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International Association of Administrative Professionals®

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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 CPS, AIS, President

It was nice to see all of you at the first meeting of 2007-2008. We had a wonderful meal, followed by a short presentation revealing my theme for this year. I would like to recap the highlights of my presentation.

Dedication:

As administrative professionals, we are *dedicated* in what we do. We provide the best service possible to our bosses and co-workers, as well as within the Presque Isle Chapter.

Retention:

Membership is more than collecting applications and checks. Once recruited, members expect and deserve service from our chapter. Communicate frequently with members and offer top-quality meetings. Encourage them to get involved in chapter activities and provide opportunities for members to grow into chapter leadership positions.

Education:

Professional education provides up-to-date information on trends and technical skills in the administrative field. Educational activities include OfficePRO magazine, seminars, books, videotapes, chapter meetings and virtual seminars. You can earn Continuing Education Units for the training you take through IAAP. Continuing education is important in today's society. Strive this year to get your CPS and CAP designations! You will be glad you did!!

Attitude:

Joining a professional association demonstrates your commitment to your career. Work is most rewarding when we do it with enthusiasm and give it our best. Through IAAP, you will gain knowledge and contacts that will help you advance professionally. IAAP works to build a professional image of administrative professionals in the workplace. Have a positive attitude! We are not "just secretaries"!!

Let's set a goal this year to go out with a great attitude and obtain new members.

Mentor:

In our chapter, offer to be a mentor to a new member. Explain how the chapter is set up at each level. Encourage them to attend a division meeting or even International. It brings a whole new level to IAAP.

Believe in Your Dream...and Reach for the Stars!

We have exciting programs planned throughout the year. I look forward to October as we start with our first program on Stress Management. Please join us on October 9 for a presentation hosted by Missy Raun, General Electric Transportation Executive Assistant, being held at the G.E. Learning Center.



Maria Carney

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



2007-2008 CALENDAR CORNER

October 9, 2007
Chapter Meeting
General Electric

October 14-17, 2007
[Certification Conference, Hyatt Regency San Antonio, San Antonio TX](#)

As of August 6, 2007 the Certification Conference is sold out. If you would like to be placed on a wait list, please e-mail us at meetings@iaap-hq.org.

November 13, 2007
Chapter Meeting

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

CHAPTER COMMUNICATIONS

Please join us at our October 9 meeting being held at General Electric. Missy Raun, G.E. Transportation Executive Assistant will speak to us on Stress In The Workplace.

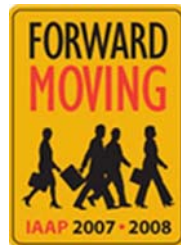


Missy has made arrangements for us to meet in Room #12 of the G.E. Learning Center, as well as planned our dinner, which G.E. will be providing for us. Now you can't get any better than that! Missy's agenda begins at 5:45 p.m., with dinner, our meeting, her presentation, and a Question and Answer period, adjourning at 7:30 p.m.

You must make reservations with Shirley Cochran to attend this meeting so Missy can provide Security with an attendee list. Contact Shirley at 899-1077 or by email at sjpotts@verizon.net to reserve. When you arrive at G.E., please go to the West Gate, off Franklin Avenue. Stop at the guard shack and tell security you are going to the Learning Center, and mention Missy's name.

This is a wonderful opportunity you won't want to miss!

The November newsletter deadline is Friday, October 19.



INTERNATIONAL NEWS

The International Board continues to advance IAAP's Strategic Plan. A draft of the new "Pathways to Excellence Recognition Awards Program" was sent to all chapter and division presidents earlier this month, along with a survey for them to fill out. After the thirty day feedback period, the International Board will finalize the new recognition program at the Fall Board meeting November 2-3, 2007.

If you would like to read about the accomplishments and successes of "Shaping the Future: of our profession and Association in 2006-2007, you can check out the 2006-2007 Annual Report at www.iaap-hq.org.

PA DIVISION DETAILS



The Pennsylvania Division Western Council Meeting is October 20, 2007, in Hollidaysburg, PA. Registration deadline is Friday, October 5, 2007, and the deadline for the special room rate is Sunday, September 30, 2007. The registration fee, which includes both breakfast and lunch, is \$30.00. A limited number of hotel rooms have been reserved at the Courtyard Marriott. The room rate is \$114.00, plus tax. The telephone number at the Marriott to make reservations is (814) 312-1800. The block of rooms is currently reserved under the name of Barbara Long (Council Meeting Chairman). When making your reservation, the room will be transferred from the block name to your name. Everyone is encouraged to attend. Western Council is for all members of every chapter within the Western Council area. If you are interested in attending, please contact Maria Carney CPS, AIS. The Western Council flyer is included.

IAAP Pittsburgh Chapter is hosting a Shopping Extravaganza on Saturday, October 13, 2007 at the Embassy Suites in Coraopolis, PA from 11:00 – 2:00 p.m. There will be a vendor fair that includes Lia Sophia Jewelry, Mary Kay Cosmetics, Pampered Chef and Tastefully Simple along with a silent auction and a fashion show presented by Dress Barn. The cost is \$21 per person and includes lunch. The deadline for reservations is Monday, October 8. If you are interested in attending, please contact Maria Carney CPS, AIS. The Shopping Extravaganza flyer is also included with your newsletter.



2007-2008 CALENDAR CORNER

May 13, 2008
Chapter Meeting

June 10, 2008
Chapter Meeting - Porreco Center
Installation of Officers
Initiation of new members

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

WAYS & MEANS

Debbie Hromyak , Chair

Our bus is filling up fast for Presque Isle Chapter's trip to the Cleveland Christmas Connection held at the IX Center on Saturday, November 17th. For those of you who "jumped on board" in the past, know what a fun trip this is! Please see the flyer we have attached for your convenience, and put that money aside for this shopper's paradise! It's only two months away!



MEMBERSHIP COMMITTEE

Welcome to our newest member, Maureen Deegan. Maureen works at WQLN (a very interesting and enjoyable job). This is a new chapter in her life. Unfortunately, her previous employer closed and the work went overseas. Maureen was able to go back to school and get new job training in accounting and computers at NRTI. Maureen's internship was fulfilled at WQLN under chapter member Jan Hutchinson, a very good teacher and now friend. A job opening became available, and to make a long story short, Maureen was hired. Maureen has numerous duties at the station, including volunteer coordinator, membership services representative, the contact person for many of the fund raising events, ordering, mailings and other office details. In addition, Maureen is a mother of six children, all of which are over 18, and a grandmother of three with one more on the way. Welcome to the Presque Isle Chapter Maureen!

WHERE'S SHERRI?

Sherri Galvin has had a busy year with the retirement of her boss, Dr. Pogue. She now works for the new president of Edinboro University, Dr. Jeremy Brown, and we know she's helping to get him settled in his new position. We miss you Sherri and hope to see you joining us for the 2007-2008 year.



BIRTHDAYS

October
18 Carol Korn



Reminder of our Cell Phone Fundraiser

As you know, last year we began collecting used cell phones as a fundraiser. This year we will continue the effort. We have expanded our opportunities by getting set up with three companies for recycling. We are now connected with Phoneraiser, Pace Butler, and Funding Factory. The advantage of this is that when one company does not take certain cell phones, the other one does. In addition, we are now taking used ink cartridges from your printers.

Please bring these items to meetings and give them to Karen Jendruczak CPS/CAP, and we will turn them into money for the chapter. 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.

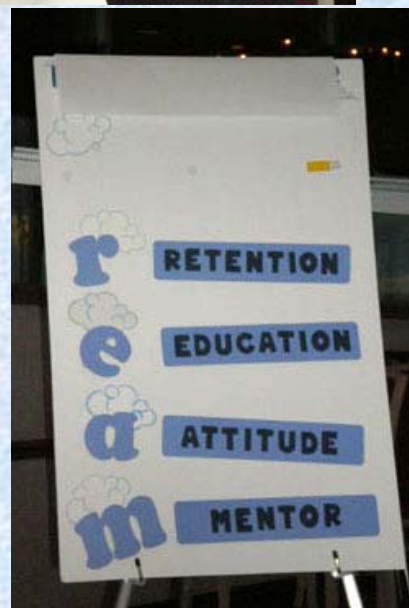
Don't Forget Our Food Drive

Just a reminder that we are conducting a Food Drive at our October and November meetings to benefit the Erie Food Bank during the holidays. Please bring your non-perishable items to the meetings.

Your 2007-2008 Presque Isle Chapter Board



A Dreamy Theme





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

October Dinner Announcement

Tuesday, October 9, 2007

Meeting begins at 5:45 pm

General Electric Learning Center

Room #12

Please join us on Tuesday, October 9, where Missy Raun, G.E. Transportation Executive Assistant will speak to us on Stress In The Workplace.

When you arrive at G.E., please go to the West Gate, off Franklin Avenue. Stop at the guard shack and tell Security you are going to the Learning Center and mention Missy's name.

OCTOBER RESERVATION

Please make reservations by Thursday October 4th by emailing Shirley Cochran at sjpotts@verizon.net, or by calling 899-1077.

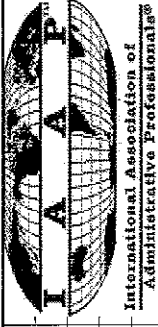
Note:

Dinner will be provided by General Electric. You must have a reservation to attend this meeting. We look forward to seeing you!



**IAAP - Presque Isle Chapter PROPOSED BUDGET
2007 - 2008**

DESCRIPTION	PROPOSED BUDGET	BUDGET	REVENUE	EXPENSES
	2007-2008	2006-2007	2006-2007	2006-2007
ADMINISTRATION	\$100.00	\$100.00	\$396.26	\$563.86
ADMINISTRATIVE PROF. WEEK	\$350.00	\$350.00	\$0.00	\$86.75
CHAPTER COMMUNICATIONS & PUBLIC RELATIONS COMMITTEE	\$650.00	\$650.00	\$0.00	\$169.45
CHRISTMAS PARTY	\$100.00	\$100.00	\$307.00	\$312.00
DELEGATE - PA DIVISION MEETING	\$350.00	\$350.00	\$0.00	\$0.00
DELEGATE - INT'L. CONVENTION	\$500.00	\$500.00	\$0.00	\$0.00
INSURANCE/3rd Party Liability	\$100.00	\$100.00	\$0.00	\$54.25
INTEREST - SAVINGS			\$20.90	
MEMBERSHIP COMMITTEE	\$300.00	\$300.00	\$0.00	\$120.84
MEMBERSHIP REBATES			\$210.00	\$5.00
MONTHLY MEETINGS	\$250.00	\$250.00	\$894.00	\$1,027.52
EDUCATIONAL DEVELOPMENT SCHOLARSHIP (formerly Professional Development Committee)	\$150.00	\$150.00	\$0.00	\$0.00
WAYS AND MEANS COMMITTEE	\$300.00	\$300.00	\$4,062.00	\$2,825.05
DONATIONS	\$100.00	\$100.00	\$0.00	\$28.00
PETTY CASH (formerly Sunshine Fund)	\$100.00	\$100.00	\$0.00	\$32.50
TOTALS	\$3,350.00	\$3,350.00	\$5,890.16	\$5,225.22





SHOPPING EXTRAVAGANZA

Phone a friend and join us for a fun-filled afternoon

WHEN: **SATURDAY, OCTOBER 13, 2007 11:00 a.m. – 2:00 p.m.**

WHERE: EMBASSY SUITES, 550 CHERRINGTON PARKWAY, CORAOPOLIS, PA

WHAT: **Vendor fair** – thus far Current, Entertainment Books, Lia Sophia Jewelry, Mary Kay Cosmetics, Pampered Chef, and Tastefully Simple tables displaying products for sale as well as current holiday catalogues to order from

- **Silent auction** – 40 items from area businesses to bid on
- **Luncheon** – choice of Chicken Asiago or Vegetable Strudel. Both served with salad, vegetable, rolls and butter, dessert (chocolate mousse) and beverage.
- **Fashion Show** – IAAP members will model fashions from Dress Barn Misses/ Dress Barn Woman

WHO: IAAP® Pittsburgh Chapter members will host and conduct the event

COST: **\$21.00**/person-gives you auction number to bid on items, lunch and eligibility for door prizes

RSVP: **Monday, October 8, 2007** phone calls to Debbie Douglass at 412.215.1335. Checks payable to IAAP Pittsburgh Chapter and mailed to Debbie at 1017 Valonia Street Pittsburgh, PA 15220

Name: _____

Phone No.: _____ Email: _____

Number attending ____/\$21.00 each Menu selection: Chicken _____ or Vegetable Strudel _____

Pick up your program at Registration Table with auction items listed and your bidder number on back as you arrive



PENNSYLVANIA DIVISION – WESTERN COUNCIL MEETING

SATURDAY, OCTOBER 20, 2007

8:00 a.m. to 2:30 p.m.

U.S. Hotel

401 South Juniata Street, Hollidaysburg, PA

All members of the Western Council Area, Pennsylvania Division are cordially invited to attend the 2007 Western Council Meeting hosted by Altoona Chapter on **Saturday, October 20, 2007** from 8:00 a.m. to 2:30 p.m. at the **U.S. Hotel, 401 South Juniata Street, Hollidaysburg, PA.**

Registration will begin at 8:00 a.m., followed by a buffet breakfast of Ham, Scrambled Eggs, Hash Browns, English Muffins and coffee/tea. The council meeting will begin at 9:00 a.m., with Welcomes and an Icebreaker Activity, followed by *“The Role that Active Listening Plays in Effective Communication”* conducted by Division President Lyndee Long CPS and Division Treasurer Carol Lundgren CPS/CAP. Recertification points will be offered to CPS/CAP holders.

Following the presentation, a buffet-style lunch will be served from 12:00 p.m. to 1:00 p.m. The menu choices are: Chicken Divan **OR** Vegetable Pasta Toss, parsley red skin potatoes, and candied carrots. All meals include a tossed salad with a choice of raspberry vinaigrette, ranch or Italian dressing; cheesecake, and lemonade or iced tea.

A Pennsylvania Division update will be conducted from 1:00 p.m. to 1:45 p.m., followed by a Best Practices Forum from 1:45 p.m. to 2:15 p.m. Good of the Order will be held from 2:15 p.m. to 2:30 p.m.

The registration fee, which includes both breakfast and lunch, is **\$30.00**. A limited number of hotel rooms have been blocked at the Courtyard by Marriott (**room rate: \$114.00 plus tax, telephone 814-312-1800**). The block of rooms is currently reserved under the name of Barbara Long (Council Meeting Chairman). When making your reservation, the room will be transferred from the block name to your name. Please note, the deadline for room reservations at the special block rate is **Sunday, September 30, 2007**.

Directions to the Courtyard by Marriott and from the Courtyard by Marriott to the U.S. Hotel are attached.

Please return the attached Western Council Meeting registration form by **Friday, October 5, 2007**.

The Altoona Chapter is excited to be serving as host for the 2007 Western Council Meeting. We hope to see you there!!!!!!

Sheila Lidwell CPS/CAP
Altoona Chapter President

DIRECTIONS TO COURTYARD BY MARRIOTT – ALTOONA, PA

Take the Pennsylvania Turnpike to the Bedford Exit.

At the traffic light at the Bedford exit, make a left turn and stay in the left lane. Follow signs to get on I-99 North – left turn at traffic light and return turn onto I-99 access road. Follow I-99 North to the Altoona – Plank Road exit. At the traffic light on Plank Road, make a right turn and enter the left lane of traffic. Follow Plank Road to the sixth traffic light and make a left turn onto Convention Center Boulevard. Follow Convention Center Boulevard to the traffic light. At the traffic light, make a left turn. This is the access road for the Blair County Convention Center. The Courtyard by Marriott is located adjacent to the convention center.

DIRECTIONS FROM COURTYARD BY MARRIOTT TO U.S. HOTEL

Follow Convention Center Drive to the traffic light. Make a left turn onto Convention Center Boulevard. Follow Convention Center Boulevard to the traffic light. Make a right turn onto Route 36 toward Hollidaysburg. At the fourth traffic light, make a right turn onto Blair Street. Go two blocks to Wayne Street and make a left turn onto Wayne Street. Continue on Wayne Street for ½ block – the parking lot for the U.S. Hotel will be on your left.

Return the bottom Registration Form with your payment.

2007 Western Council Meeting Registration Form

Please type or print. Register one person per form (duplicate as necessary).

Name: _____ (include CPS and/or CAP designation if applicable)

Chapter: _____

Daytime Phone: _____

Evening Phone: _____

Name preferred on Name Tag: _____

Lunch Selection: _____ Chicken Divan _____ Vegetable Pasta Toss

Please indicate any dietary restrictions: _____

Amount Enclosed: \$ _____ (make checks payable to: *Altoona Chapter IAAP*)

Mail registration form and check to:

Barbara Long
Altoona Chapter IAAP
2119 First Avenue
Altoona, PA 16602
Phone: (814) 944-1684 (Home)/(814) 949-2447 (Office)
E-Mail: blong@homenursingagency.com



Presque Isle Chapter
International Association of Administrative Professionals®
invites you to join us for our annual bus trip to the

CLEVELAND CHRISTMAS CONNECTION

held at the IX Center
Saturday, November 17, 2007

Cost: \$30 per person

(Please note, we have not increased the price in the past three years.)

Bus fare and admission to the Christmas Connection
included in trip cost

Departure from Erie 8 a.m. from the old Blair Outlet building – Millcreek Mall
Arrival back in Erie 8 p.m. at the Millcreek Mall

Cleveland's Christmas Connection held at the IX Center in Cleveland brings together over 900 booths of artists, crafters, and retailers who offer a cornucopia of items for gift giving and decorating. While maintaining the "shopping" theme, it also provides fun for the entire family!

We will supply juice and muffins as well as a 50-50 on the bus, and wine and cheese for the trip home.

Get your family and friends together and plan to get your Christmas shopping finished so the month of December is nothing but rest and relaxation before the holidays. Beat the hustle and bustle of Christmas shopping and join us for this fun-filled day!

There will be an early bird drawing for a free trip to the IX Center, which will cover your bus trip and entrance fee. Just make and pay for your reservation by Friday, September 28, and your name will be entered in the drawing.

For reservations, please fill out the form below and return to Debbie Hromyak, Altman-Hall Advertising, 235 West 7th Street, Erie, PA 16501. Any questions, please call Debbie Hromyak at 454-0158 or Karen Jendruczak CPS /CAP at 347-1102.

Hope you can join us for this fun-filled day!

Name _____

Address _____

Phone _____ No. of Reservations _____ Amount Enclosed \$ _____

Please make checks payable to Presque Isle Chapter - IAAP