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# Presque Isle Press

International Association of Administrative Professionals®

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### Presque Isle Press

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## PRESIDENT'S MESSAGE

Maria Carney, President

Did you make a New Year's resolution? My New Year's resolution was to be more organized both at work and at home. Well, this lasted for about two weeks. Change takes longer than you may think and the process is harder. If we acknowledge that from the beginning, it can make a big difference in helping us stick to the plan.

Why do we set New Year's resolutions that seldom last through January, much less for the entire year? Think about the ones you set for yourself. Have you made any progress? What goes wrong—over and over again?

The five of the most common reasons for giving up on our goals are ownership, time, difficulty, distractions and maintenance. Understanding these roadblocks will help you apply some preventive medicine and increase the odds that you won't fall into the same old traps.

You can either set goals that increase your probability for long-term change, or set goals that may feel good in the short term but lead to disillusionment and giving up in the long term.

Here are the cold, hard truths. Real change requires real effort. The "quick fix" is seldom a meaningful one. Distractions and things that compete for your attention are going to crop up, maybe even more frequently. Changing any one type of behavior won't solve all of life's problems. And finally, any meaningful change will probably require a lifetime of effort.

All of these messages may sound tough, but at least they're reality. And now that you know how challenging setting a goal can be, don't let that stop you. In fact, clear, specific goals that present a lot of challenges tend to produce the best results!

Have the courage to face the truth up front when setting goals. Honest, challenging plans can help you make a real difference, both in your own life and the lives of the people you know.

Please be sure to join us at the Federal Courthouse on February 13<sup>th</sup>. Our guest speaker, a former special agent for the United States Government, currently the Supervisor of Investigative Services at Erie Insurance will talk to us about the different types of insurance fraud.

Happy Valentine's Day!

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

*Building Your*



*with IAAP*



## 2007 CALENDAR CORNER

### February 13, 2007

Presque Isle Chapter Meeting

### March 4 – 7, 2007

Professional Education Conference  
San Diego, CA

### March 13, 2007

Presque Isle Chapter Meeting

### April 10, 2007

Presque Isle Chapter Meeting

### April 14, 2007

Presque Isle Chapter Fashion Show

### April 22 – 28, 2007

Administrative Professionals Week

### May 4 – 5, 2007

CAP & CPS Examinations

### May 8, 2007

Presque Isle Chapter Meeting

### June 12, 2006

Presque Isle Chapter Meeting  
Mary Porreco Hall

### July 29 – August 1, 2007

IAAP International Convention and  
Education Forum, Tampa, FL

## Just a reminder. . .

of the "Phoneraiser" program that we began a few months ago. Collect old unused cell phones on the list that was provided, and we will turn them into money for our chapter. Our hope is to collect enough to cover the cost of the QuickBooks program that was purchased for the chapter's use, without dipping into our savings. Any collected cell phones can be turned in to Karen Jendruczak CPS/CAP.



## CHAPTER COMMUNICATIONS



International has asked all the chapters to begin testing the new website. We are in need of someone to build and maintain this for the chapter.

Join us at Erie Federal Court House on Tuesday, February 13 to hear our guest speaker, Gene Robertson. Gene is a former special agent for the United States Government and is currently the supervisor of Investigative Services at Erie Insurance. His presentation will be about the different types of fraud as well as how we uncover and investigate it. He will show us some interesting examples of how forensics and technology helps us.

Our dinner is being catered by Trawka's Market.

Our meeting will begin at 5:45 p.m. at the Federal Court House.

The next newsletter deadline is Monday, February 26.

## INTERNATIONAL NEWS

The deadline for submission of Pennsylvania Division candidates for Treasurer and Secretary is February 1, 2007.

The deadline for proposing amendments to the Pennsylvania Division Bylaws is February 15, 2007. A copy of the current bylaws is available for your reference.

Harrisburg Chapter is holding an education seminar on Thursday, March 29 at the Holiday Inn Harrisburg East. The guest speaker is Gini Courter of Triad Consulting. For more information visit <http://www.iaap-harrisburg-pa.org>.

Today, the RTF's mission statement is forthright: *The mission of the IAAP Retirement Trust Foundation is to assist needy, elderly administrative professionals.* The RTF now has programs in addition to Vista Grande, including a financial assistance program for retired IAAP members, RTF *ReVisions*, a quarterly newsletter, and a monthly e-newsletter *ReVisions 2.0*. The programs benefit everyone, retirees and future retirees.

The Northeast District Retirement Trust Fund representative, Marilynne Donnelly is encouraging all chapters and divisions to promote the RTF during the months of July 1 through June 30. We still have plenty of time to make the Northeast District #1 in contributions to the RTF! Are you willing to help make this happen?

The Pennsylvania Division added a new chapter in December, the Teva Pharmaceutical Chapter, and will add the Liberty Bell Chapter soon.



IAAP® - The Key Piece

## PA DIVISION DETAILS

International President Chandler reminds us to continue to focus on Chandler's 5'Cs for the New Year. Commitment, Continuing Education, Communication, Creativity and Connectivity. As your president of the Presque Chapter, I would like to encourage all of you to work together to inspire and equip all administrative professionals to attain excellence. Make a pledge to step up and invite at least one prospective member to join our association. Let's continue to work together to find creative ways to encourage IAAP members to take more active roles in our divisions and chapters. As career minded administrative professionals, we are never too busy to turn our jobs into careers through our involvement in IAAP.



## FEBRUARY BIRTHDAYS

9 Gina Spadence

## CPS/CAP EXAM

REMINDER: The deadline for applying to take the May 4 & 5, 2007 CPS/CAP Exam is fast approaching. Please remember to file your applications by February 15, 2007.

**Bea Alexander**  
1914—2007



Former Presque Isle Chapter member, Bea Alexander, passed away on Monday, January 15, 2007. She worked at Hubell Supply Company and was active in IAAP until retiring at the age of 72. Bea always enjoyed a good time with her family and friends.

Bea will be dearly missed.

## WAYS & MEANS

Debbie Hromyak , Chair



We're finalizing plans for our breakfast brunch at the Erie Yacht Club on Saturday, April 14. Shirley Cochran is in the process of collecting items for our Chinese Auction so please bring any donations you have to our regular meetings. As soon as we have all the details wrapped up, a special flyer will be sent out. This is such a fun event that we hope to see all our members attend with their family and friends.

## MEMBERSHIP COMMITTEE

Have you wondered how you could convince your boss to pay your IAAP dues as a part of your job benefits? There are many reasons that he or she should add that to your job benefit package. When it's time for your new review, here are a few important benefits of being an IAAP member, taken from our IAAP International website, that your boss should know. It just may make the difference and help him to see how much IAAP benefits not only you, but him or her too.

- IAAP members receive tools and knowledge necessary to become more effective contributors to their employers. By reading IAAP publications and attending IAAP educational events, members stay on top of their profession.
- Save time and money – When seeking ideas and know-how for a specific project, IAAP members don't often have to reinvent the wheel. They can call on the support of their peers and/or headquarters for advice and for direction on available resources, often saving organizations valuable time and money.
- Members receive leadership training and experience that builds their confidence and teamwork skills.
- IAAP members are better-prepared, front-line "ambassadors" for their employers. Having knowledgeable professionals on staff reflects well on your business or service.
- Workers experience professionalism first-hand and aspire to greater professional heights.

Next month we will highlight more benefits. If you have a personal benefit you have realized that we can share, please give that information to Roberta Holdsworth.



# January Meeting at a Glance





Presque Isle Chapter  
International Association of  
Administrative Professionals®

**February Dinner Announcement**

***Tuesday, February 13, 2007***

*Meeting begins at 5:45pm*

*Federal Court House*

Join us at the Federal Court House where our guest speaker will be Gene Robertson from Erie Insurance. He will give a presentation about different types of fraud and the processes of investigating it.

Please enter the court house through the French Street door. Parking is available across the street from that entrance.

Dinner will be ordered from Trawka's Market and include the following:

Baked Italian Chicken	Ox Roast
Tossed Salad	Macaroni Salad
Sandwich Rolls and Dinner rolls and Butter	
Diet Coke and Regular Coke	

**Cost: \$8.00**

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***FEBRUARY RESERVATION***

Please make reservations by Thursday February 8th by emailing Shirley Cochran at [sjpotts@verizon.net](mailto:sjpotts@verizon.net).