

# THE LOS ANGELES ORGANIZER



January/February 2014

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## NAPO-LA Calendar

### January

27 Board Meeting 2:45pm  
Leadership Forum 6:00pm

### February

24 Board Meeting 2:45pm  
Chapter Meeting 6:15pm

### President's Message

**A Message from our President  
NAPO Los Angeles  
January 2014**

### Time to Reflect, Transform and Renew

Written by Nadine Levy



## Quick Links

[NAPO-LA](#)

[NAPO National](#)

[Newsletter Archives](#)

## Meeting Information

### November Chapter Meeting Attendance

Membership: 77  
Members: 31  
Visitors: 7

## New Members

Milena Kazarian  
Chic and Cheap Organizing  
[www.chicandcheaporganizing.com](http://www.chicandcheaporganizing.com)

Linda MacMaster  
Simple Solutions with Linda  
[www.simplesolutionswithlinda.com](http://www.simplesolutionswithlinda.com)

## NAPO-LA Board of Directors

2013 has come to an end. 2014 has begun. It is a perfect time to start anew. January symbolizes a time of reflection, transformation, and renewal. It is an opportunity to put the phrase, *"out with the old and in with the new"* into action.

January is an ideal time to reflect and assess. It is important to celebrate the circumstances from the past year that brought smiles to your face, warmed your heart, and caused you to swell with pride. It is also important to acknowledge the situations that raised red flags, caused you to cringe, or made you feel humility or disappointment. Embrace all the reflections and utilize the lessons learned when deciding how you will handle things in the year ahead. What will you do differently? What will you pay closer attention to? What will you let go of? What will you conquer? Remember, you are only human. In order to achieve true success, some form of misstep, mistake or failure will act as the stepping-stones along the way.

For me, the past twelve months have been filled with new beginnings, personal and professional challenges, new business endeavors, exciting opportunities, disappointments, education, occasional mistakes, commitment & dedication, playing referee and peacemaker with my children (and occasionally with NAPO colleagues), driving like mad between clients, school, play dates, and carpool, love and laughter, pain and loss, and many, many life lessons.

My plan for 2014 includes incorporating what I have learned thus far into becoming the best possible version of myself. My priority is to bring the aspirations that come from my heart, and that I value most, to fruition. My challenges include improving my efforts toward achieving a healthy work/life balance, seeking out and launching new business ideas and solutions,



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**Vice President**  
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Downsize and Get Organized  
805.409.4638



**Treasurer**  
Lisa Sucheski  
Timeline Organizing  
562.438.5650



**Secretary**  
Cynthia Smith  
Your House in Order  
310.721.1076



**Director of Administration**  
Mary Anne Lantieri  
Apparent Priority  
818.314.2128

contributing to my community, being accountable for my actions, letting go of fear and anger, and to accept that *doing the best I can*, is absolutely enough.

As 2014 continues to unfold, I wish the following for you and your loved ones :

- The strength of mind and body to take good care of yourself,  
and the ones you love;
- To breathe deeply each and every day;
- The ability to give and serve whenever possible;
- The humility to accept help graciously;
- To be supported, respected and loved by your friends and family.

Here's to a very Happy, Healthy, Inspired, Peaceful, Prosperous New Year!  
Cheers!

*Nadine Levy is the CEO of Management 180 Consulting ([www.management180.com](http://www.management180.com)) and also the president of NAPO-LA.*

## NAPO-LA Chapter Meeting

### January Chapter Meeting

#### Leadership Forum

**Our 2014 Forum: "The Opportunity to Inspire!"**

*"Do the one thing you think you cannot do. Fail at it. Try again. Do better the second time. The only people who never tumble are those who never mount the high wire. This is your moment. Own it." - Oprah Winfrey*

Join Ellen Faye for a dynamic Leadership Forum. Learn how to grow, to lead, to improve - for the betterment of yourself and all the things around you.



**Ellen Faye**

Ellen Faye CPO®, COC®, is a 13 year veteran in the Organizing and Productivity Industry. She has effectively grown her business, Ellen Faye Organization, in a way that is congruent with her goals and values. Prior to her success in our profession, she had an accomplished career in the Hospitality Industry, most notably as one of Hilton Hotel's first female General Managers. She was only 27 years of age!

Ellen is currently in her 3<sup>rd</sup> year of service to NAPO's Board of Directors. She served 6 years on the Greater Philadelphia Chapter Board, 3 as Director of Communications and Technology and 3 as Treasurer. She has served 5 years



**Director of Communications & Technology**

Katherine Macey  
Organize to Excel!  
310.800.7430



**Director of Marketing**

Christie Gelsomino  
Vision to Be Organized  
661.993.8291



**Director of Membership**

Tara Kenavan  
21 Times  
818.358.3363



**Director of Associate Membership**

Robyn Reynolds  
Organize2Harmonize  
310.625.6522



**Member At Large**  
Leslie Haber

on the NAPO Conference Committee - chairing both NAPO2010 and NAPO2013. Ellen is also a member of Golden Circle, holds two ICD certificates of study, is a member of the 2007 Inaugural Class of Certified Professional Organizers and is a Certified Organizer Coach.

Ellen has been a leader her entire life. She planned a 4-day, hotel-based conference for 300 high school students when she was just a teen! She continued honing her leadership skills in college, then in the private sector, and now in the non-profit world. Ellen has served 25 collective years on volunteer boards, including 6 as President, and has experienced first-hand the highs and lows of volunteer leadership.

Ellen is passionate about creating gratifying, effective and worthwhile volunteer environments. She knows the work must be fulfilling on both results and humanistic levels for people to give their valuable time and energy. Ellen is excited to share with you her secrets for building strong teams, growing personally and professionally from volunteer experiences, and why exactly she loves being a volunteer.

**When:**

Monday, January 27, 2014, 6:00 pm

**Where:**

The Olympic Collection Conference Center at 11301 West Olympic Blvd. in West Los Angeles (cross street is Sawtelle). The usual meeting room is on the second floor.

**Who:**

All professional organizers and those interested in entering the field are welcome to attend. Professional business attire requested.

**Cost:**

Meeting charge is free for NAPO-LA members and \$29 for visitors registered by January 22, 2014, \$39 for registration at the door. (CASH or CHECK only please.)

**Parking:**

\$6 in the underground parking. Limited street parking is available after 6:00 pm.

If you have an idea for a Chapter topic or presenter please don't hesitate to write or call: [Regina@AClearPath.net](mailto:Regina@AClearPath.net) 818.400.9592.

## Golden Circle

### GOLDEN CIRCLE LISTSERV

Are you a member of the Golden Circle ListServ? Open only to Golden Circle members, this ListServ allows more seasoned professional organizers to network with each other. To get started, log into [www.napo.net](http://www.napo.net) and go to the Golden Circle Page. In the second paragraph you will see a link for the Golden Circle ListServ. Clicking the link will allow you to go to the page to sign up for the ListServ. Once approved, you can post to the ListServ by sending an email message to [golden-circle@lists.napo.net](mailto:golden-circle@lists.napo.net).

NOTE: Qualifications for Golden Circle membership include five years in business as a professional organizer and one year as a NAPO member. Quarterly meetings are held in the homes of Golden Circle members, where we network, share information, and get to know each other on a more personal level.

All eligible Golden Circle members are invited to join the Los Angeles Area Golden Circle. Chapter membership is not required; NAPO National membership

An Organized Life  
213.507.1389



**Director of Professional Development**

Regina Lark  
A Clear Path  
818.400.9592

**Coordinators & Committee Chairs**

CD Support Group: Jean Furuya

Database Coordinator: Cari Dawson

Greeter: Nancy McFarland

Greeter Coordinator: Lorna Ross

Historian: Christie Gelsomino

Librarian: Mary Ann Lantier

Co-Member Spotlight Coordinators:  
Deron Bos  
Tanya Whitford

Neighborhood Group Facilitators:  
Burbank/Glendale/Pasadena: Cari Dawson  
San Fernando Valley: Janet Fishman  
Westside: Regina Lark

Online Ambassador: Open

Photographers: Sara Getzkin

Professional Organizers Learning Academy (POLA):  
Jean Furuya  
Michelle Powell

POLA Assistant: Ken Gruberg

Registration Assistant: Nonnahs Driskill

Silent Auction: Linda MacMaster

Social Media: Open

Visitor Liaison: Lori Gersh

Volunteer Coordinator: Milena Kazanian

Webmaster-Events: Jennifer Solomon

**The Los Angeles Organizer**



**Editor**  
Deron Bos  
Bos Organization  
[editor@napola.org](mailto:editor@napola.org)

is. More information is available on the NAPO National website or by email at [goldencircle@napola.org](mailto:goldencircle@napola.org).

**Volunteer In NAPO-LA**

**Below is a list of the open volunteer opportunities currently available with your NAPO Los Angeles Chapter:**

**New Member Orientation Coordinator**

Job Description: Works under Director of Membership (Tara Kenavan). This volunteer will help new NAPO-LA members become familiar with a host of benefits and resources available to them through their National and LA Chapters. The coordinator will conduct monthly New Member Orientation sessions that will guide members through the ins and outs of the organization, and provide information through the New Member Orientation Packet. We are looking for someone with 3 years' membership (and attendance) in NAPO-LA.

Approximate time commitment: 1 to 2 hours per month

Key Responsibilities:

- \* Obtains New Member contact information from the New Member Coordinator email.
- \* Sends e-mail to New Members, inviting them to the next New Member Orientation Meeting.
- \* Takes an Orientation Package to the orientation containing information on NAPO and NAPO-LA, Whom to Call List, Organizational Chart and Volunteers Needed List.
- \* Follows up as necessary to ensure the success of the program.

For more information, contact: Tara Kanavan.

**Social Media Ambassador**

Job Description: Works under the Director of Marketing (Christie Gelsomino). The most important part of this job is to maintain a comprehensive social media presence to increase NAPO-LA visibility, membership and traffic to the Chapter website. The candidate should be familiar with the broader social media world and have experience on Facebook and Twitter.

Approximate time commitment: 1 to 2 hours per month

Key Responsibilities:

Facebook and Twitter:

- \* Post 1 week before the general monthly meeting reminder.
- \* Post 1 day before the general monthly meeting reminder.
- \* Post 1-2 days after the general monthly meeting a follow-up post "share your take aways."
- \* Post 1-2 days after the general monthly meeting the photos from the meeting.

Twitter:

- \* Besides the above reminders, "favoriting" and "retweeting" can be done on a regular basis.

For more information, contact: Christie Gelsomino.

*[Membership updates are posted by Membership Director. POLA updates are submitted to Marketing Director from the POLA team. Communicate with Technology to make sure website has the updates.]*



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The Los Angeles Organizer is published bimonthly (January, March, May, July, September and November). The newsletter is emailed to NAPO-LA members and associate members, NAPO national board members, and NAPO chapter presidents, and is available to the public on our website. All content is copyrighted. All rights reserved.

**Submission Guidelines**

**Articles**

NAPO-LA members are encouraged to contribute to this newsletter. Articles are not to exceed 500 words in length. Submissions must be received by the Editor no later than the 20th of the month prior to the month of publication. You may send your article as a Microsoft Word document or directly in the body of an email. Photos should be .jpg, 72 dpi, sent with your article. All article topics and content must be approved by the Editor. Submit editorial to [editor@napola.org](mailto:editor@napola.org).

**Advertising**

Ads must be received by the 20th of the month prior to the month of publication. There are two types of ads available.

**Website Link:** This is a small ad containing a link to your website, located in the left side column of the newsletter. The ad can be your logo, a photo, or a short message.

**Format:** .jpg, 72 dpi, 125 pixels w x 100 h.  
\$25 NAPO-LA Members  
\$35 Non NAPO-LA Members

**Block Ad**

This is a large block located at the end of the newsletter providing details about your company or service, along with a logo and/or photo.

**Format:** Submit ad copy (100 words max) as a Word document and email with logo and photo as .jpg, 72 dpi.  
\$35 NAPO-LA Members  
\$45 Non NAPO-LA Members  
Submit ads to [editor@napola.org](mailto:editor@napola.org)

**Associate Members**



**The Tech Daddy**

**NAPO-LA Professional Organizers Learning Academy**

**THE PROFESSIONAL ORGANIZERS LEARNING ACADEMY PRESENTS**

**"What Every Organizer Should Know About Filing Essentials"**

Corporate offices, home offices, even manager moms need to deal with lots of documents and records. A good filing system is the backbone of all offices. In this popular class, Dolores will

- Exhibit the variety of supplies used to create custom filing systems for any filing project and demonstrate how to use them
- Cover record retention
- Discuss what to keep and what to toss, as it is always the dilemma that keeps filing cabinets overfilled

You will leave the class with the confidence that you can provide your clients with a well thought out, lean and mean filing system that includes paperless storage for short or long term document management.

Dolores Kaytes, President of Highly Organized for the past 15 years, is an educator, a professional speaker, an entrepreneur. Custom filing systems and QuickBooks training are her specialties. A Past President of NAPO-LA, Dolores was the recipient of the prestigious NAPO-LA Leading Edge Award in 2007. Dolores is at ease at the podium. She speaks at conferences, seminars, and corporate meetings, where she teaches how to "heal the clutter." Dolores is a filing guru and her class is not to be missed!



**SAVE THE DATE!**

**When:** Monday, February 24, 2014  
**Time:** 3:00pm to 5:00pm -- prior to NAPO-LA meeting  
**Where:** Olympic Collection, 11301 Olympic Blvd., Los Angeles  
**Cost:** NAPO-LA Members \$30 -- Non-Members \$40

No refunds for POLA sessions. If you are unable to attend this class, the fee will be applied toward another POLA class within one year's time.

**For more information: contact [pola@napola.org](mailto:pola@napola.org)**

For details about NAPO-LA Education Committee classes, visit [www.napola.org](http://www.napola.org) and click on the "Education" tab.

NAPO-Los Angeles - Host of the Los Angeles Organizing Awards

Email Ken Gruberman  
818.998.4477



Email Lorna Ross  
888.217.1917



**Clutter**  
Email Brian Thomas  
800.525.6219



**Garde Robe**  
Email Janine Castro  
858.336.0471



**123 Moving and Storage**  
Email Sean Ward  
310.618.8120



**Go Junk Free America!**  
Email Evan Berger  
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Email Gus Gougas  
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## ICD Support Group

**The Institute for Challenging Disorganization is the premier educational resource for learning about Chronic Disorganization.**

Teleclasses are a primary benefit of ICD subscribership and are designed to enhance knowledge and effectiveness in working with the CD population. Teleclass attendance for credit is an integral component of the ICD Certification program; however, those who do not wish to pursue certification will find great educational value from the teleclasses.

ICD offers approximately four teleclasses each month. Topics are chosen by the Teleclass Committee to meet the broad range of interests and varying levels of experience of ICD subscribers. Our presenters vary from ICD subscribers to Ph.D. experts in various fields. Presenters generously share their expertise and time without compensation.

First quarter classes are held Monday evenings. Premium Subscribers may attend all teleclasses without charge and have access to all teleclass recordings. Should you have a conflict attending the live presentation, you can then listen to it at your leisure. Course credits count toward recertification for both CPO's and CPO-CD's. For more information, log onto the website: [www.challengingdisorganization.org](http://www.challengingdisorganization.org).

## Clutter Support Group



### CD CLIENTS - SUPPORT GROUP FOR L.A. CHAPTER MEMBERS

If you are working consistently and on an ongoing basis (at least one year or more) with chronically disorganized clients, you are invited to participate in an informal support group.

Our next meeting will be Tuesday, March 11, 2014. Meeting time is from 6pm to 8:30pm. Time will also be spend sharing our individual client issues. Limited to 12 attendees. A simple pot luck is planned.

To RSVP or for further information, email Jean Furuya at [Jean@TheOfficeJeanie.com](mailto:Jean@TheOfficeJeanie.com) or call 310.316.1753.

## NAPO-LA Neighborhood Groups

## Chapter Photo Albums

Follow these steps on  
[napola.org](http://napola.org)  
to view our chapter's pictures!

Go to: <http://www.napola.org>  
Hover over Meetings and Events  
Click Photo Album Archives  
Click on "click here" link  
VIEW OUR NAPO-LA PHOTOS

## Membership

### NAPO National Membership

#### Annual Dues

\$230 - Active Member\*  
\$150 - Associate-Branch  
\$250 - Associate-Local  
\$300 - Associate-Corporate  
\$20 - Processing Fee

\*Provisional member dues are \$200 plus a one-time \$20 processing fee. You are an active member\* if you have completed your provisional membership year, or are a new NAPO member with more than one year of professional organizing experience.

NAPO National dues can be paid online. Proof of paid dues is required at time of joining NAPO-LA. NAPO National submits its renewal notices directly to members on their anniversary dates. NAPO-LA annual membership dues are renewed each September. You can also join NAPO-LA online.

### NAPO-LA Chapter Membership

#### Regular Members

Dues are prorated 25% quarterly.  
Level 1 - \$125 (does not include \$15 meeting fee)  
Level 2 - \$190 (includes all meeting fees)  
Yearly dues and Website Listing in the "Find an Organizer" section of our website.  
\$25 - One-Time Processing Fee  
\$25 - Lapsed Member Processing Fee

#### Associate Members

Dues are prorated 25% quarterly.

\$ 200 - Branch Associate Member  
- Local branch or regional office of a Corporate Associate Member

\$ 350 - Local Associate Member  
- Locally-based, self-operating retailer, supplier, designer, or independent sales representative engaged primarily in the manufacture, distribution, and/or sale of organizational equipment, supplies, or organizing-industry related services.

#### NOTE:

All members are required to sign a Code of Ethics as part of their membership.

**For more information on becoming a NAPO-LA member, [click here](#)**

**For the NAPO Code of Ethics, [click here](#)**

## Neighborhood: Burbank/Glendale/Pasadena

We had a great time in November discussing "Paperless Offices". During our January meeting, our discussion will be based on Judith Kolberg's book "Organizing in the Era of Endless."

We have a great group, and we welcome new members from our area! If you live on the NE side of L.A. and would like to visit or join our group, please contact Cari Dawson at [GlendaleGroup@napola.org](mailto:GlendaleGroup@napola.org).

Many of the Neighborhood Groups hold informal bimonthly meetings throughout the Los Angeles area. A benefit of chapter membership, these offshoots of NAPO-LA offer education, networking and support. Check below for the group nearest you and contact the Facilitator for information on the next meeting.

If you'd like to volunteer as a Facilitator for one of the open groups, please contact Committee Chair Katherine Macey by email at [neighborhoods@napola.org](mailto:neighborhoods@napola.org).

**Burbank/Glendale/Pasadena: [Cari Dawson, Facilitator](#)**

**South Bay: Position Open**

**San Fernando Valley: [Janet Fishman, Facilitator](#)**

**Westside: [Regina Lark, Facilitator](#)**

## NAPO Los Angeles

**Mission Statement:** NAPO-LA is the organizing industry leader committed to providing the public with resources; providing professional organizers with education and support; and providing related industry professionals with unique channels for their products and services.

NAPO-Los Angeles

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Los Angeles, CA 90064  
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For questions on our disclosure policy, please contact our [Chapter President](#).