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International Association of Administrative Professionals®

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November 2008

## INSIDE . . .

President's Message	1
International News	2
PA Division Details	2
Calendar Corner	2
Chapter Communications	3
Ways & Means	3
Membership Committee	3
Birthdays	3
Recycling	3
Photos	4

## Inserts

Reservation Form
Member of Excellence Worksheet

### Presque Isle Press

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## PRESIDENT'S MESSAGE

Maria Carney CPS, AIS, President

The IAAP Pathways to Excellence Recognition Program is designed to raise **your** value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence and a Division of Excellence. The program is based on ten principles: Certification, Commitment, Communication, Education and Training, Fiscal Responsibility, Leadership Development, Marketing Research, Programs and Participation, Recruitment and Retention and Strategic Planning.

I wanted to talk to you about the Member of Excellence Program. All you need to do is attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder.
2. Sign the online Member of Excellence Commitment agreement.
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level).
4. Attend non-IAAP professional educational workshops, seminars and conferences.
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification.
6. Pay membership dues on or before anniversary date.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training.
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination).
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

Winning members will receive a Member of Excellence certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

Attached to this newsletter is a sample worksheet that you can use to keep track of your progress as you strive to take Excellence in Action! If you did receive a binder that I have put together that includes all of this information, please let me know and I will be sure to provide you one.

We look forward to seeing all of you at the November 11, 2008 meeting. Join us this year as we begin to take "Excellence in Action"! Be sure to visit our new website at [www.iaap-presqueisle.org](http://www.iaap-presqueisle.org).

Maria Carney CPS, AIS  
2008-2009 President  
Presque Isle Chapter





## INTERNATIONAL NEWS



### 2008-2009 CALENDAR CORNER

**November 7-8, 2008**

CPS/CAP Exam

**November 11, 2008**

Chapter Meeting—WQLN  
“Get The Job Done with Word  
2007”, presented by Debbie  
Bisbee CPS

**November 22, 2008**

Cleveland Christmas Connection  
Bus Trip

**December 9, 2008**

Chapter Meeting  
“Counseling in the Workplace”  
Presented by Ken McCurdy

**January 13, 2009**

Chapter Meeting

**February 10, 2009**

Chapter Meeting

**March 9-11, 2009**

Spring Professional Education  
Conference in Nashville

**March 10, 2009**

Chapter Meeting

**April 14, 2009**

Chapter Meeting

**April 19-25, 2009**

Administrative Professionals Week

**May 1-2, 2009**

CPS/CAP Exam—Porecco Center

**May 12, 2009**

Chapter Meeting

**June 9, 2009**

Chapter Meeting

**July 26-29, 2009**

IAAP International Convention &  
Education Forum, Minneapolis  
Convention Center, Minneapolis,  
Minnesota

If you've been meaning to read *The 7 Habits of Highly Effective People* but never have, then now is the time! Stephen R. Covey's well known book, focusing on powerful lessons in personal change, has been around for almost 20 years. Is it still relevant?

Covey states “*our problems and pain are universal and increasing, and the solutions to the problems are and always will be based upon universal, timeless, self-evident principles common to every enduring, prospering society throughout history.*” Maybe it's time to read it again?

To participate or follow this month's discussion, log onto [members place](#) and check the [forum](#). (You can also check out the latest communications). Create your own *Excellence in Action*

**Barb Horton CAP**  
**International President**

### ONLINE CHAPTER JOIN PROJECT

As mentioned in the October *IAAP Connections*, the next phase of the Online Chapter Join Project is set to begin Wednesday morning, October 22. This phase involves adding chapter name records to the database so IAAP's online payment system will be inactive on October 22 and October 23. New member applications, renewals, orders and meeting registrations cannot be processed online during that time. Also, the entire Membership Department will be focused solely on inputting data for over 600 chapters and divisions so phone calls and e-mails sent during that time will be answered after October 23.

### PA DIVISION DETAILS

The Western Council meeting will be held in Beaver Falls on Saturday, November 1.

The day will begin at 8:00 a.m. with continental breakfast, followed by a fun Icebreaker.

[Recertification points will be awarded](#) for the program, “*Back to Basics.*” This meeting is not just for Chapter Presidents and officers. All members will benefit from this program. I especially encourage you to invite your new members to attend.

Maria and Karen are planning to attend. We will be leaving bright and early Saturday morning and have lots of caffeine along the way. If you are interested, please let one of us know. It is a great opportunity to become more involved in IAAP!





## NOVEMBER BIRTHDAYS

Gerrie Fields	2
Carol Drury	6
Fran Skobieranda	17
Debbie Bisbee CPS	20
Debbie Hromyak	21
Shirley Fuller CPS	28



## CELL PHONE RECYCLING PROGRAM

Don't forget our cell phone and ink cartridge recycling program. This is an ongoing project. Any time you have an old cell phone or used ink cartridge to throw away, bring it to a meeting and we will turn it in for our recycling program. Thank you!



## CHAPTER COMMUNICATIONS

Please join the Presque Isle Chapter at WQLN, on Tuesday, November 11th. Our guest speaker will be Membership Committee Chair, Debbie Bisbee, CPS. Her presentation will be "Getting the Job Done with Word 2007." Debbie's presentation will facilitate hands-on activity and allow us to interact with one another while learning how to accomplish specific tasks in Microsoft Word 2007.



The great news is that we have been approved to receive 2 recertification points for Debbie's presentation!

The December newsletter deadline is November 18.

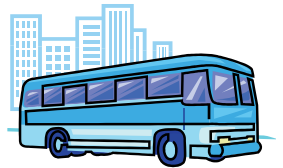
The next board meeting is Tuesday, November 18.

You can make your reservations with Maureen Deegan to attend this meeting. Please contact Maureen by email at [mdeegan@wqln.org](mailto:mdeegan@wqln.org)

## WAYS & MEANS

Debbie Hromyak, Chair

Our bus trip to the Christmas Connection in Cleveland is now full! We received all the reservations in plenty of time for you to make the early bird drawing. Good luck to each and every one of you!



We are looking for donations of water and juice for the trip. Please let Debbie Hromyak ([debbie@altman-hall.com](mailto:debbie@altman-hall.com)) or Karen Jendruczak ([kljendruczak@ridgurak.com](mailto:kljendruczak@ridgurak.com)) know if you can help us out.

A letter will be going out the week before the trip with a reminder on where to meet, etc.

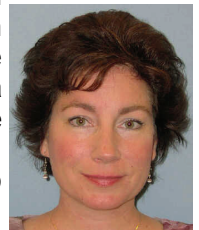
Looking forward to seeing everyone!

## MEMBERSHIP COMMITTEE

Debbie Bisbee CPS, Chair

We are pleased to extend a warm welcome to new members, Kim Pietrasiewicz and Kathleen Skelton. They were introduced to IAAP by Carol Korn and Maria Carney.

Kathleen has worked at Erie Insurance for 13 years and is currently an Administrative Assistant in the Agency Division. She has also worked in the Office of the President, Human Resources and Correspondence Processing. Before Erie Insurance, she worked as a secretary for a 1300 member church, at the US Embassy in Costa Rica and for the Central Intelligence Agency. In her free time, she likes to kayak, bike, cross-country ski and hike with her husband and dog. She also loves to find unique bargains at yard sales and antique stores.



Kim has worked for the Erie Insurance Group for 11 years and is currently a Program Administrator. She graduated from McDowell High School and earned an ASB degree from Erie Business Center in 1991. She enjoys spending time with her husband, Bill, and seven-year-old son, Michael, and loves to go shopping.

# Pennsylvania Governor's Conference for Women





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

**November Dinner  
Meeting**

***Tuesday, November 11, 2008***

***WQLN  
8425 Peach Street  
Erie, PA***

Please join the Presque Isle Chapter at WQLN, on Tuesday, November 11th. Our guest speaker will be Membership Committee Chair, Debbie Bisbee, CPS. Her presentation will be "Getting the Job Done with Word 2007." Debbie's presentation will facilitate hands-on activity and allow us to interact with one another while learning how to accomplish specific tasks in Microsoft Word 2007.

Dinner will be pizza and subs at a cost of \$7.50 per person. Please make your reservations with Maureen Deegan.

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**November Reservations**

Please contact Maureen Deegan 814-217-6050, or by email at [mdeegan@wqln.org](mailto:mdeegan@wqln.org) to make your reservations.

