



# The LA Organizer

NAPO-LA's newsletter

Volume 9, Issue 9

August 2002

*The President's Message*

*Note on the Next Meeting*

## WHERE YOU'VE BEEN

Tanya Whitford, *Organizing Wonders*

Several months after starting my organizing business, I was catching up with my college roommate. She didn't know what I had been up to in the last year. When I told her that I had started my own business, she replied, "What, are you organizing people or something?" I was shocked. If she had known all these years what I was supposed to be doing, why didn't she tell me sooner? Why didn't I know it myself?

That night, I thought about the road I had traveled to become an organizer. I have never worked in corporate America or held a nine-to-five job. I was never a teacher. I did not grow up in an organized household. I am an actress, so my road has been very different from that of many organizers. Nonetheless, my past jobs and experiences have helped me to become a great organizer.

In kindergarten, I was unable to rest quietly during nap time, so my teacher put my energy to work. She had me organize her desk when the other kids were resting. In high school, I wrote an article for the school paper on my system for handling the flurry of college brochures that inundated us. I loved stocking shelves and putting all the returns away when I worked in the local grocery store. Everything had a place and I could put it there in record time. As a camp counselor, I planned events—

both large and small—daily. As the student manager of a gym in college, I trained staff, set policies, and handled special events. As a waitress, I learned to do and remember many things at once and never make a step in any direction with empty hands. In my three different production jobs, I was quickly deemed "the organized one" and asked to redo the filing systems. Maybe my future as an organizer was obvious.

While working with one client on photo albums, my extensive travels enabled me to tell where some photos were taken—even when the client had forgotten. Another day, I was organizing a living room bar. As I pulled out all the bottles and quickly put them in categories of hard liquors, cordials, and mixers, I told my client, "You probably won't need three bottles of vermouth since martinis only need a drop." She looked surprised, so I told her, "No, I'm not a big drinker: I was a bartender!"

As an actress, I know about the entertainment business from the unions to the health insurance plan and everything in between. This understanding has helped me with many clients who are also in the business. My willingness to read, learn or do anything has been a huge help. Keeping up with technology is also extremely valuable.

*Continued on page 8*

## BEYOND THE BIG BLUE BIN

Justine Miceli, Program Director  
*Justine Miceli Organizing*

What does every organizer want to know about recycling, but is afraid to ask? Our August meeting has a three-part agenda: First, a company representative from Shred It will share information about mobile shredding; second, a guest speaker will discuss the "How, What and Where" of recycling; finally, in an open forum, NAPO members will share their own donating and recycling resources that go "beyond the big blue bin." This program will educate us—and by extension, our clients—about this worthwhile effort to conserve our precious resources.

I want to extend a special thank you to Sara Burns for her thought provoking, energizing and motivating presentation at last month's meeting. For further information, you can reach Sara at (949) 234-0630.

### Regular Features

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# Who's Who in NAPO-LA

## 2002-2003 OFFICERS

|  |                    |
|--|--------------------|
| President  | Tanya Whitford     |
| <a href="mailto:TanyaWhitford@napola.org">TanyaWhitford@napola.org</a>         | (323) 377-1312     |
| VP Membership  | Marilyn Crouch     |
| <a href="mailto:MarilynCrouch@napola.org">MarilynCrouch@napola.org</a>         | (310) 375-9927     |
| Program Director   | Justine Miceli     |
| <a href="mailto:JustineMiceli@napola.org">JustineMiceli@napola.org</a>         | (310) 576-6043     |
| Communications Director  | Kathleen Klein     |
| <a href="mailto:KathleenKlein@napola.org">KathleenKlein@napola.org</a>         | (213) 481-1810     |
| Secretary  | Robin Davi         |
| <a href="mailto:RobinDavi@napola.org">RobinDavi@napola.org</a>                 | (805) 522-9687     |
| Treasurer  | Jessica Duquette   |
| <a href="mailto:JessicaDuquette@napola.org">JessicaDuquette@napola.org</a>     | (818) 438-7364     |
| Past President   | Dorothy Breininger |
| <a href="mailto:DorothyBreininger@napola.org">DorothyBreininger@napola.org</a> | (818) 710-8923     |

## COORDINATORS & COMMITTEE CHAIRS

|                                |  |
|--------------------------------|--|
| Associate Member Coordinator   | Barb Schmit                                  |
| Chapter Historian              | Marci Alpert                                 |
| 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         | Sherry Kelly                                 |
| New Member Orientation         | Jean Furuya, Ann Gambrell                    |
| Prospective Member Coordinator | Robin Davi                                   |
| Public Relations               | Heather Thompson                             |
| Special Projects Coordinator   | Jean Furuya                                  |
| Webmasters                     | Chris Janetsky, Shawna Smith, Tanya Whitford |
| Website Coordinator            | Toni Scharff                                 |
| Web Sponsor Coordinator        | Heather Thompson                             |
| Workshop Co-Chairs             | Michele Viera, OPEN                          |

## LA ORGANIZER STAFF

|  |   |
|--|---|
| Editor/Publisher   | Lynne Gilberg   |
| <a href="mailto:LynneGilberg@napola.org">LynneGilberg@napola.org</a> | (310) 839-9969  |
| Copy Editors   | Sheila McCurdy, Karen Simon   |
| Staff Writers  | Talia Eisen, Jean Furuya, Glorya Schklair, Esther Simon, Tanya Whitford |

### The LA Organizer

**SUBMISSION GUIDELINES** Published ten times per year. All articles are copyrighted, all rights reserved. Submit text as a Microsoft Word® (.doc) attachment or type into email. Attach visuals as .jpg or .gif. Send to [LynneGilberg@napola.org](mailto:LynneGilberg@napola.org)

**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.*

**NAPO Headquarters**  
**35 Technology Parkway**  
**Norcross, GA 30092**  
**Phone: (770) 325-3440**  
**Fax: (770) 263-8825**  
**Website: [www.napo.net](http://www.napo.net)**

**Email: [hq@napo.net](mailto:hq@napo.net) or (Becca McFadden) [becca@napo.net](mailto:becca@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](http://www.napola.org)**

#### CHAPTER MEMBERSHIP

National Membership required  
 Includes electronic newsletter

#### ANNUAL DUES

|   |       |
|---|-------|
| Basic Membership (Oct. 1st-Sept. 30th)        | \$75  |
| Full Member (includes meeting fees)           | \$135 |
| 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 |



## WRITE THAT BUSINESS PLAN!

Glorya Belgrade Schklair, *The Practical Organizer*

**Q:** You regularly encourage new entrepreneurs to develop a strategic Business Plan when creating their organizing business. Could you provide an easy-to-follow outline to use?

**A:** True: For years I have urged beginning organizers to prepare a Business Plan. Here's one that's easy to follow because it is clearly stated. I want to give credit to its originator, but I cannot remember where I found it.

### BUSINESS PLAN

#### TITLE PAGE

#### TABLE OF CONTENTS

#### EXECUTIVE SUMMARY

- What is your business?

#### MARKETING PLAN

- Who is your customer base?
- Who is your competition?

- Analyze your location
- Determine your fees
- What is your marketing approach?

#### MANAGEMENT PLAN

- Who is going to do what?

#### FINANCIAL PLAN

- How much start-up money do you have?
- What is your overhead?
- How will you disburse income?

#### STRATEGIC PLAN

- What are your strengths/weakness?
- Where are your opportunities?
- What are the risks?

#### BUSINESS START-UP COSTS

- What is your inventory?

#### MISSION STATEMENT

- Now is the time to develop one!

E-mail your comments to this month's question to [glorya@schklair.com](mailto:glorya@schklair.com). I will include them in next month's column.

*The real voyage of discovery consists not in seeking new landscapes, but in having new eyes.*

—Marcel Proust

## FORUM? WHERE'S THE FORUM?

Shawna Smith, Webmaster  
*Organized Solutions*

Have you been looking for a place to discuss the latest issues facing professional organizers? Members of NAPO-LA can go to the *Forum*, located on our chapter's website at <http://www.napola.org>. Here you may post questions regarding ethics, business, organizing and NAPO-LA in a discussion-group setting. You will receive answers, get feedback and have the opinions of other organizers to consider.

We encourage all of you to take part in the *Forum*. The more you participate, the better the information and resources our chapter will create. So don't wait until the next meeting to ask those important questions: go to the *Forum* and say what you have always wanted to say!

## Agenda

**Monday, August 26, 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 Recycling: Beyond the Big Blue Bin
- 8:30 Silent Auction Results
- 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](mailto:JustineMiceli@napola.org) by the fifteenth of the month or call her at (310) 576-6043.*

## Abbreviated Minutes July Board Meeting

Robin L. Davi, Secretary, *Simply Arranged*

1. Winter Workshop will be co-hosted by NAPO-LA and NAPO-San Diego Chapters.
2. The Board will meet on October 6, 2002 to finalize the Chapter budget and to update policies and procedures.
3. NAPO-LA Yellow Pages format has been revised and is available on-line.
4. Chris Janetsky is our newest Chapter Webmaster.
5. The Chapter will meet on April 21, 2003 (third Monday instead of fourth Monday) and be dark for May 2003.
6. A Town Hall meeting is scheduled for September. This meeting will be closed to guests/visitors
7. Marci Alpert is our new Chapter Historian.
8. The Treasurer's Report will be posted at each Chapter meeting.

## SANDRA ATECA OUT FROM UNDER CUSTOM ORGANIZING

Jean Furuya, *The 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.

Sandra Ateca began her career as a professional organizer in 1998 when she was laid off from a small computer graphics company where she had worked all hours as the production coordinator and office administrator. She joined NAPO in September 1999 and looks forward to this November when she will celebrate her fourth year in business.

On April 16, 2000, she was featured in the national syndicated column, "Small Space", by Christine Brun, an interior designer in San Diego. Sandra met Christine on the set of the *Christopher Lowell Show*. Christine asked Sandra if she would like to submit an idea for "a unique fix" to be featured in her column. Copies of that article will be available at the August meeting.

On May 13, 2000, Sandra was mentioned in *TV Guide* for her work with the *Christopher Lowell Show*. On November 21, 2000, she was featured in two segments on the *Christopher Lowell*

*Show*: one showed the before-and-after transformation of a young woman's bedroom from clutter and disorganization into beauty, order and serenity; the other highlighted five minutes of creative storage ideas for children's bedrooms, refrigerators and other areas in the home.

With the understanding that everyone relates to organizing and information in their own distinct way, Sandra's work is tailored to meet each client's needs for their unique situations. She is a full-time professional organizer with high-end residential clients, "solo-preneurs", creative people and small-business owners.

Ninety-five percent of Sandra's business is from client referrals—including clients in Idaho and Texas. She plans to expand into the San Diego market this year.

How do we create a steady stream of perpetual referrals? Just luck? Hardly! Sandra believes we each have opportunities to create this kind of "luck" in business every day. She is happy to tell you what has contributed directly to her success, about her approach to organizing and client relationships and business lessons she has learned along the way.



**Sponsors/Resources**

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

**Esselte**

**Tupperware**

*Chris McKenry, Representative*

Go to [www.napola.org](http://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](mailto:advertising@napola.org)



| <b>Website Hits<br/>July 2002</b>                 |        |
|---|--------|
| Chris Janetsky, Webmaster<br><i>All Organized</i> |        |
| Home page   | 4287   |
| Find an organizer                                 | 1767   |
| Becoming a member                                 | 299    |
| Calendar  | 380    |
| Cumulative hits                                   | 12,962 |

### Members in the News

Earlier this summer, Kevin Hall, of *Clutter No More, Inc.* in San Diego was interviewed by the Associated Press for a story titled "Boomers Battle a Lifetime of Clutter." The *Napa News* in Northern California picked it up for their July 5, 2002 issue. You can read the entire article at [www.napanews.com](http://www.napanews.com).

Do you have any positive publicity to share with us? Be sure to submit it to the Editor: [LynneGilberg@napola.org](mailto:LynneGilberg@napola.org).

### Membership Report

|   |    |
|---|----|
| Marilyn Crouch, VP Membership<br><i>Avenues to Organization</i> |    |
| July Meeting Attendance   | 42 |
| Members   | 32 |
| Guests  | 05 |
| New Members   | 05 |
| Total Membership NAPO-LA  | 97 |

*Volunteer of the Month*

**Jean Furuya, The Office Jeanie**

Talia Eisen, Staff Writer

*The Volunteer of the Month is voted on by the Board of Directors and is awarded to a member in recognition of their outstanding contributions to our Chapter. The Winner is announced at each Chapter meeting and they will be profiled in this column the following month.*

Jean Furuya is The Office Jeanie, and all you have to do is talk with her once to see why. Not only is she upbeat, positive and charming, she is also sharp as a tack. It is no wonder that she is working magic as an organizer and NAPO member. Her well-organized life includes her husband of forty years and their two daughters.

Jean started her business eleven years ago after leaving her job as an office manager where she had a record of fantastic organizational skills and phenomenal growth in the company. She has built her business on a love of problem solving, project and events organizing and business related organizing. Her services include coaching, consulting, creating filing systems, collecting receivables, hiring personnel and developing work flow systems, policies and procedures. For eight years, she has taught *Starting a Home Based Business* through Adult Education. She has also taught a course on filing for home-based busi-

nesses and personal financial budgeting.

Jean has a passion for helping people, which naturally leads her to volunteer work in NAPO, and other areas in her life. She volunteers for her church, organizing their annual rummage sale and special events such as anniversaries and their Thanksgiving dinner.

At NAPO, Jean is truly a star volunteer. She is Co-Coordinator of the New Member Orientation Program, a program she helped found, and is the Volunteer Coordinator. She handles the Silent Auction and Member Spotlights each month, helping members gain exposure within the group while raising money for the Chapter. Jean won the Founder's Award at the National Conference two years ago because of her long and steady volunteer efforts. Fellow members will tell you that Jean helps on any committee that needs her and has an impressive work ethic.

How did she come up with her great business name? "It took about thirty seconds," she says. At a family gathering her brother suggested a name based on the genie-in-the-bottle idea. Her husband responded with the name that stuck: The Office Jeanie. Teamwork like that must be why they are celebrating forty years together. Congratulations!

**GO WEEK  
COMMUNITY  
OUTREACH PROJECT**

Marylin Crouch, VP Membership  
*Avenues to Organization*

How you would like to give back to the community during GO Week and be a part of the NAPO-LA community outreach project on October 10, 2002? We are currently planning the event and will outline the project at the August and September chapter meetings.

We will organize the offices of Break the Cycle, a nonprofit organization whose mission is to end domestic violence by working proactively with youth. Break the Cycle furthers this mission by providing young people, ages twelve to twenty-two, with preventive education and free legal aid. To learn more, see [www.break-the-cycle.org](http://www.break-the-cycle.org).

There are eight areas to be organized and we need one team leader for each. We also need organizers to assist the team leaders. Please e-mail Marilyn Crouch ([marilyncrouch@napola.org](mailto:marilyncrouch@napola.org)) or Jessica Duquette ([jessicaduquette@napola.org](mailto:jessicaduquette@napola.org)) if you can help with this event. Please indicate whether you have an interest in being a team leader!

If you were at the 2001 outreach project, you'll remember how rewarding it was. Here are some comments from last year's participants. "I was amazed at how much we were able to accomplish as a group." "Working with twenty other organizers was a fun, efficient and moving experience." "Working alongside my NAPO sisters was a wonderful experience."

● ● ● ● ● ● ● ● ● ●  
*Early to bed,  
early to rise,  
work like hell and organize.*  
—Albert Gore Jr.

**A SPECIAL THANK YOU**

To our newest Volunteers: Thank you for becoming an active part of our Chapter and contributing to its success!

Historian  
Meeting Assistant  
New Member Coordinator  
Newsletter Staff Writer  
Webmaster  
Web Sponsor Coordinator/PR  
Workshop Co-Chair

Marci Alpert  
Debra Frank  
Sherry Kelly  
Talia Eisen  
Chris Janetsky  
Heather Thompson  
Michele Viera

## Happy Birthday to You!



### August

Christine 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 19th  
 Karina Black 23rd  
 Marcy Melton 23rd  
 Donna Mc Millan 24th  
 Debbie Gilster 28th

## WEB SPONSORS WANTED

Heather Thompson, *Organization Matters*

NAPO-LA is seeking good sponsors for our website's Sponsors/Resources section. These companies should offer services that chapter members can use at home, in their businesses or refer to a client. We all use vendors for our businesses, and you may have found the perfect one to refer to others. Why not go a step beyond and ask your handyman, plumber or accountant to be NAPO-LA Web Sponsors?

Sponsorship provides very cost-effective advertising for vendors!! Plus, its easy to set up and all of the income goes to NAPO-LA. All the information about being a Web Sponsor is on our website. The next time you see your printer, insurance agent or personal trainer, hand them a sponsorship packet! It's one more way to support our chapter.



## WELCOME TO OUR NEW MEMBERS

Marilyn Crouch, VP Membership, *Avenues To Organization*

### Nicole Juarez

9666 Palo Alto Street  
 Rancho Cucamonga, CA 91730  
 (909) 944-0011  
 NDJuarez@msn.com

Nicole has always been organized; in fact, keeping things simple is one of her mottos. Previously, Nicole worked at a golf course for five years, where she learned that her many organizational skills were required in order to maintain a pro shop that would be enticing to the clients.

Recently Nicole decided to put those skills to work in a career as a Professional Organizer. First and foremost, Nicole enjoys working in homes, whether home offices, kitchens, closets or garages.

### Barbara Ricketts

LifeStyle Management Associates  
 Stevenson Ranch (temporary to 12/02)  
 (661) 253-2447  
 LMAssociates@sticare.com

Barbara has been a Professional Organizer for the past six years, one in the Denver area and the past five in the Boston area. She has been active in NEPO (New England Professional Organizers), serving on their Board of Directors for two years, presenting programs and helping with GO Week activities.

Barbara specializes in residential organizing. The relationships she forms with her clients are very rewarding, and the opportunity to contribute to their lives is very important to her.

In December, Barbara and her husband will move into a home in Castaic.

## Calendar

### August

Home Business Month  
 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  
 NAPO-LA Renewal Period 1st-30th  
 Improve Your Home Office Week 9th-16th  
 Innergize Day 23rd  
 Board Meeting 2:30 pm 23rd  
 Chapter Meeting 6:15 pm 23rd

### October

National Computer Learning Month  
 Board Retreat 6th  
 GO Week 6th-12th  
 Home Based Business Week 7th-13th  
 National Business Women's Week 15th-29th  
 National Make A Difference Day 27th  
 Board Meeting 2:30 pm 28th  
 Chapter Meeting 6:15 pm 28th

## OPEN VOLUNTEER POSITIONS

NAPO-LA has the following open volunteer positions:

**Store Coordinator.** Decide on products for us to sell in our NAPO-LA store, run the store at meetings (four to six hours to begin, then one hour at each meeting).

**Workshop Co-chair.** Help Michele Vieira coordinate the Winter Workshop in 2003; a full committee will help when needed.

**Newsletter Writer.** Write for the newsletter (one to two hours per issue).

**Registration Table Assistant.** Arrive at the meetings by 5:30PM, check in members as they pay at the door, provide receipts, and perform any other duties as requested by the Treasurer or VP/Membership (two to three people for one to one-and-one-half hours on meeting days).

None of these positions require any previous experience. Please take advantage of this opportunity to learn and grow with fellow Chapter members. We need your help to take NAPO-LA into new and amazing directions!

For more information, contact Jean Furuya at [JeanFuruya@napola.org](mailto:JeanFuruya@napola.org)

### NAPO MOVES TO NEW HEADQUARTERS



Did you notice that as of this month, Napo headquarters are in a new location? Here's the information:

35 Technology Parkway  
Norcross, GA 30092  
Phone: (770) 325-3440  
Fax: (770) 263-8825

Website: [www.napo.net](http://www.napo.net)  
Email: [hq@napo.net](mailto:hq@napo.net) or (Becca McFadden) [becca@napo.net](mailto:becca@napo.net)

## NAPO-SFBA

proudly presents  
**Barbara Hemphill  
and  
Harold Taylor**

**plus 18 Workshops  
and an  
Exhibitor Reception  
at its**

### 14th Annual Regional Conference

Saturday, October 26th  
8:00 AM - 6:30 PM  
Walnut Creek, CA

For details and to register,  
[www.napo-sfba.org](http://www.napo-sfba.org)

**Grow  
Your**



Organizers are visionaries with the passion to bring about constructive change.

Come sharpen your focus, enhance your perspective, and Grow Your Vision for you, your business, and your personal life!

## PROPERTY INVENTORY FORM

Robin Davi, Secretary  
*Simply Arranged*

Help NAPO update our records. Any members who currently have in their possession any chapter-owned property including office supplies, printed material, books, equipment, computers, hardware and/or software are asked to complete the Property Inventory Form, which can be found on our website under *Publications and Forms*.

Please mail, fax, or bring to the next meeting your completed form to our Secretary, Robin L. Davi, *Simply Arranged*, 3091 Travis Avenue, Simi Valley, CA 93063. Fax: (805) 522-9687.

If you have any Chapter property that is not currently in use, you may bring it to Robin Davi at the next Chapter meeting. Thank you so much for your assistance.

## 2003 WINTER WORKSHOP CO-CHAIR & COMMITTEE MEMBERS WANTED

It's time to plan the 2003 Winter Workshop! NAPO-LA is teaming up with the San Diego Chapter to develop an exciting, educational and motivating workshop! Wouldn't you like to be on the team that pulls this great event together?

This is an excellent opportunity for both new and experienced organizers to work together to create an outstanding Winter Workshop and continue to demonstrate our motto "Together We Are Better." This is another chance for our Chapter members to unite in improving ourselves and in bringing visibility and validity to our profession!

Please contact Tanya Whitford or Marilyn Crouch to sign-up.

# NAPO-LA 2002 ANNUAL MEMBERSHIP RENEWAL!

Marilyn Crouch, VP/Membership, *Avenues To Organization*

# MEMBERSHIP SURVEY: WE WANT TO HEAR FROM YOU!

NAPO-LA is gearing up for the annual membership renewal process. To streamline the process this year, the Board has adopted a plan by which you can renew your membership on the NAPO-LA website. There is also a new membership option that saves you money!

By mid-August you will receive an e-mail from the NAPO-LA Webmaster advising you that the website, [www.napola.org](http://www.napola.org), has activated the "Pay Dues On Line" button, making online dues payment available. You'll be able to pay your annual dues either by credit card, using the PayPal option, or by mailing a check to the Treasurer!

The Basic Membership option will remain the same.

- Basic Membership \$75.00.

The new Full Membership option allows you to pay in advance the ten monthly chapter meeting fees (at a discounted rate of \$60.00) as well as renew your annual membership dues.

- Full Membership \$135.00

If you would like to be listed in the "Find An Organizer" section of the NAPO-LA website, you will have the option to add the Website Referral Program fee to either membership renewal option you choose.

- Website Referral Program \$110

NAPO-LA Chapter membership dues are payable by September 30, 2002. A processing fee of \$10.00 will be charged for renewals received after September 30, 2002; if your regular dues are received after this date, your membership will not be activated until receipt of the additional \$10.00 fee.

When you visit [www.napola.org](http://www.napola.org) to pay your annual membership dues, review your Member Profile, which is used to compile the chapter Yellow Pages and by the Referral Coordinator.

The Website Committee will be available in September to provide phone assistance to members who need help with the online renewal process. More in September!

The NAPO-LA Board is committed to the continuing growth and betterment of our Chapter and to Professional Organizing. To this end, we want to hear what our membership has to say.

In mid-August all chapter members will receive an email survey to complete and return. You will be able to print the survey from a PDF file, Word file or directly from the email.

As an incentive, the Board will hold a drawing from among the returned surveys. One lucky person will receive a free annual membership renewal, so be sure to fill out your survey promptly!

There will be a response address with the email survey; however, if you prefer that your answers remain anonymous, please bring your survey in a blank envelope to the August Chapter meeting; we will provide a box where you can drop your survey. Please note: Someone sitting by the box will mark down your name for inclusion in the drawing!

The results of the survey will be discussed at the September Town Hall Meeting.



## President's Message

*Continued from page 1*

Each of us has traveled a different road to professional organizing. We hold the same title, but where we have been makes us unique. Celebrate what is special and unique about you! Keep growing, learning and experiencing life. You never know when it will come in handy.

## Website Office Hours in September

The Website Committee is dedicated to helping members make the best use of our amazing new website. Membership renewals will be done online this year and can be completed in as little as two minutes. If you encounter any problems, help is available! The Web Committee has generously offered to make themselves available to assist you during the following times during the month of September only.

|                |            |          |                |
|----------------|------------|----------|----------------|
| Tanya Whitford | Mondays    | 7PM-10PM | (323) 462-3679 |
| Chris Janetsky | Wednesdays | 5PM-8PM  | (562) 673-7271 |
| Toni Scharff   | Thursdays  | 11AM-2PM | (310) 450-2633 |
| Shawna Smith   | Sundays    | 7PM-10PM | (818) 957-7955 |

This is also a great time to update your profile. With the new membership directory feature, you can easily see how your information displays to other members in our Chapter. Not only is the information from your profile used to create the monthly *Yellow Pages*, but it is also given to potential clients who call the Hot Line. The Web Committee can also help you with your profile during this time, if needed. Just a few clicks and it is all done!



## GOLDEN CIRCLE HAS REACHED THE MOUNTAINTOP!

Ann Gambrell, Golden Circle Advisor

Nine Golden Circle members headed up the mountain recently for a weekend retreat. No business, no lists, no clients, no time management or schedules! Just fun! Member, Jean Furuya was very generous in inviting us to spend the time at her family's Big Bear cabin. The weather was great and of course the scenery...so inspiring. All those pine trees and blue sky and no one cared about cataloging or aligning the pinecones or anything. Really! We simply enjoyed each other's company.

The Los Angeles Golden Circle meets quarterly in members' homes for a casual gathering of food, fun and friendship. Some chapters of NAPO use their Golden Circle meeting as an educational event; however, the Los Angeles chapter has chosen to use our time together to get to know one another better and to casually share information and/or concerns.

To become a Golden Circle member, one need only show evidence of being in business for a period of five years and a NAPO member for one year. If you meet the criteria, contact me for application information and a meeting schedule. Donna McMillan chairs the national Golden Circle committee, and I am sure she would be glad to share further information with you also. Our next meeting will be in October.

## CLICK HERE

Jessica Duquette, *In Perfect Order Organizing Solutions*

Greetings, everyone, and happy summer. In this issue, I will highlight a few websites to help you with the business of well...getting on with your business.

Business Owner's Toolkit is an incredible resource for documents, forms, templates and checklists. They're all in one place to make things easier for you. Check it out.

**Click Here:** <http://www.toolkit.cch.com/tools/tools.asp>

Small Business/Self-Employed Resource is a page from the Internal Revenue Service website. It's not my favorite cause, but like death, a "must" on everyone's To-Do List...This section offers a broad range of resources across federal and state agencies, as well as industry- and/or profession-specific information for self-employed entrepreneurs, employers and businesses.

**Click Here:** <http://www.irs.ustreas.gov/businesses/small/display/0,,i1=2&i2=23&genericId=20005,00.html>

Since we have had such a wonderful wave of new members recently—and warm welcome to you all—here's a nifty site for all the information you'll need on naming your business in Los Angeles County. It includes applications, an internet search for a fictitious business name (FBN) and a listing of newspapers where you can declare your new name (required for four weeks).

**Click Here:** <http://regrec.co.la.ca.us/clerk/naming.htm>

*Entrepreneur Magazine* is offering free books, you only pay shipping and handling. There are ten titles to choose from. Shipping and handling is \$6.95 for the first book, \$2.95 for each additional book or just \$32 for all ten books. Supplies are limited to stock on hand.

**Click Here:** <http://www.smallbizbooks.com/cgi-bin/ncommerce3/ExecMacro/discount/home.d2w/report>

Blessings to you all and good luck in your business. May we all prosper!

## THE NEW YELLOW PAGES

In past years, we printed our Yellow Pages approximately three times a year. The problem was that they became outdated almost immediately. With new members joining at every meeting, and members frequently changing email addresses, it was nearly impossible to keep the information current.

Now, our new website has a Membership Directory where you can look up whomever you want, whenever you want. Provided each member

updates their own information in a timely fashion, you can link right to their current email, and you can learn a little bit about them and their company. In July, we added a new feature—a Printable Membership Directory. If you go the main page of the Membership Directory, you will see the link to the printable version. This is perfect for those who like to have a list of contact information handy.

We hope that you enjoy one of the website's newest features!