

Sketches

AN AWARD-WINNING NEWSLETTER PUBLISHED BY THE HARRISBURG CHAPTER

www.iaap-harrisburg-pa.org



International Association of
Administrative Professionals®

Deb Feinberg, CAP, Editor

May 2010

President's Message

May is busy month for IAAP Members. The PA Division's 58th Annual Meeting was held in Gettysburg on May 14 – 16, 2010. I am happy to report that our chapter was well represented with 24 members present at this meeting. Watch for the delegate and alternate reports in the June issue of Sketches.

May is also very special to us because it is the month we celebrate those members who have attained their Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) ratings. It takes commitment to yourself and your goals to prepare for these comprehensive exams. Certification is a personal goal and a professional step in your career. Attaining certification shows the commitment you have made in yourself. Congratulations to those who became certified or re-certified in 2009. For those who sat for the exams this month, I wish you good results. Whatever the outcome, you should feel nothing but pride – by sitting for the exam you have invested in yourself and proved that you are willing to take your commitment to the next level. Just as you take your commitment in your personal and professional career to the next level by gaining certification, belonging to a professional organization that will benefit you professionally and personally is another step.

May is also the month when we see changes in our chapters. We hold our elections for our 2010-2011 chapter officers and it is the time we start planning for next year. This organization has so very much to offer an administrative professional; however, in order to get something out of it, you have to put something into it. Like any organization, committees are a vital part of its existence. Not only do they keep the organization functioning, but they also offer its members the opportunity to lead and to do something they otherwise might not attempt. I encourage you all take the opportunity to look at the various committees and join one. This is a great development opportunity. It will help you learn more about and understand how our chapter and IAAP work. I speak from experience when I say the benefits you will receive from the networking alone will enrich your life.

At our June meeting we will hold our annual New Member Welcome and hold the installation of our 2010 – 2011 Chapter Officers. I hope to see you there.

Power of Commitment
Making a Difference!

Annette Newcomb, CPS
President - Harrisburg Chapter, IAAP

POWER
of
Commitment
Harrisburg Chapter

 **Chapter**
of Excellence
2008-2009

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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

Important Dates

May 2010

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



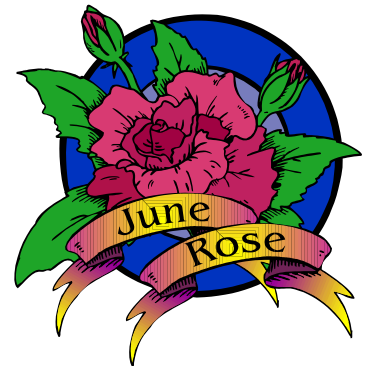
Anniversaries & Birthdays

Anniversaries

Sandra Keener33 years
Kathie Hook, CPS/CAP28 years
Cathie Hoke, CPS/CAP.....18 years
Jo Ann Smith17 years
Juanita Mort, CAP..... 8 years
Debra Leshak..... 6 years
Marsha Young..... 1 year

Birthdays

1 Colette Walacavage, CPS/CAP
4 Jo Ann Smith
16 Paulette Krewson
25 Diane Kunkle, CPS/CAP
26 Mary Ellen Lickle, CPS/CAP



International News



Susan Shamali, CPS/CAP

Power of Commitment

2009-2010 International President
International Association of Administrative Professionals®

As of press time, President Shamali's May message was not available. However, the following communication was sent jointly from President Shamali and IAAP Executive Director Don Bretthauer and may be of interest to you. Please be sure to check President Shamali's blog at [http://community.iaap-](http://community.iaap-hq.org/IAAPHQ/IAAPHQ/MemberResources/PresidentsCommunications/Default.aspx)

***hq.org/IAAPHQ/IAAPHQ/MemberResources/PresidentsCommunications/Default.aspx* for her latest message.**

IAAP Leaders:

In recent months you may have received promotions or inquiries from OfficeArrow. There has been a good deal of confusion regarding IAAP's relationship to OfficeArrow, and we would like to clarify exactly what that relationship is.

IAAP is a not-for-profit corporation. In its day-to-day operations it must generate income to survive, and as such, IAAP does have competitors both in the nonprofit and for-profit sectors. OfficeArrow is a for-profit competitor of IAAP's, whose business model closely resembles IAAP's, with members and sponsors pulled from the same pool as IAAP. IAAP does not regard OfficeArrow as a partner or sponsor at the International level. IAAP is a member driven organization with an elected board of directors while OfficeArrow is a for-profit business with owners outside the administrative professional's field.

In the past year, IAAP has sustained a quantifiable drop in income directly related to OfficeArrow's influence.

IAAP has contacted OfficeArrow about their unauthorized use of IAAP trademarks and service marks in their advertising and use of such on their website. The only legal use of the IAAP logo, the abbreviation "IAAP" or even our association's name is in identifying discussion boards on their site for IAAP units that have been created by OfficeArrow users, not created by OfficeArrow or its employees.

IAAP has the right to advise an association wide restriction on the promotion of OfficeArrow but we choose not to do so at this time. It is our hope, that as the leaders of IAAP, you will take this information into account when selecting or accepting speakers, exhibitors and sponsors for your chapter or division.

Sincerely,

Susan Shamali, CPS/CAP, IAAP International President

Don Bretthauer, CAE, IAAP Executive Director

2010 Education Forum and Annual Meeting – Boston, Massachusetts – July 18-21, 2010

Come to Boston, Massachusetts – site of the historic Boston Tea Party for 2010 EFAM. [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



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.

PENNSYLVANIA DIVISION NEWS

2010–2011 Pennsylvania Division Officers

The 2010-2011 Pennsylvania Division Officers were installed at the 2010 Pennsylvania Division Annual Meeting Presidents' Banquet on Saturday, May 16, 2010. Two of our very own chapter members – Catherine Hoke, CPS/CAP and Juanita Mort, CAP – were installed as President and Vice President respectively. Your 2010-2011 Pennsylvania Division Board is:

Catherine Hoke, CPS/CAP – President
 Carol Lundgren, CPS/CAP – President-Elect
 Juanita Mort, CAP – Vice President
 Patricia Clark – Secretary
 Maria Carney, CPS, AIS – Treasurer



Congratulations!!!

Seated: Catherine Hoke, CPS/CAP –President
 Left to right – Maria Carney, CPS, AIS; Carol Lundgren, CPS/CAP;
 Juanita Mort, CAP and Patricia Clark

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 – April 30, 2010

Division	Number of Members (includes Members At-Large)		Net Gain (loss)
	6/30/09	4/30/10	
New Jersey	889	821	(68)
Greater New England Division	817	777	(40)
Pennsylvania	601	542	(59)
New York State	547	506	(41)
NE Member At-Large/Member At-Large	488	442	(48)
Northeast District totals	3,342	3,088	(254)

Harrisburg Chapter News

Committee Happenings

2010-2011 Chapter Year Committee Sign-Up

Time is running short – sign up now for the committee you'd like to serve on next 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 7.

Community Service Committee

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

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

Chair Kathie Hook, CSP/CAP reminds all members to make a tax-deductible contribution using the Family of Givers form found at <http://www.iaap-rtf.org/>. Be sure to include your member number so both the Harrisburg Chapter and the Pennsylvania Division receive credit. [Kathie Hook, CPS/CAP](#), Committee chair



Member Information

EDITORS NOTE: I attended the 2010 Pennsylvania Division Annual Meeting this past Friday, Saturday and Sunday in Gettysburg which was a joint effort put together by the chapters in the Southcentral Council. The Harrisburg Chapter was responsible for the hospitality suite, among other things, during the weekend. Colette Walacavage, CPS/CAP, solicited baked goods and I contributed my Chocolate Chunk Pecan Pie Bars which were a big hit and several people asked me for the recipe so I thought this might be the most expedient way to get it out there. Here it is:

Ingredients:

For Crust:

- 1 ½ c. all-purpose flour
- ½ c. (1 stick) butter, softened
- ¼ c. packed brown sugar

For Filling:

- 3 large eggs
- ¾ c corn syrup
- ¾ c granulated sugar
- 2 tablespoons butter, melted
- 1 teaspoon vanilla
- 1 11.5 oz bag Semisweet Chocolate Chunks
- 1 ½ c coarsely chopped pecans

Method: Preheat oven to 350 degrees F. Grease a 13 x 9 baking pan. FOR CRUST: Beat flour, butter and brown sugar in a small bowl until crumbly. Press into prepared baking pan and bake for 12-15 minutes or until lightly browned. FOR FILLING: Beat eggs, corn syrup, sugar, butter and vanilla in medium bowl with a wire whisk. Stir in chocolate and nuts. Pour evenly over baked crust. Bake 25-30 minutes or until set. Cool in pan on wire rack.

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/gi-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 8).

- | | |
|------------------------|---|
| ■ Name | ■ Employer |
| ■ Home or Work Address | ■ Position Title |
| ■ Home or Work Phone | ■ Executive |
| ■ Home or Work Email | ■ Home or Work Preference for Phone, Email |
| ■ Fax | ■ 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

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 1st, 2nd and 3rd 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 [®] and CAP [®] 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	Promotes the Harrisburg Chapter and IAAP within the local business community.
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



International Association of
Administrative Professionals®

Harrisburg Chapter



Menu

Soup Du Jour
Roast Pork Loin with Mushroom Robert
Sauce
Roasted Redskin Potatoes
Glazed Carrots
Chocolate Cake
Coffee and Iced Tea

Monday, June 28, 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

*New Member Welcome
and*

Installation of Officers

*Deb Feinberg, CAP – President
Jena Creter, CAP – President-Elect
Vicki Gesford, CPS/CAP – Vice President
Stacy Shugar, CPS/CAP – Secretary
Debra Leshak – Treasurer*

IMPORTANT RESERVATION INFORMATION:

- ⊙ **Reservation Deadline:** All reservations must be mailed by Monday, June 21, 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, June 24, 2010 — payment is required no later than Monday, June 28, 2010.
- ⊙ **Cancellation Deadline:** Cancellations will be accepted until noon on Thursday, June 24, 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 ~

June 28, 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.