



Presque Isle Chapter
2011-2012 Officers

- Karen Jendruczak, CAP-OM
President
- Jan Hutchinson
Treasurer
- Barbara Plunkett
Secretary

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Reservation Flyer



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Direct inquiries via phone or inter-
net to Karen Jendruczak, CAP-OM
Work: 814-725-8751
Home: 814-725-5825
E-mail: kljcps@roadrunner.com

Correspondence:
P.O. Box 11444
Erie, PA 16514

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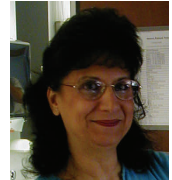
Chartered in 1946

Volume 15, Issue 6

February, 2012

President's Corner

Karen Jendruczak, CAP®-OM



The new year has begun and we are off and running!

Unfortunately, due to illness, we were unable to hold our "New Member Orientation" program at our January 9 meeting. We have rescheduled the program for our meeting on January 31 (our February meeting).

We did not let that time go to waste though. Immediately following our chapter meeting, we worked on the plans for the 2013 PA Division Meeting. Although it's one and one half years away, there is much planning to be done. We accomplished a lot, and will continue to work on it with a special meeting in mid-February. Please be prepared to discuss a date for this meeting when you come on Tuesday.

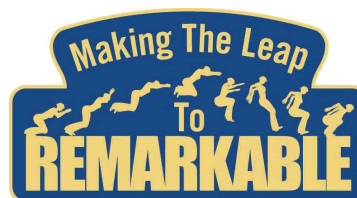
I will be arranging for a conference call with the Western Council B chapter presidents to discuss their assistance with seed money and committees.

Please be sure to join us on January 31, for our new member orientation program. I look forward to seeing you then.

See you on Tuesday, January 31!

Karen L. Jendruczak

Karen Jendruczak, CAP-OM
2011-2012 Presque Isle Chapter President



International News

By Karen Jendruczak, CAP-OM

International has announced a new specialty for certification. The new specialty is Technology Applications. To earn this certification you first need to complete three of the Options Technology modules. The modules cover the Microsoft Office Suite. After that, you need to pass the test to receive a Microsoft certification in at least one of the Options Technology modules that you completed. Then, you can submit your application and the fees for your TA specialty.

You can visit IAAP's website to learn more about this specialty and to download the application.

IAAP headquarters has announced that Gerald J. "Jay" Donohue, Jr., CAE, CMP, has taken the position as the new executive director of IAAP.

Donohue will focus on increasing membership and ensuring that the association continues to be the top networking and training resource for office admins around the world who want to stay ahead of the professional curve.

PA Division Update

By Karen Jendruczak, CAP-OM

The basket raffle fundraiser for the 2012 PA Division meeting raised \$410! The winners were: Leslie Piore, CAP (White Rose Chapter) - Margarita Basket, and Linda Schmoyer, CAP (Lehigh Valley Chapter) - Italian Basket.

The committee has sent us another fundraiser. They are selling IAAP PA Division Ladies Sport Shirts. These shirts will be in light blue only. They are selling for \$25 and the orders must be in by April 15. You can pick up your shirt at the division meeting, or if you are not attending, designate someone to pick it up for you. Details will be shared at our meeting.

Northeast District

Northeast District Director Bianca Constance is looking for nominations for the "Shining Star" award. The Shining Star is awarded to an IAAP member who has gone above and beyond their normal chapter involvement to make us a better chapter.

Nominations should be submitted to the PA Division board.

Avery Box Top Program

How are those box tops coming along? Do you have enough to turn in to your schools coordinator? Be sure to send them in periodically so the job isn't so overwhelming. And don't forget to bring in your signed verification form and turn it in to Maria Carney, CAP, AIS.

Calendar of Events 2011-2012

January 31 - Chapter Meeting-
New Member Orientation

March 6 - Chapter Meeting—
Building Trust

March 4 - 7 - Spring Conference
Las Vegas, NV

April 3 - Chapter Meeting—Cool
New Software

May 1 - Chapter Meeting—Grace
Under Pressure

May 5 - CAP Exam

May 22-24 - PA Division Meeting,
Lehigh Valley

June 5 -Chapter Meeting
Installation of Officers

July 22-25-International Education
Forum and Meeting
Grapevine, Texas



Chapter

By Karen Jendruczak, CAP-OM

Our February meeting is being held on **Tuesday, January 31**.

Join us on **Tuesday January 31**, at the Mary Porreco House on West 38th Street, when Maria Carney, CAP, AIS will present "Learning the Ropes and the Opportunities: What's In It For You?" This is our new member orientation meeting and we look forward to having our new members join us.

Due to illness on January 9, we had to postpone this presentation until the 31st.

Membership

The benefits of membership:

- Member discount on purchases through IAAP on education and professional development resource materials
- Discounts on registration of any IAAP sponsored international level training workshops, seminars, conferences and conventions.
- Discounts on registration for the Certified Administrative Professional exams
- Subscription to: *OfficePro* magazine, *OfficePro Express*, an e-newsletter full of research, trends and technology information; *IAAP Connections*, the association's monthly e-newsletter
- Full access to the IAAP Web Community, an online social network for IAAP members.
- Local chapters, which hold training and networking events and have opportunities for leadership

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NEWSLETTER TIPS

By PagesMag.com

Keep your cool and your job with a message delay rule (MS Outlook)

We've all done it: Fired off an email and then regretted it a few minutes later. Or, maybe someone sent a question to several people and got the answer they needed just as you clicked the Send button on your reply. In either case, waiting a few minutes could make all the difference in the world.

If you're prone to rushing your email out the door, consider waiting instead. The good news is that you can make Outlook do the waiting for you by setting a message delay rule.

To set a rule to delay your outgoing messages:

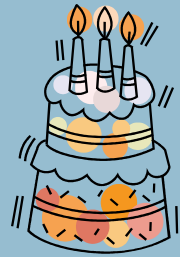
1. Choose Tools | Rules And Alerts (Rules Wizard in 2000/2002) and start a new blank rule.
2. Select Check Messages After Sending and click Next.
3. Do not select any conditions for the rule; just click Next. When you receive a warning dialog box, click Yes; doing so applies the rule to all outgoing messages.
4. Select Defer Delivery By A Number Of Minutes and in the bottom field, click on the Number Of Minutes hyperlink.

Continued on page 4

Chapter of Excellence 2011-2012 Deadlines

	Criteria	Date Due to PA Division Board	Date Submitted to PA Division Board
1	Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division	October 1, 2011	9/15/2011
2	Chapter submits budget and annual financial review/audit report to the members with a copy to the division	December 31, 2011	12/14/2011
5	Chapter develops and/or updates business plan. Chapter submits business plan to members with a copy to the division by April 30, 2012.	April 30, 2012	9/15/2011
3	Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to Division	June 1, 2012	10/24/2011
4	Chapter holds at least one New Member Orientation between July 1, 2011 and June 25, 2012. (New members in attendance must have joined IAAP during the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to division	June 25, 2012	
6	Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.	Verified by Division	
7	Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.	Verified by Membership Dept.	
8	As of June 30, 2012 at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.	June 30, 2012	

February Birthdays



Maureen Deegan.....1
Gina Spadacene.....9

Keep your cool and your job

Continued from page 3

5. Click Finish and name the rule with a descriptive title.

From now on, all your Out-going mail is delayed by the number of minutes you chose. If you find you no longer need to send an email, you still have time to delete it from your outbox before it's sent.

“A negative attitude has negative consequences. A negative attitude loses sales, loses customers, loses jobs, loses relationships, loses teamwork, loses in the face of adversity. A negative attitude doesn't work.”

Sam Glenn
The Attitude Guy!



“IAAP—Learning the Ropes and the Opportunities: What’s in it for you”

By Maria Carney, CAP, AIS

Administrative Assistant/ Actuarial at Erie Insurance;
Vice President of Pennsylvania Division of IAAP

New Member Orientation

February Meeting

Tuesday, January 31, 2012 at 5:30pm

*Mary Porecco House, Porecco Center
West 38th Street, Erie, PA*

IMPORTANT RESERVATION INFORMATION:

Reservations & Payment: Please contact Jan at 814-217-6083 (w), 814-218-2705 (cell), or jhutchinson@wqln.org by **Friday, January 27th** with your RSVP. **The event is \$20 for non-members and \$10 for members.** Send payment to Presque Isle Chapter IAAP, PO Box 11444, Erie, PA 16514-1444.

Cancellation Deadline: Cancellations will be accepted until Noon on Monday, January 30, 2012. **Any cancellations or no-shows after the Cancellation Deadline will not be refunded.**

Please select your dinner from the attached Tickle’s Deli menu (included in the cost of the event).

~ Reservations & Payment ~	January 31, 2012: IAAP—Learning the Ropes and Opportunities: What’s in it for You?
NAME _____	CPS CAP CPS/CAP
YES, I WILL ATTEND: DINNER & PROGRAM	Circle: I need a receipt.
GUEST NAME(S) _____	GUEST PHONE NUMBER(S) _____
GUEST NAME(S) _____	GUEST PHONE NUMBER(S) _____
GUEST EMPLOYER(S) _____	
~ Please enclose your check payable to Presque Isle Chapter IAAP	

TICKLE'S MENU

Available all day 8:30am 3:00pm; Monday 8:30 - 2PM

BUILD YOUR OWN CREATION (Includes your choice of bread, with ONE meat, ONE cheese and any TWO veggies)

Meat (choose 1)	Cheese (choose 1)	Veggie (choose 2)
Turkey breast	American	Lettuce
Roast beef	Swiss	Cucumber
Capicola	Muenster	Olives
Pepperoni	Provolone	Tomato
Smoked turkey	NY Sharp	Banana peppers
Salami	Colby	Pickle
Smith's bologna	Hot pepper	Onion
Smith's braunschweiger	Longhorn	Red peppers
Ham	Feta	
Pastrami		
Corned beef		
On a roll		
On sliced bread		
Marble rye		
Whole wheat		
On a croissant		
On a wrap: honey wheat; spinach pesto; tomato basil; garlic herb		
On a whole loaf of Italian bread		
On French bread	8 inches or one foot or two feet	

TICKLE'S FAMOUS CREATIONS

#1 Big Freddy: Ham, capicola, salami, provolone, lettuce and tomato on a whole loaf of Italian bread, Italian dressing on the side

#2 Two Much Freddy: Ham, capicola, salami, provolone, lettuce and tomato on 2 feet of French bread

#3 Mini Freddy: Ham, capicola, salami, provolone, lettuce and tomato on 8" French bread

#4 Pastrami OR Corned Beef: Swiss cheese, lettuce, tomato and Thousand Island dressing on marble rye bread

#5 Smith's Braunschweiger: Swiss cheese, lettuce, tomato, and mayo on a roll

#6 Croissant Club: Roast beef, ham, turkey, American cheese, lettuce and tomato on your CHOICE OF BREAD (up to 8")

#7 Veggie Delite: Colby, Muenster, lettuce, tomato, cucumber, olives, on your CHOICE OF BREAD (up to 8")

#8 Hot and Spicy: Capicola, hot pepper cheese, hot peppers, lettuce, tomato, onion, red hot sauce on your CHOICE OF BREAD (up to 8")

#9 Greek: Feta cheese, lettuce, tomato, cucumber, onion, olives, sweet red pepper on your CHOICE OF BREAD (up to 8")

#10 Just Veggies: Lettuce, tomato, cucumber, onion, olives banana and sweet red peppers, on your CHOICE OF BREAD (up to 8")

CHICKEN, TUNA, or SEAFOOD SALAD: Our own chicken, tuna or seafood salad

On a roll

On sliced bread

On a croissant

On a wrap

On a bed of lettuce

On loaf of Italian

On 8 in. French bread

On 1 foot French bread

On 2 feet French bread

SALADS

Available in 3 sizes (small, medium, and large) with choice of dressing

Salad Dressings (regular)

Italian

French

Thousand Island

Ranch

Creamy Caesar

Honey Dijon

Salad Dressings (fat free)

Italian

French

Ranch

Honey Dijon

Raspberry Vinaigrette

Extra Salad Dressing available in Small pack or Large pack

Greek Salad: Tomato, cucumber, onion, olives, red peppers and feta cheese on a bed of lettuce.

Chef Salad: Ham, roast beef, turkey, provolone, egg and tomato on a bed of lettuce.

Antipasto Salad: Ham, pepperoni, salami, provolone, tomato and pepperoncini on a bed of lettuce.

Tossed Salad: Tomato, cucumber, red and banana peppers and shredded cheese on a bed of lettuce.

SOUPS: 8 oz, 12 oz, 16 oz

Available November thru mid-May

SIDE ITEMS

Jumbo Kosher Pickle
Bag of Chips
Potato, Macaroni or Pasta Salad (single)
Roll or French Bread w/Butter
Croissant w/Butter
Pasta Salad Cup (9 oz.)
Fresh Fruit Cup (in season)
Potato or Macaroni Salas (per pound)
Pasta Salad (per pound)
Chicken/Tuna/Seafood Salad (by the pound)

BEVERAGES

Can of Soda (Pepsi products)
Bottled Beverage