

# Sketches

AN AWARD-WINNING NEWSLETTER PUBLISHED BY THE HARRISBURG CHAPTER

www.iaap-harrisburg-pa.org



International Association of  
Administrative Professionals®

Deb Feinberg, CAP, Editor

April 2010

## President's Message

Happy Spring, Members!

Our Administrative Professionals Day event held at Hershey Lodge was an outstanding success! Co-Chairs Vicki Gesford, CPS/CAP and Georgia Kreiser, CAP and their committee did a fantastic job planning and hosting this event. Kudos to them, and thank you to all who attended. Our guest speaker, Betsy Kramer from Professional Organizing Services presented "Smarter or Harder: How Do You Want To Work?" This session was particularly valuable to me since this very subject matter came up in my Performance Appraisal in January. The more responsibilities that seem to come our way anymore, the smarter we have to think when it comes to our professions. By the end of Betsy's very informative presentation we all knew a little more about the subject and were 'smarter' for the experience.

May is just around the corner and with it, a month of renewal and new beginnings for the Harrisburg Chapter. At our May meeting we will elect our new Chapter Board and recognize those members who have attained their CPS and/or CAP certification or re-certification in 2009.

Enjoy the rest of April, everyone – see you in May!

Power of Commitment  
Making a Difference!

Annette Newcomb, CPS  
President - Harrisburg Chapter, IAAP



## 2009-2010 Officers

**President**

**Annette Newcomb, CPS**

**President-Elect**

**Deb Feinberg, CAP**

**Vice President**

**Jena Creter, CAP**

**Secretary**

**Diane Kunkle, CPS/CAP**

**Treasurer**

**Gloria Gordon, CAP**

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**POWER**  
*of*  
**Commitment**  
Harrisburg Chapter

# Important Dates

## April 2010

- 19-23 Administrative Professionals Week
- 21 Harrisburg Chapter Membership Meeting
- 21 Cell Phone Collection and Food Drive

## May 2010

- 1 Cystic Fibrosis Great Strides Walk
- 7-8 CPS/CAP Exams
- 10 Board Meeting
- 14-16 PA Division Annual Meeting
- 17 Harrisburg Chapter Membership Meeting
- 17 Cell Phone Collection and Food Drive

## June 2010

- 14 Board Meeting
- 28 Installation of Officers/Membership Meeting
- 28 Cell Phone Collection and Food Drive

## July 2010

- 12 Organizational Board Meeting
- 18-21 International Education Forum & Annual Meeting

## September 2010

- 13 Board Meeting
- 20 Harrisburg Chapter Membership Meeting



# Anniversaries & Birthdays

**May Anniversaries**

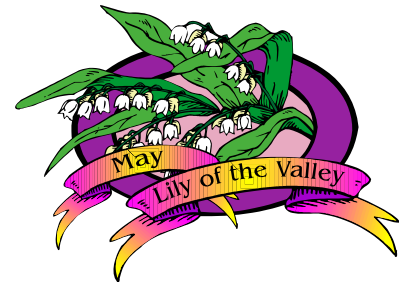
**Anniversaries**

- Maggie Ruff, CPS ..... 13 years
- Sylvia Patrick, CAP ..... 12 years
- Gwen Vitale ..... 2 years
- Amy Lizza ..... 1 year
- Tina Mozingo ..... 1 year
- Nancy Piernock ..... 1 year

**May Birthdays**

**Birthdays**

- 4 ..... Lynn Farina, CPS/CAP
- 16 ..... Juanita Mort, CAP
- 27 ..... Judy Kitner



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# International News

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Susan Shamali, CPS/CAP  
**Power of Commitment**  
2009-2010 International President  
International Association of Administrative Professionals®

Happy April and Happy Administrative Professionals Week! There are so many reasons to look forward to this month... especially if you're an IAAP member. Not only does spring arrive in full force this month, but it's high "IAAP Season" again.

What's happening in IAAP this month? Let's run down everything that's happening and will happen: First, have you registered for EFAM yet? It's time again to start thinking about [IAAP's Education Forum and Annual Meeting](#), and this year promises to be one of the best. You've told us that you want more education, and we listened. In addition to an extra hour of available sessions, we've also got a second keynote speaker: Erin Brockovich, one of the highest profile admins... ever! Be sure to register soon to get your choice of sessions before they fill up and to take advantage of the special early bird rate.

This weekend, all of our president-elects will be visiting our headquarters in Kansas City for the annual Incoming Division Presidents Conference. This is the "behind the scenes" kickoff to the next IAAP year, and it's where the

groundwork gets laid for "what's next" for IAAP. Be sure to ask your division president about what they gleaned from their time in Kansas City. And of course, April is home to Administrative Professionals Day and Week. This year, we've partnered with Adecco to bring you a [special free webinar](#). Sign up today and you'll learn how to get the most out of the Microsoft Office Suite of products you use every day, including Word, Excel and Outlook. You'll also learn about some new software to help you in everyday tasks, like file storage and web conferencing. Check out the [APW section](#) on the IAAP public website for press releases and information about APW.

And let me be one of the first to say to you, in honor of Administrative professionals Week, "thank you." Your skills, knowledge and dedication advance the profession for all of us. We are members of IAAP because we have all chosen to be career-minded administrative professionals... thank you for demonstrating the power of your commitment, both to the administrative field and to IAAP. Without each of you, neither one would be what it is today.

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## **Pathways to Excellence**

Were you a Member of Excellence last year? Are you working toward becoming a Member of Excellence again this year? How about your Chapter and Division – are you doing all you can to help them meet their goals? [Click here](#) for more information on the Pathways to Excellence program.

## **2010 Education Forum and Annual Meeting – Boston, Massachusetts**

Boston, Massachusetts – July 18-21, 2010. [Registration is now open](#). Want to attend EFAM but can't swing the cost – volunteering can help defray some of the cost of registration. The 2010 EFAM Volunteer Chair is our very own Dawn Hall CAP. You can contact her via e-mail at [dmariehall@verizon.net](mailto:dmariehall@verizon.net)

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# International News III

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## ***ACTION>DIRECTION***

*Action>Direction* is prepared and distributed to help inform IAAP members of recent International Board actions and activities. Look for other pertinent information on upcoming activities and recent news in future issues of *IAAP Connections* and [www.iaap-hq.org](http://www.iaap-hq.org). **News from the International Board of Directors**

The International Board of Directors held meetings via conference call on the following dates: January 12, 2010, February 9, 2010, and the March 7, 2010 Spring Board Meeting held in Reno, NV.

- The Board approved the RTF/IAAP Management and Administrative Services Agreement.
- The Board approved the elimination of The Academy effective June 30, 2010.
- The Board approved the appointment of Alverta Harty CPS/CAP as Coordinator and Angie LaCarte as Co-Coordinator of the 2013 IAAP Education Forum and Annual Meeting (EFAM) to be held in Anaheim, CA.
- The Board appointed Jeff Neurauter as Parliamentarian for the 2010-2011 IAAP year.
- The Board approved clarifications to the Pathways to Excellence Program to take effect beginning July 1, 2010.
- The Board approved audit clarifications, updates and requirements to the Pathways to Excellence program to take effect beginning July 1, 2010.
- The Board approved the International Standing Committees and Institute for Certification Dean appointment for the 2010-2011 IAAP year.
- The Board approved the 2010-2011 International Theme, "Passion & Purpose." *Action>Direction* is prepared and distributed to help inform IAAP members of recent International Board actions and activities. Look for other pertinent information on upcoming activities and recent news in future issues of *IAAP Connections* and [www.iaap-hq.org](http://www.iaap-hq.org).
- Administrative Professional's Day (APD) will be observed on April 21, 2010. Administrative Professional's Week (APW) will be observed April 18 through April 24, 2010.
- The 2010 International Education Forum and Annual Meeting (EFAM) will be held July 18-21, 2010 at the Hynes Convention Center, Boston, Massachusetts. Additional details are available in the "Events" section of the IAAP website (<http://www.iaap-hq.org/events>).
- The 2010 Fall Education Conference will be held October 17-20 in Louisville, KY. Additional details are available in the "Events" section of the IAAP website (<http://www.iaap-hq.org/events>).
- The 2011 Spring Education Conference will be held March 6 through 9, 2011 in Tampa, FL. Additional details are available in the "Events" section of the IAAP website (<http://www.iaap-hq.org/events>).

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# International News III

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## Capitalization of Association Names

It's best for continuity if we work toward consistency in our style of writing association names in our communications. Inconsistency causes confusion for members and nonmembers. Traditionally we have capitalized the following (this is not an exhaustive list): member, association, board, chapter, division, manager, administrative professional, certification, international president, trustee, chapter president, newsletter editor, recertification...None of these should be capitalized since they are all common nouns. Only capitalize if the word is used as part of a proper noun.

Another change that will be effective immediately is we will now be using a comma to set off designations: Susan Shamali, CPS/CAP.

The communications department at IAAP the AP style guide for *OfficePro*, *OfficePro Express* and *Connections* and the Chicago Manual of Style as the guide to all other written communications.

In your communications, please lower case these words unless they are in a correct title.

Examples:

### Correct

The **IAAP International Board of Directors** met in Reno to discuss matters important to the **association**. *When we use IAAP with international board it becomes a proper noun. Association is only capped when it is in our proper title.*

### Incorrect

The **Board** asked several **Members** to come to the **Board Meeting** to discuss their respective **Divisions** about matters important to the **Association**.  
*These are all common nouns and should not be capitalized.*

### Correct

**International President Susan Shamali, CPS/CAP** asked the president of the **Ohio Division** to meet with her at the recent **IAAP conference**. She also spoke with **Emily Allen, communications and publications manager** at **Spring Conference**.

*We capitalize Susan's title because it appears before her name. If we said "Susan Shamali, international president," it would not be capped as in the example of Emily Allen. Ohio Division is a proper title. IAAP conference is not capped since it's not the title of anything. Spring Conference is capped because it is now the official name of that conference.*

### Incorrect

Many **Administrative Professionals** have attained **Certification** through IAAP. Those who are **Certified** can earn up to 7 percent more, according to OfficeTeam, an IAAP **Corporate Partner**.

These are all common nouns. The words in bold should all be lower case.

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# PENNSYLVANIA DIVISION NEWS

*Make History with IAAP - Your Gateway to Success*



*Pennsylvania Division Annual Meeting  
May 14 – 16, 2010  
Gettysburg PA*

Gate design by Prof. Hisselbut and Alan Wood.

## 2010 Pennsylvania Division Annual Meeting May 14-16, 2010

Did you miss the “early bird” registration – don’t fret – there is still time – don’t miss out on this great weekend of education, networking and just plain fun. [Click here for the registration form.](#) “Make History with IAAP – Your Gateway to Success.”

## 2010-2011 PA Division Board Candidates

Do you know who the candidates for the 2010-2011 Pennsylvania Division Board are? Interested in learning more about the candidates? [Click here](#) to view their biographies.

Since June 2008, Membership and Scoreboard Reports from International have been unavailable. Therefore, no Northeast District Scoreboard information has been reported to you in previous editions of Sketches. Membership reports are once again available; however, the Scoreboard information is not yet up-to-date (still showing information from June 30, 2008). Below is a Northeast District Membership Report utilizing information from International’s web site. Once the Scoreboard information is available, I will resume reporting the Northeast District Scoreboard.

## Northeast District Membership Report Reporting Period June 30, 2009 – March 31, 2010

Division	Number of Members (includes Members At-Large)		Net Gain (loss)
	6/30/09	3/31/10	
New Jersey	889	828	(61)
Greater New England Division	817	779	(38)
Pennsylvania	601	545	(56)
New York State	547	508	(39)
NE Member At-Large/Member At-Large	488	441	(47)
<b>Northeast District totals</b>	<b>3,342</b>	<b>3,101</b>	<b>(241)</b>

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# Harrisburg Chapter News

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## Committee Happenings

### **Community Service Committee**

#### **GREAT STRIDES WALK DATE/LOCATION CHANGE**

[Sign up now to join the IAAP Hbg Team](#) for the Cystic Fibrosis GREAT STRIDES Walk – Saturday, May 1, 2010 with registration beginning at 9:00 a.m. at Memorial Park in Mechanicsburg.

Don't forget that the Community Service Committee continues to collect unwanted cell phones and chargers for the YWCA and non-perishable food items for the food bank. We will be continuing these drives until June. If you have any questions, please contact [Lynn Farina, CPS/CAP](#), Committee Chair

### **Nominations Committee**

The Nominations Committee is pleased to announce a full slate of officers for the 2010-2011 Chapter year. Deb Feinberg, CAP will assume the office of President automatically.

The nominees for the balance of the 2009-2010 slate of officers are:

President-Elect:	Jena Creter, CAP
Vice President:	Vicki Gesford, CPS/CAP
Secretary:	Stacy Shugar, CPS/CAP
Treasurer:	Debbie Leshak

Their bios are attached on Pages \_\_\_\_\_.

### **Professional Development Committee**

We all know money is tight and many employers are cutting back and sometimes that means fewer funds for educational opportunities. IAAP may be able to help. Check out our [web page](#) to see if you qualify for Professional Development funds or contact [Deb Feinberg, CAP](#), committee chair, for more information

### **Retirement Trust Foundation**

The IAAP Retirement Trust Foundation is a tax-exempt charitable organization. Contributions made to the Foundation are tax deductible. Bequests, legacies, devises, transfers or gifts to or for the Trust's use are also deductible for Federal estate and gift tax purposes.

The Trust was formed exclusively for charitable purposes; i.e., for the primary purpose of acquiring, maintaining and operating homes for needy and elderly administrative professionals and otherwise assisting needy and elderly administrative professionals. However, since the demand for comfortable, affordable housing for retired administrative professionals is growing, the Trust has established a new mission statement – *Housing Subsidies for Admins in Need* (HSAN). Through this program, admins who prefer to stay close to their hometown and families can take advantage of the Trust's assistance program without moving to New Mexico.

Your contributions to the chapter's monthly "taxes" go directly to the Trust for the benefit of retired admins in need of housing cost assistance. Contributions are also used for the upkeep and maintenance of Vista Grande, IAAP's retirement center in Rio Rancho NM. [Kathie Hook, CPS/CAP](#), Committee chair

### **2010-2011 Chapter Year Committee Sign-Up**

It is not too early to begin to think about what committee you want to be involved with next Chapter Year. Maybe you'd like to Chair or Co-Chair a Committee. Remember – committee participation is an essential part of your IAAP membership – every member is expected to serve on a committee. If you don't choose a committee, one **WILL** be chosen for you. Make the choice yours. The [sign-up form](#) is available on the website and is also attached on Page \_\_\_\_\_.

# Member Information

## ETIQUETTE TIPS

SUBMITTED BY DAWN HALL CAP – MEMBERSHIP CHAIR

In this time of technology, we forget the simple, every day courtesies we should show each other. The following is a list of business and personal etiquette tips you might find useful. Each month a new tip will be added.

### NAME TAGS:

Wear name tags on the right so that when someone is shaking your hand, they can see your name tag. It helps them remember your name.

### GREETINGS:

Women should stand, if sitting, when greeting someone. Always extend a hand and say an appropriate greeting. Repeating the person's name will help you remember it as well.

Give a solid handshake—no limp handshakes.

### EMAIL:

Always put something in the subject line. People are more likely to delete e-mails without a subject, especially if they do not recognize your name or e-mail address. If it is IAAP related, start it with IAAP.

Do not use all caps as it is considered yelling at someone. Treat e-mail like any other business correspondence and use punctuation, grammar, spell check and keep it brief and concise.

### CONFERENCE CALLS:

If it's a large group where you do not know everyone's voice, always identify yourself when you speak. Do not have your phone on speakerphone and then proceed to do other tasks. The others on the phone can hear the background noise.

You can hear other phones ringing, papers being moved, people talking, etc. If you must use speaker phone, mute it.

Do not talk over others on the call.

### CELL PHONES:

In all meeting settings, turn them off or on silent or on vibrate. You shouldn't have to be reminded to do so but if you are, do it.

Do not text during meetings—pay attention to the presenter.

Do not take calls at a restaurant table. If you must take a call in any situation, excuse yourself from the table/meeting. Those dining with you or sitting near you shouldn't have to stop talking or listening to a presenter so you can have your conversation.

### BUSINESS MEALS:

- Your glass/coffee cup are on the right and your bread plate is on the left.
- Take your napkin from the cup on the right.
- Pass food to the right.
- Do not reach, ask for items to be passed.
- Do not eat until everyone is served. If the event will have a moment of reflection or prayer, do not start to eat until the prayer or moment of reflection are completed.
- Do not use your fork or knife with the butter or other shared items.
- Do not talk with your mouth full.
- Turn away from the table or leave the table to blow your nose.
- Elbows off the table during the meal.

### MEETINGS:

Do not hold side bar conversations when someone is at the podium. If you do make comments to a neighbor, keep them brief and quiet. Talking during a presentation is disrespectful to the presenter. Do not interrupt the speaker. Wait for the appropriate time to make comments.

For IAAP meetings, go to the microphone and wait to be recognized; or if less formal, raise your hand and wait to be recognized.

# Member Information II

## ETIQUETTE TIPS (continued)

SUBMITTED BY DAWN HALL CAP – MEMBERSHIP CHAIR

**What is the proper time to arrive for an appointment?** Always arrive on time for an appointment –never late. Arrive no more than five minutes early.

**Can I exchange business cards while dining?** A business card should never been exchanged while dining. This is true at even the most informal dining situations.

**How much perfume/cologne is acceptable to wear at work?** Perfume, cologne or aftershave should be applied sparingly, evoking a subtle scent. Strong fragrances are often offensive to business associates and therefore in appropriate in a professional venue.

### Name Badges



#### NEED A NAME BADGE?

New or updated?

You can now order one by visiting the Recognition Specialties website at:

[http://nicebadge.com/cart/qi-iaap-harrisburg-chapter-c-2\\_234\\_1955.html](http://nicebadge.com/cart/qi-iaap-harrisburg-chapter-c-2_234_1955.html)

You can order and pay on-line, and the badge will be shipped directly to you.

### Roster Update

If any of the following information has changed for you within the past year, then you need to complete a **Roster Update Form** (page \_\_\_\_).

- Name
- Home or Work Address
- Home or Work Phone
- Home or Work Email
- Fax
- Employer
- Position Title
- Executive
- Home or Work Preference for Phone, Email
- Committee Participation (Chapter/Div./Int.)

If you are a new or newer member and have not completed a **Roster Update Form**, please complete one so that we can ensure that we have accurate information.

### Harrisburg Chapter Contacts

**Annette Newcomb CPS,**  
**President**

309 Short Street  
Harrisburg, PA 17112

**h:** 717.566.0385

**w:** 717.534.8941

**w:** anewcomb@hersheypa.com

**Deb S. Feinberg CAP,**  
**President-Elect**

19 Cherish Drive  
Camp Hill, PA 17011

**h:** 717.737.3504

**c:** 717.265.4573

**h:** deb.s.feinberg@gmail.com

**Candidate for the Office of President  
Harrisburg Chapter  
2010-2011**

**Debra S. Feinberg, CAP**

IAAP Involvement

Pennsylvania Division	2009-10	2010 PA Division Annual Meeting – Treasurer
	2009-10	Certification Committee – Co-Chair
	2008-09	APW/APD Committee – Co-Chair
Harrisburg Chapter	2009-10	President-Elect
	2009-10	Certification Committee Facilitator – CAP Portion
	2009-10	APW/APD Committee – Member
	2008-09	Vice President
		Program Committee - Chair
		Certification Committee Facilitator – CAP Portion
	2007-08	Vice President (½ year)
		Program Committee – Chair (½ year)
		Community Service Committee – Chair
		Ad Hoc Strategic Planning Committee – Co-Chair
		Certification Committee Facilitator – CAP Portion
		By-laws & Standing Rules Committee – Member
	2006-07	Education Committee – Co-Chair
		Certification Committee Facilitator
		Administrative Professionals Week/Day Committee – Member
	2005-06	Education Committee – Member
		CAP Classes and Exam
	2004	Joined Harrisburg Chapter
IAAP Conferences	2009	EFAM, Minneapolis, MN – Alternate
	2009	Pennsylvania Division Annual Meeting - Alternate
	2006	Certification Conference, Rancho Mirage, California

Education

2006	Attained CAP Rating
1982	Graduate – Huntington Institute – Legal Secretary Certification
1979	Graduate – Windham High School – Business Curriculum

Employment History

2008	Self Employed
2007	Executive Administrative Assistant – Hershey Entertainment & Resorts Company – Hershey, PA
2005 – 2006	Administrative Manager – Sellers Feinberg & Associates, Harrisburg/Philadelphia, PA
2004 – 2005	Executive Assistant – Triad Strategies, LLC, Harrisburg, PA
1999 – 2004	Executive Secretary – Pennsylvania Health Care Cost Containment Counsel, Harrisburg, PA
1993 – 1999	Executive Secretary – S.R. Wojdak & Associates, Harrisburg, PA
1991 – 1992	Legal Secretary – Pierce, Atwood, Scribner, Allen, Smith & Lancaster, Portland, ME
1989 – 1991	Legal Secretary – White & Morse Attorneys, Gulfport, MS
1985 – 1986	Legal Secretary – Ronald K. Machtley, Esq., Newport, RI
1982 – 1983	Legal Secretary – Norwich Savings Society, Norwich, CT

**Candidate for President-Elect  
Harrisburg Chapter, IAAP  
2010-2011**

**Jennifer H. Creter, CAP  
"Jena"**

**IAAP INVOLVEMENT**

Harrisburg Chapter	2009-10	Vice President
		Certification Committee Facilitator
	2008-09	Executive Night Committee Co-Chair
	2007-08	Executive Night Committee Member
	2006-07	Seminar Committee Member
	2005-06	Membership Committee Member
	2004-05	Seminar Committee Co-Chair
	2003-04	Seminar Committee Member
	2002	Joined Harrisburg Chapter

**EMPLOYMENT HISTORY**

<u>Hershey Entertainment &amp; Resorts, Hershey, PA 17033</u>	October 1989 - Present
Executive Administrative Assistant, Human Resources	February 2000 – Present
Administrative Assistant, Human Resources	January 1999 – February 2000
Employee Relations/Benefits Administrative Asst.	September 1996 – January 1999
Employment Administrator	February 1996 – September 1996
Employment Assistant	October 1989 – February 1996

**EDUCATION/TRAINING**

2009	Attained CAP certification
2005	Stephen Covey 7 Habits of Highly Effective People
1989	Annville-Cleona High School

**PROFESSIONAL ACTIVITIES**

International Association of Administrative Professionals (IAAP) – Active Member  
United Way Committee Chairperson – 2008-09, 2009-10  
MHS Project Fellowship Team Leader – 2006 – Present

**Candidate for the Office of Vice President  
Harrisburg Chapter  
2010-2011**

**Vicki L. Gesford, CPS/CAP**

**IAAP Involvement**

Pennsylvania Division	2009-10	Audit Committee Member
	2006	Co-Chair, PA Division Annual Meeting Committee
Harrisburg Chapter	2009-10	Co-Chair, Administrative Professionals Week/Day Committee
	2000	President
	1999	President-Elect
	1998	Secretary
	1996	Joined Harrisburg Chapter

Have Chaired or Co-Chaired many Chapter Committees since 2000, including Administrative Professionals Week/Day Committee, Executive Night, Education Seminar, Retirement Trust Foundation and Nominations. Served as a member of the Chapter's Ad Hoc Strategic Planning Committee (2007-08), as well as a Facilitator for the CPS/CAP Recertification Classes from 1998-2003.

Have attended multiple IAAP Conferences, including 13 PA Division Annual Meetings since 1997, four International Education Forum Conferences (Portland, OR; Chicago, IL; Washington, DC; Tampa, FL), and one Professional Education Conference (Charleston, SC).

**Education**

2006	Recertified
2002	Attained CAP Rating & Recertified
1997	Attained CPS Rating
1980	Graduated – Central Dauphin East High School (Harrisburg, PA) – Shorthand Major

**Employment History**

2000 – Present	Senior Executive Administrative Assistant – Hershey Entertainment & Resorts Company (Hershey, PA)
1986 – 2000	Executive Administrative Assistant – The Hospital & Healthsystem Association of Pennsylvania (Harrisburg, PA)
1982 – 1986	Clerk Typist II – PA Department of Public Welfare, Office of Medical Assistance (Harrisburg, PA)
1980 – 1982	Secretary – Pennsylvania National Bank (Harrisburg, PA)

**Candidate for the Office of Secretary  
Harrisburg Chapter  
2010-2011**

**Stacy Shugar, CPS/CAP**

IAAP Involvement

Harrisburg Chapter

2009-10	Executive Night – Co-Chair
2008-09	Certification Committee Facilitator – CPS Portion CAP Exam
2007-08	Certification Committee Facilitator – CPS Portion Executive Night – Member
2006-07	CPS/CAP Classes CPS Exam
2006	Joined Harrisburg Chapter

Education

2009	Attained CAP Rating
2007	Attained CPS Rating
1991	Graduate – West Virginia University – Bachelor of Science in Communications
1986	Graduate – Cedar Cliff High School

Employment History

2003 - Present	Sr. Administrative Assistant - Nationwide Insurance – Harrisburg, PA
2002 – 2003	Administrative & Business Development Assistant – Pyramid Construction Services – Enola, PA
1991 – 2002	Administrative & Rental Manager – L.B. Smith Automotive Group - Lemoyne, PA

**Candidate for the Office of Treasurer  
Harrisburg Chapter  
2010-2011**

**Debra L. Leshak**

IAAP Involvement

Harrisburg Chapter	Various Committees: Nominations, Ways & Means, Membership, APW and Education Seminar
2004	Joined Harrisburg Chapter

Education

1976 Graduate – Lower Dauphin High School – Business Curriculum

Employment History

2005 – 2010	Accounting/Operations Administrator, Computer Aid, Inc., Harrisburg, PA
1999 – 2004	Associate Management Coordinator – Computer Aid, Inc., Harrisburg, PA
1996 – 1998	Regional Administrator – Computer Aid, Inc., Harrisburg, PA
1995 – 1996	Administrative Assistant – Computer Aid, Inc., Harrisburg, PA
1989 – 1994	Home with children
1986 – 1988	Part-Time Fundraising Coordinator for Dauphin County Agriculture and Natural Resources Center, Dauphin, PA
1986 – 1988	Part-Time Program Assistant – Soil Conservation Service, USDA, Dauphin PA
1985 – 1986	Home with newborn
1977 – 1985	Executive Secretary – Cleveland Brothers Equipment Co., Inc., Harrisburg, PA
1976 – 1977	Accountant – Cleveland Brothers Equipment Co., Inc., Harrisburg, PA

# IMAGINE THE POSSIBILITIES! JOIN A COMMITTEE

## HARRISBURG CHAPTER 2010-2011 CHAPTER YEAR COMMITTEE SIGN-UP

Committees are a vital part of any successful organization. A successful Chapter needs to be able to count on all its members. You Are Needed! Committee life is exciting. Share your ideas with others and just imagine the possibilities.

Take a minute to list your committee interests by indicating your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices, circle the role (Chair, Co-Chair, or Member) that you would like to play on these committees and return the form by June 1, 2010, to:

**DEB FEINBERG, CAP**, 19 Cherish Drive, Camp Hill, PA 17011  
E-MAIL: deb.s.feinberg@gmail.com

1st Choice _____	Chair	Co-Chair	Member	(please circle one)
2nd Choice _____	Chair	Co-Chair	Member	(please circle one)
3rd Choice _____	Chair	Co-Chair	Member	(please circle one)

YOUR NAME \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADMINISTRATIVE PROFESSIONALS WEEK/DAY	Plans Administrative Professionals Week Program and promotes the professional image of the administrative professional.
AUDIT	Audits all Chapter financial records.
BYLAWS AND STANDING RULES	Reviews Bylaws, Standing Rules, and Procedures at the International, Division, and Chapter levels as well as submits recommendations for revisions at the Chapter level to Board and to Membership.
CERTIFICATION	Stimulates interest and encourages participation in the CPS <sup>®</sup> and CAP <sup>®</sup> Programs and coordinates CPS/CAP Review Classes.
COMMUNITY SERVICE	Leads Chapter activities in the field of service to the community.
EXECUTIVE NIGHT	Plans a professional social event to honor the executives we support and who support our membership.
MEMBERSHIP	Directs all activities of the Chapter concerned with the recruitment and maintenance of membership.
PROFESSIONAL OUTREACH	Administers the Professional Development Program for individuals continuing their education in the administrative professional field.
PROGRAM (MEMBER ONLY)	Coordinates Chapter programs.
PUBLICITY	Publicizes Chapter activities through press releases to the news media.
RETIREMENT TRUST FOUNDATION	Promotes interest in the IAAP Retirement Trust Foundation (RTF) and devises and promotes projects to raise funds for the IAAP RTF.
SEMINAR	Plans educational seminar.
SKETCHES	Develops Chapter Newsletter.
WAYS AND MEANS	Devises and promotes projects to raise funds for the operation of the Chapter.
WEBSITE	Maintains the Chapter website.

## Harrisburg Chapter 2009-2010 Roster Update

Name:		Join Date:	Birthday:
Street Address:		Home Phone:	
City, State, Zip		Home Email:	
Employer:		Work Phone:	
Title:		Work Fax:	
Executive:		Work Email:	
Work Address:			

Preferred Phone Contact:       Home    Work

Preferred Email Contact:       Home    Work

Preferred Address Contact:       Home    Work

**Please send this information to:**

Dawn Hall, CAP  
137 Atmore Street  
Harrisburg, PA 17112  
Fax: 717-796-3625  
[dmariehall@verizon.net](mailto:dmariehall@verizon.net)



International Association of  
Administrative Professionals®  
*Harrisburg Chapter*



### Menu

Tossed Field Greens Salad  
Baked Chicken Cordon Bleu  
Garlic and Boursin Mashed Potatoes  
Mixed Garden Vegetables  
Chef's Choice Dessert  
Coffee and Iced Tea

**Monday, May 17, 2010**

Four Points by Sheraton Harrisburg  
800 East Park Drive  
Harrisburg, Pennsylvania  
Cost: **\$20.00**

{ 5:30 PM . Registration/Networking  
6:00 PM . Dinner  
7:00 PM . Program and Business Meeting }

## Program

*Certification is the Power  
of Commitment*

*1 Recertification Point will be  
Awarded to all CPS and CAP Program Attendees  
(pending approval)*

### **IMPORTANT RESERVATION INFORMATION:**

- ⊙ **Reservation Deadline:** All reservations must be mailed by Monday, May 10, 2010 — Please DO NOT mail checks after this date. Call-in reservations to Jena Creter CAP (717-534-3190) must be received no later than noon on Thursday, May 13, 2010 — payment is required no later than Monday, May 17, 2010.
- ⊙ **Cancellation Deadline:** Cancellations will be accepted until noon on Thursday, May 13, 2010. **Any cancellations or no-shows after the Cancellation Deadline will be charged.**
- ⊙ **Reservations & Payment:** Complete and mail reservation form along with a check made payable to Harrisburg Chapter IAAP to Jena Creter CAP, Hershey Entertainment & Resorts, 27 W. Chocolate Ave., Hershey, PA 17033.

~ Reservations & Payment ~ May 17, 2010

Name \_\_\_\_\_  CPS  CAP  CPS/CAP

I WILL ATTEND:  DINNER & PROGRAM - \$20.00  DINNER ONLY - \$20.00  PROGRAM ONLY

Please list any dietary restrictions \_\_\_\_\_ Request Vegetarian Entrée

GUEST NAME(S) \_\_\_\_\_ GUEST PHONE NUMBER(S) \_\_\_\_\_

GUEST EMPLOYER(S) \_\_\_\_\_

~ Remember to enclose your \$20.00 check payable to **Harrisburg Chapter IAAP**  I need a receipt.