



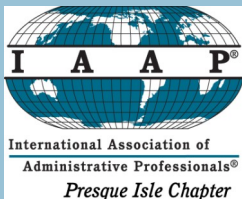
Presque Isle Chapter  
2011-2012 Officers

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

President's Corner	1
International News	2
PA Division Update	2
Calendar of Events	2
Avery Box Tops	2
Chapter	3
Membership	3
Newsletter Tip	3
Membership Cont'd	4
RTF	4
Quote	4
Chapter of Excellence	5
Birthdays	5
Photos	6

**Included**

Reservation Flyer



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# Presque Isle Press

International Association of Administrative Professionals®

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

[www.iaap-presqueisle.org](http://www.iaap-presqueisle.org)

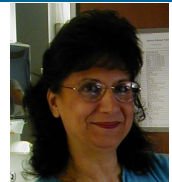
Chartered in 1946

Volume 15, Issue 5

January, 2012

## President's Corner

Karen Jendruczak, CAP®-OM



I sincerely hope that everyone had a wonderful Christmas. New Year's is just around the corner, and then we will begin the second half of the 2011 – 2012 IAAP® year.

And now that the holidays are almost behind us, we need to concentrate our efforts on the planning of the 2013 PA Division meeting. Since we will be meeting on Monday, January 9, and again on Tuesday, January 31, because I need to be in Georgia on business the first week of February, we will set up a planning meeting for mid-February. Please come prepared with dates that you will be available, so that we can schedule this important meeting.

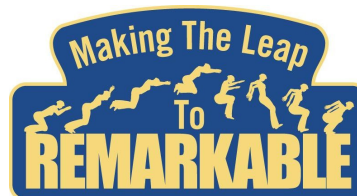
Our civic project at the Second Harvest Food Bank was quite a success. We packed 11 pallets of 40 boxes each. That is the type of project that we could be a part of at any time during the year, and I believe that all of those who participated would be willing to do this again. It was a great feeling of accomplishment and a wonderful sense of helping those in need.

Please be sure to join us on January 9, for our new member orientation program. I look forward to seeing you then.

See you on Monday, January 9!

*Karen L. Jendruczak*

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



## International News

**By Karen Jendruczak, CAP-OM**

The 2012 Spring Conference being held March 4-7 in Las Vegas, NV. If you sign up for the optional workshop with Gini Courter, you will not only get cutting edge technology training, but you will also be registered to win a one-year subscription to Lynda.com online training library and a one-year subscription to Presenter Media. You won't want to miss this great conference!

At the end of the year, IAAP executive director, Don Bretthauer, will be leaving the association to become executive director of another association. Under Don's leadership, the association has moved to a new level of professionalism as we've worked to implement the Seven Measures and the IAAP Process Plan. We wish Don much success in his new endeavors.

The new executive director of the association will be announced after the first of the year.

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## PA Division Update

**By Karen Jendruczak, CAP-OM**

Once again this month we will be selling tickets for the 2012 PA Division Annual Meeting fundraiser. They are raffling off two beautiful baskets donated by two of their members. One is an Italian Basket and the other is a Margarita Party Basket. Chances are \$5 each or 3 for \$10. Each basket has a value of \$60-\$70.

This will be your last chance to buy tickets as Maria Carney, CAP will be taking them to the winter board meeting in a couple of weeks, where they will draw the winning ticket! Be sure to let me know if you want tickets.

---

## Avery Box Top Program

Remember to continue collecting those Avery Box Tops. We are shooting for number one this year so we need all we can get! Be sure to have all your friends and family members save them for you too!

We can do it!

## Calendar of Events 2011-2012

**January 9** - Chapter Meeting—New Member Orientation

**January 31** - Chapter Meeting Business Etiquette/New Rules in a Digital Age

**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

Please remember our January meeting will be held on **Monday, January 9**, instead of our regular meeting date.

Join us on **Monday, January 9**, 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.

This presentation is very informative and you won't want to miss it!

We're on the Web!  
[www.iaap-presqueisle.org](http://www.iaap-presqueisle.org)

## NEWSLETTER TIPS

By PagesMag.com

## Membership

### *Why strive to be a Member of Excellence? What's in it for me? Why should I take the time?*

#### • Do it for Your Career!

Become a Member of Excellence to show your employer that you strive for professional excellence

- ◆ Continuing education / improving your skills / becoming a more valuable employee
- ◆ Display certificate during performance evaluation
- ◆ Request letter from IL Division be sent to your employer for additional recognition

#### • Do it for Your Future Employment!

- ◆ Use "Member of Excellence" achievement on your resume and portfolio
- ◆ To be recognized for the pursuit of education and excellence in your profession

#### • Do it for Your Association!

- ◆ Your Chapter needs 7% of its members to be MOE's to achieve the Chapter of Excellence
- ◆ Your Division needs 7% of its members to be MOE's to achieve the Division of Excellence

#### **Criteria (meet 8 out of 11):**

1. Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form (**send copy to Karen Jendruczak**).
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it **cannot** be included in your calculations to meet the requirement of criterion #9.

Take a sneak peek at your Slide Master's layout before you apply it (PowerPoint 2007)

PowerPoint 2007's menu setup incorporates a View tab that groups several items into a block called the Presentation Views. This is where you'll find the new Slide Master view (formerly at View | Master | Slide Master), along with Notes Master, Handout Master, Zoom, Color options and so on.

Each Slide Master comes with a set of layouts visible as thumbnails along the left side of the main slide window. Each thumbnail incorporates your slide's theme, graphics, fonts, and so on, so you can see how the slide will appear before you ever apply the layout.

## Membership - continued

5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This ***mandatory*** requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

## Retirement Trust

Katherine M Astleford, CAP-OM, EA  
Chairman, PA Division RTF Committee

*Happy Holidays! Here we are at the hustle bustle time of year when we celebrate with family and friends, sharing gifts from the heart to those who mean so much to us.*

*Many of us also remember those who struggle for resources this time of year with gifts of financial support. If your giving includes remembering your favorite charities, consider adding the Retirement Trust Foundation to your list.*

*If you are planning your end-of-year giving, please consider a tax deductible donation to the RTF. Go to [www.iaap-rtf.org](http://www.iaap-rtf.org) for more information or to complete an online donation.*

## The Business of Listening

In Business...

Effective listening lays the foundation for *clear understanding*.

Clear understanding allows an *appropriate response*.

An appropriate response facilitates *High-quality communication*.

High-quality communication promotes *organizational cooperation*.

Organizational cooperation improves *employee morale*.

High morale increases *job commitment*.

Job commitment leads to *peak productivity*.

~ Diana Bonet ~



### Chapter of Excellence 2011-2012 Deadlines

	<u>Criteria</u>	<u>Date Due to PA Division</u>	<u>Date Submitted to</u>
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	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	

### January Birthdays



There are no member birthdays in January.

Believe in yourself!

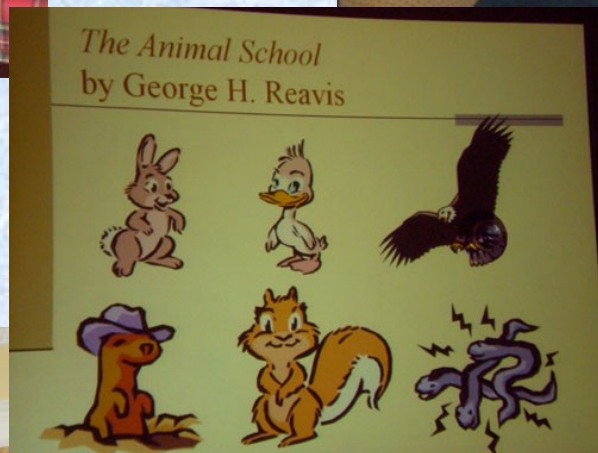
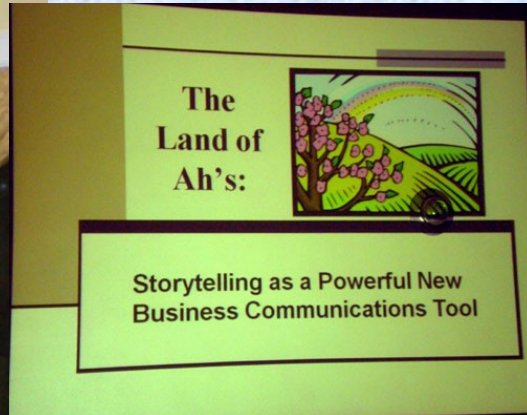
Have faith in your abilities!

Without a humble but reasonable confidence in your own powers you cannot be successful or happy.

[Norman Vincent Peale](#)



# December The Land of Ahs





# “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*

January Meeting

*Monday, January 9, 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](mailto:jhutchinson@wqln.org) by **Friday, January 6th** 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 Friday, January 6, 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 ~	<b>January 9, 2012: IAAP—Learning the Ropes and Opportunities: What’s in it for You?</b>
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 <b>Presque Isle Chapter IAAP</b>	

# 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

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## 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 Dressing*

- Small pack (each) **0.15**
  - Large pack (each) **0.35**
- 

- Greek Salad**

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

Small **3.45** Medium **5.45** Large **7.45**

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  - Chef Salad**

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

Small **3.45** Medium **5.45** Large **7.45**

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  - Antipasto Salad**

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

Small **2.95** Medium **4.95** Large **6.95**

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  - Tossed Salad**

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

Small **1.95** Medium **3.95** Large **5.95**
- 

## SOUPS

Available November thru mid-May

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- Soup of the Day**

8 oz. **2.45** 12 oz. **2.95** 16 oz. **3.95**

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- Chili**

Available Thurs & Friday

8 oz. **2.95** 12 oz. **3.45** 16 oz. **4.45**

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## SIDE ITEMS

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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

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## BEVERAGES

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Can of Soda (Pepsi products)	0.75
Bottled Beverage	1.50

Pepsi products
  Water
  Gatorade
  Tea

•  
•