



Presque Isle Chapter
2011-2012 Officers

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

President's Corner	1
International News	2
PA Division Update	2
Chapter	2
Calendar of Events	2
Avery Box Tops	3
Membership	3
Ways and Means	3
eTips	3
Chapter of Excellence	4
Birthdays	4
Dressing Errors	4
Photos	5-6

Included

Reservation Flyer



Presque Isle Press

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

Direct inquiries via phone or internet 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

Presque Isle Press

International Association of Administrative Professionals®

Presque Isle Chapter • P.O. Box 11444 • Erie, PA 16514

www.iaap-presqueisle.org

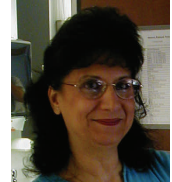
Chartered in 1946

Volume 15, Issue 4

December, 2011

President's Corner

Karen Jendruczak, CAP-OM



The holiday season is truly upon us. I hope everyone had a wonderful Thanksgiving with their families. It certainly is a busy time for all of us. With "Black Friday" behind us, Christmas is just around the corner.

I want to thank everyone who pitched in to help make our bus trip to the Cleveland Christmas Connection a success. When I injured my knee and was unable to even go on the trip, you all jumped in and took part to see that our attendees had a wonderful fun-filled day full of shopping. I really appreciate everyone's efforts in handling all the details for me. Thank you for all that you did!

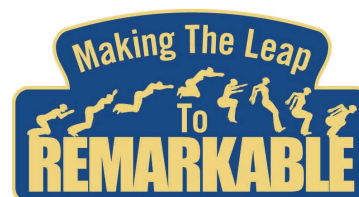
Don't forget that Saturday, December 3, is our day to help at the Second Harvest Food Bank. Our work time is 1:00-3:30 p.m. and we will be packing food boxes. There are so many people in need, especially at this time of year. Please be sure to join us to help this worthy cause.

Be sure to join us at the Mary Porreco House on Tuesday, December 6, for our meeting and for Jan Hutchinson's presentation, "The Land of Ahs."

See you on there!

Karen L. Jendruczak

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



International News

By Karen Jendruczak, CAP-OM

Beginning in November, IAAP has launched the changes to the Certified Administrative Professional program. This major change moves us to one certification with specialties. Organizational Management is the first specialty that they are offering. Be sure to update your certifications. If you held the CPS rating, your new rating is CAP. If you held the CAP or CPS/CAP ratings, your new designation is CAP-OM.

The 2012 Spring Conference will be held March 4-7 in Las Vegas, NV. There will be an optional all day session with Gini Courter of Triad Consulting. She will teach you how to make your own effective videos and sharp Power-Point graphics.

Following her session will be:

- Movie maker Bonnie Curtis (Saving Private Ryan, Shindler's List), talking about running projects and building teams.
- Author Allison Blankenship will help you defuse stress and manage personalities in your office.
- Organization expert Wilny Audain will show you how to succeed in a multi generational, global workplace.
- Management consultant Rebecca Pace will lay out ways to turn tough times into great opportunities.

PA Division Update

By Karen Jendruczak, CAP-OM

As a fundraiser for the 2012 PA Division Annual Meeting, the Lehigh Valley Chapter is raffling off two beautiful baskets donated by two of their members. There is an Italian Basket and a Margarita Party Basket (see flyer). Chances are \$5 each or 3 for \$10. Each basket has a value of \$60-\$70.

We will have tickets available for sale at our December 6 meeting. They will be turned in to Maria Carney, CAP to take to the PA Division Winter Board meeting. The winner will be drawn at that meeting.

Chapter

By Karen Jendruczak, CAP-OM

Please join us at our December meeting held on Tuesday, December 6, at the Mary Porreco House on West 38th Street, when Jan Hutchinson will present "The Land of Ahs."

Calendar of Events 2011-2012

December 3—Volunteer at the Second Harvest Food Bank

December 6 - Chapter Meeting
The Land of Ahs

January 3 - Chapter Meeting—
New Member Orientation

February 7 - Chapter Meeting
Business Etiquette/New Rules in a Digital Age

February 15 - Deadline for applications for the Certification Exam

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 - 2012 PA Division Meeting, Lehigh Valley

June 5 -Chapter Meeting
Installation of Officers

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

Avery Box Top Program

Box tops continue to be turned in and we are moving right along toward our goal. Be sure to take advantage of the bonus box tops that Giant Eagle offers with the purchase of 12 box top items in one shopping trip.



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

Membership

Our newest member, Jan Gunter, was born and raised in Erie. She has been married to her "handyman" husband Jim for 35 years. They have two daughters, Kim and Cassie, and two grandchildren, Michael and Mackenzie.



Jan has been employed as an Administrative Assistant for Beautiful Smiles, a pediatric and orthodontic dental office in Erie, for 14 years. Jan enjoys bowling, bocce, crafts, machine embroidery and off road jeeping in her spare time.

Please add Jan's information to your roster.

Janice A. Gunter
 Beautiful Smiles Children's Dental Health
 3219 Peach Street
 Erie, PA 16508
 Ph. 814-455-2158
 Fax 814-480-8127
janiceg@BeautifulSmilesErie.com

Janice A. Gunter
 10100 Aubury Road
 Waterford, PA 16441
 814-476-7416
jeepinjan@roadrunner.com

Birthday: March 2

Ways and Means

Our bus trip to the Cleveland Christmas Connection was a success once again! Thanks to all of you, everyone had a great time. Especially our lucky winners!



The winner of our 50/50 was Jane Mead, and the winner of the free trip on the bus was Kathy McCullough.

New Horizons Business/Office Professionals eTips

By default, hiding a column or row also hides any graphic objects that are anchored to a cell in that column or row. This includes embedded objects, such as charts and pictures, and drawing objects, such as text boxes and AutoShapes. However, you can make sure that these types of objects always remain visible by changing their positioning properties.

To change a graphic's Object Positioning property, click on the object to select it. Then, choose Format | Object Type from the menu bar. Click the Properties tab in the resulting dialog box. Then, select the Don't Move Or Size With Cells option button to keep the object in view. When you've finished, click OK.

Adapt for Excel 2007 and 2010 To change an object's properties in Excel 2007 and 2010, right-click on the object and choose Size And Properties from the resulting shortcut menu. Click on the Properties tab and then select the Don't Move Or Size With Cells option button. Click Close.

Proud Sponsor of the Presque Isle Chapter,

International Association of Administrative Professionals®



Erie Insurance Group / 100 Erie Insurance Place / Erie, PA 16530

Phone: 814-870-2000

Web site: <http://www.erieinsurance.com>

Chapter of Excellence 2011-2012 Deadlines

	<u>Criteria</u>	Date Due to PA Division	Date Submitted to
1	Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the	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	
5	Chapter develops and/or updates business plan. Chapter submits business plan to members with a copy to the division by April	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	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	Verified by Division	
7	Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the	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	

December Birthdays



There are no member birthdays in December.

5 Top Office Dressing Errors

One Gallup poll shows 43 percent of workers say they wear business casual attire at the office every day. But many don't know what business casual is. They think it means "anything goes."

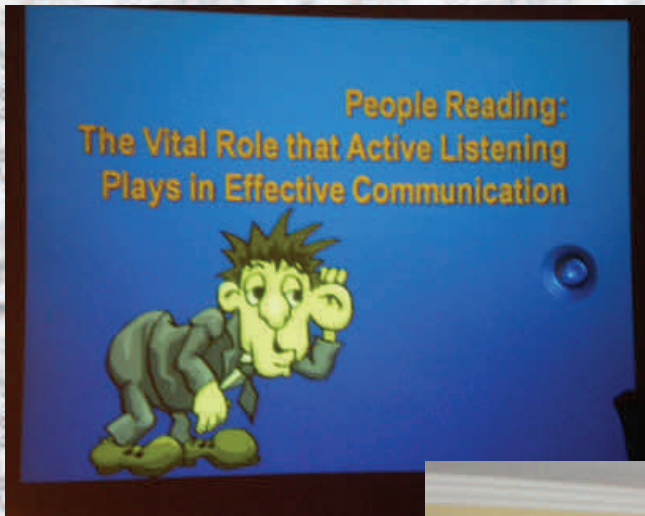
Kids coming out of college don't understand that what Lady Gaga wears won't fly in the office, says an image consultant quoted in *Bloomberg Businessweek*.

Five Top office faux pas

1. Call girl earrings, man studs. Women: Skip long, dangly earrings. Men: No ear studs. Both: No visible piercings.
2. Unbuttoned shirts. How many buttons can you unbutton? The neck button.
3. Exposed bra straps. Keep straps under wraps.
4. Tattoos. Cover them up.
5. Exposed toes. Toes are a kind of cleavage. Don't wear sandals or heels that expose the front of your foot.



November Meeting “People Reading”



CLEVELAND CHRISTMAS CONNECTION





“The Land of Ah’s: Storytelling as a Powerful New Business Communications Tool”

By Jan Hutchinson

Corporate Administrative Assistant and Electronic Communications Coordinator at WQLN Pubic Media;
Treasurer of the Presque Isle Chapter of IAAP

Whether you are opening a business meeting, interviewing a candidate for a new position, or trying to coach a recalcitrant co-worker, the hottest new technique used in workplaces today is storytelling. It has become a critical tool for communicating on a deeper, more personal level. By learning the elements of effectively using stories to get your point across, you can sharpen your social skills, make a memorable impression, and get the results you want.

December Meeting

Monday, December 6, 2011 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, December 2nd** 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 5pm on Monday, December 5th, 2011. **Any cancellations or no-shows after the Cancellation Deadline will not be refunded.**

Dinner will be a la carte from the attached Tickle’s Deli menu.

~ Reservations & Payment ~	December 6, 2011: The Land of Ah’s: Storytelling as a Powerful New Business Communications Tool
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 Deli

17 West 4th Street, Erie, PA 16507 - Phone: (814) 455-5718

MAIN MENU

Available all day 08:30am 03:00pm

Monday 8:30 - 2PM

BUILD YOUR OWN CREATION

Price includes your choice of bread, with ONE meat, ONE cheese and any TWO veggies

Meat Choices (choose 1)

Turkey breast

Roast beef

Capicola

Pepperoni

Smoked turkey

Salami

Smith's bologna

Smith's
braunschweiger

Ham

Pastrami

Corned beef

Cheese Choices (choose 1)

American

Swiss

Muenster

Provolone

NY sharp

Colby

Hot pepper

Longhorn

Feta

Veggie Choices (choose 2)

Lettuce

Cucumber

Olives

Tomato

Bananna peppers

Pickle **0.95**

Onion

Red peppers

EXTRA meat

On 8" Fr. Bread/Rolls/Sliced/Croissant/Wrap **0.50**

On Fr.1ft,2ft/Whole loaf Italian **1.50**

EXTRA cheese

On 8" Fr. Bread/Rolls/Sliced/Croissant/Wrap **0.50**

On Fr.1ft,2ft/Whole loaf Italian **1.50**

EXTRA veggies

On 8" Fr. Bread/Rolls/Sliced/Croissant/Wrap **0.20**

On Fr.1ft,2ft/Whole loaf Italian **0.50**

On a roll

2.95

On sliced bread

3.95

Marble rye

Whole wheat

On a croissant

3.95

On a wrap **3.95**

Honey wheat Spinach pesto Tomato basil Garlic herb

On a whole loaf of Italian bread **6.45**

On French bread 8 inches **3.95** One foot **5.95** Two feet **11.95**

TICKLE'S FAMOUS CREATIONS

#1 Big Freddy **6.45**

Ham, capicola, salami, provolone, lettuce and tomato on a whole loaf of Italian bread, Italian dressing on the side

#2 Two Much Freddy **11.95**

Ham, capicola, salami, provolone, lettuce and tomato on 2 feet of French bread

#3 Mini Freddy **3.95**

Ham, capicola, salami, provolone, lettuce and tomato on 8" French bread

#4 Pastrami OR Corned Beef **3.95**

Swiss cheese, lettuce, tomato and Thousand Island dressing on marble rye bread

#5 Smith's Braunschweiger **2.95**

Swiss cheese, lettuce, tomato, and mayo on a roll

#6 Croissant Club **4.95**

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

 **#7 Veggie Delite** **4.95**

Colby, Muenster, lettuce, tomato, cucumber, olives, on your CHOICE OF BREAD (up to 8")

 **#8 Hot and Spicy** **4.95**

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

 **#9 Greek** **4.95**

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

 **#10 Just Veggies** **4.95**

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

CHICKEN, TUNA, SEAFOOD SALAD

Our own chicken, tuna and seafood salad

Sandwich options

On a roll **3.45**On sliced bread **4.45**On a croissant **4.45**On a wrap **4.45**On a bed of lettuce **4.45**On loaf of
Italian **7.95**on 8 in. French bread **4.45**on 1 foot French bread **6.95**on 2 feet French bread **12.95****Extra charge for cheese**

Roll/8" Fr. Bread/Sl. Bread/Croissant/Wrap- .50 1 or 2 foot Fr. Bread/Whole loaf Italian-1.50

SALADS

available in 3 sizes 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 DressingSmall pack (each) **0.15**Large pack (each) **0.35**** Greek Salad**Small **3.45** Medium **5.45** Large **7.45**

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

Chef SaladSmall **3.45** Medium **5.45** Large **7.45**

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

Antipasto SaladSmall **2.95** Medium **4.95** Large **6.95**

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

 Tossed SaladSmall **1.95** Medium **3.95** Large **5.95**

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

SOUPS

Available November thru mid-May

Soup of the Day8 oz. **2.45** 12 oz. **2.95** 16 oz. **3.95****Chili**8 oz. **2.95** 12 oz. **3.45** 16 oz. **4.45**

Available Thurs & Friday

SIDE ITEMS

Jumbo Kosher Pickle	0.95
Bag of Chips	0.95
Potato, Macaroni or Pasta Salad (single)	0.95
Roll or French Bread w/Butter	0.95
Croissant w/Butter	1.25
Pasta Salad Cup (9 oz.)	2.95
Fresh Fruit Cup (in season)	2.95
Potato or Macaroni Salas (per pound)	4.95
Pasta Salad (per pound)	5.95
Chicken/Tuna/Seafood Salad (by the pound)	6.95

BEVERAGES

Can of Soda (Pepsi products)	0.75
Bottled Beverage	1.50

Pepsi products
 Water
 Gatorade
 Tea

•
•