



Volume 10, Issue 8

# Presque Isle Press

International Association of Administrative Professionals®

Presque Isle Chapter • P.O. Box 8922 • Erie, PA 16505

www.piaaap.org

Chartered 1946

April 2007

## INSIDE . . .

President's Message	1
Chapter Communications	2
International News	2
PA Division Details	2
Calendar Corner	2
Phoneraiser	2
Ways & Means	3
Membership Committee	3
April Birthdays	3
Slate of Officers	3
Retirement Trust	3

### Insert

Dinner Reservation Form  
"Spring Into Shape" Brunch

### Presque Isle Press

is published monthly  
by the Presque Isle Chapter of  
International Association of  
Administrative Professionals®

Direct inquiries via phone or  
internet to Cassie St. Denny  
Work 814/864-7343  
Home 814/725-8429  
E-mail fatcats@adelphia.net

Correspondence:  
P.O. Box 8922  
Erie, PA 16505

## PRESIDENT'S MESSAGE

Maria Carney, President

Spring is in the Air! The flowers are beginning to bloom and Easter is right around the corner. I started my spring cleaning this past weekend. We just returned from Florida to visit the school where my son will be attending this fall. There is a long process of things that need to be done before he graduates and attends college. It takes a lot of planning and assertiveness similar to our own careers and our chapter. Here are some tips to help you along the way:

- Remember that sometimes it does take assertiveness to reach your business and career goals (whether you're naturally an assertive person or not). You can keep your nose to the grindstone (or desk) and do an A+ job; but that doesn't mean anyone will notice if you don't step up and point it out and ask for what you want and need in your career and workplace. And you can wish that you'll be better at X or get called on to do Y at work or in your association, etc., but wishes don't happen sometimes when you don't assert yourself. Being expectant or hopeful is not being assertive (not that the former are bad things because they're not).
- It takes flexibility to reach your career and workplace aspirations and goals. You have to be open to opportunities, recognize them, evaluate them and purposely choose to participate in or disregard them. And you have to realize unexpected things will happen—popping right into your well-conceived plan—and be prepared to make some turns or changes in your plans and goals.
- It takes planning and thoughtfulness to reach your career and workplace aspirations. It takes focus. It takes persistence. And it most of all it takes action—by you!

Please consider stepping out of your comfort zone and running for one of the positions on the Board with the Presque Isle Chapter.

Have a Wonderful Easter!

*Maria Carney*  
Maria Carney CPS, AIS  
2006-2007 President  
Presque Isle Chapter

Building Your





## 2007 CALENDAR CORNER

### **April 10, 2007**

Presque Isle Chapter Meeting  
Bel-Air Clarion Hotel and  
Conference Center

### **April 14, 2007**

Presque Isle Chapter Brunch  
"Spring Into Shape"

### **April 22 – 28, 2007**

Administrative Professionals Week

### **May 4 – 5, 2007**

CAP & CPS Examinations

### **May 8, 2007**

Presque Isle Chapter Meeting

### **May 18-20, 2007**

PA Division Meeting  
Altoona, PA

### **June 12, 2006**

Presque Isle Chapter Meeting  
Mary Porreco Hall

### **July 29 – August 1, 2007**

IAAP International Convention and  
Education Forum, Tampa, FL

## ***The Phoneraiser program continues . . .***

Collect old un-used cell phones on the list that was provided, and we will turn them into money for our chapter. Our hope is to collect enough to cover the cost of the QuickBooks program that was purchased for the chapter's use, without dipping into our savings. Any collected cell phones can be turned in to Karen Jendruczak CPS/CAP.



## CHAPTER COMMUNICATIONS



Please join us for a presentation by our PA Division President-Elect, Lyndee Long CPS, entitled "Goal Setting". This presentation focuses on the importance and benefits of establishing both "short term" and "long term" goals to achieve success in both your personal and professional endeavors.

This is a wonderful time to introduce someone to IAAP, so we are asking each member to bring a potential member to our meeting. This will give them the perfect opportunity to see our Chapter in action, and the Chapter will pay for the potential member's meal.

We all know someone that we feel would be an asset to our organization. Why not bring them to the Chapter meeting and let them find out what IAAP is all about.

Our meeting will begin at 5:45 p.m.

Don't forget to wear your new name badge to all the meetings!

The next newsletter deadline is April 24, 2007.

## INTERNATIONAL NEWS

"Shaping the Future" is the International theme for Administrative Professionals Week 2007 ("Shaping the Future" is also the theme of 2006-2007 IAAP International President Sandy Chandler CPS).



**Shaping the Future 2007 IMPACT Competition** There's still time to hold an IMPACT meeting this year and submit an entry in the Shaping the Future 2007 IMPACT Competition. Ten chapters will each receive \$250 (U.S.). Go to "Members' Place" and click "Membership Contests" on the left-side navigation menu for more details about this contest and many other recognition programs for members, chapters, and divisions.



## PA DIVISION DETAILS

IAAP® - The Key Piece  
in Your Career

Lyndee Long CPS will be the guest speaker at our April meeting. Lyndee is currently serving as the President-Elect of the Pennsylvania Division. Her presentation will be about "Goal Setting".

By now everyone should have filled out their Professional Development Forms. Please have your completed Professional Development Award Forms to Maria Carney by April 10, 2007, so she is able to compile them for Division.

At the last meeting, the Chapter voted to send a check to support the Professional Development Fund equal to \$1 per member.

The next Division meeting will be held May 18-20 in Altoona. Debbie Hromyak, Maria Carney CPS, and Karen Jendruczak CPS/CAP are planning to attend. If anyone else would like to join them, the deadline for registration is April 21<sup>st</sup>.



## APRIL BIRTHDAYS

16 Sally Brown

19 Nancy Reams

### *Slate of Officers*

Voting will take place at our May meeting. The current slate of officers is as follows:

**President:**

Maria Carney CPS, AIS

**Vice President:**

Shirley Cochran

**Secretary:**

Carol A. Korn AIS, ACS, CPIW

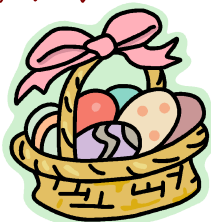
**Treasurer:**

Karen L. Jendruczak CPS/CAP

### *Retirement Fund*

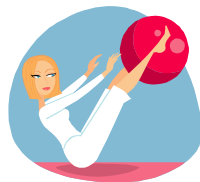
To help support the Retirement Trust Foundation, we will be selling 50-50 raffles at each of our remaining meetings this year.

*Happy Easter*



## WAYS & MEANS

Debbie Hromyak , Chair



We're a couple of weeks away from our "Spring into Shape" brunch at the Erie Yacht Club which will be held on Saturday, April 14, so those of you who haven't sent in your reservations, get them in, you have about a week.

Don't miss the wonderful breakfast brunch the Erie Yacht Club has to offer, as well as the beautiful view of our bay. Kathy Iorio from Hamot Wellness Center will bring her enthusiastic personality to help jump-start us to get into shape for spring. She is a highly regarded regional and national motivational speaker and lifestyle coach and is a delightful combination of knowledge, energy, wit and compassion.

And we're all familiar with Small Indulgence Jewelry. Pam Koszewski will bring us the latest in jewelry trends but at very reasonable prices. We'll also have our fabulous Chinese Auction as well as a 50/50, door prizes and a masseuse to relax our weary shoulders. You can't beat all this for \$22 per person!

It promises to be a fun event! And, remember, it's one of our biggest fundraisers!

## MEMBERSHIP COMMITTEE

Please make the following correction to your Chapter Roster. Janice Agnello has a new email address. It is now [jagnello@millcreekauthority.org](mailto:jagnello@millcreekauthority.org).

Did you know that through IAAP's partnerships, IAAP has recently formed an alliance with National Seminars Group/Padgett-Thompson, divisions of Rockhurst University Continuing Education Center? This new membership Benefit lets you take advantage of excellent discounts.

*Member Benefits*

- ◆ 25% off any "public" seminar offered in hundreds of locations across the country.
- ◆ 10% off tailored, onsite seminars brought directly to your business or chapter.
- ◆ 10% off all orders over \$100 from extensive collection of training resources.
- ◆ 10% off online courses.
- ◆ IAAP membership allows EVERY employee at your location to take advantage of these excellent discounts.

Visit [www.natsem.com/iaap](http://www.natsem.com/iaap) -- your IAAP custom Web page -- to learn how to take advantage of your membership benefits and discounts.

**Presque Isle Chapter  
International Association of  
Administrative Professionals®**

**April Dinner Announcement**

***Tuesday, April 10, 2007***

*Meeting begins at 5:45 pm*

*Bel-Aire Clarion Hotel & Conference Center  
2800 West 8th Street, Erie, PA*

President-Elect Lyndee Long CPS, will be presenting a program on "Goal Setting" at our April meeting. This is the perfect opportunity to bring a potential member to find out about IAAP, and the chapter will pay for her/his dinner.

We will be ordering off the menu.

---

***APRIL RESERVATION***

Please make reservations no later than Friday April 6, by emailing Shirley Cochran at [sjpotts@verizon.net](mailto:sjpotts@verizon.net).

