



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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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

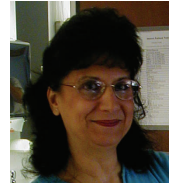
Correspondence:
P.O. Box 8922
Erie, PA 16505

Volume 14, Issue 8

March, 2011

President's Corner

Karen Jendruczak, CPS/CAP®



A big thank you to Maria Carney, CPS, AIS, and Jan Hutchinson for their work to link the Presque Isle Chapter with the Erie Regional Chamber and Growth Partnership. They coordinated a meeting to look into the possibility of our chapter working with them to grow our membership. The meeting was a huge success and the Chamber had many ideas to help us get our name out there.

We have taken the first step by joining the Chamber, and they have already placed us on their web page as a new member, with a link to our website! That is just the beginning. They have exclusive events, programs, and services that we are looking forward to using.

One of those opportunities is called "Business After Hours". This is a monthly networking event for members of the Erie Regional Chamber. When we attend these events, we have the opportunity to talk with other Chamber members, share the IAAP experience, and invite them to come to one of our meetings to see what we have to offer them.

The next "Business After Hours" will be held on Thursday, March 24, from 5:00 to 7:00 p.m. at the Erie Art Museum. We are looking forward to sharing the word about IAAP and the other opportunities that our association with the Chamber can do to benefit the Presque Isle Chapter. Watch for our listing as a new investor in the next Erie Magazine!

I look forward to seeing all of you on Tuesday March 1, when Kurt Hersch, Director of Entrepreneurship Program and Director of Business Administration Program at Gannon University will present "Team Building".

Karen L. Jendruczak

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

**PASSION &
PURPOSE**
PRESQUE ISLE CHAPTER

International News

At our last meeting, Maria Carney, CPS, AIS explained to us the new rules regarding tax compliance for IRC 501(c)(6) and Reg. 1.501(c)(6)-1 non-profit organizations, whereas, no member may financially benefit from IAAP.

A clarification document was received shortly after the meeting. This explains that with a few modifications, chapters may continue to have programs to help members, but **all members must have an opportunity to take part in the opportunity.**

These are the clarifications that were received:

1. Restricting members so they may only receive a specified number of grants within any period of time does not allow all members to have an opportunity to take part in all opportunities presented.
2. Specifying a minimum chapter membership requirement does not allow all members to have an opportunity to take part in all opportunities presented.
3. Requiring members who do not remain a chapter member for a specified number of years after receiving educational assistance to refund the chapter is expected to be not permitted.

PA Division Update

We continue to collect door prize items throughout the Western Council chapters to be given at the PA Division 2011 meeting. At latest count, we are close to having enough for everyone. If you still have items to donate, please bring them to the next meeting so we can be sure of our count.

Also, if you have decided what snack items you will be making to donate for the hospitality room, and how much, please let Karen Jendruczak, CPS, CAP know. We are also trying to coordinate with the other Western Council chapters to ensure there are enough snacks for everyone for the weekend.

The invitation announcement for the division meeting will be coming out soon. Please begin planning to attend this meeting. It is not only a great educational opportunity, it is also a wonderful experience. Not to mention that we need everyone's assistance in the Hospitality Room!

Chapter

Please join us on Tuesday, March 1, at the Mary Porecco House, when Kurt Hersch, Director of Entrepreneurship Program and Director of Business Administration Program, of Gannon University, will present "Team Building".

We will also be joined by Joe Holody from Visit Erie to assist us with filling out a request for proposal for a hotel and meeting area for the 2013 PA Division meeting.

Please remember to bring your copies of the bylaws with you that were distributed at last month's meeting, along with any suggestions you have for changes or corrections that we need to submit for approval.

Calendar of Events 2010-2011

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

“Spring is when you feel like whistling even with a shoe full of slush.”- *Doug Larson*

Many of us certainly have this feeling as we approach spring. There is much to be said for what we will endure in light of what may be coming closer...a newness in the air like a breath of fresh air.

Take a breath of fresh air by attending one of our monthly meetings. They provide insight into many great opportunities in learning about ourselves and also about those that we work with. In March, our guest speaker will provide the tools of team building, and who could not use that in dealing with today’s workload?

All of these educational programs are provided during a monthly meeting and are a boost to your value at your workplace every day. What better way can you provide a service to yourself and be a value to those you work with? Sample a little bit of springtime and take the time to find out for yourself — join us at our next meeting, Tuesday, March 1st.

Avery Box Top Program

This big Bonus Box Tops offer from Giant Eagle is still good until February 28, 2011:

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

Here is the new Bonus Box Tops offer for March.

Buy 4	General Mills Cereals (all varieties); Nature Valley® Granola Bars; Chex Mix® Treat Bars; Fiber One® Bars; Milk ‘n Cereal Bars; Pillsbury® Toaster Strudel® Pastries; Yoplait® Kids Lowfat Yogurt, Go-GURT® , Go-GURT® Family Pack, Trix® Lowfat Yogurt, Splitz™	Get 15 Bonus Box Tops (\$1.50 value to participating school)
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March Birthdays

28—**Maria Carney, CPS, AIS**

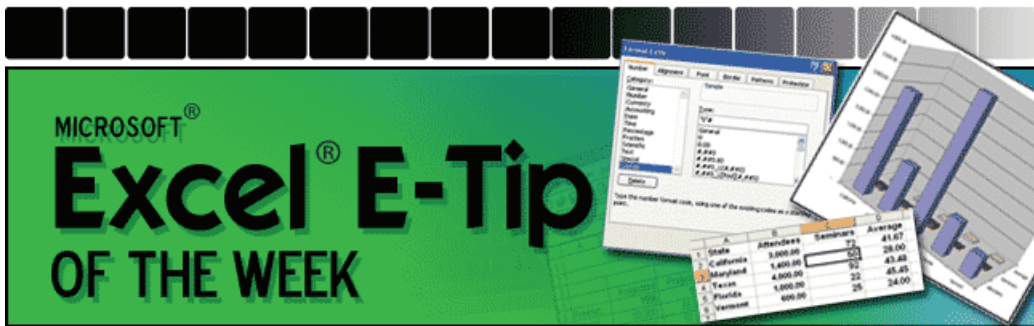


March 17, 2011



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

Presque Isle Chapter Tech Tip:


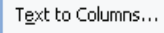
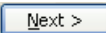



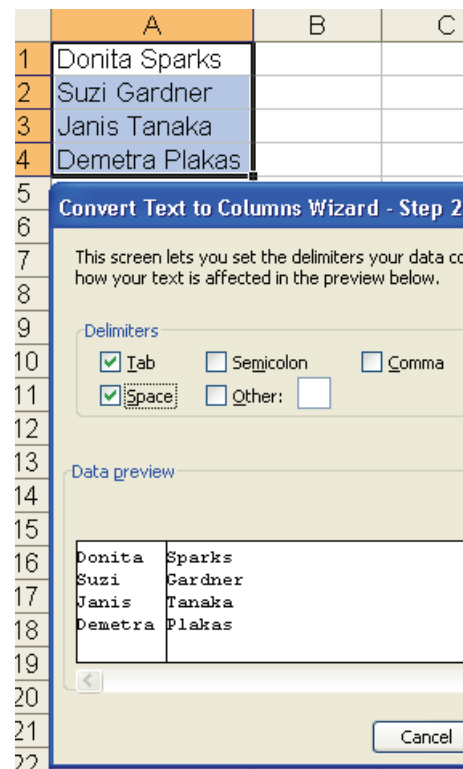
Tip: Separate Text Contained in One Column Into Multiple Columns

Sometimes the original data entry is only desirable for the current project.

Example: First and last names were entered into one cell but the current use requires them to be separated into a first name column and a last column. Excel uses the *Text to Column* feature to quickly

perform this task.

1. Select or highlight the text to be separated and click  on the menu bar.
2. Select  on the Data menu and Click  to get to Step 2 of 3.
3. Select the check box labeled  on the left side of the screen for Step 2 of 3. This will separate the information contained in the single cell based on the space between the first and last name.
4. Click Next and Finish.



Rockhurst University Continuing Education Center, Inc.
6901 W. 63rd Street
Overland Park, KS 66202

Please consider becoming a member of the Family of Givers by donating to the Retirement Trust Foundation (RTF). And remember to bring your quarters to our March meeting for a few games of RTF Bingo, so that we can make a donation to the RTF from the Presque Isle Chapter!

MARCH RTF CHALLENGE

Join the FOG,
don't get lost in it!

Let's clear away the confusion about the Family of Givers.

What is it?

The Family of Givers program gives members the ability to support the Retirement Trust Foundation (RTF) through donations that are cumulative with a complementary recognition program. The Family of Givers will allow us to track your donations over time and recognize the whole of your generosity.

How will my donation be used?

All funds contributed will be used to support the Trust's overall program consistent with the mission and strategic plan as outlined by the Board of Trustees. More specifically, these funds will be used to:

- Provide housing assistance grants to administrative professionals in need
- Maintain Vista Grande and provide for an affordable and comfortable environment for all residents
- Maintain the Trust's web site

How can I join?

You can donate online with a credit card at:

www.iaap-rtf.org

Or, you can mail the completed form below with your donation to:

IAAP

Sue Tuff, Comptroller

PO Box 20404

Kansas City, MO 64195-0404

Donor Information

Name _____

IAAP Membership Identification Number _____

Address _____

City _____

State/Province _____ Zip/PC _____

Phone _____ E-mail _____

Please Check One

Check Enclosed (payable to The Retirement Trust Foundation

Credit card Visa MasterCard Discover AmEx

Account no. _____

Security code _____ Expiration date _____

Amount (U.S. Funds) \$ _____

Signature _____

NORTH-EAST DISTRICT CHALLENGE

March 1, 2011 to March 31, 2011

Donate and be the Division with
the highest per capita amount
(based on each division's
membership numbers)

Winner announced at
District Caucus during EFAM.

Learning About

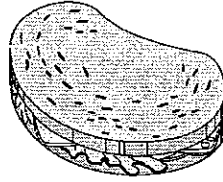


Leadership Styles

February 8, 2011 Meeting

• 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

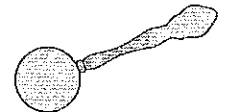
SIDE ORDERS & MISC.

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