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## INSIDE . . .

President's Message	1
International News	2
Calendar Corner	2
PA Division Details	3
Chapter Communications	3
Ways & Means	3
Birthdays	3
Recycling	3
Membership Committee	4
Diabetes Walk	4
Wishes	4
Photos	5

## Inserts

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Reservation Form  
Christmas Connection Flyer

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## PRESIDENT'S MESSAGE

Maria Carney CPS, AIS, President

As IAAP and the Presque Isle Chapter begin to take "*Excellence in Action*", I would like to provide you with a couple examples of teamwork that my boss discussed with our division. I felt that this applies to us as well whether in our chapter, work or at home.

Did you know that when geese fly in formation, they travel 70 percent faster than when they fly alone? When the lead goose – who's taking the brunt of the task – gets tired, another one moves up and the point of the "V" shifts. You've seen it happen.

In a long-distance bicycle race, the strongest rider knows that he or she can ride faster than the team. They're stronger and bigger. They ride in a higher gear than their teammates do. But when the team is drafting off each other, there's no way the best rider can finish the race first on his or her own. Except for real short distances, the efficiency of a drafting bicycle team will outdo a single rider every time. The strong riders have to sacrifice their pace for the team. But, their strength doesn't go to waste, it helps make the whole team faster.

Well what does this have to do with IAAP? You can think of a team like our chapter as a wheel. Each member is a spoke in the wheel. One of the spokes wants to be longer. Why? Because longer spokes mean bigger wheels and bigger wheels cover ground faster. This spoke, with the best of intentions, stretches out longer than his fellow spokes. What happens? The wheel is out of round. It gives a bumpy ride and starts to rub against the frame. The rider has to stop to fix it. The whole team slows down until things are brought back into balance.

Being a team member or part of our chapter is tougher than it sounds. If you're the strongest goose in the formation, you have to be patient with the rest of us. If you're one of the shorter spokes, the team expects you to be stretching yourself, catching up to keep the wheel round. We all want to be "big wheels." It just works best when we do it together.

It was nice to see all of you at the first meeting of 2008-2009. If you have any questions about the Pathways to Excellence program, please let me know. We have some exciting programs planned for you in the next months ahead.

We look forward to seeing all of you at the October 14, 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*

Maria Carney CPS, AIS  
2006-2007 President





## INTERNATIONAL NEWS



### 2008-2009 CALENDAR CORNER

#### October 14, 2008

Chapter Meeting—Ruby Tuesday  
“Non-Verbal Communication in  
the Workplace”

#### October 19-22, 2008

Certification Conference, Grand  
River Hyatt Hotel, Denver,  
Colorado

#### November 7-8, 2008

CPS/CAP Exam—Porecco Center

#### November 11, 2008

Chapter Meeting

#### November 22, 2008

Cleveland Christmas Connection  
Bus Trip

#### December 9, 2008

Chapter Meeting/Christmas  
Celebration

#### 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

### Communication #2 from International President Barb Horton CAP September 4, 2008

I was watching when 61 year old Ian Millar from Canada earned his first medal-- after nine Olympic tries-- in the Nation's Cup, an equestrian event at the Beijing Olympics. You don't need to wait that long to be a winner and a member of excellence! Check it out at <http://www.iaap-hq.org/pathwaystoexcellence> and get your action plan in place.

Things are happening! The work required (<http://www.iaap-hq.org/projectplan2008.pdf>) to turn IAAP into a Remarkable Association by 2010 has begun. Currently there are four Sub-Committees and seven Action Teams focused on moving specific initiatives forward. That's 11 groups who have logged over 20 hours (or another way over 110 people-hours) since Convention. Here are a few updates so you know where we are at:

- Redefining IAAP's mission statement is almost complete. It's taken longer than we anticipated because the member feedback did not provide a clear leader. Next week a final survey will be sent to a selection of members across the Association and the results will be announced shortly after. We can hardly wait. An action team is also hard at work on refining the Value Statements... those should be available within the next month.
- Completing the commitment forms for Pathways to Excellence has been delayed until the mission statement is finalized. It's coming soon.
- Determining what to measure is critical and we want to get it right the first time. Development of the baseline membership questionnaire is in the research stage. Processing of feedback received through the “suggestion box” at <http://www.iaap-hq.org/feedback> is ongoing. We've received lots of submissions in just the first three weeks. Keep it coming - we look forward to hearing more from you.
- Evaluating the website for redesign has begun. This is a formidable and exciting endeavor.

Thank you to the members of the Board of Directors and Headquarters staff who make up the Sub-Committees and Action Teams. Past International President Sandy Chandler CPS, Past International President Jo Peay, and Past District Director Teresa Bennett CPS/CAP are each involved in an Action Team. We appreciate your time very much.

As well, chapter renumbering continues to prepare the platform to offer chapter online membership applications. Each chapter number needs to align with their respective district number and requires a labor-intensive membership transfer for each chapter involved. Once complete, the renumbering will allow the proper “search” functions to operate.

Have you logged on to members place yet? The forum for discussion has been revised, with some great new features you want to test out-- like the long-awaited search function, which lets you find topics fast and easy.

I've been hearing great things about the fall leadership workshops taking place across the association. Excellent things! What does it take to grow an association? Start with the leaders. They will move us towards Excellence in Action. What is leadership? Leadership is influence. Nothing more and nothing less. Excellence in influence. Excellence in leadership. Excellence in Action.

Barb Horton CAP  
2008-2009 International President

International Association of Administrative Professionals

*Excellence in Action*



## OCTOBER BIRTHDAYS

Jill Sznajder	5
Carol Korn	18



## 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!



## PA DIVISION DETAILS



The Pennsylvania Division Western Council Meeting is November 1<sup>st</sup>. It will be hosted by Beaver Valley Chapter. More details will be available soon. Western Council is for all members of every chapter within the Western Council area. If you are interested in attending, please contact Maria Carney.

The Bucks County, Cephalon, Liberty Bell, Montgomery County, Rohm and Haas, Delaware Valley and Wyeth Corp. One Chapters will host the 2009 PA Division annual meeting on May 15 – 17, 2009 in King of Prussia, PA. Mark your calendars!

## CHAPTER COMMUNICATIONS



Please join the Presque Isle Chapter at Ruby Tuesday's in the Millcreek Mall, on Tuesday, October 14, at 5:45 p.m., when our guest speaker will be Karen Weston from Gannon University. Her presentation will be "Non-Verbal Communication in the Workplace." Great news! Everyone will receive one recertification point for Karen's presentation.

Karen was educated at Gannon University. Ms. Weston received her M.S. in Community Counseling in 2002. She also received her M.B.A. Masters in Business Administration from Gannon University in 1982. She also attended Mercyhurst College where she earned her B.A. in Criminal Justice and Psychology. She has 21 years experience as a sworn police officer for the City of Erie until 1995 and retired at the rank of Lieutenant. She has become the Director of the Criminal Justice Program at Gannon University since that time.

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)

The November newsletter deadline is October 20.

The next board meeting is Tuesday, October 21.

## WAYS & MEANS

Debbie Hromyak , Chair

Thank you to everyone who attended our "Fashions of the Decades"! What a great success and how much fun! First, I want to thank all of the ladies in our chapter who volunteered their time that morning and especially our great models. A special thank you to Shirley Cochran who went out to the community and got us some great Chinese Auction items, and to Karen Jendruczak and Shirley Fuller for the great clothes. I don't know how we're going to top this one!

Well, Halloween is just around the corner, and you know what holiday follows...CHRISTMAS! Our bus trip to the Cleveland Christmas Connection is over half way filled and the deadline for the early bird drawing is Friday, October 17th, so get your reservations in soon! The early bird drawing gives you a chance to win your trip free to the IX Center, which covers your bus trip and entrance fee.

We will supply juice and muffins on board but please bring your own coffee if you wish. And, as always, wine and cheese will be served on the trip home. Beat the hustle and bustle of Christmas shopping at the mall and join us for this fun-filled day!

# WALK TO CURE DIABETES



On Sunday, September 21, Debbie Hromyak and Karen Jendruczak joined together to "Walk to Cure Diabetes", conducted by the Juvenile Diabetes Research Foundation.

## MY WISH FOR YOU

I wish you enough sun to  
keep your attitude bright.  
I wish you enough rain to  
appreciate the sun more.  
I wish you enough happiness  
to keep your spirit alive.  
I wish you enough pain so the  
small joys in life appear  
much bigger.  
I wish you enough gain to  
satisfy your wanting.  
I wish you enough loss to  
appreciate all that you  
possess.  
I wish you enough "hellos" to  
get you through the final  
"Goodbye."  
My friends, I wish you  
enough!

*Bob Perks*



## MEMBERSHIP COMMITTEE

Debbie Bisbee CPS, Chair

I am looking forward to seeing all of you at the October meeting and to hearing Karen Weston's presentation; she is a terrific speaker and a hard act to follow! In spite of that realization, I am bolstering my courage and preparing to present a workshop at our November meeting.

It is entitled "Get the Job Done with Word 2007" and will be held in the Fatica Learning Center at WQLN. This 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 new software looks completely different but, in my opinion, is really more user friendly once you become accustomed to using it.

In order to make the best use of limited time, participants should have at least basic to intermediate knowledge of Microsoft Word 2003. This includes creating a document, selecting and editing, and formatting characters and paragraphs. Some of the features I already plan to cover include columns, headers and footers, tables, mail merge, envelopes and labels, tabs, macros, autocorrect, and WordArt.

Please assist me in serving your needs by letting me know your specific questions about Word 2007. I would appreciate your returning the survey below to me no later than Monday, November 3. My contact information is as follows:

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Erie, PA 16506

Home phone: 833-1968  
Cell phone: 397-1849  
E-mail: [dabisbee@roadrunner.com](mailto:dabisbee@roadrunner.com)

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Phone No. Preferred: \_\_\_\_\_

Alternate: \_\_\_\_\_

E-mail \_\_\_\_\_

Topics of interest or specific questions about Word 2007 (How do I \_\_\_\_\_?):

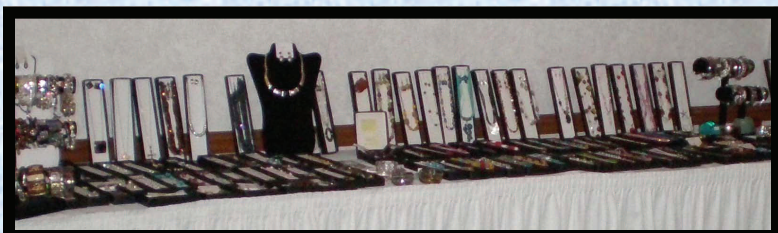
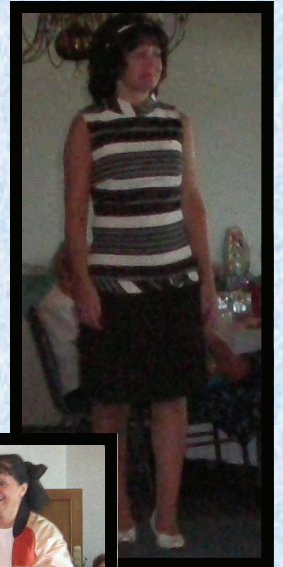
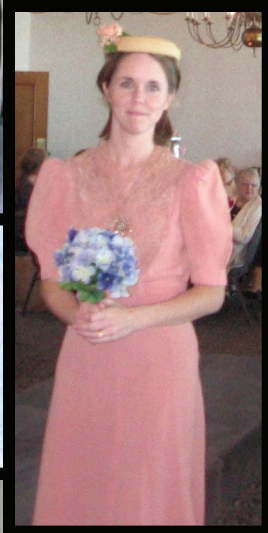
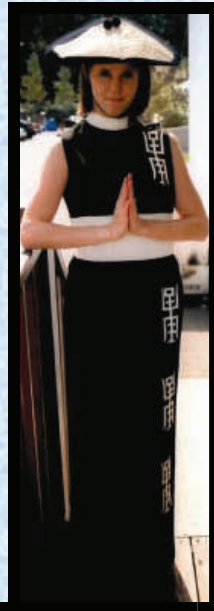
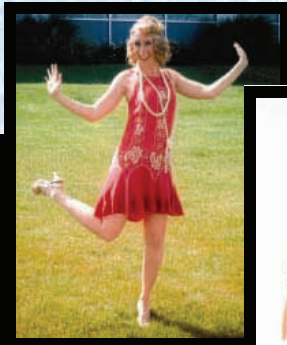
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# Fashions of the Decades





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

**October Dinner  
Meeting**

***Tuesday, October 14, 2008***

*Ruby Tuesday  
Millcreek Mall  
Erie, PA*

Please join the Presque Isle Chapter at Ruby Tuesday's in the Millcreek Mall, on Tuesday, Oct. 14, at 5:45 p.m., when our guest speaker will be Karen Weston from Gannon University. Her presentation will be "Non-Verbal Communication in the workplace." Great news! Everyone will receive one recertification point for Karen's presentation.

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**October Reservations**

Dinner will be ordered off the menu at Ruby Tuesday, but reservations are required. Please contact Maureen Deegan 814-217-6050, or by email at [mdeegan@wqln.org](mailto:mdeegan@wqln.org).

