

# Presque Isle Press

## President's Message

*Concerning all acts of initiative and creation, there is one elemental truth - the ignorance of which kills countless ideas and splendid plans: that the moment one definitely commits oneself, the Providence moves, too. - Goethe*

Accepting the challenge of Co-President of the Presque Isle chapter was something that was about as far from my comfort zone as it could get. However, I felt that, for that reason alone, it was something that I probably should do. Then, as Goethe so aptly said, once that commitment was made, everything changed! The trials seemed overwhelming and I have to admit that I really felt like "killing" the extras right away! Goethe shows the importance of perseverance: ignoring the fact that things change when we commit ourselves "kills countless ideas and splendid plans". This encourages me to keep going—to keep the ideas and splendid plans alive! Anything that we have committed to is worth doing—or else why would we have committed to it in the first place?

The IAAP International theme, **Power of Commitment**, is inspiring. When we use the **Power of Commitment** as a helper to get us through tough times, an incentive to get important things done, we will come out on the other side stronger, more determined to be the best kind of person we can be. While it's true that once a challenge is overcome, another bigger challenge will take its place, each new challenge seems easier when we successfully navigate one hurdle at a time.

Let's be determined as a chapter and as individuals to do all that we can to help ourselves and each other fulfill our **Power of Commitment!**

*Karen Jendruczak*

Karen Jendruczak, CPS, CAP

*Jan Hutchinson*

Jan Hutchinson

Co-Presidents of the Presque Isle Chapter

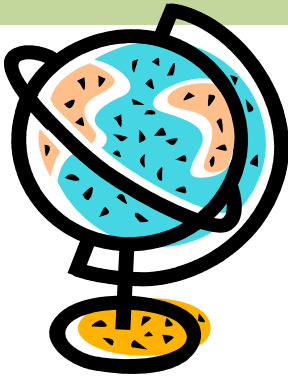


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**POWER**  
**of**  
**Commitment**  
Presque Isle Chapter



## HAVE YOU VISITED YOUR CHAPTER WEBSITE LATELY?

[www.iaap-presqueisle.org](http://www.iaap-presqueisle.org)

If you don't have a log-in yet,  
contact Maria Carney,  
Webmaster at  
[maria.carney@erieinsurance.com](mailto:maria.carney@erieinsurance.com)

### Presque Isle Chapter Officers for 2009-2010

Karen Jendruczak, CPS/CAP  
Jan Hutchinson  
*Co-Presidents*

Carol Korn, AIS, ACS, CPIW  
*Secretary*

Kim Pietrasiewicz  
*Treasurer*

### Presque Isle Christmas Connection Bus Trip

Our bus trip to the Cleveland Christmas Connection is November 21. Check out pictures of this year's successful fundraiser in the next issue of Presque Isle Press.

## International Update

### *CPS/CAP Certification*

Two individuals sat for three sections of the CPS exam on November 7<sup>th</sup>. Thank you, Shirley Fuller, for proctoring the exam.

Get a jump on 2010! **Upcoming exam dates** are:

**May 7-8, 2010**; register by February 15, 2010

**November 5-6, 2010**; register by August 15, 2010

### *The Gift of Membership*

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year.

The sign-up forms are online at: <http://www.iaap-hq.org/join/gift.html>

Don't let another day go by—give the perfect gift, the Gift of Membership.

### *Lock in those Fees: An Additional Membership Opportunity*

This year, International created an option to renew for multiple years to lock in this year's pricing and save some money on our memberships. It cannot be done over the web community—members must contact Laura Giokas in Membership at HQ ([lgiokas@iaap-hq.net](mailto:lgiokas@iaap-hq.net)) and she will assist you in making these arrangements.

## PA Division Update

### *Reimbursement for Professional Development*

The Pennsylvania Division has funds available to assist members as they pursue professional development activities—inside or outside of IAAP activities. Details about this program, as well as the form and the submission address, are available on the PA Division website:

<http://www.iaap-pennsylvania.org/IAAPHQ/PADivision/PADivisionMembersOnly/PADivisionProfessionalDevelopment/Default.aspx>

You will need to login to access this information. If you experience difficulty locating this information, please contact a Presque Isle board member or Maria Carney, Treasurer for the PA Division.



## Presque Isle Update

### Membership

by Chris DeSantis, PI Chapter Membership Chair

I can't believe it is fall already and with Thanksgiving just around the corner. I know that even though this year brought much change to my life, I also am aware that looking back, I have much to be thankful for.

One event that brought change to my life this year was joining the Presque Isle Chapter of IAAP. Last month, I took advantage of going to the Western Council meeting that was held in Clarion, PA. Although the day was rainy, the drive was still beautiful and it gave me the opportunity to meet new people from Western PA, have breakfast and listen to two great presentations that gave me some new insight – one on change (I thought that the presenter was speaking directly to me!) and one about using the new IAAP website (very helpful). What better way could I have spent some innovative and creative time for me?

IAAP, as my "What's In It for Me?" (W.I.I.F.M.) radio station, was really providing me with a number of great prospects to enhance myself and allowing me educational opportunities that I certainly couldn't get elsewhere in such an interactive way.

This station is available to everyone. Don't let it go off the air for you—continue to give yourself the gift of continuing education through obtaining professional certification, learning new business techniques, and attending educational workshops offered through the Education Forum and Annual Meeting (EFAM), the Certification Conference, and the Professional Education Conference. You certainly deserve to pamper yourself so that you can become the best Administrative Assistant possible.





Take time for yourself and enjoy the many opportunities provided by being actively involved in the Presque Isle Chapter of IAAP. I look forward in seeing you at Ruby Tuesday for our next meeting on December 1, 2009.

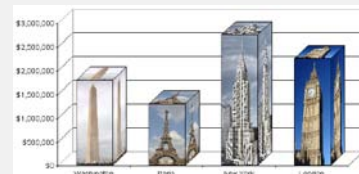


### Tech Tip - Excel

#### Add Pictures to Chart Objects

A picture speaks a thousand words. The point of a chart is to visually show what the numbers already support. Charts don't have to be stiff, and boring. The columns in column charts don't have to be red, green, and blue.

1. Create the chart normally.
2. Click once on a column and all columns will be selected. Click a second time and only that column will be selected. Double-click the selected column and click  in the color selection area.
3. Select the  tab. Click the  button. Find the desired picture for the right effect. Click  twice.



Here's a quick holiday treat that's fun to make and easy to adapt to your own style and taste! Enjoy!

Submitted by Kim Pietrasiewicz – found online at [www.allrecipes.com](http://www.allrecipes.com)



## Frosted Snowmen Treats™

Prep Time: 40 Min

Ready In: 1 Hr

Yield: approximately 12 snowmen

### **Ingredients**

- 3 tablespoons margarine or butter
- 1 (10 ounce) package regular marshmallows
- 6 cups Kellogg's® Rice Krispies® cereal or Kellogg's® Cocoa Krispies™ cereal
- Canned frosting or decorating gel
- Assorted candies

### **Directions**

1. In large saucepan melt butter over low heat. Add marshmallows and stir until completely melted. Remove from heat.
2. Add Kellogg's® Rice Krispies® cereal. Stir until well coated.
3. Using buttered spatula or waxed paper, press mixture evenly in 15 x 10 x 1-inch pan coated with cooking spray. Cool. Using 4-inch cookie cutter coated with cooking spray cut into snowman shapes. (If desired, use 2-, 1 3/4- and 1 1/2-inch round cookie cutters coated with cooking spray to cut into circles.)
4. Decorate snowmen with frosting and/or candies. (If using circles, for each snowman connect three different sized circles together with frosting. Decorate with remaining frosting and/or candies.) Best if served the same day.

### **MICROWAVE DIRECTIONS**

In a microwave safe bowl, heat margarine and marshmallows on HIGH for 3 minutes, stirring after 2 minutes. Stir until smooth. Follow steps 2 thru 4 above. Microwave cooking times may vary. For best results, use fresh marshmallows.

One jar (7 oz.) marshmallow creme can be substituted for regular marshmallows.

Diet, reduced calorie, or tub margarine is not recommended.

Store no more than two days in airtight container. To freeze, place in layers separated by wax paper in airtight container. Freeze for up to 6 weeks. Let stand at room temperature for 15 minutes before serving.

IAAP October meeting: H1N1 in the Workplace—Awareness & Prevention



2009 Western Council meeting:



## Presque Isle Chapter IAAP

PO Box 8922  
Erie, PA 16505

(814) 217-6083 (Jan)  
[jhutchinson@wqln.org](mailto:jhutchinson@wqln.org)

(814) 725-5825 (Karen)  
[klicps@roadrunner.com](mailto:klicps@roadrunner.com)

Find us on the Web:  
[www.iaap-presqueisle.org](http://www.iaap-presqueisle.org)



## And Last But Not Least...

### ***The Presque Isle Chapter Recycles for Cash:***

The Presque Isle Chapter participates in a program to recycle used cell phones and ink cartridges. Please bring any items that you'd like to donate to this program to any chapter meeting or call any board member to have the items picked up. If your office is interested in collecting and donating the used items to the Presque Isle Chapter to recycle, call Karen for more information.

### ***Clothing Available:***

Shirley Fuller has an x-large IAAP shirt—with "diamond studs" on it. If anyone is interested in it, please contact either Karen or Maria (or, if you have Shirley's contact information from the roster, you may contact her directly).

### ***Presque Isle Membership Drive:***

Our October membership drive generated a great deal of interest from businesses and individuals around our region. We continue to spread the word and encourage membership. To that end, there are many international and local incentives available to members and to the chapter as a whole. There are many materials available to help get the word out about how IAAP is the professional organization of choice for over 40,000 people worldwide and how the Presque Isle Chapter can specifically help those in our area to achieve their full potential professionally. If you would like any of these materials, please contact Chris DeSantis, PI Membership Chair and she will provide you with whatever you need.

### ***2009-2010 Presque Isle Roster:***

If you did not receive a roster for this year or if you have a question about your listing, please contact Karen Jendruczak, CPS/CAP.

### ***Calendar Dates to remember:***

#### ***The Presque Isle Chapter Meeting***

**December 1, 2009:** Please come to Ruby Tuesday in the Millcreek Mall at 5:45pm for our next chapter meeting. The attached flyer has more information.

**February 2, 2010:** PI Chapter meeting at Ruby Tuesday

#### ***The Presque Isle Board Meeting***

**January 5, 2010:** The next Presque Isle board meeting will be at 5:45pm at Shriner Hospital conference room.

**March 2, 2010:** PI Board meeting at Shriner Hospital

#### ***Other Important Dates to Remember:***

March 8-10, 2010: Professional Education Conference in Reno, NV

April 18-24, 2010: Administrative Professionals Week

April 21, 2010: Administrative Professionals Day

May 7-8, 2010: CPS and CAP Exams

June 1, 2010: Installation of new officers

July 18-21, 2010: International Education Forum and Annual Meeting in Boston, MA

#### ***The Presque Isle Fashion Show***

We are starting preparations for the Spring Fashion Show. If anyone is interested in helping out, please contact Jan Hutchinson.

# POWER of Commitment

Presque Isle Chapter

## Dinner Choices

**The Smokehouse Burger:** Topped with aged New York cheddar, applewood smoked bacon, tangy barbecue sauce, and crisp onion straws.

**Chicken Bella:** Sautéed baby portabella mushrooms and artichokes in a Parmesan cream sauce over a fresh, grilled chicken breast. With fresh, steamed broccoli and white cheddar mashed potatoes.

**Fresh Avocado Quesadilla:** Perfectly ripe avocados, grated Swiss cheese, and fresh pico de gallo.

**Freshly Made Soup & Garden Salad:** Enjoy a bowl of white bean chicken chili or broccoli & cheese soup with your choice of our Fresh Garden Bar or a Signature House Salad.

Tuesday, December 1, 2009

Ruby Tuesday

Millcreek Mall

Erie, PA

Cost: **\$18.00 ea.**

5:30 pm Registration/Networking

6:00 pm Dinner

7:00 pm Program and Business Meeting

## Program

### Assisted Technology

Learn what office technologies are available to assist those any with disabilities, what guidelines are in place that must be followed, and where we can find assistance should the need arise.

Speaker: Jeff Boss, Assistant Professor of Occupational Therapy at Gannon University.

### IMPORTANT RESERVATION INFORMATION:

- ⊙ **Reservation Deadline:** All reservations must be mailed by Monday, November 23, 2009 — Please DO NOT mail checks after this date. Call in your reservation(s) to Carol Korn (814) 870-4591
- ⊙ **Cancellation Deadline:** Cancellations will be accepted until noon on Friday, November 27, 2009. **Any cancellations or no-shows after the Cancellation Deadline will be charged.**
- ⊙ **Reservations & Payment:** Complete and mail reservation form along with a check made payable to Presque Isle Chapter, IAAP, P.O. Box 8922, Erie, PA 16505

~ Reservations & Payment ~

December 1, 2009

NAME \_\_\_\_\_  CPS  CAP  CPS/CAP

DINNER CHOICE: \_\_\_\_\_

I WILL ATTEND:  DINNER & PROGRAM – \$18.00  DINNER ONLY – \$18.00  PROGRAM ONLY

Please list any dietary restrictions \_\_\_\_\_

GUEST NAME(S) \_\_\_\_\_ GUEST PHONE NUMBER(S) \_\_\_\_\_

GUEST EMPLOYER(S) \_\_\_\_\_

~ Remember to enclose your \$18.00 check payable to **Presque Isle Chapter**

I need a receipt.

