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March 2007

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Insert

Dinner Reservation Form
Professional Development Form

Presque Isle Press

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PRESIDENT'S MESSAGE

Maria Carney, President

March is finally here and Spring is in the air!! I recently was sent this email and I found this to be so true in our every day lives as Administrative Professionals. With the daily challenges each of us face, it's good to know that as IAAP members and friends, we are helping to pack each others parachutes.

Packing a Parachute

Charles Plumb was a US Navy jet pilot in Vietnam. After 75 combat missions, his plane was destroyed by a surface-to-air missile. Plumb ejected and parachuted into enemy hands. He was captured and spent 6 years in a communist Vietnamese prison. He survived the ordeal and now lectures on lessons learned from that experience!

One day, when Plumb and his wife were sitting in a restaurant, a man at another table came up and said, "You're Plumb! You flew jet fighters in Vietnam from the aircraft carrier Kitty Hawk. You were shot down!"

"How in the world did you know that?" asked Plumb.

"I packed your parachute," the man replied. Plumb gasped in surprise and gratitude. The man pumped his hand and said, "I guess it worked!" Plumb assured him, "It sure did. If your chute hadn't worked, I wouldn't be here today."

Plumb couldn't sleep that night, thinking about that man. Plumb says, "I kept wondering what he had looked like in a Navy uniform: a white hat, a bib in the back, and bell-bottom trousers. I wonder how many times I might have seen him and not even said 'Good morning, how are you?' or anything because, you see, I was a fighter pilot and he was just a sailor." Plumb thought of the many hours the sailor had spent at a long wooden table in the bowels of the ship, carefully weaving the shrouds and folding the silks of each chute, holding in his hands each time the fate of someone he didn't know.

Now, Plumb asks his audience, "Who's packing your parachute?" Everyone has someone who provides what they need to make it through the day. He also points out that he needed many kinds of parachutes when his plane was shot down over enemy territory -- he needed his physical parachute, his mental parachute, his emotional parachute, and his spiritual parachute. He called on all these supports before reaching safety.

Sometimes in the daily challenges that life gives us, we miss what is really important. We may fail to say hello, please, or thank you, congratulate someone on something wonderful that has happened to them, give a compliment, or just do something nice for no reason. As you go through this week, this month, this year, recognize people who pack your parachutes.

I am sending you this as my way of thanking you for your part in packing my parachute. And I hope you will send it on to those who have helped pack yours!

Sometimes, we wonder why friends keep forwarding jokes to us without writing a word. Maybe this could explain it: When you are very busy, but still want to keep in touch, guess what you do -- you forward jokes. And to let you know that you are still remembered, you are still important, you are still loved, you are still cared for, guess what you get? A forwarded joke.

So my friend, next time when you get a joke, don't think that you've been sent just another forwarded joke, but that you've been thought of today and your friend on the other end of your computer wanted to send you a smile, just helping you pack your parachute.....Have a great day and stay in touch!!

Happy St. Patrick's Day!

Maria Carney

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

Building Your





2007 CALENDAR CORNER

March 13, 2007

Presque Isle Chapter Meeting
WQLN TV 54

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

Volunteers Needed!

A volunteer is needed to become the Nominating Committee for our 2007-2008 officers. The volunteer's responsibility would be to contact chapter members and ask if they are willing to run for an office in our next election. A Slate of Offers must be published in the April and May newsletters so voting can take place at the May meeting. That enables us to install our new officers at the June meeting. Please consider assisting your chapter in securing its' 2007-2008 Slate of Officers.

CHAPTER COMMUNICATIONS



Join us at WQLN TV 54 on Tuesday, March 13 for our annual travel meeting. A behind the scenes tour of WQLN will begin at 6:00 p.m., with dinner, our meeting and speaker following. Kimberly Fabrizio, Educational Services Director, will present "The Importance of Lifelong Learning". Kim is currently pursuing her doctoral degree with the **Fielding Graduate University**, focusing on Educational Leadership and Change, with a specialization in media studies.

Our dinner is being catered by Theresa's Deli, and will include Lasagna, Tossed Salad, Garlic Bread, Rolls, Butter and a surprise dessert for \$12.00.

The next newsletter deadline is Monday, March 26th.

INTERNATIONAL NEWS



UPS became the first IAAP Platinum Sponsor to help launch the online community network through International. Because of this support, the hosting cost for IAAP chapters/divisions during the initial launch period from February until June 30, 2007 has been reduced by nearly 50 percent to a flat fee of \$60. This reduced hosting cost during the launch period will allow chapters and divisions to develop their web content and seek additional funding for their local website while paying a reduced rate. Beginning July 1, 2007 the regular annual hosting fee to participating divisions and chapters has been set at \$300. Roberta Holdsworth has agreed to be our web editor. Thank you Roberta!!



IAAP® - The Key Piece
in Your Career

PA DIVISION DETAILS

Included with the newsletter are the PA Division's Professional Development Award forms. This award is based on Chapter members' participation in various areas that IAAP promotes. Members are encouraged to complete these forms as soon as possible. They demonstrate your accomplishments and the accomplishments of our chapter during this 2006-2007 year. The completed forms need to be returned to President, Maria Carney CPS by April 13 so the information can be compiled to submit to Division by May 1, 2007. This information is critical in decisions for awards at the PA Division Meeting.

WAYS & MEANS

Debbie Hromyak , Chair



It's almost spring and our brunch at the Erie Yacht Club is but a month away! We're in the process of finalizing plans for this fun event and you'll be seeing your invite in the mail in about a week. Our event will feature Small Indulgence Jewelry sale, which IAAP gets a percentage; Chinese Auction; 50/50; a wonderful breakfast buffet, and the highlight of the event will be

Kathy Iorio from Hamot Wellness Center who will help us "**Spring into Shape!**"

We're still looking for items for our Chinese Auction so please bring your donation to our March meeting at WQLN.

Get your friends, family and co-workers together for an afternoon of "girl" fun!



MARCH BIRTHDAYS

28 Maria Carney CPS

Just a reminder . . .

The "Phoneraiser" program that we began a few months ago is an ongoing event. 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



Happy

St. Patrick's Day



MEMBERSHIP COMMITTEE

Please make note of the following changes to Roster information in your current Chapter Directory.

Roberta Holdsworth has a new job and her updated work information is:

Roberta Holdsworth
Office Manager
Erie Management Group, LLC
Project Office
1540 East Lake Road
Erie, PA 16511
PH: 814-454-6301
FX: 814-454-6302
rholdsworth@eriemg.com

We would like to congratulate Chapter Member Shirley Fuller CPS, who will be retiring effective March 30, 2007. Shirley's new contact information as of March 30 will be as follows:

Shirley S. Fuller CPS
P.O. Box 203
Fairview, PA 16415-0203
PH: 814-835-1336
halmat@velocity.net

Last month we highlighted several benefits of membership in IAAP that can be given to your boss to convince him or her to pay your IAAP dues as part of your benefits. Here are several more benefits to take to you next review.

- Helps in recruiting new admins and retaining current workers.
- Builds a team spirit among admins across departments and facilities.
- Maximum bang for the buck with minimal cost – access to current business research, targeted publications, selected study materials, certification programs, and more.
- Opens communication between management and administration, producing better work relationships.
- Raises admins to a professional level that serves all corporate team members well (managers and other professionals perceive admins in new ways...may also help in delegating more work to admins as they are seen as capable professionals).
- New feelings of self-worth and competence empower admins to tackle more (and more difficult) challenges instead of waiting for assignments...it helps managers get more done with the confidence it is being done right.

Remember, if you have realized a benefit that has not been touched on, please bring it to the attention of Roberta Holdsworth, Membership Chair, so it can be shared with the Chapter.

February Meeting at a Glance





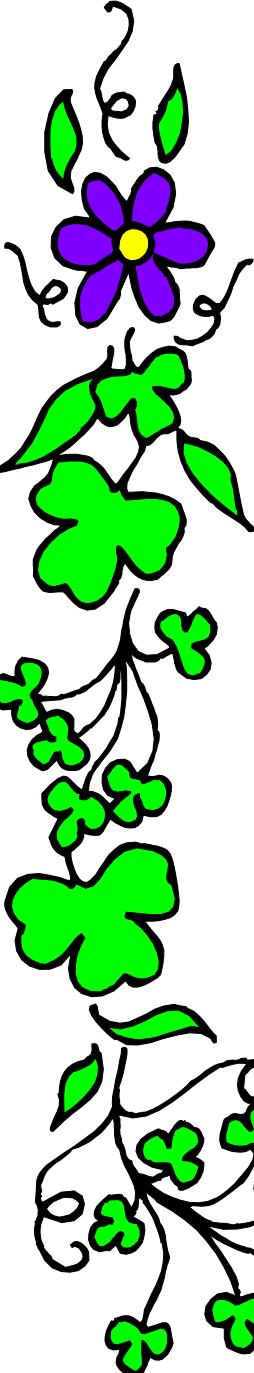
Presque Isle Chapter
International Association of
Administrative Professionals®

March Dinner Announcement

Tuesday, March 13, 2007

Meeting begins at 5:45pm

WQLN TV 54 - 8425 Peach Street—Erie, PA



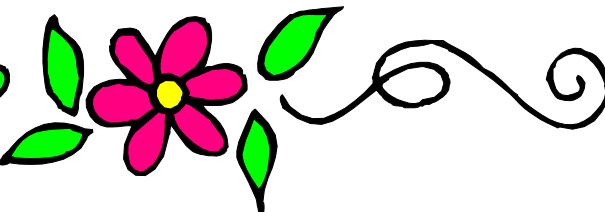
Join us at the WQLN TV 54 on Tuesday, March 13, for our annual travel meeting. A behind the scenes tour of WQLN will begin at 6:00 p.m. Our guest speaker will be Kimberly Fabrizio, Educational Services Director, who will present “The Importance of Lifelong Learning”.

Dinner will be catered by Theresa’s Deli and includes the following:

- Lasagna
- Tossed Salad
- Garlic Bread
- Rolls and Butter
- Diet Coke and 7UP
- Surprise Desert

MARCH RESERVATION

Please make reservations by Monday, March 12, by emailing Karen Jendruczak CPS/CAP at kljendruczak@ridgurak.com, or by phone at 347-1102.



International Association of Administrative Professionals®
Professional Development Award
For the period May 1, 2006 through April 30, 2007

Name: _____

Chapter: _____

Business Phone: _____ Residence Phone: _____

SECTION A: IAAP Participation (current year only): **POINTS**

- 1. **International Office held:** (20 points) _____
- 2. **Division Office held:** (15 points) _____
- 3. **Chapter Office held:** (10 points) _____
- 4. **Committee Chairman:** (10 points – International level)
 (8 points – Division level)
 (5 points – Chapter level)

| Committee | Level | POINTS |
|-----------|-------|--------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

- 5. Meeting/Seminar Attendance:**
- a. Attended 2006 Council Meeting (2 points) _____
 - b. Attended 2006 Annual Division Meeting (5 points) _____
 - c. Attended 2006 International Convention and Education Forum (15 points) _____
 - d. Number of Chapter business meetings attended (1 point each) _____
 - e. Additional IAAP sponsored seminar workshop. List date and title (10 points each)
 (Use back of paper or separate sheet. DO NOT include seminars from IAAP conferences listed above.) _____
 - f. Cyberseminar List date and title (1 point each) _____
 - g. Spoke about IAAP or Certification to a group or organization: include organization's name, subject or program and date. Minimum 15 minutes. Provide documentation to Chapter President. (i.e. program) (10 points each)

| | |
|---------------------------------|-------|
| SECTION A - TOTAL POINTS | _____ |
|---------------------------------|-------|

SECTION B: Certification Participation (documentation to Chapter President): **POINTS**

- 1. **Passed all or any part of the Certification exam in May and/or November 2006**
(10 points for each part up to a maximum of 40 points in the 4-part exam) _____
- 2. **Passed all or any part of the Certification exam in May and/or November 2006**
(10 points for each part) _____
- 3. **Received certification before May or November 2006 exam.**
(10 points) _____
- 4. **Attended review course(s) May 1, 2006 through April 30, 2007.**
(5 points) _____
- 5. **Completed CEU self-study course(s) May 1, 2006 through April 30, 2007.**
(5 points) _____
- 6. **Received Recertification May 1, 2006 through April 30, 2007.**
(20 points) _____

| | |
|---------------------------------|-------|
| SECTION B - TOTAL POINTS | _____ |
|---------------------------------|-------|

SECTION C: MOS Certification (documentation to Chapter President): **POINTS**

- 1. **Received MOS Certification (any level) May 1, 2006 through April 30, 2007**
(20 points) _____

| | |
|---------------------------------|-------|
| SECTION C - TOTAL POINTS | _____ |
|---------------------------------|-------|

SECTION D: Business Education Study Courses **POINTS**
(documentation to Chapter President):

Non-IAAP sponsored; job related. Must be completed during the period May 1, 2006 through April 30, 2007

- 1. **Accredited College Course:**
Successfully completed a business-subject or job-related, accredited college course or extension course. Please attach copy of transcript to Chapter President.
(Two (2) credit hours or more equals 3 points per credit hour.)

List course, college, and completion dates below or use separate sheet:

| | |
|--|--|
| | |
| | |

- 2. Workshop/Seminar (documentation to Chapter President):** **POINTS**
 Non-IAAP sponsored, business related, one-half (1/2) day minimum duration to qualify.
 (5 points each; 10 courses maximum)

List Workshops/Seminars below:

| | |
|--|--|
| | |
| | |

| | |
|---------------------------------|-------|
| SECTION D – TOTAL POINTS | _____ |
|---------------------------------|-------|

SECTION E: Teaching Business Course(s) (documentation to Chapter President): **POINTS**
 (Does not include one-day (1) workshop or seminar)

- 1. Taught Certification review course or other IAAP related study course, one or more hours per course. (10 points per course)**

| Date | Location | Subject |
|------|----------|---------|
| | | |
| | | |

- 2. Taught a business education course (one or more hours) outside of normal job duties. (5 points per course)**

| Date | Location | Subject |
|------|----------|---------|
| | | |
| | | |

| | |
|---------------------------------|-------|
| SECTION E – TOTAL POINTS | _____ |
|---------------------------------|-------|

SECTION F: Community Involvement Representing IAAP (5 points per project) **POINTS**
 (Documentation to Chapter President)
 Must have been completed during the period May 1, 2006 through April 30, 2007

| Date | Project | |
|------|---------|--|
| | | |
| | | |

| | |
|---------------------------------|-------|
| SECTION F – TOTAL POINTS | _____ |
|---------------------------------|-------|

SUMMARY PAGE FOR MEMBER

Member Name _____

**PROFESSIONAL DEVELOPMENT RECORD
FOR THE PERIOD MAY 1, 2006 THROUGH APRIL 30, 2007**

| Section Description | Point Recap |
|-------------------------------------|--------------------|
| A. IAAP Participation | _____ |
| B. Certification Participation | _____ |
| C. MOS Certification | _____ |
| D. Business Education Study Courses | _____ |
| E. Teaching Courses | _____ |
| F. Community Involvement | _____ |
| GRAND TOTAL | _____ |

PLEASE SUBMIT THIS PAGE ALONG WITH PAGES 1-3 AND REQUIRED DOCUMENTATION TO YOUR CHAPTER PRESIDENT.