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PRESIDENT'S MESSAGE

Maria Carney CPS, AIS, President

I hope all of you had a wonderful Easter and are looking forward to Spring. I found this article my boss recently wrote to be very true in our profession and organization as we continue to grow as a chapter, and I'd like to share it with you.

I'm too Busy...another Excuse?

Sometimes our attitude is self-defeating: we hold ourselves back from opportunities and fulfilling challenges. One way we do this is by telling ourselves we're "too busy."

There's no doubt that we are all very busy. But, being "too" busy limits our potential. It becomes an easy excuse, replacing the others we're not allowed to use. If we dare admit we're *not* too busy, we feel the pressure of peers. ("How come you're not as stressed out as I am?") We also start to question ourselves. ("Maybe I'm missing something. Maybe I'm not as important as everyone else.") We become afraid to admit that we're not too busy. (We wouldn't want the boss to think we have extra time.)

Before they can talk, children learn how to manipulate their parents. Like them, we learn that the "too busy" excuse is very effective at getting people to leave us alone. Behaving this way hurts our progress. We should never be too busy to learn a new approach; to help others in the Division; to respond to a customer with our full attention; to spend time with our families, friends, and our own thoughts.

From now on, let's not say, "I'm too busy." Let's not accept that excuse from each other. When someone comes to you for help, instead of making that excuse, explain to them your priorities and deadlines. You can make a deal. They can help you meet your goals if you help them. Working together is a lot more fun than being too busy and on your own. Try it: It often takes only a short time to delight a member. And that's what makes you most valuable to our chapter!

Also, don't let yourself get "too" busy. Many hands make light work. Ask for help with your crunches. (Especially now, since people aren't allowed to tell you they're too busy.) Set aside some time to learn new techniques so your work gets easier. Don't limit your growth by staying too busy with today's ways.

We need to keep our chapter growing strong and with all of us working together as a team we are sure to have the best chapter.

Please be sure to join us at the Anastasia Mansion on May 13th for a presentation by Karen Weston from Gannon University.

Believe In Your Dream!!



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



2007-2008 CALENDAR CORNER

May 13, 2008

Chapter Meeting— Anastasia Mansion

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

WQLN AUCTION

We had such a great time when we volunteered to work at the WQLN Travel Auction a few months ago, that we agreed to do it again for their May Auction.

The Chapter has decided to work first shift (5:15—8:30), on Wednesday, May 28, 2008..

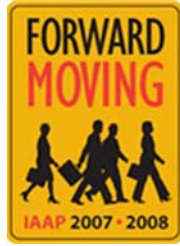
The Chapter is also donating a Presque Isle Chapter - IAAP membership as one of the auction items. This will give us the opportunity to speak about IAAP while working the auction.

We would like as many volunteers as possible to work that night and promote the Presque Isle Chapter IAAP. Please contact Maria Carney CPS to let her know that you will volunteer.

WQLN will provide dinner for us before the auction begins. Please make time in your busy schedule to participate in this worthy cause.

Thanks!!

INTERNATIONAL NEWS



International Association of Administrative Professionals partners with Microsoft. IAAP officially endorsing Microsoft's Certified Application Professionals program to benefit members.

The International Association of Administrative Professionals is teaming up with Microsoft Corp. to offer IAAP members and *OfficePro* readers the opportunity to attain Microsoft Business Certification by July 1.

IAAP is officially endorsing Microsoft's Certified Application Professionals program. This product endorsement, a first-ever for IAAP, shows that IAAP is committed to seeking out opportunities for its members to attain specific capabilities that help them stay viable in the business community and advance in the workplace. This is good news for IAAP members, who can take advantage of popular Microsoft certification at a deeply discounted price.

"IAAP is very pleased to partner with Microsoft in the launch of their new certification program," said Kathy Schoneboom CPS/CAP, certification manager for IAAP. "We believe professional certification and industry certification go hand-in-hand for the administrative professional who is serious about their profession."

Administrative professionals taking the CPS and CAP exams have challenged themselves to achieve a well-respected professional goal. Many who attain the CPS and/or CAP rating receive a bonus or salary increase, the potential for college credit, and a wealth of knowledge. The new Microsoft certification program steps alongside to provide additional education and training for those already committed to lifelong learning.

Certified by Summer is a special, limited-time opportunity for administrative professionals to attain certification in select Microsoft 2007 software programs at a significant discount. IAAP members can purchase the new Certiprep for 2007 Microsoft Office for \$35, discounted from the retail value of \$160. This IAAP member-exclusive includes preparation materials, training resources, a practice test and exam voucher to become a Microsoft Certified Application Specialist in Microsoft Office Word, Excel or PowerPoint 2007. For more details about **Certified by Summer** including registration, deadlines and pricing visit the Web site: www.certifiedbysummer.com.



PA DIVISION DETAILS

The March 2008 membership reports are now available to download from the headquarters web site. Membership in the PA Division currently is 656, which is a decrease from February 2008; however, PA Division currently stands at #1 in the Association for New Chapter Development, which is wonderful news.

Lyndee Long CPS will be installing the Susquehanna Valley Chapter on Thursday, April 24th, which will be our second new chapter in 2007 - 2008.

Attached are the 2008 proposed amendments to the Pennsylvania Division Bylaws, Standing Rules and Procedures to be presented for consideration and action by Chapter and Division Delegates during the business session at the Pennsylvania Division Annual Meeting in Wilkes-Barre, PA, May 16-18, 2008.



BIRTHDAYS

May

Karen Jendruczak CPS/CAP	21
Cassie St. Denny	27
Mary Seaman	31

2008-2009 SLATE OF OFFICERS

President

Maria Carney CPS

Vice President

Maureen Deegan

Secretary

Carol Korn

Treasurer

Karen Jendruczak CPS/CAP

Thank you to our members who have agreed to serve as your chapter officers for 2008-2009. As the year goes on, please consider taking an office next year to serve your chapter. We need everyone's help to make this chapter successful!

CHAPTER COMMUNICATIONS



Please join the Presque Isle Chapter at the Anastasia Mansion, on Tuesday May 13th. Our guest speaker will be Karen Weston from Gannon University. She will talk to us about the Myers Briggs Type Assessment and will focus on finding our strengths and team building as a chapter.

Please make your reservations with Shirley Cochran at 450-8233 or by email at sjpotts@verizon.net.

The May newsletter deadline is May 20, 2008

The next board meeting is Tuesday, May 20, 2008

WAYS & MEANS

Debbie Hromyak , Chair

Here are a couple "Save the Dates" for you:

"Fashions of the Decades"
Erie Yacht Club
(Rescheduled)
Saturday, September 20, 2008

and

Cleveland's Christmas Connection - IX Center
Saturday, November 22, 2008

As most of you know, these are fun events to share with your family, friends and co-workers. Don't miss the chance to attend them!

MEMBERSHIP COMMITTEE

A big congratulations goes out to our newest chapter member, Mary Seaman. Mary graduated from Erie Business Center a few weeks ago, and in addition to that accomplishment, she was named "Student of the Year". What a wonderful accomplishment! Way to go, Mary!!!! We are looking forward to you being a part of the Presque Isle Chapter.

Happy

Mother's Day

Presque Isle IAAP

April 2008



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

May Dinner Announcement

Tuesday, May 13, 2008

***Anastasia Mansion
551 West 8th Street
Erie, PA***

Join the Presque Isle Chapter, on Tuesday, May 13th, at Anastasia Mansion. Dinner will need to be pre-ordered. Please choose from the attached menu and respond with your dinner selection by May 6th. The meeting will begin at 5:45 p.m.

We will be joined by Karen Weston from Gannon University. She will talk to us about the Myers Briggs Type Assessment and this will focus on finding our strengths and team building as a chapter.

MAY RESERVATION

Please make your reservations with Shirley Cochran at 450-8233 or by email at sjpotts@verizon.net.

Anastasia Mansion's Casual Fine Dining Menu

ENTRÉE

Dinners are served w/soup Du Jour or a salad & include appropriate side dishes.

STUFFED TILAPIA

Tilapia stuffed with a seafood mixture of scallops, crab meat, & a bread mix, topped with a béchamel sauce. \$14.50

DILL ENCRUSTED SALMON

Seared Salmon Filet encrusted with dill, and served with a home-style dill sauce. \$15.50

LINGUINE AND CLAM SAUCE

Clams, roasted onions, and garlic in a white wine & garlic butter sauce. \$13.95

RASPBERRY PORK TENDERLOIN

Marinated tenderloin medallions served with our incredibly light raspberry reduction. \$15.50

FILET GORGONZOLA

Grilled tenderloin of beef, Gorgonzola infused, topped with a cream sauce. \$19.95

THE MANSION FILET

Hand cut Filet Mignon grilled to your desire. Served topped with a sautéed tomato and mushroom slices. \$18.95

STUFFED CHICKEN CHARDONNAY

Stuffed chicken breast with ricotta cheese, prosciutto, and Swiss.
Rolled in Japanese breadcrumbs served with a chardonnay cream sauce. \$14.95

MANSION CHICKEN MARSALA

Chicken breast cooked old style with a twist. We infuse it with herbed butter and finish with mushrooms in a delicate Marsala reduction. \$13.95

BLACK CHERRY PISTACHIO OSTRICH FILET

Filet Rolled in Cherries, Pistachios, pan seared, then baked. Served atop a flamed brandy reduction.
Like Filet Mignon? You'll *love* Ostrich. \$21.95

NEW ZEALAND LAMB CHOPS

Roast rack of lamb, embellished with a blend of herbs, spices, then encrusted in lavender petals. \$24.95

TRADITIONAL VEAL MARSALA.

Marsala & mushrooms are reduced with the buttery seasoned pan drippings. \$16.95

VEAL OSCAR

Veal topped with crabmeat, asparagus, and a béarnaise sauce. \$17.95

DESSERTS

CHOCOLATE VOLCANO

Super Moist Chocolate Cake Filled With French Vanilla Ice Cream & Oozing With Chocolate & Caramel. \$4.95

CRÈME BRÛLÉE

A Traditionally Decadent Favorite Complete With Caramelized Topping. \$3.95

BLACK FOREST TRIPLE LAYER CAKE

Dark Milk Chocolate Cake Layers Separated by a Delicate Cherry Filling & Topped with Cherry & Shaved Chocolate on White Whipped Frosting. \$4.95