

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

October 2010

President's Message

Fall is definitely here – leaves are changing color and falling, my vegetable garden has stopped producing and the weather is cooler – before you know it snow will be flying (yuck!!). But let's not get ahead of ourselves because the Chapter has a lot to offer in the next couple of months.



October is the month that we celebrate our executives (I won't call them bosses because we know and they know who the real boss in the office is!). The celebration of Executive Night is our way of saying "Thank You" to our executives for supporting us in our professional lives and letting them know we appreciate whatever they are able to do to help in our endeavors to become better educated administrative professionals. Without their support, many of us would not be able to be members of IAAP® due to cost restrictions. Many executives are not able to support members monetarily; however, they support their administrative professionals with the gift of comp time. This special evening is our way to say "thanks" for helping in whatever way they can. This is the Harrisburg Chapter's 61st year celebrating Executive Night and the committee has been hard at work to ensure a great evening for everyone. I hope to see you all there.

The Program Committee is hard at work on another educational opportunity for our November meeting so stay tuned for information on that. The Community Service Committee is planning the Chapter's first event - gift wrapping for United Cerebral Palsy - so be on the lookout for information on when that will happen.

It was great to see so many of you at our first meeting in September and I hope many more of you will join us at a meeting in the near future.

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

Inside This Issue

Important Dates.....	2
Anniversaries & Birthdays	3
International News.....	3 & 4
Pennsylvania Division News.....	4
Northeast District.....	4
Harrisburg Chapter News	5
Harrisburg Chapter Committee Descriptions.....	6 & 7
Member Information	8
Harrisburg Chapter Contacts.....	8
Techno Corner	8 & 9
Editor's Comments	9
Roster Update Form.....	10
November Registration Form.....	11
Save the Date 2011 EFAM.....	12

*Enjoy life! It
is better to be
happy than
wise.*

Important Dates

October 2010

- 17-20 Fall Conference
- 18 Executive Night Celebration

November 2010

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

December 2010

- 13 Harrisburg Chapter Membership Meeting

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

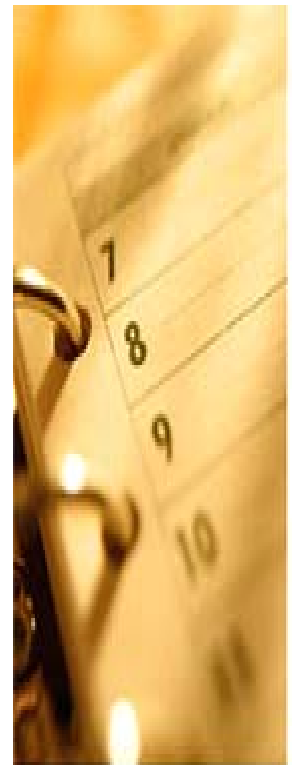
- 6-7 CPS/CAP Exams
- 9 Board Meeting
- 16 Harrisburg Chapter Membership Meeting
- 20-22 2011 PA Division Annual Meeting

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

November Anniversaries	Anniversaries
	Arla Neitz40 years
	Sandy Mundy.....33 years
	LouAnn Pelletier, CPS/CAP.....19 years
	Angie Grove5 years
	Deb Feinberg, CAP6 years
	Candace White, CPS/CAP.....4 years
	Kelly Ferrara, CAP2 years

November Birthdays	Birthdays
	17.....Sandra Keener



INTERNATIONAL NEWS



Mary Ramsay-Drow, CPS/CAP Passion & Purpose

Welcome to October, the month of National Boss Day. The day to honor our managers lands on October 16 each year. Since the day lands on a Saturday this year, it's generally celebrated on the closest working day—Friday, Oct. 15.

Do you know the history of the day? Patricia Bays Haroski started National Boss Day in 1958 when she worked as an employee at State Farm Insurance Company in Deerfield, Ill. She registered the holiday with the Chamber of Commerce of the United States to designate a day to show appreciation for her boss and other bosses. She also hoped to improve the relationship between employees and supervisors.

You can say "Thanks" to your boss by handing him the October issue of OfficePro—this year's executive edition. The articles in the current issue are geared toward managers. Take the initiative to introduce him or her to OfficePro and IAAP.

It's not too early to begin making plans to attend the 2011 Education Forum and Annual Meeting in Montréal. Be watching Connections every month for information about 2011 EFAM. If you're living outside of Canada and don't have a passport, you'll want to plan to get yours early to avoid the rush.

Until then we're gearing up for Fall Conference in less than two weeks. There's still time to sign up for the conference, in Louisville, Ky., at the Seelbach Hotel. I'll be there!

In case you missed previous communications about the Retirement Trust Foundation, I want to take a moment to write about the work the RTF is doing for administrative

professionals in need of housing assistance. If you or someone you know is in need of financial assistance for housing, take a few moments to read about the RTF's Housing Assistance Program. It supports their mission of providing housing assistance to administrative professionals age 55 and older. The program provides rental subsidies for those individuals who qualify for the program. You can review the Housing Assistance Policy by visiting the RTF's website at www.iaap-rtf.org/programs/ain.html. If you think you're qualified, complete the Financial Assistance Application and return it to the RTF at the address on the bottom of the application no later than Nov. 15.

We're not only pulling out the sweaters and thinking of hot chocolate and football in the fall, it's also time to think about leadership in IAAP. 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 2010 will move quickly. Don't put off getting your forms completed and mailed in before the January 15 deadline.

I'm off to Kansas City this weekend to attend the Fall RTF Board of Trustees Meeting and also host the annual Employee Recognition Luncheon, where I get a chance to thank our hardworking staff for all of their efforts over the past year. I'm so proud of all of them as they continue to display their passion and purpose by helping us to keep the mission, vision and strategy of IAAP moving forward.

Have a great October!

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

INTERNATIONAL NEWS, Continued

NOTICE: Calling all Nominations for International Office or Retirement Trust Foundation Trustee

October 1, 2010

TO All Members through Division and Chapter Officers
International Board of Directors
International Trustees, Retirement Trust Foundation
Chairmen, International Committees
Affiliate Association Presidents

FROM Susan Shamali, CPS/CAP, Chairman
Committee on Nominations

RE NOMINATIONS FOR INTERNATIONAL OFFICE OR
RETIREMENT TRUST FOUNDATION TRUSTEE

...The following documents may be downloaded from the Call for Nominations, document ID 6225, in the IAAP web community document library:

- Official Notice for International Office
- International Office Candidate Application
- Official Notice for Retirement Trust Foundation Trustee
- Retirement Trust Foundation Trustee Candidate Application

Nomination forms are to be completed and sent via e-mail to the chapter president for acknowledgement of nomination and completion of the final section of the form. If a chapter president or division member-at-large is being nominated, the division president should submit the nomination. Note: for International Office candidates the IAAP International Bylaws and Standing Rules state that any chapter, division or affiliate association, by vote of its members, may nominate only one of its qualified members as a candidate for international office and must do so prior to January 15, 2011. The chapter or division president will forward the entire application by e-mail to the Committee on Nominations chairman, with copy to the executive director, no later than 5:00 p.m. ET January 15, 2011.

Candidates may not conduct an educational workshop at the 2011 IAAP International Education Forum and Annual Meeting. Candidates may not serve as a 2011 annual meeting coordinator or co-coordinator. After election, members of the International Board of Directors are required to sign and adhere to the following document: International Board of Directors Code of Ethics. After election, all Retirement Trust Foundation Trustees are required to sign and adhere to the following document: Confidentiality Agreement and Conflict of Interest Statement.

All nomination submissions will be reviewed by the committee after the deadline of January 15, 2011. Applications found to be incomplete will be disqualified. Candidates will be informed by February 1, 2011, of acceptance or non-acceptance of candidacy.

Committee on Nominations Chairman e-mail: sshamali@iaap-hq.org
Executive Director e-mail: executivedirector@iaap-hq.org

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.

Northeast District Membership Report

We have received the following communication from International concerning the Northeast District Scoreboard: "The PDF of the district totals is no longer available since the new reports have been launched." President Feinberg has corresponded back to International stating that "...as members of this association, [we] should have access to just about any information that international collects, as it is, after all, our association." Way to go Madam President!. We will keep you posted.

HARRISBURG CHAPTER NEWS

COMMITTEE HAPPENINGS

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



FAQs about the Vista Grande Retirement Center

Q. What is Vista Grande?

A. Vista Grande is a retirement center built for administrative professionals

located in Rio Rancho, N.M., a picturesque mesa northwest of Albuquerque. The land consists of approximately 11 acres and was built in three phases between 1972 and 1983. It has 168 apartments, a community building, lounge, library, crafts room, laundry center, all faiths meditation chapel, a resident nurse, exercise room and management offices.

Q. How large are the apartments?

A. Vista Grande offers one and two bedroom apartments with a wide variety of floor plans. There are both one and two bedroom apartments, ranging from 456 to 807 square feet, with one or two bathrooms. All apartments have kitchens.

Q. How is it managed?

A. Vista Grande is administered by a management firm contracted by the board of trustees. The management firm hires the community manager, maintenance and service personnel and oversees rentals and on-site details. The board of trustees makes all policy decisions.

Q. Who is eligible to live at Vista Grande?

A. The Trust complies with all nondiscrimination laws of the U.S. federal government with respect to its requirements for residents. The center is operated for charitable purposes and to provide assistance for housing to administrative professionals, age 55 and older, who are in need. Preference for retirement living at Vista Grande is given as follows:

1. Active IAAP members and their spouses;
2. Former IAAP members and their spouses;
3. Administrative professionals who have not been members of IAAP and their spouses;
4. Persons who are not administrative professionals.

Vacancies are filled from the list of applicants to Vista Grande in the same order listed above.

Q. Is Vista Grande fully occupied?

A. Yes, the center is fully occupied, but the Trust's desire is to see it fully occupied with IAAP members or previous members.

Q. Is there a waiting list?

A. Yes. IAAP members are given first priority and can usually be accommodated within one year.

Q. How many current and former IAAP members reside at Vista Grande?

A. Approximately 15 percent of current residents are current or former IAAP members.

Q. Is the site ADA friendly?

A. Yes. Most apartments are on ground level and walkways connect all buildings. As a resident at Vista Grande, it is a requirement to be ambulatory.

Kathie Hook, CPS/CAP, Committee Chair

Harrisburg Chapter Committee Descriptions

Administrative Professionals Week®/Day

The Administrative Professionals Week®/Day Committee is responsible for coordinating the special program and the professional image of administrative professionals.

2010-2011 Chair – Tina Mozingo, CPS

Audit

The Audit Committee is responsible for auditing the Chapter's financial records. An audit of the Treasurer's records is done in January and July and presented to Membership at the January and September meetings.

2010-2011 Chair – Sandy Moritz, CAP

Bylaws and Standing Rules

The Bylaws and Standing Rules Committee reviews the Bylaws and Standing Rules and Procedures for International, the Pennsylvania Division, and the Chapter, as well as the Chapter's Reference Manual. Any recommendations are submitted to the Board.

2010-2011 Chair – Melissa Wandell, CAP

Certification

The Certification Committee promotes and encourages participation in the professional certification programs of the International Association of Administrative Professionals.

2010-2011 Chair - Vacant

Community Service

The Community Service Committee leads the chapter activities in the field of service to the community and plans and coordinates all the social activities of the chapter.

2010-2011 Chair – Annette Newcomb, CPS

Executive Night

The Executive Night Committee coordinates a special event for the executives of the chapter's members in appreciation for their endorsement and the support of our members in their professional careers.

2010-2011 Chair – Diane Kunkle, CPS/CAP

Membership

The Membership Committee directs all activities of the chapter as they relate to the recruitment and maintenance of membership.

2010-2011 Chair – Lynn Farina, CPS/CAP

Nominations

The Nominations Committee works to ensure that there is a full slate of incoming officers to be nominated to the chapter.

2010-2011 Chair – Juanita Mort, CAP

Harrisburg Chapter Committee Descriptions, Continued

Professional Development

The Professional Development Committee administers the chapter's funds set aside for career enhancement of its members.

2010-2011 Chair – Jena Creter, CAP

Professional Outreach

The Professional Outreach Committee coordinates events and contacts within the business community thereby increasing the business communities' awareness of the benefits of membership with IAAP®.

2010-2011 Chair – Colette Walacavage, CPS/CAP

Program

The Program Committee coordinates the educational programs for the monthly membership meetings.

2010-2011 Chair – Vicki Gesford, CPS/CAP

Publicity

The Publicity Committee publicizes chapter events in the different media outlets.

2010-2011 Chair – Jan Lang, CPS/CAP

Retirement Trust Foundation

The Retirement Trust Foundation Committee promotes interest and develops fundraising projects to support the Trust.

2010-2011 Chair – Kathie Hook, CPS/CAP

Seminar

The Seminar Committee coordinates the annual educational seminar in support of IAAP's purpose to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective.

2010-2011 Co-Chairs – Jan Lang, CPS/CAP and Maggie Ruff, CPS

Sketches

The Sketches Committee prepares the chapter's award winning monthly publication.

2010-2011 Editor – Jessie Grove, CPS/CAP

Ways and Means

The Ways and Means Committee coordinates and promotes necessary fundraising projects to conduct the financial affairs of the chapter.

2010-2011 Chair – Dawn Hall, CAP

Website

The Website Committee maintains the chapter's website.

2010-2011 Webmasters – Jodi Mattern, CPS and Wendy Snavelly, CAP

More information on the various committees can be found in the Chapter's Reference Manual.

MEMBER INFORMATION

Are you a new member? Do you have questions concerning your membership? You are invited to participate in a “New Member Orientation Webinar.” “The next New Member Orientation Webinar” will be held Wednesday, October 20. Please contact membership@iaap-hq.org if you would like to participate.

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

c: 717 534-2190

h: jcreter@hersheypa.com

TECHNO CORNER

Fixing Microsoft Windows

Every Windows Operating System has a database that holds a wealth of information about your computer, which is why after using your PC for a short length of time, it no longer works the way it used to. This is due in part to invalid entries that exist in your Windows Database, that might exist because of software you are no longer using or software that was not properly removed.

What you need to do is to fix Microsoft Windows to prevent your Windows Database from total corruption. If you continue to run this damaged system and don't fix Microsoft Windows, this potential risk will bring you more troubles, even system crash.

Did you know that Microsoft Windows is easily repairable? Fixing Microsoft Windows is not that difficult, You don't need to spend lots of money sending a PC geek for fixing Microsoft Windows. You can do it yourself!

Techno Corner, Continued

Solution: Follow these 3 Steps to Fix Microsoft Windows!

To repair Microsoft Windows correctly, please download and install the repair tool at <http://windows-helper.com/windows/Microsoft-Windows.html>. This tool was designed to diagnose, fix errors and speed up your computer.

STEP 1: Free Download Microsoft Windows Repair Tool & Install it.

STEP 2: Click "Scan Now" button

STEP 3: Click "Repair Problems" button and fix Microsoft Windows Error.

This repair tool is compatible with Win 7, XP, Vista, 2003, 2000

Tested Adware & Spyware Free This repair tool will also help you:

Repair JavaScript / Scripting Errors

Repair Internet Explorer / Active X Errors

Repair Windows Installer Errors

Repair DLL Errors

Repair Runtime Errors

Repair Explorer Errors

Repair Outlook Errors

Defragment Windows Database to Increase System Speed

SpeedUp Slow System Startup

Prevents PC from Freezing or Crashing - Completely

Active Windows Database Backup

Ensure Data Security

CHECK THIS OUT

SMARTERTRAVEL – <http://www.smartertravel.com> – SmarterTravel.com is a free service that is ranked the best of its kind by TopTenReviews.com. Like Kayak, SmarterTravel is a new kind of travel site: travel search engines that explore other sites to seek out the best deals for flights, cruises, hotels, and car rentals. But SmarterTravel offers a button field of the top ten online travel sites where you can quickly go from site to site to see which one offers the best deal. SmarterTravel also has a side menu on every page with special deals at genuine discount prices.

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



International Association of
Administrative Professionals®

Harrisburg Chapter

**PASSION &
PURPOSE**
HARRISBURG CHAPTER

Menu

Tossed Garden Salad
Vegetarian Lasagna
Triple Chocolate Cake
Coffee, Hot Tea & Iced Tea

Monday, November 15, 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 and Business Meeting }

Program

***The Platinum Rule for
Powerful Presentations***

Patricia Foltz
Adjunct Faculty
HARRISBURG AREA COMMUNITY COLLEGE
(1 Recertification Point Awarded)

IMPORTANT RESERVATION INFORMATION:

- ⊙ **Reservation Deadline:** All reservations must be mailed by Monday, November 8, 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, November 11, 2010 — payment is required no later than Monday, November 15, 2010.
- ⊙ **Cancellation Deadline:** Cancellations will be accepted until noon on Thursday, November 11, 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 ~ November 15, 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.

Save the Date !!

Join us

July 2011 in Montréal

at the

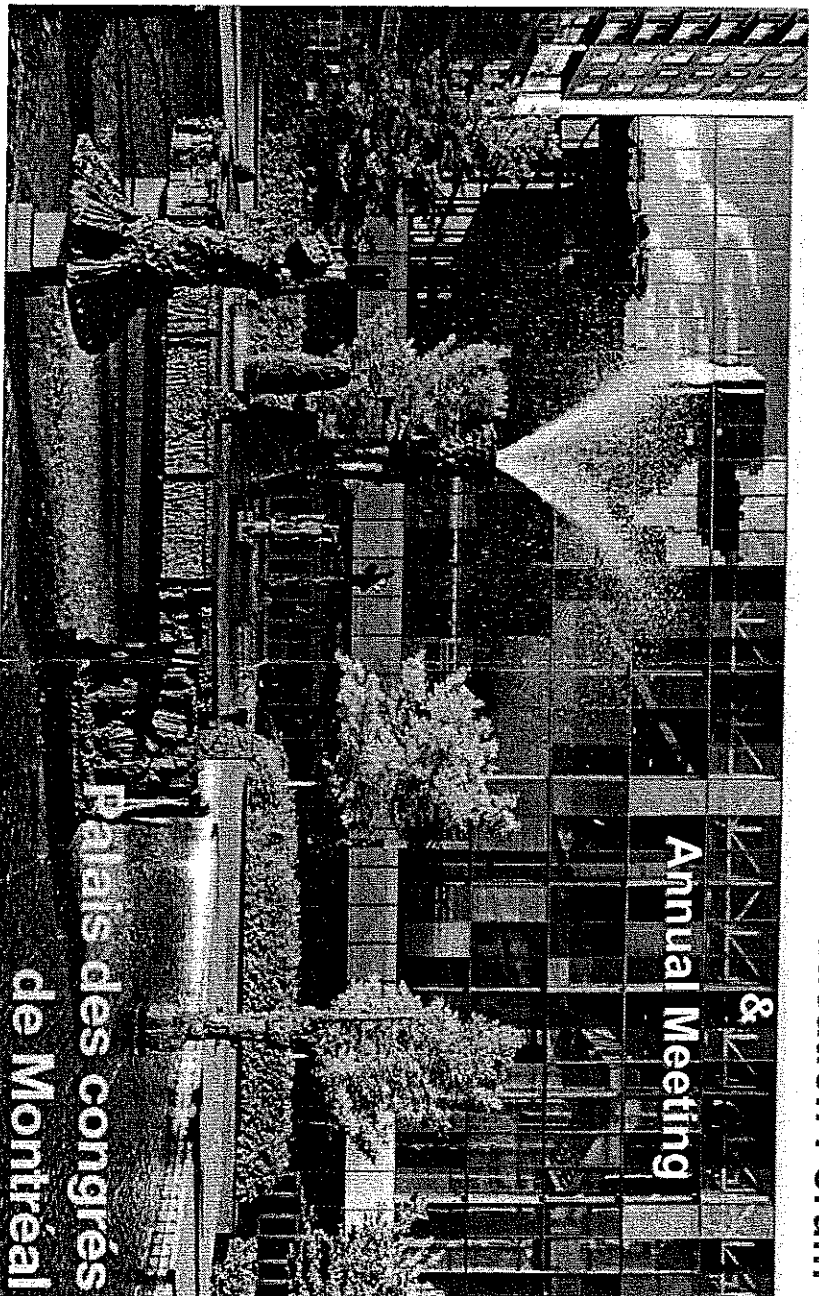
Palais de congrès de Montréal

And get ...



To find out more about the International Education Forum & Annual Meeting or to learn more about IAAP, visit our website at

www.iaap-hq.org/events



IAAP's Education Forum

&
Annual Meeting

Palais des congrès
de Montréal

For information about how you can volunteer your services contact:

Decolynnejo Barteski CPS at
decolynnejo_barteski@kindermorgan.com

or

Bonnie Wooding at
bonnie.wooding@rogers.com

Montréal, Quebec Canada

July 24-27, 2011



International Association of
Administrative Professionals®

International Association Of Administrative Professionals

The International Education Forum & Annual Meeting is IAAP's premier event taking place during the summer with an average of over 1,800 attendees.

This event offers more than 50 education workshops focusing on topics from management skills to leadership development. Attendees will have the opportunity to see the inner workings of the association by attending the business sessions that highlight the association leadership. And don't forget the numerous networking events that provide social gatherings with your peers.

In July 2011 we will be in Montreal, Canada for IAAP's yearly education event and networking opportunity.

IAAP can help you obtain the latest skills, tools and confidence to meet the fast-changing and increasing challenges of today's learner organizations by attending our **International Education Forum and Annual Meeting**. IAAP prepares you to take on the increasingly complex array of challenges and responsibilities.

Attend the annual EFAM to achieve
"The Administrative Edge"

Is the current economy forcing you to be more productive with the same (or less) resources?
Do you want to increase your value to your organization?

Are you a manager/exec?

How we can help your company

IAAP helps your company retain high performers while inspiring them to achieve their career best. In fact, by presenting key employees with a registration to the International Education Forum and Annual Meeting, your organization has the ideal opportunity to show its appreciation during Administrative Professionals Week (April 18 to 24).

And upon your admin's return, they can provide in-house training for staff at no additional cost to your organization. It is an investment in you with continuing returns.

- Higher productivity
- New and upgraded skills
- Superior performance and effectiveness
- Greater alignment and organizational goals
- Increased work satisfaction
- Increased employee retention
- Skill-sharing with co-workers
- Increased network of peers

Are you an admin?

How we can energize your career

- Network with administrative professionals from around the globe.
- Kick start your creative problem solving skills by sharing in the ideas and experiences of your peers.
- Learn new technical, organizational and project management skills.

Invest in your career as an administrative professional. Find rich resources for the future in your fellow attendees. After the conference is over, you can network, share with one another what your companies are doing to succeed in today's economy.

Administrative professionals help achieve the objectives and goals vital to their organization by performing pivotal tasks and keeping the business functioning smoothly.

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.