

Sketches

AN AWARD-WINNING NEWSLETTER PUBLISHED BY THE HARRISBURG CHAPTER

www.iaap-harrisburg-pa.org



International Association of
Administrative Professionals®

Jessie Grove, CPS/CAP, Editor

Harrisburg, PA

November 2010

President's Message



As I sit down to write this I am struck by how quickly this year seems to have passed – actually I guess it is just my perception of time because time still moves at the same pace (60 seconds in a minute and 60 minutes in an hour, etc.) – but here we are planning and thinking about the holidays already. This month we celebrate Thanksgiving. This is my very favorite holiday, hands down. This holiday is the only one left that is purely about the three Fs – family, friends, and food – a day to get together with friends and loved ones just for the sake of getting together. What could be more wonderful than that?

This month we also celebrate Veterans Day. This year, when you are sitting down to your Thanksgiving Day meal, take a moment to remember the men and women of the armed forces who are fighting overseas and all those who have died to ensure our freedom. Those brave men and women not only risk their lives for us – total strangers – but they also have to be away from their families over the holidays and I cannot imagine how lonely that must feel – for them and their families here at home.

For those who missed it, our Executive Night in October was fabulous. Congratulations to Committee Chair, Diane Kunkle, CPS/CAP and her committee – very well done. The Program Committee has been hard at work lining up educational programs for the coming months so I hope to see each and every one of you at a future meeting – no correct that – I hope to see each and every one of you at each and every meeting.

From my home to yours, I wish you and your loved ones have a safe and Happy Thanksgiving.

Best,

Deb

Deb Feinberg, CAP
President

**PASSION &
PURPOSE**
HARRISBURG CHAPTER

2010-2011 Officers

President

Debra Feinberg, CAP

President-Elect

Jena Creter, CAP

Vice President

Vicki Gesford, CPS/CAP

Secretary

Stacy Shugar, CPS/CAP

Treasurer

Debra Leshak

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*Keep true to
the dreams of
your youth.*

Important Dates

November 2010

- 5-6 CPS/CAP Exams
- 8 Board Meeting
- 15 Harrisburg Chapter Membership Meeting

December 2010

- 13 Harrisburg Chapter Membership Meeting
- 18 UCP Gift Wrapping

January 2011

- 10 Board Meeting
- 17 Harrisburg Chapter Membership Meeting

February 2011

- 14 Board Meeting
- 15 CPS/CAP Exam Registration Deadline
- 21 Harrisburg Chapter Membership Meeting

March 2011

- 14 Board Meeting
- 7-9 Spring Conference
- 21 Harrisburg Chapter Membership Meeting

April 2011

- 11 Board Meeting
- 27 Administrative Professionals Day
- 27 Harrisburg Chapter Membership Meeting

May 2011

- 6-7 CPS/CAP Exams
- 9 Board Meeting
- 16 Harrisburg Chapter Membership Meeting
- 20-22 2011 PA Division Annual Meeting

June 2011

- 13 Board Meeting
- 20 Harrisburg Chapter Membership Meeting

July 2011

- 11 Organizational Board Meeting
- 24-27 International Education Forum & Annual Meeting



Anniversaries & Birthdays

December Anniversaries	Anniversaries
	Jeanne Spitler.....59 years
	Joanne Dickey.....37 years
	Marge Prosser.....32 years
	Jodi Mattern, CPS.....19 years
	Sandy Moritz, CAP.....15 years
	Pam Neubaum, CAP.....7 years
	Michelle Gandy.....1 year
	Michelle Darr, CPS.....1 year

December Birthdays	Birthdays
	9.....Karen Folk, CAP
	12.....Gloria Gordon, CAP
	15.....Annette Newcomb, CPS
	21.....Kathie Hook, CPS/CAP
	21.....Melissa Morris
	24.....Helen Wallace, CAP
	31.....Debra Leshak



INTERNATIONAL NEWS

Mary Ramsay-Drow, CPS/CAP Passion & Purpose



We're moving into the holiday months and the pace around our offices and our homes will likely get frenzied. It's a busy time of year where important things can get pushed aside for the urgent. Don't let that happen to you.

There's a December 1 deadline for the IAAP Award for Excellence. It's a date that might catch a few of you off guard. We changed it last year from February 1 to December 1 to wrap the award around Administrative Professionals Week. The Award is given in two categories: large corporations with 1,000 or more employees and smaller companies with less than 1,000 employees. Remember, only IAAP chapters can nominate. A designated member of the chapter must compose the submission. The nominated organization should be willing to cooperate with the chapter by providing information, examples and sample documents as needed. However, the organization should not prepare the submission. There's still time to download the submission form, get it compiled and sent to headquarters. You have nearly a month. Don't let this opportunity pass you by this year. Put it on your calendars today.

Over the first few months of my term as President, I have received a great deal of feedback from our members and the leadership at the division and chapter levels. A couple of issues have surfaced that I wanted to address in the context of our current governance structure.

During the attempted reconciliation of an intra-chapter conflict, a chapter leader asked me why they couldn't expel chapter members who consistently caused headaches and went against the grain of the chapter. Unfortunately, getting rid of what some perceive as trouble-makers within a chapter should not be the first consideration for a resolution. Unless a member has committed a crime or clearly breached the ethical boundaries of behavior, as an association, we cannot expel them or cancel their membership. The International Board

has the primary responsibility for disciplining members and a set procedure needs to be followed in order to limit IAAP's liability and to ensure the integrity of the association. The standards in these cases are high to ensure no one is expelled due to a grudge or for political reasons. Read more about these procedures.

A couple of divisions have contacted me and asked what can be done about lingering chapters that may only have two or a few more members. According to our current bylaws, as long as a chapter has a President and a Treasurer, IAAP cannot force them to disband. In order for this to happen, the IAAP Bylaws would need to be amended to allow for additional disbandment criteria.

We now have the annual report and the audited financial reports for 2009-2010 posted in the web community. Please **log in** to view the documents.

Financially, this fiscal year started off better than the 2009-2010 year with a higher attendance at the Boston Education Forum and Annual Meeting than the previous year in Minneapolis. While this is encouraging, there are a few challenges we're still facing. More information is available in the 2010-2011 first quarter financial update.

In the rush of the holidays, it's often hard to find the perfect gift for that special person. We have ideas! You can give the Gift of Membership or a gift certificate to IAAP for books, conference registration and more.

The Gift of Membership is a great way to introduce your friends and co-workers to IAAP. Maybe you can use it to encourage an admin who just got laid off, or as a holiday gift for a family member who is now a part of the profession. Interested? You can either mail/fax in the Gift of Membership form or call headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they'll send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

You can access the forms here:

New Membership
Renew Membership

For a gift certificate, log into the IAAP Bookstore and look for "gift certificates" at the right. It's the perfect way to let someone choose their own gift.

As we move into this month of thanks, I am grateful for IAAP and what being involved in the association has done for me personally, and for my career. What about you? Think about what IAAP has done for you and spread the word to the admins in your office that haven't discovered us yet.

Have a Happy Thanksgiving!

Mary Ramsay-Drow, CPS/CAP
2010-2011 IAAP International President

What IAAP Has Done For Me Video Contest

Has IAAP helped you land your dream job – given you needed work skills – helped you save the day through expert advice from another member?

If your answer is yes, then enter the **What IAAP Has Done For Me Video Contest**. All you need to do is make a 30-60 second video telling how IAAP has helped you. The scenarios listed above are just some examples to get you started.

First prize is an IAAP membership for one year.

Second prize is \$50 in IAAP products.

Third prize is \$25 in IAAP products.

Every member who submits a video will receive an IAAP address book and pen.

The video submission deadline is December 8, 2010.

PENNSYLVANIA DIVISION NEWS

2011 Pennsylvania Division Annual Meeting May 20-22, 2011

The 2011 PA Division Annual Meeting will be held at the Holiday Inn in Clarion, Pennsylvania.

Division Newsletter

Have you read the latest edition of the Division Newsletter yet? Follow the below link.

<http://www.iaap-pennsylvania.org/IAAPHQ/PADivision/UploadedImages/September%202010%20Newsletter.pdf>

HARRISBURG CHAPTER NEWS

IAAP/AVERY BOX TOPS CHALLENGE PROGRAM: At EFAM, Avery announced The IAAP/Avery "Box Tops Challenge" program. The program is available to IAAP chapters only as a community-based initiative. The program provides chapters with a recommended community service program to support local schools through the Avery "Box Tops for Education" initiative in accordance with the Avery program parameters.

An education grant in the amount of \$2,000 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) that collects the largest number of Box Top coupons in support of the program. An education grant in the amount of \$500 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) collecting the second largest number of Box Top coupons in support of the program. All Box Top coupons, not just those from Avery products, will be eligible. These four chapters will be recognized following the Avery Great Results awards program at EFAM. The program runs from July 1 to April 30 each year.

The Harrisburg Chapter has chosen to participate in the Box Tops Challenge. Melissa Wandell, CAP has agreed to be the Chapter Coordinator and we have chosen Melrose Elementary School, 2041 Berryhill St, Harrisburg, PA 17104 to be the recipient of our Box Tops. So start saving those box tops. You can give them to Melissa at Board or Chapter meetings or mail them to her at her home.

This is a win-win - the Chapter could be the recipient of a grant and we provide a community service by contributing our box tops to a school in need. Thanks very much for your support.

COMMITTEE HAPPENINGS

Community Service Committee

The Community Service Committee has several great community service events planned for this year. We will once again support the Central PA Food Bank; support a YWCA family; and UCP Holiday Gift Wrapping. Please see the attached flyers for more information on these events.

Annette Newcomb, CPS, Committee Chair

Executive Night Committee

Congratulations to the administrative professionals on the Executive Night Committee for a job well done! Thanks also to the committee and chapter members for all donations to the raffle baskets and lottery trees. The 61st Annual Executive Night was a great success due to the hard work and dedication of the committee members as well as the generosity of the Harrisburg Chapter members and the employers who made donations. Thank you all.

Diane Kunkle, CPS/CAP, Committee Chair

Professional Development Committee

We all know times are 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 Jena Creter, CAP for more information.

Jena Creter, CAP, Committee Chair

Retirement Trust Foundation Committee

Help the Retirement Trust Foundation reach its financial goal this year and support our mission of providing housing assistance to administrative professionals, age 55 and older, who are in need. In the current economic environment, finances can be tight for many of our members, but it can be even worse for our retired members.



If every member can donate just \$3.25 each, plus \$100 from each division, we will reach our goal.

Who doesn't want to get more for their money these days? It's easy to double your donation to the RTF by using company match. Many companies will match a charitable contribution dollar for dollar. This is an easy way to double your donation, and you will get credit in the Family of Givers (FOG) program for your actual donation AND the match. Your chapter and division also benefit because calculations of total donations are rolled up from individual to chapter to division.

For more information about the Retirement Trust Foundation please visit the RTF website at www.iaap-rtf.org.

The RTF appreciates your generosity.
Kathie Hook, CPS/CAP, Committee Chair

MEMBER INFORMATION

Are you a new member? Do you have questions concerning your membership? If you missed the opportunity to participate in the “New Member Orientation Webinar” that was held on October 20, 2010, please contact membership@iaap-hq.org for information on the next scheduled Webinar.

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 Updates

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

- | | |
|------------------------|---|
| ■ 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. Please contact lfarina@dauphinc.org for this form.

Harrisburg Chapter Contacts

Deb S. Feinberg, CAP,
President

19 Cherish Drive
Camp Hill, PA 17011

h: 717.737.3504

c: 717.265.4573

h: deb.s.feinberg@gmail.com

Jena Creter, CAP,
President-Elect

3002 Tunnel Hill Road
Lebanon, PA 17406

h: 717.274-3989

w: 717 534-3190

h: jcreter@hersheypa.com

TECHNO CORNER

The Invisible Web

The Invisible Web refers to the part of the WWW that's not indexed by the search engines. Most of us think that search powerhouses like Google and Bing are the greatest – they see everything. Unfortunately they can't because they aren't divine at all; they are just web spiders who index pages by following one hyperlink after the other.

However, believe it or not, there are some places where a spider cannot enter. Take library databases which need a password for access, or even pages that belong to private networks of organizations.

Search engine technology has progressed by leaps and bounds. Today, we have real time search and the capability to index Flash based on PDF content. Even then, there remain large swatches of the web which a general search engine cannot penetrate. The term *Deep Net*, *Deep Web* or *Invisible Web* lingers on. Searching the Invisible Web is all about looking for the "needle in the haystack." The Invisible Web is not for the casual search, but if you decide to venture, check out these ten search engines for your exploration.

1. Infomine - Infomine has been built by a pool of libraries in the United States. Infomine "mines" information from databases, electronic journals, electronic books, bulletin boards, mailing lists, online library card catalogs, articles, directories of researchers, and many other resources.
2. The Virtual Library - This is considered one of the oldest catalogs on the web and it lists quite a lot of relevant resources on many subjects. You can go vertically into the categories or use the search bar.
3. Intute - Intute is UK centric, but it has some of the most esteemed universities of the region providing the resources for study and research. You can browse by subject or do a keyword search for academic topics like agriculture to veterinary medicine. This online service has subject specialists who review and index other websites that cater to the topics for study and research.
4. Complete Planet - Complete Planet calls itself the "front door to the Deep Web." This free and well designed directory resource makes it easy to access the mass of dynamic databases that are cloaked from a general purpose search.
5. Infoplease - Infoplease is an information portal with a host of features. With this site you can tap into a good number of encyclopedias, almanacs, an atlas, and biographies.
6. DeepPeep - DeepPeep aims to enter the Invisible Web through forms that query databases and web services for information.
7. IncyWincy - IncyWincy behaves as a meta-search engine by tapping into other search engines and filtering the results. It searches the Web, directory, forms, and images. Registration is free.
8. DeepWebTech - DeepWebTech gives you five search engines (and browser plugins) for specific topics. The search engine covers science, medicine, and business.
9. Scirus - Scirus has a pure scientific focus. It is a far reaching research engine that can scour journals, scientists homepages, courseware, pre-print server material, patents, and institutional intranets.
10. TechXtra - TechXtra concentrates on engineering, mathematics, and computing. It gives you industry news, job announcements, technical reports, technical data, full text eprints, teaching, and learning resources along with article and relevant website information.

CHECK THIS OUT

Joomla – <http://www.joomla.org> – Joomla is an award-winning content management system (CMS) which enables you to build Web sites and powerful online applications. A content management system is software that keeps track of every piece of content on your Web site, including simple text, photos, music, video, and documents. A major advantage of using a CMS is that it requires almost no technical skill or knowledge to manage. Many aspects, including its ease-of-use and extensibility, have made Joomla one of the most popular Web site software services available. Since Joomla is an open source solution, it is free to everyone.

EDITOR'S COMMENTS

I hope you have enjoyed this edition of Sketches, which is prepared for you - the member. Sketches is a great tool for communication and to share hints that may make your work easier. If you have any ideas or would like to share any technical tips, please contact me at jjgrove@verizon.net or Melanie Conrad, CPS at mconrad@auditorgen.state.pa.us. We would love to hear from you.

Harrisburg Chapter 2010-2011 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:

Lynn Farina, CPS/CAP
300 Luther Road
Harrisburg, PA 17111
717-564-1077
lfarina@dauphinc.org

DONATIONS REQUESTED FOR A HOLIDAY BAKING BASKET



Please bring your items to the November board or Membership meeting. If you can't attend either meeting, please contact a member of the committee to arrange for pick-up of your donation.

You can contact Dawn Hall at 671-4935 or dmariehall@verizon.net; or Judy Gross, CPS at 657-6858 or grossj1@nationwide.com.



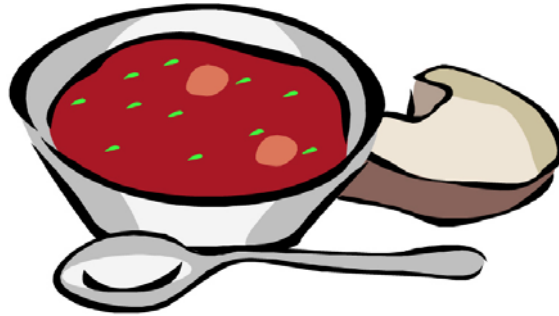
Feel free to donate any non-perishable baking item such as cookbooks, measuring cups or spoons, sugar, flour, decorations, cookie cutters, food coloring, icing, brownie mix, cake mix, cookie mix, spices, etc.

You can even donate dishcloths or towels, oven mitts or an apron. Please feel free to donate anything you think would be appreciated in the basket.

THANK YOU FOR YOUR SUPPORT!



FOOD DRIVE!



A Community Services Project for Local Food Banks

Please join the Community Service Committee in donating food to the local food banks. The Central PA Food Bank will distribute our donations to various local soup kitchens, food pantries and food banks.

Items needed are:

<i>Canned Meats</i>	<i>Pasta/Rice/Potatoes</i>
<i>Soups/Stews</i>	<i>Canned or dried beans</i>
<i>Peanut Butter</i>	<i>Packaged meals</i>
<i>Canned Fruit</i>	<i>Pure fruit & Vegetable Juices</i>
<i>Canned Vegetables</i>	<i>Baby food & formulas</i>

Monetary donations to be used for fresh items

*Bring your donations to Board & Membership meetings between now and June, 2011.
You can also contact a committee member to arrange for pick-up of your donations!*

Community Service Committee:

Annette Newcomb – anewcomb@hersheypa.com or 534-8941

Kelly Ferrara – kferrara@hersheypa.com or 534-8928

Georgia Kreiser – gkreiser@hersheypa.com or 520-5169

Nancy Miller – nmiller@countrymeadows.com or 533-2474

Thank you for your support!



2010 YWCA's Holiday Giving Program

**Deadline: Please bring all items to Membership on December 13
unwrapped with client # on each item, please.**

Mother (Client #622)

Please put your name below

Coat Size Medium
Top Size Medium
Pants Size 5
Shoe Size 8
Undergarment Size 5

Needs – Vacuum

Needs – Pots/Pans

Wants – Victoria Secrets Gift Set

Daughter (Age 7) (Client #623)

Please put your name below

Coat Size (Pink) 7 Girls
Top Size 6
Pants Size 6
Shoe Size 1
Undergarment Size 6

Needs – Princess Nightgowns

Needs – Clock Radio

Wants – Nintendo Games

Daughter (Age 23 Mos.) (Client #624)

Please put your name below

Coat Size 18 mos.
Top Size 18-24 mos.
Pants Size 18-24 mos.
Shoe Size 6 Toddler
Undergarment Size Sz. 4 diapers

Needs – Pack and Play

Needs – High Chair

Wants – Anything Elmo

Gift Card(s)

If you would like make a contribution toward this family for holiday season, please make a selection and email/fax this sheet to:

Annette Newcomb – anewcomb@hersheypa.com or fax #: 520-5100



International Association of
Administrative Professionals®

Harrisburg Chapter

**PASSION &
PURPOSE**
HARRISBURG CHAPTER

Menu

- Mozzarella Basil Salad
- Roast Turkey w/Stuffing & Mashed Potatoes
- Green Beans
- Pumpkin Spice Cake
- Coffee, Hot Tea & Iced Tea

Monday, December 13, 2010

Holiday Inn, Harrisburg East
4751 Lindle Road
Harrisburg, Pennsylvania
Cost: **\$20.00**

- 5: 30 PM .. Registration/Networking
- 6: 00 PM .. Dinner
- 7: 00 PM .. Program—NO Business Meeting

Program

Mad Santa Gift Exchange

Join in the Fun!
Bring a wrapped gift (valued at no more than \$10) and watch the craziness!

(See Sketches for Details!)

IMPORTANT RESERVATION INFORMATION:

- ⊙ **Reservation Deadline:** All reservations must be mailed by Monday, December 6, 2010 — Please DO NOT mail checks after this date. Call-in reservations to Vicki Gesford CPS/CAP (717-534-8901) must be received no later than noon on Thursday, December 9, 2010 — payment is required no later than Monday, December 13, 2010.
- ⊙ **Cancellation Deadline:** Cancellations will be accepted until noon on Thursday, December 9, 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 Vicki Gesford CPS/CAP, Hershey Entertainment & Resorts, 27 W. Chocolate Ave., Hershey, PA 17033.

~ Reservations & Payment ~

December 13, 2010

Member 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.



Join us at the December 13th Membership Meeting
and participate in the

MAD SANTA GIFT EXCHANGE!!

Not familiar with a Mad Santa Gift Exchange?? It's really quite simple.
Bring a wrapped gift – not to exceed \$10 in value – and watch the fun begin!

All gifts are placed in a pile or under a tree. Everyone who brings a gift pulls a numbered slip of paper randomly from a basket. The person with the lowest number chooses a gift from the pile first and unwraps it. The second person has the option of either “stealing” the first person’s already unwrapped gift (if it’s something they really want), or picking another wrapped gift from the pile. If your unwrapped gift is “stolen” from you, you have the option of “stealing” someone else’s unwrapped gift (if you see something you really like!), OR picking a new gift from the pile. You unwrap your new gift, and play moves to the person with the next number. This continues until all numbers have come up, all the presents are unwrapped, and all of the “stealing” has been completed.

One MAJOR house rule – if your gift is stolen from you, you can only steal it back ONE TIME!! (In the interest of saving time, this rule must be in place; otherwise the Gift Exchange could take all night!)

(Participation in the Gift Exchange is purely VOLUNTARY.)