



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	3
Chapter	3
Bid	3
Tech Tip	3
Calendar of Events	4
Membership	4
Birthdays	4
Avery Box Tops	4
Pictures	5-8
Reservation Form	9

Included
Roster Info Sheet



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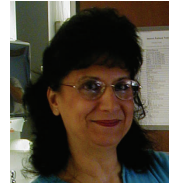
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Volume 14, Issue 11

June, 2011

President's Corner

Karen Jendruczak, CPS/CAP®



Here we are , another IAAP® year coming to a close. It has definitely been a busy one!

We have joined the Erie Regional Chamber and Growth Partnership in an effort to expand our visibility. Members have been attending their "Business After Hours" networking events to help spread the word about IAAP.

The chapter also held a very successful bus trip to the Cleveland Christmas Connection at the IX Center in November, and is now planning another bus trip event for September that we hope you will join us for.

Our Civic project to help "Dress for Success Erie" was such a big hit that it earned us media coverage on the local television station. We are planning to do this again next year, so think of us when you are cleaning out your closet and donate your used business attire to our "Dress for Success" campaign.

We held several educational programs at our meetings that qualified for recertification points, and plan to continue that practice for the 2011-2012 year.

The Presque Isle Chapter will be hosting the Western Council meeting in Erie on Saturday, October 15, so preparations will be getting underway for that. And at the Pennsylvania Division Meeting last weekend, we bid to hold the 2013 PA Division Meeting in Erie, with the help of our friends in the Western Council chapters.

We have a lot to look forward to for 2011-2012. Maria Carney, CPS, AIS and I will be attending EFAM in Montreal this July, and will be bringing back the latest information for you, so you will want to be at our September meeting to hear all about it!

Have a great summer!

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

PASSION & PURPOSE
PRESQUE ISLE CHAPTER

International News

By Susan Spreitzer, CPS/CAP

Each year, as I decide whether or not to attend IAAP's biggest event, I ask myself the same important question my employers were interested in: Why travel out of state or out of the country to [EFAM](#) when I can get admin training right here in Sacramento? Since I'm now self-employed and pay my own EFAM registration and travel expenses, this question is even closer to my heart than it was back when the event was called "Convention." So, this year, I'd like to know what others have to say on the topic. For me, the answer is simple. It's the pinpoint focus of EFAM and the strength of our numbers.

One reason I believe EFAM is worth the trip is because we attend in large enough numbers to draw stellar keynote speakers. Where else but EFAM 2010 would you hear someone like Vernice "Flygirl" Armour--the first African-American woman to pilot an attack helicopter in the Marine Corps--motivate us to adopt a breakthrough mentality? Where else would you find someone like 2009 EFAM keynoter and futurist Warren Evans who was not only a great motivational speaker but has thoroughly known and written about administrative professionals, and IAAP, for years.

I think EFAM workshops are stellar, too, because of the deep understanding the speakers have of administrative professionals. As much as I love and appreciate our local computer training organizations, they don't, and really can't, have the same daily focus specifically on administrative professionals and office technology that Gini Courter and Annette Marquis of Triad Consulting do. Other EFAM workshops dive into topics like emotional intelligence and becoming a virtual assistant that aren't readily available from companies like Fred Pryor and CareerTrack. Sometimes EFAM workshops cover topics similar to those we talk about in our chapter meetings, but the national-level EFAM workshop speakers sure do bring something unique and special to attendees.



Susan Spreitzer, CPS/CAP

EFAM is also unique and valuable because it showcases administrative leadership. Let's face it. It's very rare to find an administrative professional in command of a room of well over 1,000 people. Watching our international president preside over business meetings every year is very cool--it's also very educational. Becoming familiar with, or reviewing, parliamentary procedure is just the start. Critical, often subtle, examples of excellent leadership and teamwork are everywhere in the business meetings. EFAM attendees also witness and participate in visionary and strategic thinking that really makes a difference beyond IAAP. Sometimes debate gets a little heated, and mistakes are made, but we always adjourn our business meetings stronger and closer than we began.

The Office Expo experience is pretty impressive. We find out what's new, what's hot, and what's not, directly from suppliers instead of from the clerk at the office supply store or during a 1-800 telephone call. Each attendee leaves the Office Expo with at least one problem solved and a number of new ideas. We love it when [Avery](#) and [OfficeTeam](#) come to our chapter meetings, but the group of vendors and suppliers at Office Expo is one of a kind, and we appreciate them very much.

If nothing else, EFAM is an amazing place to network and share ideas and energy. It's very tough to think of an administrative challenge or opportunity that someone at EFAM hasn't navigated successfully. EFAM is a world of shoulders to stand on.

OK, so I have been thinking a lot about Montreal lately. I can't wait to see the 2011 EFAM program when it is published in April, and I look forward to finding out what changes have been made to the event this year. I hope many, many administrative professionals are inspired to make the trip to EFAM--I think it really is worth it. What's your perspective?

Susan Spreitzer, CPS/CAP, has worked in the administrative profession for more than 30 years and currently works as an [independent web designer](#). She has been a member of IAAP since 1996.

PA Division Update

Well, if you were not in attendance at the 2011 PA Division Meeting, you missed a great event! The Friday morning winery tour was a big hit! In the afternoon, we were part of an energizing seminar by Brian Blasko, and Friday evening we were entertained by a wonderful band, "Diamonds in the Rough," and had quite a hoe down!

On Saturday, our keynote speaker, Jennifer Antkowiak delivered a great presentation, and then we conducted the business of the division, which included the election of our 2011-2012 officers. The Recognition Luncheon was immediately following our session.

Saturday evening was a beautiful Victorian banquet and installation of officers. That was followed with entertainment by Sally Ringland and Phyllis Howard playing the Hammered Dulcimer and Celtic Harp.

The Sunday morning business concluded with the passing of the gavel to our new PA Division President, Carol Lundgren CPS/CAP.

Throughout the entire weekend, the Hospitality Room, hosted by the Presque Isle Chapter, ran very smoothly, thanks to all of our wonderful volunteers from the Western Council areas. The Chinese Auction, 50/50, Small Indulgence Jewelry, and Miche Bags were received well and wholeheartedly supported by the entire division.

A big thank you to all who baked, donated and worked to make the Hospitality Room a huge success!

Chapter

Please join us on Tuesday, June 7, at the Mary Porreco House, when we will hold our Installation of Officers and our annual "Tea." Don't forget to bring your favorite tea cup with you!

The proposals are in for hosting the 2013 Annual PA Division Meeting. We are now in the process of evaluating the quotes to determine where we will hold the meeting.

Jan Hutchinson and Barbara Plunkett attended the "Business After Hours" networking event of the Erie Regional Chamber that was held on Thursday, May 19, 2011, and will be reporting on their experience.

2011-2012 Slate of Officers

President—Karen Jendruczak, CPS/CAP
 Vice President
 Secretary—Barbara Plunkett
 Treasurer—Jan Hutchinson

BID ACCEPTED

At the 2011 PA Division Meeting, the Presque Isle Chapter entered a bid to host the 2013 PA Division Meeting in Erie PA, along with the help of the chapters in the Western Council.

This bid was voted on and accepted by the division.

Now the planning begins for 2013! Put on your thinking caps!

WORD TECH TIP

Taken from the IAAP
 Web Community

A question was asked about how to access the Word jump list while using Windows 2007 and Word.

The response was by
 Karen Charnawskas CPS

I have Windows 2007 and I use WORD all the time. The way I access the "jump list" (I didn't realize that's what it was called) is by holding down the Alt key and pressing the letter F. That will bring up a list of your most recent documents used in WORD along with a list of a few other things you can use like printing, changing your WORD options, etc. To close the list, simply press the Esc key. For me, it's much easier to use key strokes rather than the mouse or in my case the touch pad as I have a laptop.

Hope this helps.

Membership

Posted to the Web Community by Amy House

IAAP Helps Administrative Professionals Turn Jobs into Careers

Membership in International Association of Administrative Professionals can help office professionals develop their personal and professional skills and build their careers. IAAP is the world's leading association for administrative assistants, secretaries, office managers and other administrative support staff, with 40,000 members and affiliates in 25 countries worldwide.

Members tap into an extensive knowledge base regarding in-demand administrative skills, office trends, standards and best practices through access to IAAP publications, professional development programs, and other association resources. In addition, networking and leadership opportunities are available through involvement in regional divisions and local chapters.

Some of the benefits of IAAP membership include:

Seminars and Conferences - IAAP and its regional divisions and local chapters host a variety of seminars, workshops and conferences featuring internationally recognized speakers. Topics range from workplace trends and technology, to leadership skills and career planning. IAAP's largest training event is the annual International Education Forum and Annual Meeting, held each summer.

Personal and Professional Development Resources - IAAP offers more than 250 books and other educational resources on all facets of office administration. IAAP's *Complete Office Handbook* is considered to be the definitive reference guide for today's electronic office. In addition, online training programs and courses are available on the IAAP Web site.

Avery Box Top Program

Maria Carney, CPS, AIS has turned in our Avery Box Tops collection forms so that we will be included in the contest. Maybe we will be lucky enough to win a prize!

June Birthdays

There are no member birthdays in June



Calendar of Events 2010-2011

June 7-Chapter Meeting
Installation of Officers

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

August 15-November Certification Exam Registration

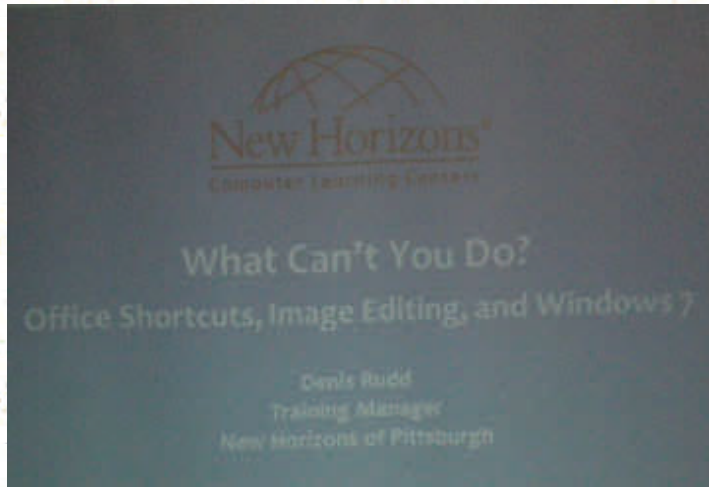
November 4 & 5-CPS/CAP Exams

September 6-Chapter Meeting

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



PITTSBURGH CHAPTER HOLDS APW[®] SEMINAR



Presque Isle May Meeting

**When you need to meet in the car because it just won't stop raining...
It's enough rain already!**



2011 PA Division Meeting



2011 PA Division Meeting



2011 PA Division Meeting





Let's Celebrate!

The Presque Isle Chapter IAAP officers will hold a "tea party" to celebrate the 2010-2011 year. Following our celebration, we will conduct the installation of the 2011-2012 chapter officers.

Please join us for the last meeting of this term and enjoy the festivities!

The chapter board will be preparing tea, coffee, scones, tea sandwiches, and various desserts for you to enjoy.

Bring your favorite Tea/Coffee Cup!

June Meeting

Tuesday, June 7, 2011 at 5:45pm

Mary Porreco House, Porreco Center

West 38th Street, Erie, PA

IMPORTANT RESERVATION INFORMATION:

Reservations: Please call or email Jan at 814-217-6083 or jhutchinson@wqln.org by Friday, June 3rd with your RSVP. The presentation and refreshments are complimentary (from the outgoing Board). If you are bringing a guest, please send your completed reservation slip to: Presque Isle Chapter IAAP, PO Box 8922, Erie, PA 16505.

~ Reservations & Payment ~		June 7, 2011 — Let's Celebrate!	
NAME _____	CPS	CAP	CPS/CAP
YES, I WILL ATTEND AND I WILL BE BRINGING SOME GUESTS!			
GUEST NAME(S) _____	GUEST PHONE NUMBER(S) _____		
GUEST NAME(S) _____	GUEST PHONE NUMBER(S) _____		
GUEST EMPLOYER(S) _____			

2011-2012 ROSTER INFORMATION VERIFICATION FORM

Your current roster information is:

Birth Date _____

Name: _____

Member Since: _____

Phone: (H) _____

(W) _____

(F) _____

Home Address:

Work Address:

Email: _____

Email: _____

Software: _____

Work For: _____

Title: _____

The above information is correct as published. _____

Signature

The above information is incorrect and needs amended as follows:

The above information is correct as amended. _____

Signature

NOTE: An asterisk indicates your preferred mailing address.

PLEASE RETURN THIS FORM TO KAREN JENDRUCZAK CPS/CAP AS SOON AS POSSIBLE. MAIL TO KAREN AT: 78 BERNWOOD DRIVE NORTH EAST, PA 16428. FOR QUESTIONS YOU CAN REACH KAREN AT: 814-347-1102, OR EMAIL AT: kljendruczak@ridgurak.com.