

President's Message

Greetings Harrisburg Chapter Members –

I love the month of October and the Fall Season. October brings **CHANGE** – the leaves change colors, it's time to break out the comfy sweaters, and it's time to change up the menu and incorporate some hearty soups and stews. I know many of us, including me at times, don't always view **CHANGE** so favorably. **CHANGE** can be uncomfortable, but only as much as we let it.

As I was driving to the Southcentral Council Meeting, with my trusty Mapquest directions beside me, I managed to make a wrong turn. While I thought it would be an easy fix to get back on the right road, I was wrong. In the midst of figuring out where I was and how I was going to get back where I needed to be, I was also having a negative conversation with myself - - I can't believe I messed up and made a wrong turn...now I'm going to be late...I should have just stayed in bed...I can't believe I got up early on a Saturday to go to a meeting that's over an hour away... Rather than continue this negative self talk, I decided I needed to **CHANGE** my thought process. After all, if I continued this talk for the remainder of my drive, I was going to be a grouchy mess by the time I got to the meeting. So, I looked around and thought - - so this is where this road goes...I've been over there before...wow, look at the bright red leaves on that tree... Needless to say I soon found myself back on the right road and thinking happy thoughts.



2011-2012 Officers

President

Jena Creter, CAP

President-Elect

Karen Folk, CAP

Vice President

Helen Wallace, CAP

Secretary

Stacy Shugar, CPS/CAP

Treasurer

Debra Leshak



At the meeting, I reflected on **CHANGE** again. We had two workshops; "Eat That Frog" and "De-clutter, De-stress, Delightful". "Eat That Frog" was about ways to stop procrastinating and get more done in less time and "De-clutter, De-stress, Delightful" was about just that. (I definitely have some **CHANGES** to make in these areas.) By the end of the meeting, I was ready to head home and put some of my newly learned skills to practice. As inspired as I was, I knew it wouldn't be easy; after all, it involved **CHANGE**. I tried my best to stay focused on my way home (no shopping stops for me) and when I got home went right to the tasks I wanted to accomplish. While I didn't get everything accomplished, I knew I was on the right track.

I challenge you to embrace **CHANGE** and look at in a positive way. No matter what, **CHANGE** happens.

Jena

Important Dates

November 2011

- 14 Board Meeting
- 21 Harrisburg Chapter Membership Meeting

December 2011

- 12 Harrisburg Chapter Membership Meeting

January 2012

- 9 Board Meeting
- 16 Harrisburg Chapter Membership Meeting

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Anniversaries & Birthdays

Anniversaries

Arla Neitz	41 years
Sandy Mundy.....	34 years
LouAnn Pelletier, CPS/CAP.....	20 years
Angie Grove	6 years
Deb Feinberg, CAP	7 years
Candace White, CPS/CAP.....	5 years
Kelly Ferrara, CAP	3 years

Birthdays

17.....	Sandra Keener
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INTERNATIONAL NEWS



This year, National Boss Day is Monday, October 17. Encourage your chapter and division members to take their copy of *OfficePro* magazine and hand it to their managers and executives this month. The October edition is the Executive Edition and it's full of articles targeted at managers. Take the initiative to introduce him or her to *OfficePro* and IAAP.

It's hard to believe that this weekend is Fall Conference in San Diego. It doesn't seem possible that nearly three months have passed since Education Forum and Annual Meeting in Montreal. Time seems to move more quickly the older I get and I know I'm going to blink and it's going to be time for another EFAM. I visited our

Grapevine venue last month and am still in awe over the excellent location and facilities. It's true—everything is bigger in Texas! I saw firsthand that we have a great headquarters staff and a committed Grapevine host committee elbow deep into plans to make the 2012 EFAM the best yet. Mark your calendar now for [EFAM 2012](#), July 22-25.

Have you heard the news? The Research and Educational Foundation has announced the timeframe in which to submit applications for scholarships for the 2012 EFAM. The program helps cover the cost of attendance for temporarily unemployed admins or those who have never been to EFAM before.

This effort is part of the foundation's commitment to helping admins reach and maintain their professional edge. The call for scholarship applications opened on Oct. 1 and they will be accepted through Jan. 31, 2012. You can read all about it on the IAAP website's new [R&E section](#). There you'll find information, applications, a PowerPoint on the R&E and more.

I'm very excited to see the R&E stepping up to help admins with their careers. It's in line with our IAAP mission, which is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development. The R&E can help grow careers through your generous, tax-deductible donations. Read about how you can give on the [website](#). The leaves are turning in West Virginia. I love this time of year, and not just for the sports. I have a

beautiful drive to work. Fall doesn't just mean football and hot cider. It's also the time to be thinking of leadership in the 2012-2013 IAAP year.

If you're thinking of running for an international office, the Committee on Nominations has put out a [call for nominations](#). Make sure you're signed into the web community before trying to access the documents. The remaining months of 2011 will move quickly. Don't put off getting your forms completed and mailed in before the deadline. In the words of Stanley Horowitz, "Winter is an etching, spring a watercolor, summer an oil painting and autumn a mosaic of them all." Wishing you all a remarkable fall season.

Tamra Goodall, CPS/CAP
International President



Hotel reservations for 2012 EFAM now open



Submitted by iaap on Wed, 09/21/2011 - 15:28



[Reserve your room now](#) for the 2012 Education Forum and Annual Meeting July 22-25 at the [Gaylord Texan Hotel and Convention Center](#) in Grapevine, Texas.

About 10 minutes from Dallas/Fort Worth International Airport, the Gaylord Texan will be the perfect place to relax, shop and enjoy yourself during EFAM. The resort includes more than 1,500 luxurious guest rooms with wireless internet access, safes and complimentary bottled water. Guests will have access to a 25,000-square-foot day spa and fitness center. Plus, you will get four complimentary passes to Paradise Springs, the Gaylord Texan's 10-acre pool complex with a 600-foot "lazy river," beach, bar and grille and game pavilion. There's casual and formal restaurants, plenty of shops and a night club. When it's time to attend the conference, you'll be easy walking distance from the resort's convention center. The entire resort is indoors and climate controlled, with lush landscaping and majestic glass atriums.

Get on the trail for the 2011 EFAM and [make your reservation today!](#)



NORTHEAST DISTRICT NEWS



What's happening in other Divisions in the Northeast District?

Visit their websites by clicking the following links:

New Jersey Division: www.iaap-njd.org

New York Division: www.iaap-newyorkdivision.org

Greater New England Division: www.iaap-gned.org



PENNSYLVANIA DISTRICT NEWS



Save the Date - 2012 Pennsylvania Division Annual Meeting; June 22-24, 2012

The 2012 PA Division Annual Meeting will be held in Breingsville, PA (Allentown). Watch *Sketches* for more information.

Division Newsletter

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

http://higherlogicdownload.s3.amazonaws.com/IAAPHQ/a523f8eb-8b04-4860-9382-792996121f33/UploadedImages/YDC_September_2011_3.pdf



HARRISBURG CHAPTER NEWS



Greetings Harrisburg Chapter Members - *(sent via email by Harrisburg Chapter President, Jena Creter, CAP on October 25, 2011)*

This email brings you several pieces of information, including the good and the not so good.

Ways & Means Committee Co-chairs, Jan Lang CPS/CAP and Maggie Ruff, CPS are still collecting items for the November raffle basket. They are seeking anything non-perishable that can be used in baking cookies and/or holiday treats. Please call Maggie at 425-1673 to coordinate a pick-up/drop off. Additionally, items may be brought to Board Meeting on 11/14.

Lastly, I would like to extend a "Kudos" to those members who attended the recent Southcentral Council Meeting. Out of 25 attendees, 11 were Harrisburg Chapter Members. Go Harrisburg! ~ Jena



How many times have I said, I wish I knew then what I know now. Why didn't I plan better? I can retire next year, but where would I live? I have a 401K but due to the economic downturn, I am not sure I have enough to live on. I don't have a pension. It's funny. The people I have supported during my administrative career have the means to support themselves during retirement. What am I going to do...work forever?

If this sounds like you, there is help available. The Housing Subsidy for Admins in Need (HSAN) Program of the Retirement Trust Foundation is here for you. HSAN provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. The next deadline is November 15th. Go to www.iaap-rtf.org for more information.

THE RTF STANDS READY TO HELP ADMINIS IN NEED!



Check out our Chapters Website for more up to date information!



And don't forget to



Check out Harrisburg Chapter, IAAP on Facebook today! All current members are welcome to join our new social network outlet!



Spring Salad
Turkey, Stuffing,
Washed Potatoes
Eroccoli Mix
Carrot Cake

Monday, November 21, 2011

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

5:30 P.M. Networking
6:00 P.M. Dinner
7:00 P.M. Program and Business Meeting

Program
RTF Presentation by
Kathie Hook, CPS/CAP
followed by:
Meeting and Event Planning
presented by
Ann Marie Knorr
Event Manager
Holiday Inn, Harrisburg East
ONE RECERTIFICATION POINT AWARDED

IMPORTANT RESERVATION INFORMATION:

- ⊙ **Reservation Deadline:** All reservations must be mailed by Monday, November 14, 2011 — Please DO NOT mail checks after this date. Call-in reservations to Helen Wallace, CAP, 221-1300 x 1550 must be received no later than noon on Thursday, November 17, 2011 — payment is required no later than Monday, November 21, 2011.
- ⊙ **Cancellation Deadline:** Cancellations will be accepted until noon on Thursday, November 17, 2011. **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 Helen Wallace, CAP, HACC, One HACC Drive, CS 410, Harrisburg, PA 17110

~ Reservations & Payment ~		November 21, 2011
Member Name _____	<input type="checkbox"/> CPS <input type="checkbox"/> CAP <input type="checkbox"/> CPS/CAP	
I WILL ATTEND:	<input type="checkbox"/> DINNER & PROGRAM - \$20.00 <input type="checkbox"/> DINNER ONLY - \$20.00 <input type="checkbox"/> PROGRAM ONLY	
Please list any dietary restrictions _____	Request Vegetarian Entrée <input type="checkbox"/>	
GUEST NAME(S) _____	GUEST PHONE NUMBER(S) _____	
GUEST EMPLOYER(S) _____		
~ Remember to enclose your \$20.00 check payable to Harrisburg Chapter IAAP		<input type="checkbox"/> I need a receipt.



*Buffet
Tossed Salad
Pork Loin/Sliced Beef Bordelaise
Oven Roasted Potatoes
Carrots
Assortment of Pies*

Monday, December 12, 2011

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

5:30 P.M. *Networking*
6:00 P.M. *Dinner*
7:00 P.M. *Entertainment*
No Business Meeting

Program

*Entertainment by
Central Pennsylvania Woymn's Chorus*

*Left/Right Christmas Gift Exchange
If you wish to participate,
please bring a wrapped gift
(under \$10 value please)
and enjoy the fun!*

IMPORTANT RESERVATION INFORMATION:

- ⊙ **Reservation Deadline:** All reservations must be mailed by Monday, November 5, 2011 — Please DO NOT mail checks after this date. Call-in reservations to Helen Wallace, CAP, 221-1300 x 1550 must be received no later than noon on Thursday, December 8, 2011 — payment is required no later than Monday, December 12, 2011.
- ⊙ **Cancellation Deadline:** Cancellations will be accepted until noon on Thursday, December 8, 2011. *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 Helen Wallace, CAP, HACC, One HACC Drive, CS 410, Harrisburg, PA 17110



~ Reservations & Payment ~

December 12, 2011

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) _____

I will _____ Will not _____ participate in the Gift Exchange

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

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

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 with any questions.

Harrisburg Chapter Contacts

Jena Creter , CAP, President

3002 Tunnel Hill Road

Lebanon, PA 17406

Camp Hill, PA 17011

h: 717.274.3989

c: 717.534.3190

h: jcreter@hersheypa.com

Karen Folk, CAP,

President-Elect

717 Hamilton Circle

Harrisburg, PA 17111

h: 717.561.1910

w: 717.255.1046

h: karenfolk@harristown.net



TECHNO CORNER



Steven Paul "Steve" Jobs ([/'dʒɒbz/](#); February 24, 1955 – October 5, 2011) was an American inventor and businessman widely recognized as a charismatic pioneer of the personal computer era. He was co-founder, chairman, and chief executive officer of [Apple Inc.](#) Jobs was co-founder and previously served as chief executive of [Pixar Animation Studios](#); he became a member of the board of directors of [the Walt Disney Company](#) in 2006, following the acquisition of Pixar by Disney.

In the late 1970s, Jobs—along with Apple co-founder [Steve Wozniak](#), [Mike Markkula](#) and others—designed, developed, and marketed one of the first commercially successful lines of personal computers, the [Apple II series](#). In the early 1980s, Jobs was among the first to see the commercial potential of [Xerox PARC's mouse-driven graphical user interface](#), which led to the creation of the [Apple Lisa](#) and, one year later, the [Macintosh](#). After losing a power struggle with the board of directors in 1985, Jobs left Apple and founded [NeXT](#), a [computer platform](#) development company specializing in the higher-education and business markets.

In 1986, he acquired the computer graphics division of [Lucasfilm Ltd](#), which was spun off as [Pixar Animation Studios](#).^[6] He was credited in [Toy Story](#) (1995) as an executive producer. He remained [CEO](#) and majority shareholder at 50.1 percent until its acquisition by [The Walt Disney Company](#) in 2006,^[7] making Jobs Disney's largest individual shareholder at seven percent and a member of Disney's Board of Directors.^{[8][9]} Apple's 1996 buyout of NeXT brought Jobs back to the company he co-founded, and he served as its interim CEO from 1997, then becoming permanent CEO from 2000 onwards, spearheading the advent of the [iPod](#), [iPhone](#) and [iPad](#).^[10] From 2003, he fought a eight-year battle with cancer,^[11] and eventually resigned as CEO in August 2011, while on his third medical leave. He was then elected chairman of Apple's board of directors.

On October 5, 2011, around 3:00 p.m., Jobs died at his home in [Palo Alto, California](#), aged 56, six weeks after resigning as CEO of Apple. A copy of his death certificate indicated [respiratory arrest](#) as the immediate cause of death, with "[metastatic pancreas neuroendocrine tumor](#)" as the underlying cause. His occupation was listed as "entrepreneur" in the "high tech" business.



EDITOR'S COMMENTS



Please continue to email me any communication you would like added to future editions at [wsnavely1974@gmail.com](mailto:wsnavelly1974@gmail.com). Please send me any information you would like to see added to the November Sketches Edition by November 17, 2011.

Sincerely
Wendy Snavelly, CAP