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Dinner Reservation Form

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PRESIDENT'S MESSAGE

Maria Carney, President

April showers bring May flowers...well in this case April snow will hopefully bring some flowers!!

At our meeting last month, in recognition of Administrative Professionals Week, we encouraged you to invite a guest. Our new members are a vital part of the Presque Isle Chapter. They are the lifeline to the future of our chapter and organization. In today's work environment, people meet in person less often. It may seem more convenient to e-mail your colleague, but you can spend more time drafting an e-mail than it would take to call or stop by the office and get an immediate response. By joining IAAP, you will meet other Administrative Professionals that may be of assistance with a work-related issue in the future.

Congratulations to the Pennsylvania Division for installing their second chapter. As of the end of February, we are in first place in the association for New Chapter building! We are also in 6th place for membership. We have all had a part in "Shaping the Future" for our own chapter. I hope you will take advantage of this opportunity to connect with other IAAP members in your division and chapter. It is through President Chandler's 5 Cs, Commitment, Continued Education, Communication, Creativity, and Connectivity that each of us will acquire the skill set needed for tomorrow.

I ran across this quote and thought it was very appropriate for our organization:

"The achievements of an organization are the results of the combined effort of each individual." Vincent Lombardi

I look forward to seeing you at our May meeting.

Maria Carney

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

Building Your





2007 CALENDAR CORNER

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!

At the April business meeting, the slate of candidates was presented. The slate had been published in the April newsletter. Additional nominations were sought from the floor. Nominations will be sought from the floor prior to the election by ballot at the May business meeting. Successful nominees will be installed as Chapter officers at the June 15 business meeting. If you wish to place your name into nomination or want to know more about the duties of each position, please contact Jan Hutchinson.

The committee on nominations presents the following slate:

President

Maria Carney, CPS, AIS

Vice President

Shirley Cochran

Secretary

Carol Korn

Treasurer

Karen Jendruczak CPS/CAP

CHAPTER COMMUNICATIONS



The Presque Isle Chapter now is part of the IAAP Online Community network. Each of you should have received an email encouraging you to register. Our new website is <http://www.iaap-presqueisle.org>

If you missed last month's meeting, you missed a great presentation by our President-Elect Lyndee Long. Her presentation on *Goal Setting* was interesting and thought-provoking.

Please join us on Tuesday, May 8, when our speaker will be Harvey Kanter of the Gannon Speakers Bureau. Mr. Kanter will be sharing with us his tips on Effective Reading – Speed Reading and Comprehension.

Our meeting will begin at 5:45 p.m. at Ruby Tuesday at the Millcreek Mall. Dinner will be off the menu. Don't forget to wear your new name badge to all the meetings!

The next newsletter deadline is May 25, 2007.

MARK YOUR CALENDARS for June 12, 2007.

Our June meeting will be a "Tea" hosted by Presque Isle Chapter Officers. This has been a tradition that our members come to enjoy compliments of the Board. We will also be installing our 2007/2008 officers.



INTERNATIONAL NEWS

Registration for the International Convention and Education conference is open. You may register online at http://www.iaap-hq.org/Convention_07/Index.htm Early bird registration is June 8th.

IAAP Online Community Network Progressing

To date, nearly 300 chapters have participated in the free trial period for the new IAAP Online Community Network, and more than 50 chapters are now included in the IAAP domain, with more chapters being added to the network each week.

Features of the IAAP Online Community Network include:

- Low cost Web hosting for Divisions and Chapters
- A secured Members' Only section at each level, maintained centrally by IAAP Headquarters
- An integrated event calendar that contains entries from Chapter, Division, and Headquarters
- Discussion forums at the local and international levels
- Internal Communications Module that can act as an "instant messenger" or internal IAAP e-mail
- One convenient login system that allows you to move easily around the network and access resources
- Even web novices can easily build pages and transfer information from existing sites -- as easy as creating a WORD document
- Outstanding technical support and numerous "how to" training resources.

PA DIVISION DETAILS

Pennsylvania Division is in 6th place for membership. We are in first place for new chapter building! Way To Go PA!

Join us for "Curve To Success" in Altoona, PA! May 18-20, 2007. Deadline for Registration is April 21st.



IAAP® - The Key Piece
in Your Career



MAY BIRTHDAYS

- 15 Susan Rogers
- 21 Karen Jendruczak CPS/CAP
- 27 Cassie St. Denny

Reminder

The May meeting is election of officers. Although there is only one candidate for each office on the slate, members can be nominated from the floor. So please join us and take part in the direction of your chapter.

Russell Hampton Company

IAAP will soon be contracting with another vendor to be the official supplier of IAAP emblematic/logo/jewelry merchandise. To reduce inventory, on April 12, Russell Hampton began offering a 50% discount off single quantity pricing on all remaining items in stock, while supplies last. You can browse their online catalog at www.ruh.com/IAAP.

Happy Memorial Day!



WAYS & MEANS

Debbie Hromyak , Chair

The "Spring into Shape" brunch was another great event for the Presque Isle Chapter due to all of you who joined us at the Erie Yacht Club on Saturday, April 21. It couldn't have been a more beautiful day weather wise. A special thank you to everyone who donated items for the Chinese Auction, especially Shirley Cochran for pounding the streets of Erie. We made \$800 on this event with a total of 75 guests attending. Karen Jendruczak CPS/CAP will have a more detailed report at our next meeting.

Here are the winners of the door prizes and 50/50. Small Indulgence donated three, \$25 gift certificates that went to Shirley Cairns, Gerry Fields and Jan Gunter. Linda Kohler won the three-month Hamot Wellness Center membership donated by Kathy Iorio and her mom, Maxine, won the 50/50. Jackie Piazza won a therapeutic massage, also donated by Hamot Wellness. Shelley Balkovic won our special raffle of a handmade purse made by our own Karen Jendruczak and two, \$50 gift certificates.

MEMBERSHIP COMMITTEE

Here are a couple of IAAP partnerships that may come in handy when booking your trip to the International Convention and Education Forum, or for any other reason that you may be traveling.

IAAP's membership in the **Avis Rent A Car** Association Program entitles you to a host of special Avis services and discounts that can save lots of time and money. You are also eligible for savings of 10% off Avis Association Select rates and 5% off promotional rates at all participating locations. And with the Avis Wizard System, you can receive the best available rate when you mention IAAP's/Avis Worldwide Discount (AWD) number: **S024700**. For more information and reservations, call 1-800-331-1212.



Also, Carlson Wagonlit Travel is the official travel agency of IAAP. They guarantee the lowest available air fare on all domestic and international flights. Use Carlson Wagonlit Travel for all your travel needs, whether it is personal or professional. For more information, call 800-823-9539, or our local office at 814-838-7669.

Congratulations!!!

We would like to congratulate Shirley Fuller CPS, who retired on March 30. Shirley has been a Presque Isle Chapter member for nearly 40 years, and has continued to be active in helping to guide our chapter.

Now that Shirley has joined our "Ladies of Leisure", she is free to travel, as she and her husband Hal love to do. There are lots of trips in their future, and we wish Shirley the best!



Spring Is In The Air



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

May Dinner Announcement

Tuesday, May 8, 2007

Meeting begins at 5:45pm

Ruby Tuesday, Millcreek Mall

Please join us on Tuesday, May 8, when our speaker will be Harvey Kanter of the Gannon Speakers Bureau. Mr. Kanter will be sharing with us his tips on Effective Reading – Speed Reading and Comprehension.

Our meeting will begin at 5:45 p.m. at Ruby Tuesday's at the Millcreek Mall.
Dinner will be off the menu.

MAY RESERVATION

Please make reservations by Thursday March 8th
by emailing Shirley Cochran at sjpotts@verizon.net.