



Volume 10, Issue 5

# Presque Isle Press

International Association of Administrative Professionals®

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

www.piaap.org

Chartered 1946

January 2007

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### Presque Isle Press

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

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## PRESIDENT'S MESSAGE

Maria Carney, President

I've always had a short attention span. I get frustrated – or bored- relatively quickly. I like to keep moving on to something new. But lately I've learned to appreciate more the value of persistence.

There are some things in life that take more time and attention than even a couple of years can cover. Raising children is one example. They take watching, mentoring, helping for many years. Their needs and interests change such that a parent has to pay constant attention to keep them out of whatever trouble they may get into next. Parents need to be persistent in demonstrating values to their children until they're out on their own.

In a career, there are some accomplishments that take more persistence than skill. Building our Chapter, or building a team-friendly environment, takes persistence. At one time, I thought it only took an explanation and a little prodding and it would take hold naturally. I've learned it isn't that easy. Like raising a child, it takes continual attention. The demands of the business change. Keeping the team moving together takes adjustment, redirection, nurturing – persistence.

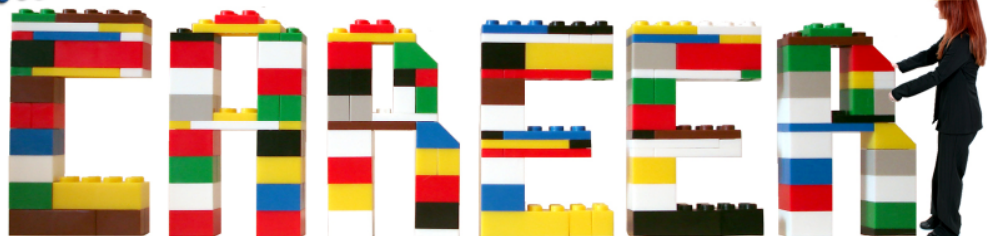
Building a career seems to take more persistence than almost anything else. Most of us, it seems, focus too often on short-term issues. Our careers, however, will be judged on the compilation of many years of accomplishment and contribution. Those errors we make today seem so large and scary, but in the long-term scheme are probably just stepping-stones or learning opportunities (at least they will be if we treat them that way).

I hope all of you had a wonderful Christmas and a Happy New Year. I am looking forward to this New Year to recharge, refresh and reflect on many things to come.

Please be sure to join us at Ruby Tuesday's on January 9<sup>th</sup> where our speaker will talk to us about Interviewing Tips and Techniques

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

*Building Your*



*with IAAP*



## 2007 CALENDAR CORNER

### January 9, 2007

Presque Isle Chapter Meeting  
Ruby Tuesday's

### February 13, 2007

Presque Isle Chapter Meeting

### March 4 – 7, 2007

Professional Education Conference  
San Diego, CA

### March 13, 2007

Presque Isle Chapter Meeting

### April 10, 2007

Presque Isle Chapter Meeting

### April 14, 2007

Presque Isle Chapter Fashion Show

### April 22 – 28, 2007

Administrative Professionals Week

### May 4 – 5, 2007

CAP & CPS Examinations

### May 8, 2007

Presque Isle Chapter Meeting

### June 12, 2006

Presque Isle Chapter Meeting  
Mary Porreco Hall

### July 29 – August 1, 2007

IAAP International Convention and  
Education Forum, Tampa, FL

## Just a reminder . . .

of the "Phoneraiser" program that we began a few months ago. Collect old unused 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



Join us at Ruby Tuesday's on Tuesday, January 9th to hear our guest speaker Theresa Anthony from Olsten Staffing. She will speak about interviewing tips and techniques. Please see the sidebar on page 3 for more information on this topic. Theresa will leave some time for a question and answer period, so bring questions related to this topic or email them ahead of time to Theresa.anthony@olsten.com.

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

The next newsletter deadline will be Thursday, January 25th.

## INTERNATIONAL NEWS

### Update on Web-Based Community Network and Website Hosting Project

Division and chapter webmasters are now taking part in a free "test drive" of the new **Web 2.0 Online Community Network and website hosting services** being developed by your international headquarters staff. The free trial period is scheduled to end December 31. Further announcements regarding the billing process for divisions and chapters that opt to take part in the IAAP online community network will be sent to division and chapter presidents in early 2007.

"It's easy to use. I was able to take part in the free 'test drive' and it is awesome!", says President Maria Carney CPS, AIS.



IAAP® - The Key Piece

## PA DIVISION DETAILS

Congratulations to the following chapters for an increase in membership in November based on Headquarters reports:

Harrisburg Chapter  
Wyeth Collegeville  
Wyeth Corp. One

Everyone else is about the same or down a few. Don't get discouraged--it's happening all over the Association.

Harrisburg Chapter has been working with Triad Consulting to have them back for their March Seminar. Triad also mentioned doing a weekend Microsoft boot camp in Harrisburg.

As of now, Harrisburg will be holding a one day seminar on March 29, 2007 with Triad Consulting. Triad Consulting is still looking into holding their weekend boot camp in Harrisburg but the dates will be in June. As more information becomes available, we will pass it along. Triad has confirmed a boot camp in Savannah, GA and information for that weekend is on their website at [www.triadconsulting.com](http://www.triadconsulting.com).



## JANUARY BIRTHDAYS

- 10 Nancy Young
- 14 Roberta Holdsworth
- 25 Janice Agnello

## Interviewing Tips and Techniques



To be presented by Theresa Anthony of Olsten Staffing at the January 9th meeting of IAAP.

Have you ever wondered how to shuffle through all the "formalities" of conducting an interview? Did you know that a resume only reveals about 10% of what a candidate has to offer? Did you know that approximately 80% of hiring managers make hiring decisions based on a candidate's personality and not based on the candidate's skills? The goal of a hiring manager is to find the best candidate for the open position; so why does it take so long to find the RIGHT person? Theresa will discuss current market trends that make finding and recruiting candidates difficult. She will also share an interviewing template that can be customized for your office.

## WAYS & MEANS

Debbie Hromyak , Chair

Happy New Year everyone!



We hope you're looking forward to some *fun happenings* where Ways and Means is concerned this year. Our first event is our fashion/jewelry show which is going to take place on Saturday, April 14. We're looking for items for our Chinese Auction, so if anyone has received gifts for Christmas they would like to *re-gift*, please consider donating them. You can bring these items to any of our regular monthly meetings or board meetings.

All our best to each one of you for a healthy and happy 2007!

## MEMBERSHIP COMMITTEE

Don't forget about the rewards programs available from International for recruiting new members to IAAP. Below is the "Monthly Recruitment Rewards Program," which is just one of the many programs in place to reward chapter members who recruit new members.



## Monthly Recruitment Rewards Program

- The top 3 chapters that recruit the most new members each month (membership applications with payment must be received prior to the last business day of each month) in the 2006-2007 year will receive \$100 (U.S.) each. Chapters can win all 12 months.
- Any chapter that sponsors a new IAAP chapter or Student chapter in the 2006-2007 year will receive \$150 (U.S.).

**Individual and/or chapter/division ties will be determined by a drawing.**





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

**January Dinner Announcement**

***Tuesday, January 9, 2007***

*Meeting begins at 5:45pm*

*Ruby Tuesday*

*Inside the Millcreek Mall*

Join us at Ruby Tuesday's where our guest speaker will be Theresa Anthony from Olsten Staffing. She will give a presentation about interviewing tips and techniques. Dinner will be ordered from the menu.

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***JANUARY RESERVATION***

Contact Karen Jendruczak CPS/CAP at 347-1102 (w),  
or 725-5825 (h), or by email at:  
[kljendruczak@ridgurak.com](mailto:kljendruczak@ridgurak.com) to make your reservation.

