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Insert

Christmas Connection Bus Trip
Flyer
Dinner Reservation Form

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PRESIDENT'S MESSAGE

Maria Carney CPS, AIS, President

What a great meeting last month! Missy Raun Executive Assistant at GE Transportation spoke to us on Stress in the Workplace.

Fall is in the air and the holidays are right around the corner. As we come upon this Thanksgiving, take time to give "thanks" to the people who are special in your life. Do something extra special whether it's providing a meal to a less fortunate family so they can enjoy a Thanksgiving meal or volunteering at the local soup kitchen. As an Erie Insurance employee, I participate in the Thanksgiving Dinner drive. This year we hope to feed 2,000 needy families. It is a wonderful feeling to know that you are doing something in the community by reaching out to those in need.

In that same light, I would like to remind everyone of our Chapter Food Drive. Please bring all items for donation with you to the meeting. They will be combined with what was collected last month and donated to the Second Harvest Food Bank.

Please join me on November 13th for a presentation hosted by Mark Dombrowski, Supervisor Public and Media Relations at Erie Insurance.

Have a Wonderful Thanksgiving!

Maria Carney CPS, AIS
2007-2008 President
Presque Isle Chapter





2007-2008 CALENDAR CORNER

November 13, 2007

Chapter Meeting-The Brewerrie at Union Station

November 17, 2007

Annual Bus Trip
Cleveland Christmas Connection

December 11, 2007

Chapter Meeting
Shriner's Hospital

January 8, 2008

Chapter Meeting

February 12, 2008

Chapter Meeting

March 2-5, 2008

[Professional Education Conference, Charleston Marriott Hotel, Charleston SC](#)

March 8, 2008

Spring Brunch
Fashion & Jewelry Show

March 11, 2008

Chapter Travel Meeting

April 8, 2008

Chapter Meeting

April 20-26, 2008

[Administrative Professionals Week®](#) - look for promotional resources and event information beginning fall 2007

April 23, 2008

[Administrative Professionals Day®](#) - look for promotional resources and event information beginning fall 2007

May 13, 2008

Chapter Meeting

June 10, 2008

Chapter Meeting - Porreco Center
Installation of Officers
Initiation of new members

CHAPTER COMMUNICATIONS

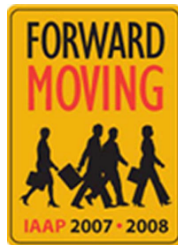


Please join us at our November 13 meeting held at The Brewerrie at Union Station in Griswold Plaza, right next to the train station. Mark Dombrowski, Erie Insurance will speak to us on community relations. Mark is the Supervisor of Public and Media Relations in the Corporate Communications Department at Erie Insurance. He will address some of the approaches Erie Insurance takes to community relations including charitable contributions, employee support of community causes through our signature events, propriety programs, like Lookin'Out and Serving Together and Erie Insurance's efforts with Habitat for Humanity.

Please make your reservations with Shirley Cochran at 899-1077 or by email at sjpotts@verizon.net.

The December newsletter deadline is Wednesday, November 21, due to the Thanksgiving holiday.

The next board meeting is Tuesday, November 27, at Panera's on Peach Street at 5:30 p.m.



INTERNATIONAL NEWS

2008 International Convention & Education Forum Update
Get Ready to
Let the Good Times Roll
at the Hilton Riverside Hotel
in New Orleans - July 27-30



Reserve Your Housing Choice ASAP

Hotel reservations for the New Orleans Convention opened September 1st. Space is filling fast, so make your housing reservations ASAP. You will find information on how to reserve your hotel room on the [2008 International Convention webpage](#).

You'll also find a delightful "Invitation to New Orleans" online video on the convention webpage linked above!

Convention Registration Information

Once again this year, the Convention Registration brochure will be mailed with the April issue of *OfficePro* magazine. The Registration brochure will also be available to download in late March/early April from the IAAP International Convention and Education Forum webpage in the "Events & Conferences" area of the IAAP website. Hope to see you in New Orleans next summer!



Administrative Professionals Week Commemorative Pin

Each year, the Host Committee for the annual IAAP International Convention and Education Forum offers a special Administrative Professionals Week commemorative lapel pin for sale as a fundraiser to offset expenses involved in hosting our international convention.

The lapel pins are \$5 each (U.S. funds only; shipping and handling extra-- see link to order form below). Wearing this pin during Administrative Professionals Week is an excellent "conversation starter" and a great way to support your profession and association. **Deadline for orders: January 15, 2007.** Pins will ship on or before the week of March 17.



2007-2008 CALENDAR CORNER

July 27-30, 2008

International Convention and Education Forum, Hilton Riverside, New Orleans, Louisiana -- Hotel reservations open early September 2007

October 19-22, 2008

Certification Conference, Grand River Hyatt Hotel, Denver, Colorado



BIRTHDAYS

November

Anne Wyneken	1
Gerrie Fields	2
Debra Metzler	6
Carol Drury	6
Fran Skobieranda	17
Debbie Bisbee CPS	20
Debbie Hromyak	21
Shirley Fuller CPS	28

Reminder of our Cell Phone Fundraiser

Don't forget to bring in those used cell phones and ink cartridges. We recently received a small check from Phoneraiser, and are building up a credit at Funding Factory. When we reach \$25, they will send us a check.

You can bring these items to meetings and give them to Karen Jendruczak CPS/CAP. When donating cell phones, please remember that the phone needs to be able to be turned on and cannot be broken in any way. Those are the requirements. These companies also do not take any accessories, so please only bring the used cell phones and ink cartridges. Every little bit helps!

Education & Professional Development

Desktop Learning – New Seminars Available Through IAAP

IAAP is partnering with KRM Information Services, Inc. to bring virtual learning events directly to your desktop. No need to take time off work or deal with travel expense and hassles. Let IAAP help you hone your professional skills with audio seminars and audio-and-web-based workshops. The presenters are top notch-- from Harvard Business School, Kiplinger, and Soundview Executive Book Summaries. Use the live sessions for independent learning or gather a group and make it a team venture. It's all the same price. You'll also receive recertification credit. For detailed program information, prices and to register, go to: www.krm.com/iaap. Be watching for more programs in 2008.

November 1 (Thurs.)	From Miserable at Work to Fulfilled and Productive: Lessons for Workers and Their Managers	Harvard Business School Publishing Session13055
November 14 (Wed.)	The 6 Powerful Steps to Achieve Outstanding Performance with Marcus Buckingham	Soundview Executive Book Summaries Session 13205
November 27 (Tues.)	Polish Your Professionalism to Command the Respect You Deserve	Kiplinger Washington Editors Session 13175
December 4 (Tues.)	Reinvigorate a Complacent Workforce	Kiplinger Washington Editors Session 13298
December 6 (Thurs.)	Authenticity: What Customers Really Want	Harvard Business School Publishing Session 13070
December 18 (Tues.)	Great Customer Service Improves Your Bottom Line	Kiplinger Washington Editors Session 13288

PA DIVISION DETAILS

Congratulations to the following Chapters who are celebrating their 60th Anniversary:



Conestoga Chapter – October 24, 2007
White Rose Chapter - November 14, 2007

WAYS & MEANS

Debbie Hromyak , Chair

We have a few seats left on our bus trip to Cleveland's Christmas Connection at the IX Center on Saturday, November 17th. If you know of any relatives, friends or coworkers who would like to join us for this fun-filled trip, please call Debbie Hromyak (814-454-0158) or Karen Jendruczak CPS/CAP at (814-725-8751). Get those walking shoes on and get ready for a great day of shopping!



One more item...we're looking for donations of water, pop and juice for the trip. Whatever you as members can do to help keep our expenses down, we'd really appreciate it. Just bring your donations to the November meeting or call Debbie or Karen to make arrangements to pick them up. Thank you,

Don't Forget Our Food Drive

This is the last month for our Food Drive to benefit the Erie Food Bank during the holidays. Please bring your non-perishable items to the meeting so we can make our donation in time for the Thanksgiving holiday.

If you are unable to donate a non-perishable food item, the Food Bank also accepts cash. The Food Bank can purchase \$17.00 worth of food retail for only \$1.00.

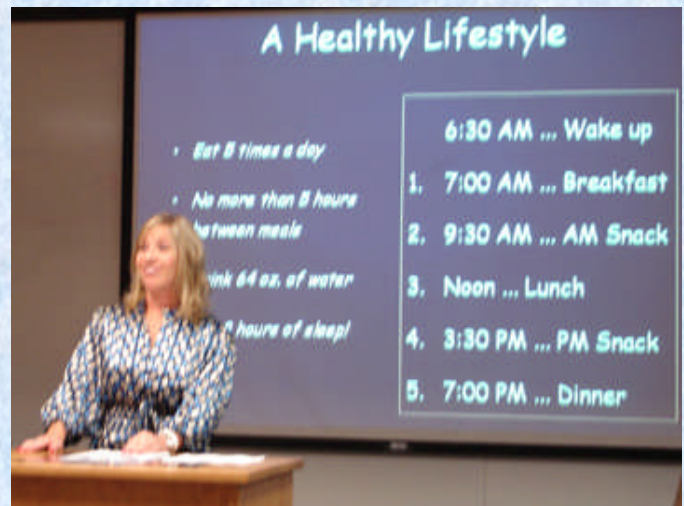
MEMBERSHIP COMMITTEE

We are saddened to report that chapter member Nancy Reams will be leaving the area. Nancy will be moving to Reading, PA, where her husband has accepted a new position. She will be missed by the Presque Isle Chapter, but we so wish Nancy the best of luck on her new adventure, and hope she will seek out the IAAP chapter nearest to her new home and become involved there. Best wishes, Nancy!

We are looking for members who would like to volunteer to be a mentor to new chapter members. A mentor would help a new member learn more about IAAP, and be there to answer any questions they may have during their first year. They could also provide an overview of the organization to help the new member understand the structure of the entire organization.

Please contact Roberta Holdsworth if you are interested becoming a mentor.

De-Stressing at GE





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

November Dinner Announcement

Tuesday, November 13, 2007

Meeting begins at 5:45 pm

The Brewerie at Union Station

Griswold Plaza

123 West 14th Street

Erie, PA

Please join us on Tuesday, November 13, when Mark Dombrowski from Erie Insurance will speak to us on community relations. He will address some of the approaches Erie Insurance takes to community relations including charitable contributions, employee support of community causes through our signature events, propriety programs, like Lookin' Out and Serving Together and Erie Insurance's efforts with Habitat for Humanity.

Dinner will be ordered off the menu.

NOVEMBER RESERVATION

Please make your reservations with Shirley Cochran at 899-1077 or by email at sjpotts@verizon.net.

