



Presque Isle Press

International Association of Administrative Professionals®

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

www.iaap-presqueisle.org

Chartered in 1946

Presque Isle Chapter 2010-2011 Officers

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- Jan Hutchinson
Vice President
- Barbara Plunkett
Secretary
- Kim Pietrasiewicz
Treasurer

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- Tickles Menu
- Pittsburgh APW Registration
- Altoona APW Registration
- Professional Development Award Forms



Presque Isle Press

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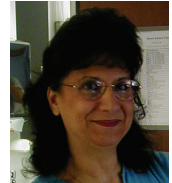
Correspondence:
P.O. Box 8922
Erie, PA 16505

Volume 14, Issue 9

April, 2011

President's Corner

Karen Jendruczak, CPS/CAP®



Spring has sprung! You really couldn't prove it here with the below freezing temperatures we have been having, but it is on the horizon!

Along with the beginning of Spring comes several events for IAAP®. April brings Administrative Professionals Week® and Administrative Professionals Day® and many opportunities for special seminars to honor administrative professionals. In our area, the Pittsburgh Chapter and the Altoona Chapter are each holding events that we have been invited to attend. Since Pittsburgh is a closer venue, a few of us have decided to go to the Pittsburgh APW® seminar, so if you are interested in attending, please let me know. The seminar reservation forms are included with your newsletter.

After APW, we will be putting the final touches on our plans for hosting the Hospitality Room at our PA Division meeting in Clarion, PA, May 20-21. We need everyone's help in making this a success. Besides the door prizes, Chinese Auction baskets and baked goods, we need people to help sell tickets, hand out registrations gifts, man the jewelry table, give out door prizes, and replenish the snacks. Many hands will help to make these jobs easier, so please plan to attend the PA Division meeting; firstly, for the educational aspect, but also to mentor with your peers and to assist the Presque Isle Chapter in a successful Hospitality Room.

We have received the Professional Development Award forms that must be turned in to the division by May 1. Please fill out the forms and bring them with you to the April meeting, or send them to me no later than April 22, so they can be compiled and returned on time.

After the dust settles from the PA Division meeting, the plans will begin for EFAM in July. So you see, IAAP is bustling with activity and you are sure to want to be part of the excitement!

Start with attending our April 5 meeting and "spring" into action!

Karen L. Jendruczak

Karen Jendruczak, CPS/CAP
2010-2011 Presque Isle Chapter President

PASSION & PURPOSE
PRESQUE ISLE CHAPTER

International News

EFAM registration opens April 1. Get ready to attend the Education Forum and Annual meeting being held in beautiful Montreal, July 18-21, 2011. There will be top rated speakers, great educational programs, and lots and lots of networking! You won't want to miss this fantastic event!

The "Countdown to EFAM" sale began on March 21. It began at \$50 off the price of registration, and runs through May 9, or for 50 days. Each day that goes by, you lose \$1 in savings, so send in your registration today!

PA Division Update

Registration is now open for the PA Division meeting being held in Clarion, PA, May 20-22. Join us for a great professional and educational weekend!

We also need your help. Many hands will make our Hospitality Room a success. There are many ways to help your division. We will need people to help sell 50/50's, Chinese Auction tickets, sell Small Indulgence Jewelry, hand out door prizes, and keep water and snacks available.

And don't forget our commitment of baked goods. Those items can be brought to the May meeting and given to Karen Jendruczak.

Professional Development Modifications for 2011

In order to be in compliance with the IRS Tax compliance laws, the Professional Development committee will offer financial aid for the 2011 PA Division Meeting. This offer is extended to all members of the PA Division who wish to attend the 2011 Division meeting by paying a portion of the registration fee not to exceed 50% of the total registration cost.

Members interested in accepting this offer must submit their name **no later than end of day April 6, 2011**. Please forward your request via email to Sue Sipe, Professional Development Chair, ssipe@bonton.com.

Notification will be sent to all recipients the day following the deadline, announcing the amount of the grant.

Chapter

Please join us on Tuesday, April 5, at the Mary Porreco House, when Maria Carney, CPS, AIS will present "How To Manage Your Boss."

Joe Holody from Visit Erie was unable to make it to our March meeting at the last minute, so he will be joining us this month to assist us with filling out a request for proposal for a hotel and meeting area for the 2013 PA Division meeting.

We will need to finalize any changes to our current bylaws so that they can be submitted to the Division Bylaws Committee for approval.

Calendar of Events 2010-2011

April 5-Chapter Meeting
How to Manage Your Boss

April 18-24-Administrative Professionals Week®

April 21-Administrative Professionals Day®

May 3-Chapter Meeting
Basic Principles of Strategic Planning

May 6-7-CPS/CAP Exam

May 20-22-PA Division Meeting,
Clarion, PA

June 7-Chapter Meeting
Installation & Initiation

July 18-21-International Education Forum and Meeting
Montreal, Canada

August 15-November Certification Exam Registration

November 4 & 5-CPS/CAP Exams

Membership

By Chris DeSantis

"Courage is not the towering oak that sees storms come and go; it is the fragile blossom that opens in the snow."

- Alice M. Swami

Springtime is the perfect opportunity to examine the top ten reasons to join the International Association of Administrative Professionals (IAAP).

1. Face to face meetings – I know that e-mail, Facebook and Twitter are extremely popular, but actually talking one on one with others that have the same interest makes for an interesting evening.
2. The personal contact with others is another great reason to join. The interaction and sharing of ideas is always rewarding and you never know if you may need to draw on them for references.
3. Talk about networking – this is the perfect way to grow and know others that can almost lead anywhere.
4. In these economic trying times, it is always good to have contacts that could lead to a new job opening.
5. Joining the IAAP certainly creates new leadership opportunities in ways that builds self-esteem and personal growth.
6. Each local meeting presents us with educational development that assists with our daily tasks.
7. Conferences connect personal growth, educational enhancement and camaraderie in an engaging manner.
8. Availability in achieving CAP or CPS certification.
9. Community involvement – we promote the opportunity in giving back to the community by actively taking part in projects that build and assist in developing those in need.
10. The Retirement Trust Foundation Board of Trustees Housing Assistance Program provides housing assistance to administrative professionals, age 55 and older, who are in need.

As you can see, the IAAP covers aspects throughout our life. Since we will celebrate Administrative Professionals week from April 24 through April 30, why not take the opportunity knocking on your door by joining now. Come join us at our next meeting on Tuesday, April 5, 2011 at the Mary Porrecco House, Edinboro University, Porrecco Campus, West 38th Street – see for yourself what we are all about.

Avery Box Top Program

How are your Box Top collections coming? We are approaching time to turn in those Avery Box Tops for credit in the contest. You should be planning to send your Box Tops to the coordinator at your preferred school and having your form signed so you can turn it in to Maria Carney.

Avery Box Tops Challenge program runs until April 30, and forms are due to Maria Carney, CPS, AIS no later than our May 10 meeting so they can be sent to headquarters on time.

April Birthdays

15—Sis Woodard



We're on the Web!
www.iaap-presqueisle.org



Retirement Trust Foundation (RTF) Update

Jean M. Bohinski, CPS/CAP
RTF Northeast Representative



IAAP Members in all Six Districts Can Apply for Housing Assistance until May 15.

The RTF has assisted many admins over the years with comfortable and affordable housing through building and the ongoing operation of the Vista Grande apartment complex in Rio Rancho, New Mexico. With RTF subsidies, the apartments at the complex are priced below the rent market for the geographic area.

More recently, we launched our Housing Subsidy for Admins in Need program (HSAN) in an effort to assist more admins. This program has the capability of assisting more admins per year than we currently help.

We need you to get the word out about HSAN, so that the RTF can help more admins participate in the program.

Visit the Retirement Trust Foundation web site at: www.iaap-rtf.org.

The Retirement Trust Foundation - Helping Admins in Need. It's Never Too Late to Donate!

Whether it's through a donation, participation in the RTF's Family of Givers or through a fundraiser at the IAAP Chapter or Division level; the RTF relies on your donations to help every admin we can.

With your support, we can do it!

Administrative Professionals Week® April 24-30

Save the date! In celebration of Administrative Professionals Week, join Office Team and Insights on Tuesday, April 26 at 11 a.m. PT, for an informative webinar about identifying your preferred work style to help build effective working relationships. The webinar is eligible for one recertification point. Registration information will be available soon.

TWO NEARBY APW EVENTS TO CHOOSE FROM

The Pittsburgh Chapter is hosting an APW Conference on Friday, April 29, from 9:00 a.m. to 3:30 p.m. at the Crowne Plaza Pittsburgh Airport Hotel. There will be two world-class speakers, Shari Peace, President, *Peace Talks*, and Denis Rudd, Training Manager, *New Horizons Computer Learning Center*. See the included registration form for more information.

Also, the Altoona Chapter will celebrate APW by hosting an event on Tuesday, April 26, at Third Edition Room, Casino at Lakemont Park. Their event will feature Carolyn Donaldson, who's presentation will be "Reinventing and Rejuvenating—Let's Roll Together". The registration form is included with the newsletter.

An Exercise in Team Building



March 1, 2011 Meeting



“How to Manage Your Boss”

By Maria Carney, CPS, AIS

Administrative Assistant /Actuarial at Erie Insurance
and Treasurer, PA Division IAAP

The most effective admins know how to control their office environment and that environment includes the people. By the end of this program, you will have a few more “tools” for managing your total work environment.

April Meeting

Tuesday, April 5, 2011 at 5:45pm

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

IMPORTANT RESERVATION INFORMATION:

Reservation Deadline: Please make reservations by Friday, April 1, 2011.

Cancellation Deadline: Cancellations will be accepted until 4:30pm on Monday, April 4, 2011. **Any cancellations or no-shows after the Cancellation Deadline will not be refunded.**

Reservations & Payment: **Please call Jan at 814-217-6083 by Friday, April 1st** with your RSVP and dinner choices. The presentation is free and the cost of the meal is off the menu. Send payment to Presque Isle Chapter IAAP, PO Box 8922, Erie, PA 16505.

Dinner will be from Tickle’s Deli. Please order from the attached menu. If possible, please email Jan with your choices at jhutchinson@wqln.org. You will receive an email reply with your order total.

~ Reservations & Payment ~		April 5, 2011 — How to Manage Your Boss	
NAME _____	CPS	CAP	CPS/CAP
YES, I WILL ATTEND:	DINNER & PROGRAM (FROM MENU + TAX)		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			

Altoona Chapter IAAP APW Event



*Please join the Altoona Chapter IAAP® as we celebrate
Administrative Professionals Week*

Date: Tuesday, April 26, 2011

Place: Third Edition Room, Casino at Lakemont Park

Meet and Greet - 6:00 to 6:45 p.m.

*Acoustic musical entertainment will be provided
during the Meet and Greet by Clay Bowser.*

Dinner will be served at 6:45 p.m.

Cost: \$25.00 - dinner included

*We are honored to have Carolyn Donaldson as our
Keynote Speaker. Carolyn's presentation will be
"Reinventing and Rejuvenating - Let's Roll Together"*

*Dinner will be Stuffed Chicken Breast, Parsley Potatoes,
Green Beans Almondine, Rolls and Butter & Dessert.*

*Any questions - please e-mail Lyndee Long at:
llong@mountainresearch.com*

*Please return the bottom portion of this form with
your payment to:*

Lyndee Long, CPS/CAP

2119 First Avenue

Altoona, PA 16602

Registration Deadline: April 12, 2011

Name: _____

Amount Enclosed: _____

Contact Phone Number: _____





International Association of Administrative Professionals®
 2011 Administrative Professionals' Conference

****** REGISTRATION FORM ******

Friday, April 29, 2011
 8:00 a.m. – 3:30 p.m.

Crowne Plaza Pittsburgh Airport, 1160 Thorn Run Road,
 Moon Township, PA 15108 – (412) 262-2400

AGENDA	
8:00 a.m. – 9:00 a.m.	Registration and Continental Breakfast
9:00 a.m. – 9:15 a.m.	Welcome & Introductions
9:15 a.m. – 11:15 a.m.	Denis Rudd, Training Manager <i>New Horizons Computer Learning Center</i> Presentation: Microsoft Office 2007 Power Short Cuts, Image Editing with Existing Tools, Introduction to Windows 7 and Internet Explorer 8
11:15 a.m. – 11:30 a.m.	Break
11:30 a.m. – 1:00 p.m.	Networking Lunch & Silent Auction
1:00 p.m. – 3:00 p.m.	Shari Peace, President <i>Peace Talks</i> Presentation: Unleash Your Potential: How to Be the One Administrative Professional Your Organization Can't Live Without
3:00 p.m. – 3:30 p.m.	Refreshment Break, *Door Prizes, *Auction Winners, Q&A, and Closing Remarks *Winner must be present

For more information about this event contact: Jodi Allison CPS/CAP 412-397-5277 or allisonjo@rmu.edu

Early Bird Registration and Payment Deadline: April 1, 2011
Registration and Payment Deadline: April 20, 2011

Name: _____ Phone: _____

Company: _____ Email: _____

Address: _____ Dietary Restrictions: _____

IAAP Members

- Early Bird Registration (by April 1) - \$75.00
- Registration (by April 20) - \$80

Non-Members

- Early Bird Registration (by April 1) - \$85.00
- Registration (by April 20) - \$90.00

Please make checks payable to:
 IAAP Pittsburgh Chapter

Please mail registration forms and checks to:
 Elspeth Wissner CAP
 116 Westchester Place
 Pittsburgh, PA 15215





International Association of
Administrative Professionals®
Pennsylvania Division

2011 Division Annual Meeting Professional Development Award

May 1, 2010 through April 30, 2011

Member Name _____

Chapter _____

Business Phone _____ Residence Phone _____

SECTION A: IAAP Participation *(current IAAP year only)*

POINTS

1. **International Office held:** (20 points)

--

2. **Division Office held:** (15 points)

--

3. **Chapter Office held:** (10 points)

--

4. **Committee Chair:** (10 points – International level)
(8 points – Division level)
(5 points – Chapter level)

Committee

Level

International Division Chapter

International Division Chapter

International Division Chapter

International Division Chapter

5. **Member of Excellence**

a. Attained 2009-2010 Member of Excellence (20 points)

b. Signed the 2010-2011 Member of Excellence Commitment Form (10 points)

c. Published an article in an IAAP publication (10 points per article)
(Excludes President messages & newsletter editor article inclusions unless editor wrote subject-specific article)

List article name, IAAP publication, & publication date:

--

d. Integrated IAAP into Annual Performance Review (10 points)

e. Member Recruitment (10 points per new member recruited)

SECTION A: IAAP Participation (current IAAP year only) – Continued –

POINTS

6. Meeting/Seminar Attendance

- a. Attended 2010 Council Meeting (2 points)
- b. Attended 2010 Annual Division Meeting (5 points)
- c. Attended 2010 International Convention and Education Forum (15 points)
- d. Number of Chapter business meetings attended (1 point each)
- e. Additional IAAP sponsored seminar workshop. List date and title (10 points each)
(Use back of paper or separate sheet. DO NOT include seminars from IAAP conferences listed above.)
- f. Cyberseminar/Webinar/Podcast List date and title (1 point each)

- g. Spoke about IAAP or Certification to a group or organization: include organization's name, subject or program and date. Minimum 15 minutes. Provide documentation to Chapter President. (i.e., program) (10 points each)

SECTION A

TOTAL POINTS

SECTION B: IAAP Certification/Recertification (Documentation to Chapter President)

POINTS

- 1. **Passed all or any part of the Certification exam in May and/or November 2010.**
(10 points for each part up to a maximum of 40 points in the 4-part exam)
- 2. **Received certification before May 2010 exam.**
(10 points)
- 3. **Attended review course(s) May 1, 2010 through April 30, 2010.**
(5 points)
- 4. **Received Recertification May 1, 2010 through April 30, 2011.**
(20 points)

SECTION B

TOTAL POINTS

SECTION C: Microsoft Certification (Documentation to Chapter President)

POINTS

Must be completed during the period May 1, 2010 through April 30, 2011.

1. Received Microsoft Certification (any level) (20 points each)

List level and date attained:

SECTION C

TOTAL POINTS

--

SECTION D: Business Education Study Courses — Non-IAAP sponsored. (Documentation to Chapter President)

POINTS

Must be completed during the period May 1, 2010 through April 30, 2011.

1. Accredited College Course

Successfully completed a business subject or job-related, accredited college course or extension course.

Please attach copy of transcript to Chapter President.

(2 credit hours or more equals 3 points per credit hour.)

List course, college, and completion dates below or use separate sheet:

2. Workshop/Seminar (Documentation to Chapter President)

Business related, ½ day minimum duration to qualify.

(5 points each; 10 courses maximum)

List Workshops/Seminars below or use separate sheet:

SECTION D

TOTAL POINTS

--

SECTION E: Teaching Business Course(s) (Documentation to Chapter President)

(Does not include 1-day workshop or seminar)

Must be completed during the period May 1, 2010 through April 30, 2011.

POINTS

- 1. **Taught Certification review course or other IAAP-related study course, 1 or more hours per course.**
(10 points per course)

Date	Location	Subject
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 2. **Taught a business education course, 1 or more hours, outside of normal job duties.**
(5 points per course)

Date	Location	Subject
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION E

TOTAL POINTS

SECTION F: Community Involvement Representing IAAP (Documentation to Chapter President)

(5 points per project) *Must be completed during the period May 1, 2010 through April 30, 2011.*

POINTS

Date	Project
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SECTION F

TOTAL POINTS



International Association of
Administrative Professionals®
Pennsylvania Division

Professional Development Record

May 1, 2010 through April 30, 2011

MEMBER SUMMARY PAGE

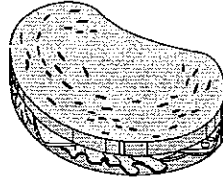
Member Name _____

Section Description	Point Recap
A. IAAP Participation	_____
B. IAAP Certification/Recertification	_____
C. Microsoft Certification	_____
D. Business Education Study Courses	_____
E. Teaching Courses	_____
F. Community Involvement	_____
MEMBER GRAND TOTAL	<input type="text"/>

PLEASE SUBMIT PAGES 1-4 ALONG WITH
REQUIRED DOCUMENTATION TO YOUR CHAPTER PRESIDENT.

• Tickle's Deli •

17 West 4th St.
455-5718



Please tip our drivers
Free Delivery

• MEAT CHOICES •

Salami Pastrami
Roast Beef Capicola
Smith's Bologna Pepperoni
Corned Beef Turkey Breast
Braunschweiger
Smoked Turkey
Ham

• CHEESE CHOICES •

Swiss NY Sharp
Muenster American
Provolone Longhorn
Hot Pepper

• BREAD CHOICES •

Whole loaf of Italian \$5.99
Roll \$2.75
Sliced Bread(Rye, Wheat,Pump) ..\$3.75
French Bread8" \$3.75
French Bread1ft. \$5.75
French Bread2ft. \$11.49
Croissant..... \$3.85

Chicken Salad or Tuna Salad (cheese \$.50 extra)
on a roll.....\$3.25
on 8" French bread or sliced bread\$3.99
on a croissant\$3.99
on a bed of lettuce.....\$3.85
whole loaf of Italian bread.....\$7.75
on 1 ft. French Bread.....\$6.63 on 2 ft. French Bread.....\$12.50
Seafood Salad (cheese \$.50 extra)
on a roll.....\$3.25
on 6" French bread or sliced bread\$3.99
on a croissant\$3.99
on a bed of lettuce\$3.99
whole loaf of Italian bread.....\$7.75
on 1 ft. French Bread.....\$6.63 on 2 ft. French Bread.....\$12.50



SANDWICH SUGGESTIONS

Customer's Choice - Your choice of bread with one meat and one cheese, lettuce, and tomato

- (1) **Big Freddy** \$5.99
Ham, capicola, salami, provolone, lettuce and tomato on whole loaf Italian bread. Italian dressing on side.
- (2) **Two Much Sub** \$11.49
Same ingredients as above, but on 2 ft. French bread.
- (3) **Mini Sub** \$3.75
Same ingredients as above, but on 8" French bread.
- (4) **Pastrami or Corned Beef** \$3.75
Swiss cheese, lettuce, tomato and thousand island dressing on rye bread.
- (5) **Smith's Braunschweiger** \$2.75
Swiss cheese, lettuce, tomato, and mayo on a roll.
- (6) **Croissant Club** \$4.39
Roast beef, ham, turkey, American cheese, lettuce and tomato.
- (7) **Veggie Delite**.....\$4.39
Colby, Muenster, lettuce, tomato, cucumber, olives, on your choice of bread.
- (8) **Hot and Spicy** \$4.39
Capicola, hot pepper cheese, hot peppers, lettuce, tomato, onion, red hot sauce, on your choice of bread.
- (9) **Greek**..... \$4.39
Feta cheese, lettuce, tomato, cucumber, onion, olives, sweet red pepper on your choice of bread.
- (10) **Just Veggies**..... \$4.39
Lettuce, tomato, cucumber, onion, olives, banana and sweet red peppers, on your choice of bread.

On a whole loaf of Italian....\$7.75 1 ft. French bread....\$6.63

Extra quantities of:

meat, cheese, or veggiesup to 8" \$.50/item
meat, cheese, or veggies1 ft.\$1.00/item
meat, cheese, or veggies2 ft.\$1.50/item

SALADS



	Small	Med.	Large
Antipasto SaladLettuce, ham, pepperoni, salami, provolone, tomato and pepperoncini.	\$2.19	\$3.85	\$6.35
Tossed SaladLettuce, tomato, cucumber, shredded cheese.	\$2.15	\$3.55	\$5.75
Chef SaladHam, roast beef, turkey, provolone, egg, lettuce, and tomato.	\$2.35	\$4.25	\$6.65
Greek SaladLettuce, tomato, cucumber, onion, olives, sweet red pepper, and feta cheese.	\$2.35	\$4.25	\$6.65

• CHOICE OF DRESSINGS •

Creamy Caesar • Thousand Island • Ranch
• French • Italian • Honey Dijon •
• **Fat Free Dressings** •
Italian • French • Ranch • Honey Dijon • Raspberry Vinaigrette
• Extra Dressing - Add \$.35 each
• Extra small dressing packs \$.15 each

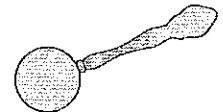
SIDE ORDERS & MISC.

Jumbo Kosher Pickle\$.85
Potato or Macaroni Salad (Single Serving)\$.85
Potato or Macaroni Salad by the pound\$3.69
Chicken Salad by the pound\$6.99
Small Chips\$.55
Large Chips\$.85
Roll or French Bread w/ butter\$.75
Croissant w/ butter\$1.25
Fresh Fruit Salad (in season)\$2.50

SOUPS

November - April

8 oz.-\$1.95 12 oz.-\$2.39 16-oz.-\$3.29 Quart -\$6.39



BEVERAGES

Pepsi (12 oz. can)\$.69
Pepsi or Gatorade (20 oz. bottles)\$1.49
Teas and Juices.....\$1.59
Water.....\$1.29

FREE DELIVERY - 11:00 AM - 2:00 PM
Minimum Order Requirement varies with Delivery Area