sintetos@msn.com) , 301-807-6199.

Book reviews are only a small part of the book clubs. Agendas are organized so that members get to know one another and share their "lessons learned" with other members.

Please check the chapter website at [www.dcorganizers.org](http://www.dcorganizers.org) for current details.

### **NAPO Neighborhood Groups**

Being part of one of NAPO's largest chapters, it can be hard to get to know individuals in your geographic area. To encourage such networking, members have begun creating NAPO Neighborhoods to get to know each other better, learn from one another and support each other in their individual missions.

There are currently three NAPO-WDC Neighborhood Groups: Route 66 (VA), and Arlington/Alexandria. Each neighborhood group is self-governed with a coordinator who reports to the chapter board. Currently, each neighborhood group meets once a month.

The **Route 66** group meets on the third Thursday, every other month from 7:00-9:00 at Ono Brewing Company, 4520 Daly Drive, Suite 102, Chantilly, VA. The Group Coordinator is Diane Greenhalgh, [diane@tinytothemax.com](mailto:diane@tinytothemax.com), 571-334-7951

The **Arlington/Alexandria** group meets every other month from 7:00-9:00 PM at: Whole Foods - Upstairs Seating Area 2700 Wilson Blvd Arlington, VA 22201. The Group Coordinator is Amy Dobson, [amy@reclaiminteriors.com](mailto:amy@reclaiminteriors.com), 907-331-7456.

The <https://www.dcorganizers.org/Admin/Contacts/Details/EmailOptionsTab/EmailOptionsView.aspx?contactId=46846801> **Silver Spring** group meets every month from 7:00-9:00 pm. The Group Coordinator is Silvia Balderas, [TellMeMore@yhsimplified.com](mailto:TellMeMore@yhsimplified.com), (301) 442-5543

### **NAPO Podcast Club**

The Podcast club meets virtually on the last Tuesday of the month and discusses an agreed-upon podcast. The Coordinator is Nicole Athas Holtman, [nicole@itspracticallyorganized.com](mailto:nicole@itspracticallyorganized.com), 703-679-7091



## Instructions on How to Access the Members-Only Area of Website

### New Member Log-On:

- € Go to NAPO-WDC website at <http://www.dcorganizers.org>.
- € Click on “Login” in the upper right hand corner
- € Enter the email and password you used to register under “Please log in to continue.”
- € On the blue navigation bar, hover over the three little bars to the right of “Blog” to view the drop down menu and enter the Members Only pages of the website.
- € If you forgot your password, select the **Forget Your Password** link and a reminder email will be sent. If you need assistance, send an email to [techdirector@dcorganizers.org](mailto:techdirector@dcorganizers.org).

## NAPO-WDC Chapter POINT Pointers (see next page for how to navigate the POINT communities)

Here are the basic guidelines for using the Chapter Point community:

- **Be Respectful**- refrain from any content that is, or could be perceived to be, racist, sexist, ageist, or otherwise offensive or harmful.
- **No Advertising**- no commercial or self-promotion messages, unless in response to a specific post (including advertising one’s subcontractor services)
- **Keep It Positive**- avoid any content that could be perceived as defamatory, slanderous, or libelous to an individual or company (this includes “safety alerts” or warnings about potential clients)
- **Nix the Numbers**- don’t discuss or mention prices, rates, costs, profits, or margins (including pay rate for subcontractor work)
- **Questions, comments, or concerns about content?** Email [secretary@dcorganizers.org](mailto:secretary@dcorganizers.org) (please do not post or reply on POINT)

These guidelines are based on the POINT User Agreement, NAPO’s Antitrust Policy, and NAPO’s Safety Position Statement.

## Using the NAPO POINT and the NAPO-WDC Chapter's POINT Community

1. In your browser, go to [www.napo.net](http://www.napo.net). At the upper right-hand corner, click on the words "Sign in"



2. Log in using your NAPO National credentials.

3. At the top middle, click on "Members Only/POINT"

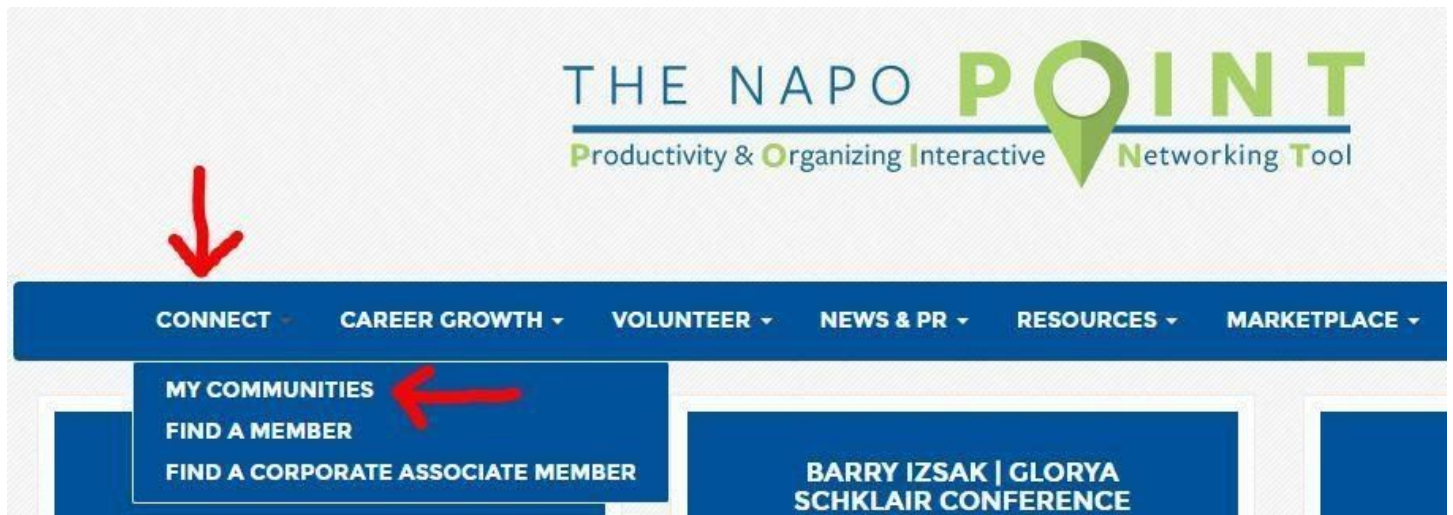


4. On the next page, you'll need to sign into the POINT itself by clicking on the light green button on the top right.





- Click on “Connect” and select “My Communities” from the drop-down menu.



- Scroll down to see a list of the various POINT communities you are subscribed to. At the very least, you will be subscribed to Member Connect, which is for all NAPO members, and Washington, DC, which is for NAPO-WDC members. You might also see POINT communities for any SIGs you belong to or special leadership roles you have within NAPO National. Click on Washington, DC.



- Next to the words “Washington, DC” in the green heading, click on the word “Settings.” Next, click below your listed email address to see the options for email delivery. We suggest you choose “Real Time” email delivery. This allows you to get messages from your fellow NAPO-WDC members as they are posted, giving you opportunities to respond to their requests for information, referrals, and sub-contracting gigs.

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8. You can create a post to be sent to NAPO-WDC members by clicking on “Add” under the Latest Discussion Posts.



9. You can also view any files that members have uploaded to the community by scrolling down to Latest Shared Files, or add your own.



10. Lastly, if you find it easiest to send a quick message straight from your email platform, just type **PONETWORK-washingtondc@connectedcommunity.org** in the “To” field and it will post to other NAPO-WDC members.



## NAPO-WDC Business Partner Program

NAPO-WDC offers regional companies the opportunity to join our chapter as a Business Partner. Business Partner Membership is available to any individual or company offering organizing-related products or services in the Washington, D.C. metro area.

As organizers, we need to be up-to-date on the best possible resources and local service providers that can aid our clients in achieving their goals. Our chapter's Business Partner Member Program provides you with a direct link to those vendors who 'get' what we do as professional organizers and understand the potential of our influence in the marketplace.

Most of our Business Partners Members offer chapter members a NAPO specific program or incentive that allows you to pass on additional value to your clients. Some even offer affiliate programs where you can be trained to sell their products.

We encourage you to connect with our Business Partners and get to know them on a personal level. They support the chapter in many ways and are excited to help us help our clients.

### Following is a list of our current NAPO-WDC Business Partners:

123 Junk – Kevin Wheeler	<a href="http://www.123junk.com">www.123junk.com</a>
Artifactual History Appraisal - Sarah Reeder	<a href="https://www.artifactualhistory.com/">https://www.artifactualhistory.com/</a>
Book Bliss Online - Sharon Bliss	<a href="http://www.bookblissonline.com">www.bookblissonline.com</a>
Home Transition Pros – Anna Novak	<a href="https://www.HomeTransitionPROS.com">https://www.HomeTransitionPROS.com</a>
JK Moving Services – Phil Philbin	<a href="http://www.jkmoving.com">www.jkmoving.com</a>
JunkLuggers/VA – Mark Harrington	<a href="http://www.junkluggers.com/gainesville">www.junkluggers.com/gainesville</a>
Junkluggers/Northwest DC - Enrique Gomez-Serrano	
MaxSold – Tanairi Baeza	<a href="http://www.maxsold.com">www.maxsold.com</a>
Mi-Box of Northern VA - Raymond Rieling	<a href="http://www.getmibox.com">www.getmibox.com</a>
Mid-Atlantic Military Antiques - Tim Frank	<a href="https://midatlanticmilitaryantiques.com/">https://midatlanticmilitaryantiques.com/</a>
Orion's Attic LLC– Christopher Lancette	<a href="http://www.OrionsAttic.com">www.OrionsAttic.com</a>
Paxton Record Retention, Inc - Kathy Paxton	<a href="http://www.Paxton.com">www.Paxton.com</a>
Paradigm Experts - Steve Gouterman	<a href="http://www.Paradigmexperts.com">www.Paradigmexperts.com</a>
Quest Insurance - Sami Satouri	<a href="http://www.questinsurance.us">www.questinsurance.us</a>
Samara Interiors, LLC - Samara Goodman	<a href="http://www.samarainteriors.com">www.samarainteriors.com</a>
StagedInterior.com – Young Kim	<a href="http://www.StagedInterior.com">www.StagedInterior.com</a>
Time Sorters – Terri Blanchette	<a href="http://www.timesorters.com">www.timesorters.com</a>

**Do you have a company to recommend as a Business Partner Member?** Send your suggestions or questions to NAPO-WDC Director of Business Partner Member at [businesspartners@dcorganizer.org](mailto:businesspartners@dcorganizer.org).



**Grow Your Business by Getting Involved:  
Volunteer Opportunities in the NAPO-WDC Metro Chapter**

NAPO-WDC is an educational association run completely by our members. We offer opportunities to get involved on multiple levels. The success of the NAPO-WDC Metro Chapter depends on contributions made by ALL members, and everyone is encouraged to assist or participate in some way.

Please complete the information section below and check the areas in which you would be interested in volunteering during this membership year.

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Communications and Technology Committee:**

- A/V Set-up Specialist (for VA or MD Meetings)
- Website content development
- Newsletter (writer, ad solicitation, administration)

**Business Partner Committee:**

- Assist BP Director in soliciting and/or maintaining BP relationships

**Marketing Committee:**

- Social Media
- Get Organized Month (GO/Get Organized Month)
- Public relations and advertising

**Membership Committee:**

- Membership recruitment & retention (reaching out to potential members and current members)
- New Member Hospitality: Checking in on new members, helping with New Member's Brunch
- Meeting Hospitality: Meeting greeter or Sign-in Coordinator (at MD or VA meetings)
- Mentor Program Coordinator- Matching mentors with mentees

**Programs and Professional Development Committee:**

- Meeting topics and speakers
- Set-up and assistance
- Meeting program support

**Other Chapter Activities:**

- Nominating Committee: Reaching out to members to see who's interested in joining Board
- Book Clubs/Neighborhood Groups

**Thank you for your support of NAPO-WDC**  
(Please Return to NAPO-WDC Membership Director, [membership@dcorganizers.org](mailto:membership@dcorganizers.org))



## NAPO-WDC New Member Skills and Interest Form

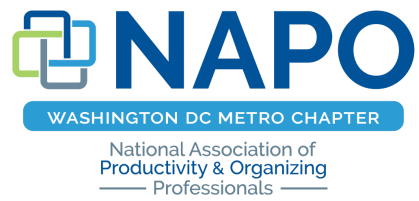
### NAPO-WDC Wants to Learn More About You!

Our chapter membership greatly benefits from the skills and expertise of our members. Please let us know about your background and any unique skills or certifications acquired during your professional career (as an organizer or prior to your career in organizing). If there are areas we neglected to ask about, please add them! **Please circle or bold/underline if applicable, or add information as necessary in blank fields.**

Professional Certifications	Technology and Computer Skills	Financial and Other Professional Expertise	Management, Marketing and Communications
Please add if applicable	MS Word – PC/Mac	Accounting	Event Planning
(Ex: CPA)	MS Excel – PC/Mac	Bookkeeping	Project Management
	MS Powerpoint – PC/Mac	Contracts	Delegation
	MS Publisher – PC/Mac	Fundraising	Strategic Planning
	MS Access – PC/Mac	Quicken	Marketing
	Constant Contact	Quickbooks	Public Relations/Publicity
	Desktop Publishing	Financial Planning	Editing/Proofreading
	Graphic Design	Legal	Feature Writing
	Web Design		Technical Writing
	HTML	Other:	Public Speaking
	Blogging		Workshop Design
	Other:	Other:	Other:

Please use this space to provide any additional details pertaining to your responses:

**Thank you for your participation!**



(Please Return to NAPO-WDC Membership Director, [membership@dcorganizers.org](mailto:membership@dcorganizers.org))