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PRESIDENT'S MESSAGE

Maria Carney CPS, AIS, President

Welcome to all the members of the Presque Isle Chapter! I am very excited to be your Chapter President for 2008-2009.

At our Tuesday, September 9, 2008, chapter meeting I will talk to you about the new Pathways to Excellence program. This new program was introduced at the International Convention this past July. The International Board's Strategic Planning Subcommittee began work on developing a new recognition program during the 2006-2007 year. The primary difference between the current Recognition Plus program and the new Pathways to Excellence program is that while the Recognition Plus program is based strictly on numbers, the Pathways to Excellence program is a values-based recognition program. The program is being expanded to include a Member-level award, which was not done in the past. I'm sure you will agree that this new program is within reach for all of our members and our chapter as well.

We look forward to seeing all of you at the September 9, 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.

Maria Carney CPS, AIS
 2006-2007 President
 Presque Isle Chapter



Presque Isle Chapter



2008-2009 CALENDAR CORNER

September 9, 2008

Chapter Meeting - Erie Insurance
Knowledge Park

September 20, 2008

"Fashions of the Decades"

October 7, 2008

Chapter Meeting

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

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

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

INTERNATIONAL NEWS

**At International Convention the following
Motions were presented and adopted:**



I move that the International Board of Directors compile behavioral guidelines that define/describe "misconduct" as applies to any IAAP officer at any level of the association. These guidelines should include the wording, "including, but not limited to," and should also define appropriate levels of sanction up to removal from office for violation of the guidelines. This should be accomplished in time for submission to the delegates for their approval at the 2009 International Convention.

I move that all chapters of IAAP be given online membership registration capability with implementation no later than January 1, 2009.

Both of these motions were adopted.

Below are the links to the speeches from International.

[2007-2008 International President Judy McCoy CPS/CAP](#)

[2008-2009 International President Barb Horton CAP](#)

[IAAP Executive Director Don Bretthauer CAE](#)

If you haven't already had an opportunity, please visit the IAAP Community website - www.iaapnet.org - and visit the redesigned Forum in Member's Place. Take note of International Barbara Horton CAP's Book Discussion and join in with your comments and observations about the first text, *Becoming a Person of Influence*, by John Maxwell.

PA DIVISION DETAILS

Congratulations to Lyndee M. Long CPS on receiving the 2007-2008 Outstanding Division President in New Chapter Development Award at the International Convention and Education Forum. We are so proud of Lyndee!



Pennsylvania is ranked number 1 within the District and number 3 within the Association for chapters.

The Greater New England Division would like to welcome you to join them for any of their workshops this year that are being held throughout New England. One that might be of particular interest would be the Business Etiquette Bootcamp that will be held on November 1, 2008 in Providence, RI. TF Green Airport is close by and is serviced by many major airlines, or you could take Amtrak as the station is close to the hotel. You can find out more about their entire workshop series at www.administrativecelebration.com. If you know of any companies that would be interested in doing business in the New England Area and would be interested in sponsorship opportunities, please pass this along as well.

If you have any questions about this workshop series, please feel free to contact Bob Marshall CAP, Vice President of the Greater New England Division at vicepresident@iaap-gned.org.

At the Annual PA Division meeting in May, the membership voted to raise Division dues for Professional Members and Division Members at Large to \$15. If you have any membership applications, please be sure to correct the Division amount before you give them out to potential new members.



SUMMER BIRTHDAYS

September

Anita Joslyn	11
Sherri Galvin	13

CONGRATULATIONS!

Our congratulations go out to Anne Wilkerson who is moving into the primary Operations & Service Management Department within Erie Insurance as Administrative Assistant. Way to go on your promotion Anne!



CHAPTER COMMUNICATIONS



Please join us at our first chapter meeting of the 2008-2009 term. We will meet at 5:45 p.m. at Erie Insurance, 5300 Knowledge Park, Erie, PA. Please note that this is the off site location. Directions are attached.

The next newsletter deadline is September 22.

Please make your reservations with Maureen Deegan at 814-217-6050 or by email at mdeegan@wqln.org.

WAYS & MEANS

Debbie Hromyak , Chair

Summer is almost behind us and fall is fast approaching. As you know from our recent mailing, September 20 is our *Fashions of the Decades* breakfast brunch and style show at the Erie Yacht Club, which was postponed because of an unexpected snowstorm in early spring. Remember that? We do need some help from our members. A volunteer is needed at the greeting table before you walk into the dining room to inform people of their table number. We also need someone to sell 50/50 tickets and someone to sell the tickets for the Chinese Auction. Please email Debbie Hromyak (Debbie@altman-hall.com) if you can help us out.

On Saturday, November 22, we will again be taking our annual bus trip to the IX Center to Cleveland's Christmas Connection. There will be over 900 booths of artists, crafters and retailers for your shopping pleasure. Invite your family and friends and plan to get a head start on all of your holiday shopping!

We have enclosed reservation flyers with all of the details for both of these fun events. These are both fundraisers for our chapter so we'd like all of you to be there and enjoy the fun!

MEMBERSHIP COMMITTEE

Debbie Bisbee CPS, Chair

As the new Membership Chairperson, let me introduce myself. My name is Debbie Bisbee, and I have been a member of IAAP since 1994. Unlike most of you, I have only one year of secretarial work experience. However, I have been training people to function effectively in administrative assistant roles for over 30 years.

So why would an educator want to join IAAP? At first, it was because I was interested in the certification process for my students. Then I wanted to earn the CPS rating to prove to myself and others that I could do it. "*Those who can do; and those who can't teach*" is a busted myth!

There are many reasons why I maintain membership in our organization. Our monthly meetings offer opportunities for personal and professional growth. We learn something new from every speaker, program, and site visit. The *Office Pro* magazine is excellent; I look forward to reading it every month. I also enjoy the biweekly electronic newsletter, *OfficePro Express*. Best of all, I have made some wonderful friendships with people on whom I can depend.

So if we have not had an opportunity to meet, I hope to see you at our September meeting.

International President's Book Discussion

I love to read. And I love to share books. And I wanted to find a way to connect with each member in a way that had purpose and significance. What better way to merge my love of books with my passion for IAAP with you than to create a series of book discussions?

Over the course of the next year, I'll give you the titles of 12 books that will help you develop as a leader. Each quarter I'll announce the next three books. If you love reading, then read all 12. If you don't, then aim for at least one.

Each discussion will be held from the 15th of each month to the 15th of the next. After that, the discussion will close (but stay archived) and the new one will open. You can find all the discussions on the forums [here](#). Here are the first three books:

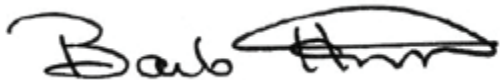
August - *Becoming a Person of Influence: How to Positively Impact the Lives of Others* by John C. Maxwell & Jim Dornan (2006)

September - *Never Check E-Mail in the Morning And Other Unexpected Strategies for Making Your Work Life Work* by Julie Morgenstern (2004)

October - *The 7 Habits of Highly Effective People – Powerful Lessons in Personal Change* by Stephen R. Covey (2004)

Every couple of days, I will review your comments about the current book. However, I encourage you to direct any comments or questions to those participating in the forum.

You will find the best book deals through the internet or at your local book store. It is my hope that over the course of the *Excellence in Action* year that you will enjoy these titles as much as I enjoyed choosing them.



Barb Horton CAP
2008-2009 IAAP International President

Presque Isle Summer Events



Debbie Hormyak & Friends
Attend Sex and the City opening



Karen Jendruczak attend the New Orleans School of Cooking at International Convention



Maria Carney wins "Meet and Greet" with Toby Keith

2008 International Convention New Orleans





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

**September Dinner
Announcement**

Tuesday, September 9, 2008

***Erie Insurance
Knowledge Park***

Please join us at our first chapter meeting of the 2008-2009 term. We will meet at 5:45 p.m. at Erie Insurance, 5300 Knowledge Park, Erie, PA. Please note that this is the off site location. Directions are attached.

Dinner will be pizza and antipasta salad from Theresa's Deli. The price will be \$6.00 per person.

September Reservations

There is no dinner fee for this meeting, but reservations are requested. Please contact Maureen Deegan 814-217-6050, or by email at mdeegan@wqln.org.

Directions to Erie Insurance at Knowledge Park
5300 Knowledge Parkway
Erie, PA

Take Exit 32 (Wesleyville (Colt Station))

Turn left onto the Bayfront Connector

At the second traffic light, turn left onto Knowledge Parkway (A Country Fair is on your left hand side)

Travel this road about 1.5 miles. You will pass Station Road and Technology Road

The first side street you will pass is Fryling Road

Erie Insurance is the second building complex on your right hand side. There is a sign that says 5300 Knowledge Parkway Erie Insurance

There are several visitor parking spots located in the front of the building. We are the only building that has a flag out front as well.

*Presque Isle Chapter – IAAP®
Cordially invites you to attend*

“FASHIONS OF THE DECADES”



*Erie Yacht Club
Foot of Virginia Avenue
Saturday, September 20, 2008
Donation - \$22 per person*

*Doors open - 10:30 a.m.
Breakfast Brunch - 11 a.m.*

*Small Indulgence Jewelry
Chinese Auction
Cash Bar
50/50*

(Benefit: Professional Development Fund)

RSVP no later than Friday, September 12, 2008

*Debbie Hromyak
Altman-Hall Associates
235 West 7th Street
Erie, PA 16501
Phone: 454-0158*

*Reserved tables for parties of ten.
Less than ten will be seated together at open tables.*

Table Captain _____

- 1. _____*
- 2. _____*
- 3. _____*
- 4. _____*
- 5. _____*
- 6. _____*
- 7. _____*
- 8. _____*
- 9. _____*

*Please make checks payable to:
Presque Isle Chapter – IAAP.*

ADVANCED RESERVATIONS ONLY



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 22, 2008
Cost: \$35 per person

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.

Bring your family and friends and plan to get your Christmas shopping done early. Beat the hustle and bustle of Christmas shopping in the mall 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, October 17, 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!

Name _____

Address _____

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

Please make checks payable to Presque Isle Chapter - IAAP