



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

- Karen Jendruczak, CPS/CAP
President
- Jan Hutchinson
Vice President
- Barbara Plunkett
Secretary
- Kim Pietrasiewicz
Treasurer

President's Corner	1
International News	2
PA Division Update	2
Chapter	2
Calendar of Events	2
Membership	3
Birthdays	3
Avery Box Tops	3
Tech Tip	3
Pictures	4
Reservation Form	5

Included

- Tickles Menu
- Thank you notes
- Avery Box Tops Form



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

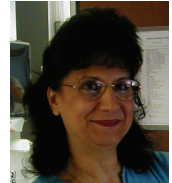
Correspondence:
P.O. Box 8922
Erie, PA 16505

Volume 14, Issue 7

February, 2011

President's Corner

Karen Jendruczak, CPS/CAP®



As planned, I began driving to Clarion for the PA Division winter board meeting on January 15. I was to meet up with Maria Carney CPS, AIS and the rest of the division board and planning committee to finalize the events of our 2011 PA Division meeting in May.

Unfortunately, my plan came to a screeching halt one hour into the trip as a snowstorm made it almost impossible for me to see where I was going, and I ended up turning around and coming back.

Thankfully, Maria had already arrived the night before, and she was able to bring home the information to share with us.

She also reminded me that the Avery Great Results Chapter Achievement Awards applications are due by February 1, and that the Presque Isle Chapter bylaws are due for review in April.

We have a lot of things to accomplish in the next few months. We will continue to finalize our plans for the hospitality room at the division meeting, finish the Avery Great Results application, review our bylaws to bring them in line with the revised Model Chapter Bylaws, plan our next fundraiser, and the 2011 Western Council meeting.

It seems overwhelming sometimes, but we will do it. Although we are small, we are mighty and will show our Passion & Purpose in completing each task.

Please join us on February 1, when Gail F. Latta, PhD, Associate Professor, Organizational Learning and Leadership, Gannon University presents "Leadership Styles—Who, What, When, Where, Why, and How?"

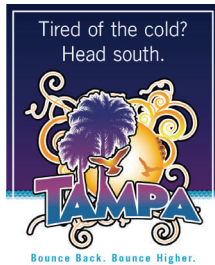
And bring a few quarters to play RTF Bingo!

Karen L. Jendruczak

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

**PASSION &
PURPOSE**
PRESQUE ISLE CHAPTER

International News



If you are tired of the cold, why not head to Tampa, Florida for [IAAP's Spring Conference](#), Bounce Back—Bounce Higher to be held March 7-9, 2011.

Over the last few years we've seen companies operate with less staff and fewer resources. These changes have affected our place in the office. Admins continue to be given more responsibilities, expanding the breadth of their original jobs and work experience. This conference will teach you how to rise to the challenge in today's office and meet the demands the new economy has placed on you.

In addition to three amazing speakers, they are offering you an optional workshop on March 6, with IAAP favorite Gini Courter. If you sign up for the optional workshop (only \$100) you'll get cutting edge training in the Microsoft Office Suite and be registered to win an iPad.

Don't lose your space. Go to <http://www.iaap-hq.org/events/conferences/spring> and [Register today!](#)

PA Division Update

Maria Carney, CPS, AIS attended the PA Winter Board Meeting on January 15, to finalize the plans for the 2011 PA Division Meeting to be held in Clarion, PA, May 20, 21, and 22, 2011.

Upon returning, Maria reminded us that we have until February 1 to submit the Avery Great Results Chapter Achievement Award. We appreciate everyone's assistance in getting the application filled out.

Remember that we are continuing to collect door prize items for the 2011 Division Meeting Hospitality Room. Door prize items can be brought to any meeting and given to Karen Jendruczak, CPS/CAP.

Please start making plans to join us in Clarion for the PA division meeting. We will need everyone's help to run the Hospitality Room successfully, and in addition, you will be continuing your education with the workshops that will be presented.

Chapter

Please join us on February 1, when Gail F. Latta, PhD, Associate Professor, Organizational Learning and Leadership, Gannon University presents "Leadership Styles—Who, What, When, Where, Why, and How?"

Be sure to call Jan Hutchinson with your dinner choice from the included Tickle's Deli menu, and mail your check to the post office box.

Calendar of Events 2010-2011

February 1-Chapter Meeting
Leadership Development

March 1-Chapter Meeting
Team Building

March 7-9-Spring Conference
Tampa, FL

March 8-10-Professional Education
Conference, Reno, Nevada

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

Membership

By Chris DeSantis

The 2011 focus for divisions and chapters is on recruitment and retention. Here are some opportunities that can help.

The Division Recruitment Award Program—This program will reward three divisions that excel in their recruitment efforts from January 1—March 31, 2011. During this time period, the divisions will be judged on the percentage of new and reinstated members joining the division; the percentage of chapters that experience an increase in new and reinstated members; and the division’s overall recruitment plan and documentation.

Waiver of the Reinstatement Fee—From January 1, 2011 through March 31, 2011, the \$15 processing fee will be waived for anyone who has dropped from active status in the past two years and reinstates his or her membership. Please note that this waiver is only for reinstating members. New members will need to pay the fee.

Recruitment 101 Webinar—This webinar will give you tools to launch an effective recruitment campaign. We will look at ways to promote membership whether you are speaking to an individual or a large group and how to get buy-in before you ever ask someone to join. Go to <https://www1.gotomeeting.com/register/976484904> to register for Tuesday, January 25, 2011 11:00 a.m.—12:00 p.m. CST, or to <https://www1.gotomeeting.com/register/839941377> to register for Tuesday, January 25, 2011 3:00 p.m. – 4:00 p.m. CST.

Avery Box Top Program

This big Bonus Box Tops offer from Giant Eagle is still good until January 31, 2011:

Buy 12	All Box tops for Education Products	Get 70 Bonus Box Tops (\$7 value to participating school)
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For the month of February, there are two Bonus Offers.

Buy 4	Progresso® Soup (all varieties)	Get 15 Bonus Box Tops (\$1.50 value to participating school)
Buy 4	KLEENEX® Anti-Viral Tissue (25 & 112 ct), Facial Tissue (200, 240 & 280 ct), Dinner Napkins (50 ct)	Get 15 Bonus Box Tops

Please remember to turn your Avery Box Tops Challenge forms in to Maria Carney, CPS, AIS. They are due to headquarters by midnight on May 15. The form is attached for your convenience.

February Birthdays

9—Gina Spadacene



Free Microsoft Training

Microsoft Training courses for Microsoft office products are available online all “FREE”. You can use these training courses at your own convenience, right at your desk.

Training is available for Office 2007 in Access, Excel, Outlook, PowerPoint, Word, Publisher, Communicator, One Note, Live Meeting, Project, Share Point Server, and Visio.

Training is also available on Office 2003, and the new Office 2010.

Go to <http://office.microsoft.com/en-us/support/training-FX101782702.aspx> to access these free online training courses.



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

Get Certified!



Surprise!





International Association of
Administrative Professionals®
Presque Isle Chapter



“Leadership Styles—Who, What, When, Where, Why, and How?”

By Gail F. Latta, PhD; Associate Professor,
Organizational Learning & Leadership; Gannon

February Meeting
Tuesday, February 1, 2011 at 5:30pm
Mary Porecco House, Porecco Center
West 38th Street, Erie, PA

IMPORTANT RESERVATION INFORMATION:

Reservation Deadline: Please make reservations by Friday, January 28, 2011.

Cancellation Deadline: Cancellations will be accepted until 4:30pm on Monday, January 31, 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, January 28th** with your RSVP and dinner choices. 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 with your order total.

~ Reservations & Payment ~ **February 1, 2010 — Leadership Development**

NAME _____ CPS CAP CPS/CAP

YES, I WILL ATTEND: DINNER & PROGRAM (FROM MENU + TAX & TIP) 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**

Thank You

Dear Jan +
Ladies of the IAAF,

"It will always
be remembered."

I can't Thank You enough for holding
the "Huge" clothing drive for DFSE!! When I
walked into the room I couldn't believe my
eyes! I hope you know + realize how
much you have helped us!! and our clients!!
Forever grateful, Mary Thorsjans



1701 Parade Street
Erie, PA 16503 -1994
814.452.6113
f: 814.461.9483
stmartincenter.org

January 6, 2011

Ms. Jan Hutchinson
WQLN
8425 Peach Street
Erie, PA 16509

Dear Ms. Hutchinson and the International Association of Administrative Professionals,

St. Martin Center, Inc. is grateful to have been chosen as a recipient of several bags of women's professional clothing. This donation will assist women that might not have attire to enter a professional field.

Your contribution will enable us to continue our mission: To engage in work among the needy by providing immediate assistance and long term services that help guide individuals, regardless of their race or religion, toward the path of self-reliance.

On behalf of the staff, volunteers, board of directors and the 20,000 people that we serve, thank you for helping St. Martin Center, Inc. lend a helping hand for a new beginning.

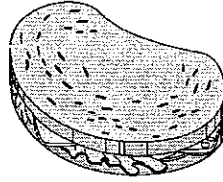
Sincerely,

Cheryl A. Kobel
Chief Executive Officer

*Thanks so much, Jan!
It was great to
see you again!
-Jessica*

• 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

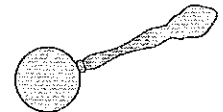
SIDE ORDERS & MISC.

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

