



Volume 11, Issue 7

Presque Isle Press

International Association of Administrative Professionals®

Presque Isle Chapter • P.O. Box 8922 • Erie, PA 16505

www.iaap-presqueisle.org

Chartered 1946

February 2008

INSIDE . . .

President's Message	1
International News	2
PA Division Details	2
Calendar Corner	2
Get Well wishes	2
Chapter Communications	3
Ways & Means	3
Membership Committee	3
Birthdays	3
Nominating Committee	3
Disney On Ice	3
Photos	4

Insert

Dinner Reservation Form
Montgomery County Chapter
Invitation

Presque Isle Press

is published monthly by the
Presque Isle Chapter of
International Association of
Administrative Professionals®

Direct inquiries via phone or
internet to Cassie St. Denny
Work 814/864-7343
Home 814/725-8429
E-mail fatcats@adelphia.net

Correspondence:
P.O. Box 8922
Erie, PA 16505

PRESIDENT'S MESSAGE

Maria Carney CPS, AIS, President

Each of us is very important in making our chapter successful. I came across an article which I found very appropriate:

The following article has applications for us:

Everyone is Important – You are a Key Person

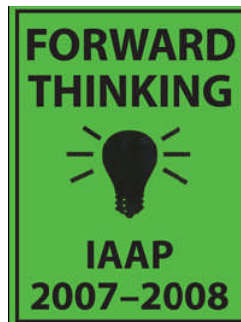
Even though my typewriter is an old model, it works very well – except for one key. You would think that with all the other keys functioning properly, one key not working would hardly be noticeable; but, just one key out of whack seems to ruin the whole effort.

You may say to yourself, "Well I'm only one person. No one will notice if I don't do my best." But, it does make a difference, because to be effective an organization needs active participation by every one to the best of his or her ability.

So, the next time you think you are not important, remember my old typewriter. You are a key person!

Please be sure to join us at Ruby Tuesday on February 12th for a presentation from the American Heart Association.

Believe In Your Dream!!



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





2007-2008 CALENDAR CORNER

February 12, 2008
Chapter Meeting

March 2-5, 2008
[Professional Education Conference, Charleston Marriott Hotel, Charleston SC](#)

March 8, 2008
Spring Brunch
Fashion & Jewelry Show

March 11, 2008
Chapter Travel Meeting

April 8, 2008
Chapter Meeting

April 20-26, 2008
[Administrative Professionals Week®](#) - look for promotional resources and event information beginning fall 2007

April 23, 2008
[Administrative Professionals Day®](#) - look for promotional resources and event information beginning fall 2007

May 13, 2008
Chapter Meeting

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

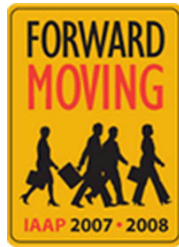
October 19-22, 2008
Certification Conference, Grand River Hyatt Hotel, Denver, Colorado

GET WELL WISHES



Our get well wishes go out to Annie Wilkerson, who is at home recuperating from a broken wrist. Get well soon Annie! We miss you!

INTERNATIONAL NEWS



Mark your calendars for two upcoming events:

IAAP Professional Education Conference March 2-5 at the Charleston Marriott Hotel in Charleston, South Carolina, and the International Education and Forum July 27-30 at the Hilton Riverside in New Orleans, LA!

Look for International Convention registration information in Spring 2008. The convention registration brochure will be mailed with the April issue of *OfficePro* magazine and will be available to download in late March/early April on IAAP®'s website.

Log onto <http://www.iaap-hq.org/> for more information on these events.

PA DIVISION DETAILS



Montgomery County Chapter of IAAP is 50 years old! Their event will be held on Saturday, April 19, 2008 for a big one day celebration. Speakers will include:

Kay E. Enlow, International President IAAP 2005-2006 and Marie "Gerry" Brunnel, International Director NE District IAAP 2006-2008.

Included with the newsletter is the information flyer with all the details.

Mark your calendars for the PA Division Meeting for May 16-18, to be hosted by the Wyoming Valley Chapter at the East Mountain Inn & Suites in Wilkes-Barre, PA. More details to follow.

Professional Development Fund Drive has begun. PA Division is asking chapters to remit \$1 per Chapter Member, and also hold one other fundraiser to benefit the Division. Please be thinking of a fundraiser that we could use to contribute to the PA Division. The money is due to Marilynne Donnelly by March 28.

The Greater New England Division is holding a Winter Workshop entitled High Performance Team, in Somerset, MA on Saturday, March 1. You can take this opportunity to grow as a team member and/or team leader, while learning the skills to improve the overall performance of your team. Anyone wishing to attend can contact a Board member for more information.

The Harrisburg Chapter will hold their annual education seminar on Tuesday, May 6, at the Four Points Sheraton in Harrisburg, PA. Two different sessions are offered so you can join them for a full day or half day. The two sessions are Leadership & Supervisory Skills for Admins and Powerful Communication Skills for Admins. Contact a Board member for further information.



BIRTHDAYS

February

Maureen Deegan	10
Gina Spadecene	14

NOMINATING COMMITTEE

It will soon be time to assemble a Nominating Committee for the 2008-2009 officers. Please begin thinking about serving your chapter as an officer. Without our volunteers, we would not be able to have a chapter.

DISNEY ON ICE

Recently chapter member Karen Jendruczak took her five and twelve year old granddaughters to see Disney on Ice. Five year old Hailey came dressed as Cinderella, complete with her tiara and magic wand. Much to their surprise, during intermission a Times-New reporter interviewed them. The paper is quoted as follows:

"Hailey Rupp, 5, of Erie, came to the show in costume and holding a wand. She was dressed as Cinderella, but said Jasmine is her favorite princess. Her grandmother, Karen Jendruczak, of North East, said the production was terrific, but she was especially entertained by Hailey.

"It's more fun watching her," Jendruczak said. "She's just mesmerized."

CHAPTER COMMUNICATIONS



Join the Presque Isle Chapter, on Tuesday, February 12, at Ruby Tuesday, 5800 Peach Street, Erie, where we will have a speaker from the American Heart Association who will speak about Women's Heart Health. We will begin at 5:45 p.m.

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

Volunteering for the WQLN Travel Auction on Sunday, January 27th from 6:00 – 8:30 p.m. was a big success and a lot of fun! Those of us participating enjoyed our time, and we are now planning to work at the June auction. Anyone interested in joining us should contact Maria Carney CPS. Maria was even given the opportunity to speak about IAAP on camera! What a great way to promote IAAP and our Chapter while giving back to the community.

Plans are also underway for our APW Event on April 23 at the Avalon. Further discussion will take place at our meeting.

The March newsletter deadline is February 25, 2008
The next board meeting is Tuesday, February 26, 2008

WAYS & MEANS

Debbie Hromyak , Chair

After the cold January we just experienced, I think we're all ready for spring!

The Presque Isle Chapter is going to give you something to look forward to... our Erie Yacht Club ***Fashion Show of the Decades*** on Saturday, March 8.

We're asking our members to again donate items for our Chinese Auction which is always a big success. If you can bring these items to our February meeting, it would be greatly appreciated or call me at (W) 454-0158 or (H) 864-0229 to make arrangements for pickup or drop off. Please remember all items donated must be new, not used. Don't forget, you can re-gift any gifts you received for Christmas, etc.

Plans are almost finalized, so look for a separate mailing on this event!

MEMBERSHIP COMMITTEE

We would like to welcome back former chapter member, Jill Sznajder. Jill is an Administrative Assistant at J. William Pustelak, Inc., and was a Presque Isle Chapter member several years ago. She has recently rejoined, and we look forward to seeing Jill at our next meeting and to having her back as an involved chapter member. Welcome Jill!

Please add Jill's information to your roster.

Jill Sznajder
*8558 Kirsch Road
Erie, PA 16510
814-825-6840
jmsznajder@yahoo.com

J. William Pustelak, Inc.
9070 Peach Street
Waterford, PA 16441
814-868-3121
Fax: 814-868-0121
jwpaccounting@neohio.twcbc.com

Presque Isle IAAP at Blasco Memorial Library



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

February Dinner Announcement

Tuesday, February 12, 2008

*Ruby Tuesday
5800 Peach Street
Erie, PA
5:45 p.m.*

Join the Presque Isle Chapter, on Tuesday, February 12, at Ruby Tuesday, 5800 Peach Street, Erie, where we will have a speaker from the American Heart Association who will speak about Women's Heart Health. We will begin at 5:45 p.m.

Dinner will be ordered off the menu.

FEBRUARY RESERVATION

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