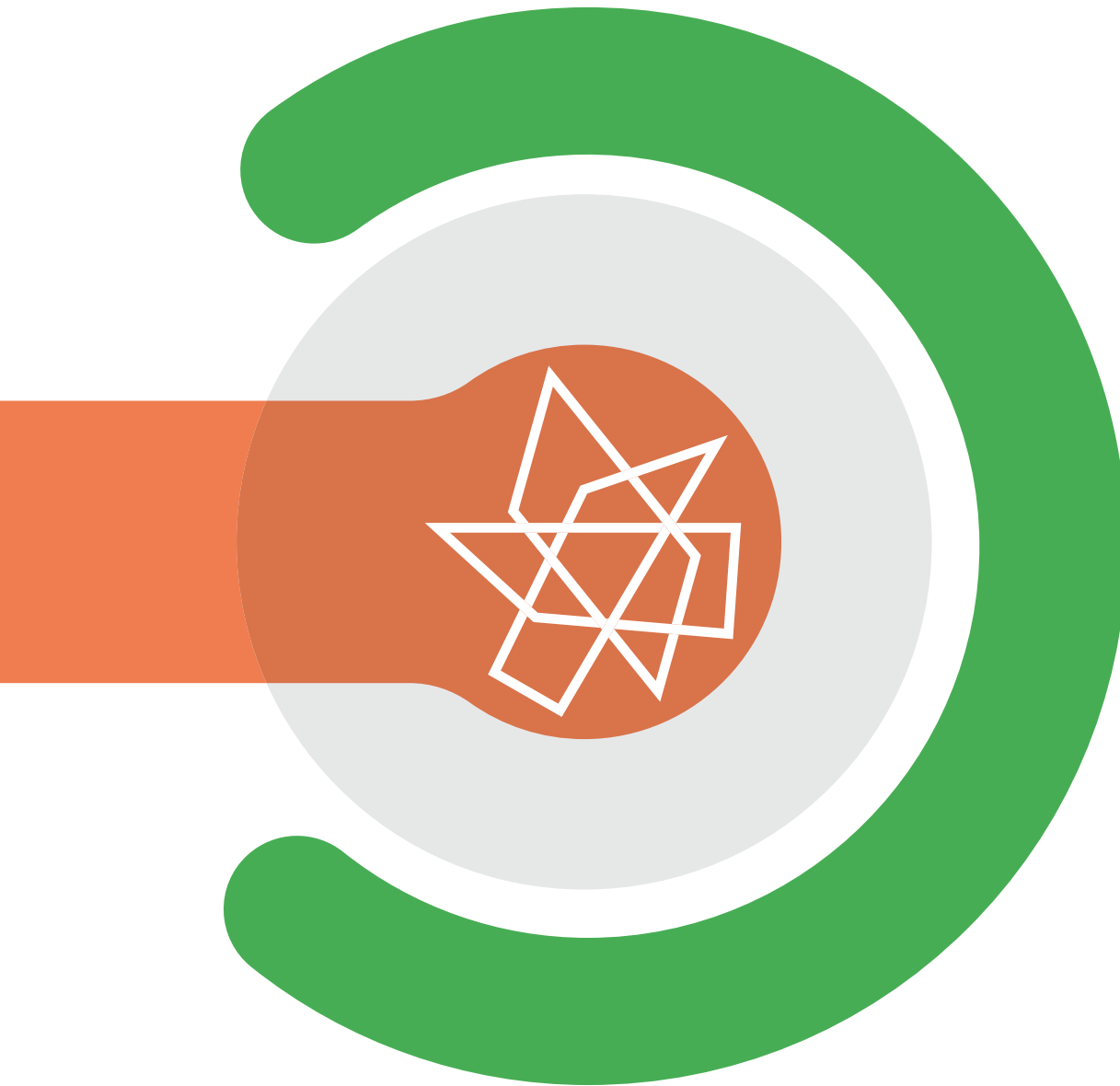


**iaap
foundation**



IAAP Foundation:
Community Report 2021-2022

To our community,

We are so grateful for another year of shining a brighter spotlight on the administrative profession. From providing scholarships for educational opportunities to recognition programs that celebrate the accomplishments of these unsung heroes, we have made a tremendous impact thanks to our community and partners. This year was especially impactful with the return of an in-person Summit – the Foundation Board was delighted to reunite with friends and donors in Nashville. With the return of Summit, the Foundation also enjoyed a modest increase in donors. We are hopeful that this signals a post pandemic “return to normal” and opportunity to engage more donors for an even bigger impact on IAAP.

Additionally, since the founding of the “modern” Foundation in 2012, this was the first time the Foundation Board was elected by IAAP members. Speaking for my fellow Board members, we are both honored and humbled to serve you.

Internally, we also grew as an organization. We welcomed Amy Sajko, CFRE, as the Foundation’s new CEO in May 2022. Amy joins the Foundation at a pivotal moment, with the Foundation and IAAP more closely aligned than ever. Since joining, Amy has worked with the Foundation Board and IAAP leadership to continue crafting the future of the Foundation by identifying what inspires donations and how/where the IAAP Foundation can deploy those resources to best serve the profession.

As we move forward to a new year of opportunities and growth, we hope you’ll continue to join us on our path to furthering the success of administrative professionals everywhere.

Sincerely,

A handwritten signature in black ink that reads "Cathie Hoke". The signature is written in a cursive, flowing style.

Board Chair



2021-2022 Board of Directors



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Amy Sajko, CFRE
IAAP Foundation CEO

A Return to In-Person Connections

From the bustling streets of downtown Nashville to the inspiring keynote speakers and engaging breakout sessions, IAAP's Summit 2022 was an unforgettable experience for all who attended. As administrative professionals from across the country gathered in one place, new connections were made, knowledge was shared, and memories were formed that will last a lifetime. After a year of virtual events, IAAP and the Foundation were thrilled to return to in-person events with our Summit 2022 in Nashville. We missed the face-to-face interactions and are looking forward to more opportunities to reconnect with our members and partners.

The IAAP Foundation underwrote IAAP's Virtual Summit 2021, providing free virtual access for all IAAP members. With the return to in-person Summit in 2022, the Foundation provided a \$250,000 grant to IAAP to continue a rich and engaging experience for virtual attendees.

The grant also supported expanded access and enhanced experiences for all IAAP virtual learning sessions. Additionally, a Foundation grant helped with the execution of IAAP's "Job Task Analysis" which provides relevant information on the roles, responsibilities, and related job functions of administrative professionals. This critical project is used for both Certified Administrative Professional accreditation and certification.



Philanthropist of the Year

During the Summit Gala, the Foundation was pleased to announce the recipients of the 2022 Philanthropist of the Year: Nora and Roy Onishi! Nora participates in many IAAP programs and is always one of the first to support Foundation initiatives.

In 2019, the Onishi's established the Mālama 'ohana Scholarship (meaning "taking care of family"). Each year this scholarship helps to provide extra expense assistance to IAAP members from Hawaii so that they can attend and experience Summit. We are fortunate to count Nora and Roy among our friends.



PAST RECIPIENTS

- 2021:** Karen Swoopes, CAP
- 2020:** Elizabeth J. White-Peters, CAP
- 2019:** Joyce Hawkins, CAP
- 2018:** Sandra Chandler, CAP (Ret.)
- 2017:** Lynda Boulay, CAP
- 2016:** Charlotte Wilkinson*

The IAAP Foundation was delighted to present seven scholarships for IAAP Summit 2022:



Our scholarship program is specifically funded through the generous support of our members and partners. Due to its popularity, the Foundation will offer scholarships to both IAAP Summit and CAPstone in 2023. Thank you for your investment in the future of our profession!



Chandra Johnson, CAP



Anika Porter, CAP

“Make sure you apply for the scholarship to attend Summit; your future self will thank you.”



Maria Phillips, CAP



Cadie Underwood, CAP



Kelsey Townsend, CAP



Whitney Kelso, CAP

“Thank you for all that you do for the administrative community – I am so very honored and blessed to have been selected this year for this scholarship!”



**Kara Karstedt
(Virtual Attendee)**

More Support for the Profession and Beyond

The Foundation recognizes that administrative professionals provide critical expertise that helps businesses run smoothly and efficiently. That's why IAAP and the IAAP Foundation are committed to providing members with the resources they need to succeed, both personally and professionally.

Retired admin housing was an important and beloved program of the Foundation for many years. As times change, the needs of our organization and its members change. As a result of the sale of Vista Grande in October 2020, the Foundation moved into a new era with the Della Herring Trust providing valuable resources to impact administrative professionals, now and in the future. The Della Herring Trust is invested with the intent of spending a portion of the earnings each year on supporting IAAP initiatives and the administrative profession. A portion of the earnings also covers operating expenses for the Foundation. This secures the long-term viability of the Foundation, ensuring we are here to serve the profession for years to come. In conjunction with the sale of Vista Grande, the Foundation converted to a 501(c)3 – Type I Supporting Organization. As a Supporting Organization, the Foundation is now organized exclusively for the benefit of, to perform the functions of, or to carry out the purposes of IAAP.

The Foundation may only engage in activities that are exclusively in furtherance of one or more exempt purposes (e.g., charitable, educational, scientific, and literary). IAAP Foundation Board members are now elected by the IAAP membership. This is essentially the same relationship the previous Retirement Trust Foundation, which owned Vista Grande, had with IAAP.

We've already seen how the Della Herring Trust is increasing the Foundation's reach and effectiveness to all admins globally. The move allowed IAAP and the Foundation to invest significantly in its members and provide critical support as we transition out of the COVID-19 pandemic. The Foundation continues to provide housing grants for individuals who have been in the program and is significantly expanding scholarships and other IAAP partnerships. The full benefit of the Della Herring Trust will be even more evident in coming years.



2021-2022

Investments

As the field of administrative support continues to grow and evolve, so do the career advancement opportunities available to those who work in the profession. IAAP and the Foundation are at the forefront of providing educational resources and networking opportunities to help current and future administrative professionals reach their career goals, including several financial support programs. In 2021-22, the following grants were awarded from the Foundation to IAAP, helping administrative professionals enhance their skills and knowledge in their field:



\$250K

Technology & Virtual
Aspects of Summit and
transforming other learning



\$75K

Job Task Analysis



\$21,600

Housing Grants



\$4,100

Scholarships

By offering grant opportunities, the Foundation is helping current and future administrative professionals reach their full potential in their careers. With the support of IAAP and the Foundation, there's no limit to what administrative professionals can achieve!

THANK YOU TO OUR 2022 ANNUAL SUPPORTERS!*

Your generosity is giving thousands of administrative professionals the opportunity to achieve their potential through empowerment, resources, and endless support.

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(\$1,000+)

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Michelle Trospen, CAP

Your continued support of the IAAP
Foundation is greatly appreciated.

To learn more about the IAAP
Foundation and get involved, visit us at
iaap-foundation.org