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# Presque Isle Press

International Association of Administrative Professionals®

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## Insert

Dinner Reservation Form

### **Presque Isle Press**

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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

My boss writes encouragement memos every few months. He calls them SOAP memos. SOAP stands for Service, Ownership, Accuracy, and Productivity. Recently, he talked about HOPE as a good word for this time of year! HOPE stands for High Output, Positive Environment. Both of them describe IAAP and the Presque Isle Chapter, as well as my workplace.

He made a good point about "hope." Without a positive environment, it's just "ho." This is not very inspirational. It reminds me of something very boring – like studying for insurance exams.

On the other hand, "hope" without high output is just "pe." This is even less motivating. We have to have both of them together for our chapter and IAAP to be both fun and challenging.

In trying to keep our Chapter strong, we have been asked to do a lot of work lately (ho). Some of it's been real challenging; getting members to join, attending the meetings, finding interesting speakers, etc. It can become very exhausting. With a little more fun (pe), I think we will find the challenges exciting and rewarding. We'll find that we can do things that we thought would wear us down. It's something like: "a spoon full of sugar helps the medicine go down."

I'm looking to keep fun in the chapter. I encourage each of you to "Believe In Your Dream" and remember it all started with a "Mouse."

I hope all of you had a wonderful Christmas and a Happy New Year. I am looking forward to this New Year to recharge, refresh and reflect on many things to come.

Please be sure to join us at Blasco Library on January 8<sup>th</sup> for a tour of the Library. Our business meeting and dinner will follow at the Marketplace Grill.

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





## 2007-2008 CALENDAR CORNER

*January 8, 2008*  
Chapter Meeting-Blasco Library &  
Marketplace Grill

*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 re-  
sources 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 Educa-  
tion Forum, Hilton Riverside, New  
Orleans, Louisiana -- Hotel reserva-  
tions open early September 2007

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

## CHAPTER COMMUNICATIONS

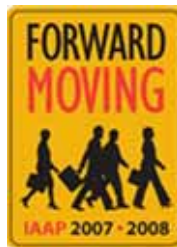


Please join the Presque Isle Chapter at the Blasco Library, 160 East Front Street, Erie, where we will tour the facility. Immediately following, we will travel to the Marketplace Grill, 319 State Street, Erie, where we will have dinner and hold our meeting.

Please make your reservations with Shirley Cochran at 450-8233 or by email at [sjpotts@verizon.net](mailto:sjpotts@verizon.net).

As a reminder, the Presque Isle Chapter will be volunteering for the WQLN Travel Auction on Sunday, January 27<sup>th</sup> from 6:00 – 8:30 p.m. They are in need of 18 volunteers. At the present time, we have 7 people who have volunteered their time. We are asked to enter through the front door, into the lobby, one half hour early (5:30 p.m.). They will provide snacks and instructions on the bid form that the phone volunteers will use. If you are interested, please contact Maria Carney at 870-2145 or by email at [maria.carney@erieinsurance.com](mailto:maria.carney@erieinsurance.com). This is a great way to promote IAAP and our Chapter and also a way to give back to the community. We look forward to seeing many of you there!

The February newsletter deadline is January 25.  
The next board meeting is Tuesday, January 22, at Panera's on Peach Street.



## INTERNATIONAL NEWS

Preparations are being made for the CPS & CAP Examinations that will take place Friday and Saturday, May 2 and 3, 2008. If you are preparing to take the exam in the Spring of 2008, please remember that applications must be completed no later than February 15, 2008.

## IAAP Professional Education Conference

On March 3-5, 2008, IAAP will be holding an education conference at the Charleston Marriott Hotel in Charleston, SC. The conference is called "Leadership Skills For Admins In A Collaborative Workplace". This conference is designed for upper-level admins who have risen in the ranks to positions that require them to handle people and systems in new and expanded ways and for rising stars who aspire to these levels.

If you are interested in attending this conference, and have not received the brochure, please see one of the Board members for more details.



## BIRTHDAYS

### January

Nancy Young	10
Roberta Holdsworth	14

## WQLN STAFFERS OFFER HAIR



Who's that pretty lady in the middle? Why it's chapter member Jan Hutchinson! Jan and her co-workers had their hair cut and donated it to Locks of Love, a non-profit organization that provides hair pieces to children suffering from hair loss due to medical conditions.

## Reminder of our Cell Phone Fundraiser



Our cell phone fundraiser is an on-going project, so remember to bring in those used cell phones and ink cartridges to help you chapter!



## PA DIVISION DETAILS

We would like to welcome the Cephalon Chapter to our association and to the Pennsylvania Division.

### Do you know the Benefits of Membership in the PA Division?

- Annual Division meeting in May
- Division Newsletter distributed quarterly
- Information provided from International and local chapters
- Access to networking and educational opportunities throughout the Commonwealth
- Information on seminars and conferences
- Building professional networks and friendships
- Professional certification information and recognition
- Division web site and links to other professional organizations

## WAYS & MEANS

Debbie Hromyak , Chair

Happy New Year everyone!

Ways and Means has already started planning our next event for the New Year. Our "Fashions of the Decade" breakfast brunch will be held on Saturday, March 8, 2008 at the Erie Yacht Club. Mark that date on your calendar!

We'll be collecting items for our Chinese Auction, so please bring them to any of our business meetings beginning in January. If there happens to be a Christmas gift you received that you're not crazy about, donate to us!

## MEMBERSHIP COMMITTEE

Have you ever considered Professional Certification? Certification through IAAP is the internationally recognized standard of excellence. There are two ratings that can be achieved, the Certified Professional Secretary (CPS) and the Certified Administrative Professional (CAP). The topics covered in these exams include office systems and technology, office administration, communications, business finance, legal issues, management, and advanced organizational management.

The Presque Isle Chapter currently has a small study group preparing to take the exam in May. Why not consider joining the group and becoming one of our chapter's newest Certified Professional Secretary and Certified Administrative Professional!

# Presque Isle IAAP Elves visit



Presque Isle Chapter  
International Association of  
Administrative Professionals®

January Dinner Announcement

*Tuesday, January 8, 2008*

*The Blasco Library  
160 East Front Street  
Erie, PA*

Please join the Presque Isle Chapter at the Blasco Library, 160 East Front Street, Erie, where we will tour the facility. Immediately following, we will travel to the Marketplace Grill, 319 State Street, Erie, where we will have dinner and hold our meeting.

Dinner will be ordered off the menu.

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***JANUARY RESERVATION***

Please make your reservations with Shirley Cochran at 450-8233 or by email at [sjpotts@verizon.net](mailto:sjpotts@verizon.net).