



The LA Organizer

NAPO-LA's newsletter

Volume 9, Issue 8

July 2002

The President's Message

Board Retreat Yields Simple Solutions That Benefit Members

Tanya Whitford, *Organizing Wonders*

On Saturday, June 29th, the Board got together for its first retreat. It was an amazing day of planning, brainstorming and discussing the vision we have for NAPO-LA in the upcoming term. Here are some of the items—both large and small—that we are working on for our members this year.

- ✓ A survey to find out exactly what the members want and need from NAPO-LA.
- ✓ A Town Hall Meeting. Here is a great opportunity for dialogue between the Board and our members, where you can ask questions and share ideas for improving our Chapter and its benefits.
- ✓ On-line membership renewal. This year, you will be able to log on to our website, renew your dues and update your profile in less than five minutes. You may mail a check or pay by credit card through PayPal. The website committee will offer tech support to anyone who needs help during September.
- ✓ Two membership levels. Basic Membership remains \$75 per year plus \$7 per meeting. Full Membership includes dues and all meetings for \$135 per year, offering our most dedicated members a discount and simplifying meeting registration.

✓ PDF attachments, rather than snail mail, for Chapter-related flyers and announcements. A PDF is a Portable Document Format that enables any computer to open the attachment. All you need is the free Adobe Acrobat Reader to view it. Our newsletter is currently sent this way so most members are already familiar with it. For answers to your PDF questions, contact KathleenKlein@napola.org (for Macs) or me, TanyaWhitford@napola.org (for PCs).

✓ A bigger, better Winter Workshop this year. We are hoping to make it a Southern California Workshop by including the San Diego Chapter and the Santa Barbara area NAPO members.

✓ A Policy and Procedures Manual. The Board will have another retreat in October dedicated to this manual, which should be complete by year's end, and our budget.

✓ The Volunteer of the Month. We have so many incredible volunteers that we decided to single them out throughout the year! This will be done during the President's Welcome at each Chapter meeting. The volunteer will receive a certificate of appreciation and be featured in the newsletter by a staff writer.

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Note on the Next Meeting

Think Outside the Box

Justine Miceli, *Organizing By Miceli*

The July Meeting features Sara Burns of *Productive Learning & Leisure*. She will give us insight into how our thinking limits our success and productivity. In Dara's interactive presentation, we will learn how to remedy this. Thought provoking and fun, a series of quick exercises teaches us how we develop habits—intellectually and emotionally—in our everyday lives that rule our careers and relationships. The brain is only a tool. Don't let it run you, run it! Come to this stimulating seminar and find out how.

Thank you to our dynamic Quality Circle facilitators, Dorothy Breininger and Amy Siu and to our members for their outstanding questions at our June meeting.

Please continue to submit your questions for future Quality Circles to, JustineMiceli@napola.org.

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Who's Who in NAPO-LA

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COORDINATORS & COMMITTEE CHAIRS

Associate Member Coordinator	Barb Schmit
Chapter Historian	OPEN
Client Referrals Coordinator	Diane Ridley
Database/Yellow Pages	Shawna Smith
Ethics Committee	Sheila McCurdy
Golden Circle Advisor	Ann Gambrell
Greeting Coordinator	Toni Scharff
Meeting Assistant	Debra Frank
New Member Coordinator	Marilyn Crouch
New Member Orientation	Jean Furuya Ann Gambrell
Prospective Member Coordinator	Robin Davi
Public Relations	Heather Thompson
Special Projects Coordinator	Jean Furuya
Webmasters	Shawna Smith Tanya Whitford
Website Coordinator	Toni Scharff
Web Sponsor Coordinator	Heather Thompson
Workshop Director	OPEN

LA ORGANIZER STAFF

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The LA Organizer

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DEADLINE The first of the month for any submission.

ADVERTISEMENTS

Size	Members	Nonmembers
3-line classified	\$5.00	\$10.00
Business card size	\$10.00	\$20.00
Quarter page	\$25.00	\$50.00
Half page	\$35.00	\$70.00
Full page	\$50.00	\$100.00
Full page insert	\$85.00	\$150.00



The mission of the National Association of Professional Organizers is to encourage the development of Professional Organizers, to promote recognition of and to advance the professional organizing industry.

Effective August 5, 2002

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Email: hq@napo.net

NATIONAL MEMBERSHIP ANNUAL DUES

Individual (renews on member's anniversary)	\$200
Associate-Corporate	\$550
Associate-Branch	\$150
Associate-Local	\$250
New Member (one-time processing fee)	\$20
National NAPO Name Badge	\$10

MISSION STATEMENT—NAPO-LA

NAPO-LA is an organization dedicated to bringing Southern California Area Organizers together through networking, education, professional growth, industry updates, support, and public awareness.

NAPO-Los Angeles
PMB 134, 10573 W. Pico Blvd.
Los Angeles, CA 90064
HOTLINE (213) 486-4477
www.napola.org

CHAPTER MEMBERSHIP

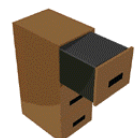
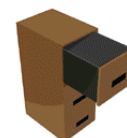
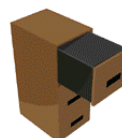
National Membership required
 Includes electronic newsletter

ANNUAL DUES

Individual (Oct. 1st-Sept. 30th)	\$75
Out-of-State Individual (Oct. 1st-Sept. 30th)	\$50
Associate Member (Oct. 1st-Sept. 30th)	\$150
New/Lapsed Member Processing Fee	\$10
Meeting Fee	\$7

NONMEMBERS

Newsletter Subscription (annual)	\$25
Meeting Visitor Fee	\$15



DISABILITY ISSUES FOR THE SELF-EMPLOYED

Glorya Belgrade Schklair, *The Practical Organizer*

Q: Like many other professional organizers, I am self-employed and single. I worry about protecting myself financially if I were to become disabled.

A: *The California Employer*, a publication of the Employment Development Department for the State of California, announced in its second quarter newsletter a means to protect yourself if this should occur.

The EDD is offering Disability Insurance Elective Coverage (DIEC) as a safety net for self-employed individuals doing business in California. The DIEC program offers you:

- Income protection whether or not an injury or illness is work related

- A benefit waiting period of seven days
- Premiums that do not discriminate against age, occupation or health history
- Up to thirty-nine weeks of benefit payments
- Benefits for pregnancy-related disabilities

To qualify for these benefits you must apply for DIEC, be approved for coverage and pay quarterly premiums prior to becoming disabled. Generally, a minimum of seven months must elapse before a new member is eligible to receive benefits.

For more information, call the EDD at (888) 745-3886 or visit the EDD Website at www.edd.ca.gov/difaq9.htm.

To download an application for DIEC go to www.edd.ca.gov/de1378di.pdf.

I downloaded the application and found it to be straightforward and easy to complete. I recommend sending in an application to learn if you are eligible and how much the premiums cost. It is an idea worth exploring!

Please e-mail any of your comments regarding this month's question to me at glorya@schklair.com. I will include them in next month's column.

Abbreviated Minutes June Board Meeting

Robin L. Davi, Secretary, *Simply Arranged*

1. Sherry Kelly will be the New Member Liaison at our Chapter Meetings.
2. Members will be able to renew online for 2002/2003. Stay tuned for further information and updates.
3. A printable Membership Directory of chapter members is now available online.
4. Website Inquiries on "Becoming A Member" and monthly guest attendance are up 30%.
5. The Chapter is looking for Member-referred businesses to become Web Sponsors.
6. The Chapter will implement Property Inventory Forms for all NAPO-LA owned supplies and equipment. Will be available on our website next month.
7. GO Week: Community Outreach program scheduled with "Break the Cycle." Details to follow.
8. October Meeting: Donations of business attire for "Dress for Success" will be a continuation of GO Week in conjunction with our Outreach Program.

Agenda

Monday, July 22, 2002

- 5:50 Registration: Please wear badge
- 6:15 Meeting begins promptly
 - President's Remarks
 - Silent Auction
 - Member Spotlights
 - Announcements *
- 7:00 Break
- 7:15 Sara Burns, *Productive Learning & Leisure*
- 8:30 Silent Auction
- 8:40 Meeting adjourned

Fourth Monday except as announced
Olympic Collection Conference Center
11301 Olympic Blvd. at Sawtelle

Parking: \$5 Look for signs to meeting.
Meeting: \$7 NAPO-LA members
\$15 Visitors/prospective members

We welcome all Professional Organizers and those interested in entering the field (no clients please). Business attire is appreciated. Networking table is available to display brochures and flyers.

* To make an announcement, please email JustineMiceli@napola.org prior to the meeting or call her at (310) 576-6043.

"Problem solving is the essence of life and the way successful lives are lived."

—Author unknown

Sherry Kelly, Kelly Organizing

Jean Furuya, Special Projects Coordinator
Office Jeanie

At each monthly meeting, a NAPO-LA member volunteers to donate one hour of his or her time as a fundraiser. Meeting attendees bid for this hour in a silent auction.

July's volunteer for the Silent Auction is Sherry Kelly with KELLY ORGANIZING. Sherry has been in business since 1997. She joined NAPO that year to begin her career, receive guidance and join her colleagues in promoting professional organizing. Sherry earned her Award in Accounting at UCLA, which qualifies her to work with clients' personal and business finances. She has gained experience in the last five years with clients that include attorneys, accountants, health professionals, financial advisors, producers, insurance and real estate brokers, sales consultants, home-based businesspeople, homemakers, families and individuals.

Her advertising counter card itemizes her areas of expertise in home office creation, income and expense tracking, filing systems, time management, budgeting, providing local resources and referrals and residential organizing. Sherry has recently worked with a graphic designer to create a KELLY ORGANIZING logo, counter card, letterhead and business cards. She has experience with different advertising mediums and promotions, which she is anxious to share with fellow organizers.

Sherry is active in her community. She has done volunteer work for the City of Manhattan Beach, where she is a member of the Chamber of Commerce. She focuses her business in the Beach Cities and refers clients outside this area to other NAPO members

President's Message

continued from page 1

✓ An Assistants List on the website. For \$20 you may add your name and contact information to this list for a period of three months. The list will be updated monthly and posted in our Membership Directory as a PDF document. All members will be able to see a current list of those members who are willing to assist them when they need it. Please contact Toni Scharff@napola.org if you would like to sign up.

✓ Members who are interested in selling products at meetings may do so for a \$20 fee that entitles them to their own display table. They must notify the Program Director one week in advance. There is a limit of three vendors per meeting on a first-come-first-served basis. This will be the only avenue through which products may be sold at meetings.

This is just a summary of some of the wonderful things we will be accomplishing this year. Complete details will be given as each event draws closer. The Board is excited and extremely dedicated to continuing the growth and development of our Chapter. If you have any comments or questions, please let me know. I would love to hear from you! TanyaWhitford@napola.org.

REMINDER: NAPO-LA Recycles

Remember, you can bring your printer cartridges to our Chapter meetings. We will have postage-paid mailer bags for inkjet cartridges there for you. Just pop the old cartridge in the bag, seal it and drop it in the mailbox. Take a few for yourself and pass some along to your clients. You can also bring laser cartridges that are ready for recycling. Look for the display.

Most people like to recycle—especially when it is this easy!



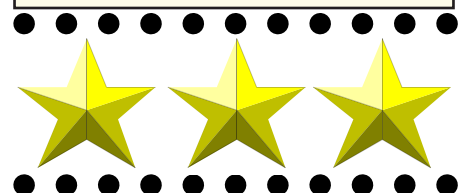
Sponsors/Resources

We wish to extend a great big
Thank you
to our Platinum Website Sponsors

**Esselte
Tupperware**

Go to www.napola.org and click on Sponsors/Resources for more information on what our sponsors have to offer.

Complete details on becoming a NAPO-LA Website Sponsor are available online or by contacting Heather Thompson, our Web Sponsor Coordinator, at advertising@napola.org



Every Little Bit Helps

According to the June issue of *Tax Hotline*:

- The per-mile deduction for business use of a car increases to 36.5 cents in 2002, up from 34.5 cents in 2001
- The rate for driving a car for medical or moving purposes increases to 13 cents per mile, up from 12 cents
- The rate for charitable use of a car remains unchanged at 14 cents per mile

—IRS Revenue Procedure 2001-54

Fun Things to Do with The Kids This Summer

Esther Simon, *The Traditional Home Organizer*

My phone rings nonstop this time of year. A number of my friends call to ask me where to take their kids on local outings during the summer. Everyone knows that as a professional organizer and mother of seven I have investigated almost all the activities in town. As usual, I have a list of fun, inexpensive—if not free—places to take my children and their friends. First I try to exhaust the free events in and around town before easing my way into the more costly activities. I am happy to share with my readers the ideas that have worked for my family. Some of these may be new to you or your children, but they are definitely worth a try.

I enroll my kids in the Public Library reading program and arts and crafts classes. That usually satisfies the three-to-nine-year-old children and the older ones just read fun novels. If your children are not big on reading, the library has computer games also. (Check with your local branch.)

The Santa Monica Place Mall has free story time and activities on Fridays at 11am and 1pm that last one hour. Perhaps a mall close to you has events like this planned for children.

I love taking the children to the beach and parks or going on hikes in the canyons. Depending on the length of our outing, we take along a picnic or a snack. Be sure to take plenty of water and sun protection. Going on a hike is a good opportunity to teach your children to respect wildlife. Remind everyone to watch for poison oak and to do a tick check later when you get home.

Once a month, local Museums have a free admission day. Look in the Sunday or local paper to find low-cost activities at the museums.

Once or twice a week we go swimming, ice skating, bowling, roller skating, boating—there are paddle boats at Echo Park and Balboa Park—or go to

some easy-to-get-to amusement parks, depending on the budget. Sometimes we just all go out for lunch together.

Many days during the summer, I invite a group of my childrens' friends and make "Camp Simon." We bake, cook, paint and draw. Often we design a scavenger hunt that takes us around the neighborhood. These activities have always worked well for us, especially when I include a little awards system as an added attraction.

You can also suggest that your kids keep a journal, write letters to their friends and make homemade gifts. The more creative you are, the more fun you can have.

Working moms might need to hire someone to help you with these projects, many of which I have found rewarding and memorable. Don't forget to take pictures and make a scrapbook and photo album at the end of the summer!

*Watch future issues
of the LA Organizer
for information on how to renew
your NAPO-LA membership online*

*Speed
Convenience
Choice of two levels*

*Wow!
How great is that?*

Website Update May 2002

Kathleen Klein, Communications Director,
Into the Light Organizing Service

Home page	4131
Clicks on specific members after search	912
Find a member	156
Becoming a member	224
Calendar	286
Cumulative hits	10,864

Happy Birthday to You!



August

Christina Reiter	2nd
Mary Xanthos	5th
Barbara Glass	7th
Sally Tilden	14th
Kathleen Klein	16th
Jane Reifer	17th
Mikki Lesowitz-Soliday	23rd

September

Lynne Gilberg	8th
Gwen Dawson	9th
Marcy Melton	23rd
Donna Mc Millan	24th
Debbie Gilster	28th

Calendar

July

Cultivate Your Character Month	
National Take Charge Week	7th-14th
Cheer up the Lonely Day	11th
Board Meeting	2:30 pm 22nd
Chapter Meeting	6:15 pm 22nd

August

Home Business Month	
Garage Sale Day	10th
National Ask Day	20th
Board Meeting	2:30 pm 26th
Chapter Meeting	6:15 pm 26th

September

Humor in Business Month	
Self University Week	1st-7th
Improve Your Home Office Week	9th-16th
Innergize Day	23rd
Board Meeting	2:30 pm 23rd
Chapter Meeting	6:15 pm 23rd

Editor's Note

Help Wanted



The Editorial Staff of your *LA Organizer* has a position available. We are looking for someone who has five minutes available each month—that's right, just five minutes—to take on an easy but important task. No experience necessary. On-the-job training. Great benefits. Delightful co-workers.

Interested? Email or call me: LynneGilberg@napola.org (310) 839-9969 or TanyaWhitford@napola.org.

Membership Report

Marilyn Crouch, VP Membership
Avenues to Organization

June Meeting Attendance	49
Members	37
Guests	09
New Members	03
Total Membership NAPO-LA	92

WELCOME TO OUR NEW MEMBERS

Marilyn Crouch, VP Membership, *Avenues To Organization*

Chris Janetsky

All Organized
PO Box 3994
Long Beach, CA 90803
(562) 673-7271
cjanetsky@charter.net

Chris spent the last eleven years organizing hundreds of students and many teachers in her career as a high school math teacher. She has also organized friends and family her entire life by arranging group outings or cleaning out and reorganizing various rooms in their homes. Now she is planning to use these skills in her new business, "All Organized." Chris can help others by organizing homes or offices; however, she is especially good with paper flow and also enjoys financial organizing.

Stacey Rubenstein

Organizer in Training
5412 Sepulveda Blvd.
Sherman Oaks, CA 91411
(818) 779-1559
August1970@earthlink.net

Stacey has worked with children for half of her thirty-one years. She is currently working with two-year-old children. In her spare time, she enjoys organizing anything from closets to art supply rooms in schools. She has recently organized cluttered garages, and is trying to keep her mother organized as she moves to a new house. Although she has just started in freelance organizing, business is consistent. She is looking forward to working more and learning from a NAPO mentor.