



Presque Isle Chapter  
2011-2012 Officers

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

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**Included**

- Reservation Flyer
- Christmas Connection Flyer
- Western Council Flyer
- Budget



International Association of  
Administrative Professionals®  
Presque Isle Chapter

**Presque Isle Press**

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# Presque Isle Press

International Association of Administrative Professionals®

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www.iaap-presqueisle.org

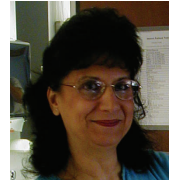
Chartered in 1946

Volume 15, Issue 2

October, 2011

## President's Corner

Karen Jendruczak, CPS/CAP®



The leaves are already starting to change. I love fall, but it also means that winter is not far behind, and the busy holidays will be upon us soon.

Right now we are concentrating on the Western Council meeting, which we will host in a few short weeks. This will be a great morning of learning and fun. If you have not attended a Western Council meeting, you'll want to be sure to send in your reservation for this one. It's the closest you will ever be for attending.

The next item we will need to concentrate on is filling our bus to the Cleveland Christmas Connection. Make sure that you have sent the reservation flyer to everyone you know and post it wherever you have permission to. This is our main fundraiser and we want it to be a success.

On December 3, we have also planned a Civic project by helping to fill bags at the Second Harvest Food Bank. We are scheduled to work from 1:00 to 3:30 p.m. This is a very worthwhile project, so please plan to attend.

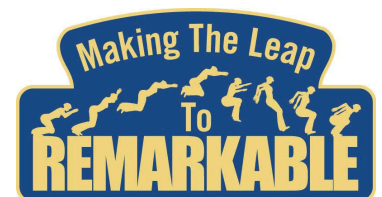
All the while, we will also be working on the 2013 PA Division Meeting plans. Our ideas are starting to come together and soon we will be sending out our requests for help from the other Western Council chapters.

Don't forget that this month's meeting is our Membership Drive meeting and be sure to bring your prospective members to hear Jan's presentation of "What's In It For Me."

I look forward to seeing everyone on **Monday, October 10.** (Please note: **Due to some issues with my schedule, we have had to move the meeting.**)

*Karen L. Jendruczak*

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



## International News

By Karen Jendruczak, CPS/CAP

International President Tamar Goodall, CPS/CAP and International President Elect Karlana Rannals, CAP just returned from a trip to Grapevine, Texas to meet with the 2012 EFAM Host Committee and tour the Gaylord Texan and Convention Center.

Two representatives from the Grapevine Convention and Visitors Bureau provided them with a tour of the meeting space, restaurants, sports bar, shopping and shortcuts within the Gaylord. This is a fabulous property, and the room rate is \$185, plus applicable taxes. The amenities include in-room bottled water (2 per day), internet access, access to the fitness center, and free passes to Paradise Springs, a new water park on the property.

Start saving now to attend the 2012 EFAM. You won't want to miss it!



There is still time to register for the Fall Conference taking place October 9-12, 2011 in San Diego, CA. There will also be a pre-conference technology workshop with Annette Marquis of Triad consulting. For more information and to register, please visit <http://www.iaap-hq.org/events/conferences/fall>.

## PA Division Update

By Karen Jendruczak, CPS/CAP

The division plans are underway! The Council meetings for all four areas will be held in October. The Southeast Council meeting will be held on October 1 in King of Prussia. The Western Council meeting is being held in Erie on October 15, hosted by us. The Southcentral Council meeting in York will be on October 22, and the Northeast Council meeting will be held in Wilkes-Barre on October 29. These council meetings are an opportunity to attend workshops, earn recertification points, hear Division and International updates, and meet with the rest of the chapter members in your council.

Our Western Council meeting takes place in a few short weeks. Please be sure to send your registration in to Maria Carney, CPS, AIS, right away! We need to have an accurate count for the supplies we are providing!

## Tech Tip

### Prevent confusion when you print out a lengthy PivotTable

To repeat column and row labels in your PivotTable printout:

1. Launch Excel and open the workbook that contains your PivotTable.
2. Click anywhere within the PivotTable to select it.
3. Click the PivotTable button on the PivotTable toolbar and choose Table Options from the resulting dropdown list.
4. Select the Repeat Item Labels On Each Printed Page check box in the PivotTable Options window.
5. Select the Set Print Titles check box in the PivotTable Options window.
6. Click OK to apply the settings.

Now, when you return to your PivotTable, you can preview the results before you print. Just choose File | Print Preview from the menu bar and cycle through the printout pages. Each one should have the same row and column labels.

Taken from New Horizons Computer Learning Center eTips

## Northeast District

Northeast District Director Bianca Constance is continuing her practice of presenting Shining Star Awards. Her goal is to present two awards per month in each division in the Northeast District to a member who is consistently doing something outstanding. She would prefer that the recipient not be a chapter officer, but would like to acknowledge members who often go unrecognized for the work they do.

## Chapter

By Karen Jendruczak, CPS/CAP

**Please note:** Due to my schedule, we have had to adjust the meeting date for October and November. The October meeting will be held on **Monday, October 10**, and the November meeting will be held on **Monday, November 7**. I apologize for these changes, but it could not be helped.

Please join us on **Monday, October 10**, at the Mary Porreco House on West 38th Street, when Jan Hutchinson will present "What's In It For Me", a membership drive presentation.

This is the perfect time to bring all of your admin friends and associates to find out about the benefits of becoming a member of IAAP. We would be delighted to have them join us to find out what IAAP can do for them!

A big thank you goes out to Barbara Plunkett, who has set our chapter up with free conference calling! Barbara set us up with a Free Conference Call account, and researched the fact that we are able to conduct conference calls from the Mary Porreco House.

Thank you for a great job, Barbara!

## Avery Box Top Program

We are especially pleased that we received a Certificate of Appreciation from Avery for our participation in the Avery-IAAP Box Tops for Education Challenge. It has been included with your newsletter for all members to see.

Are you saving box tops? Do you have your family and friends saving them for you? Have you placed a box top collection box in your office?

We are really going to have to work hard to beat last years achievement of second place, so be sure to watch for special extra box tops at participating stores.

In our area, Giant Eagle will give you 70 extra box tops every time you purchase 12 box top items in one shopping trip. What a great way to get those points to add up!



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

## NEWSLETTER TIPS

By PagesMag.com

**Group photo secret:**  
**You've got to push**  
**them together.**

It's a strange characteristic of human behavior. When people are asked to pose for a group photo, they stand about three inches apart. Any closer is an invasion of space. But the fact is, in a photograph, this distance makes people look as though they are on a different planet. One secret of a good group photo is that shoulders should actually be overlapping.

Now if you ask the group to move closer together, and they are presently in their personal space, three inches apart, they will kind of walk in place a little bit and never move in far enough.

What to do? Pose them by approaching the group and moving them closer together. But be ready to take the photo immediately. Otherwise, they will again, drift back to their comfort zones.

## Membership

We would like to welcome our newest Presque Isle Chapter member, Karen Custard, to our chapter!

Karen has been working at Channellock in Meadville for the last three years. She has been married to her husband Steve for 22 years. They have three boys: twins Cass and Codi who are 20 years old, and Ty, who is 17.

We are very excited to have Karen with us, and look forward to having her in our chapter!



## Ways and Means

The bus trip to the Cleveland Christmas Connection will be here before you know it. Please be sure to get your reservations sent in quickly. The Early Bird Special date is October 15!

The reservation form is included with the newsletter. Please send it to your friends and family, and post it in your office. We need to fill our bus to make a profit.

# Happy Fall!



## Calendar of Events 2010-2011

**October 10** - Chapter Meeting  
Membership Drive

**October 15** - Western Council Meeting - Wingate by Wyndham, Erie, PA

**October 9-12** - Fall Forward Conference, San Diego, CA

**November 7** - Chapter Meeting Food Drive for Second Harvest Food Bank

**November 5** - CPS/CAP Exam

**November 19** - Presque Isle Bus Trip to Cleveland Christmas Connection

**December 3**—Volunteer at the Second Harvest Food Bank

**December 6** - Chapter Meeting The Land of Ahs

**January 3** - Chapter Meeting

**February 7** - Chapter Meeting Business Etiquette

**March 6** - Chapter Meeting

**March 4 - 7** - Spring Conference Las Vegas, NV

**April 3** - Chapter Meeting Cool New Software

**May 1** - Chapter Meeting

**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 Montreal, Canada

### Chapter of Excellence 2011-2012 Deadlines

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

### October Birthdays



Carol Korn.....October 18

**Please note: The Presque Isle Chapter has acquired a different post office box, so please make note of the new address on page one.**

### IAAP Membership Directories

The Presque Isle Chapter Membership Directories are ready for distribution. You can pick up your directories at the next meeting on October 10.

If you are unable to attend, your directory will be mailed to you.



## ***The Housing Subsidies for Admins in Need Program of the Retirement Trust Foundation***

The Retirement Trust Foundation was created in 2000 from the Retirement Centers Trust of the International Association of Administrative Professionals. This independent, non-profit organization is administered by a six-member Board of Trustees, four of whom are elected at large from the membership of IAAP and serve with the IAAP International Vice President and IAAP Treasurer.

The RTF is a 501(c)(3) tax-exempt charitable organization. Contributions made to the Foundation are deductible as provided in Section 170 of the IRS code. Bequests, legacies, devises, transfers or gifts to or for use of the RTF are deductible for Federal estate and gift tax purposes.

Since its inception for charitable purposes in 1947, the RTF mission has been simple: to provide housing assistance for administrative professionals, age 55 and older, who are in need. The demand for comfortable, affordable housing for retired administrative professionals is growing, and along with the grants from the Housing Subsidies for Admins in Need (HSAN) Program, the RTF helps fill that need with Vista Grande.

IAAP, through the RTF, has been able to do something that very few associations have ever done: build and maintain its own retirement center. What's more, Vista Grande (the world's only retirement center for administrative professionals) was built entirely through donations to the RTF by the IAAP membership, with no corporate or association sponsorship.

However, the RTF realizes that not every administrative professional age 55 and older can (or wants to) live at Vista Grande. As a result, in 2003 the Foundation's Board of Trustees began a new program: the Housing Subsidy for Admins in Need Program. The cornerstone of the program is providing rental subsidies for those individuals who qualify for the program. Through this service, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need). The Retirement Trust Foundation Housing Assistance and Vista Grande Grant policies were adopted March 20, 2010. To apply for HSAN one needs to download and fill out the Financial Assistance Application and follow the directions for submitting the form.

The Housing Assistance Policy which outlines the program parameters can be viewed by visiting the Trust website at [www.iaap-rtf.org/programs/ain.html](http://www.iaap-rtf.org/programs/ain.html). If you feel you are qualified for program consideration (or know someone who is qualified), please complete the Financial Assistance Application form located on the same webpage and return it to the Retirement Trust Foundation at the address on the bottom of the application no later than November 15, 2011.

When Della Herring stood up at a meeting of NSA in 1947, she thought it was deplorable that secretaries had no retirement home to call their own. She contributed the first dollar toward such a cause, and today, the RTF has built and maintains just such a center. Through the HSAN Program, the RTF can ensure that Della Herring's dream lives on. Were she here with us today, certainly her vision would encompass helping retired admins live in retirement facilities where they choose. Della Herring was a visionary who gave the first dollar toward the dream of housing assistance for retired admins. Like Vista Grande, the HSAN Program is funded through contributions.

For additional information about the Trust, please visit the Trust's website at [www.iaap-rtf.org](http://www.iaap-rtf.org).

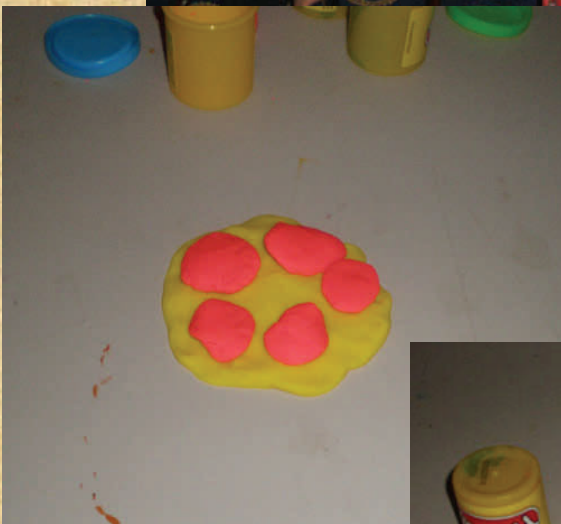
# Perception ABC's

Turning Jobs  
Into Careers

Presque Isle Chapter  
September 13, 2011

Created by: Catherine S. Hoke CPS/CAP

Presented by: Maria Carney, CPS, A  
PA Division Vice Pres





International Association of  
Administrative Professionals®  
*Presque Isle Chapter*



# “What’s In It For Me— Why IAAP is Perfect for You”

By Jan Hutchinson

Administrative Assistant / Electronic Communication Coordinator at WQLN Public Media  
and Treasurer, Presque Isle Chapter IAAP

As administrative professionals, we are required to provide support, give immediate answers, produce professional reports with a moment’s notice, greet clients, and the list goes on and on. Many times we are so busy taking care of everyone else, we forget about ourselves. This presentation is about an organization designed specifically to help you take control of your career and your life.

## October Meeting

*Monday, October 10, 2011 at 5:45pm*

*Mary Porecco House, Porecco Center  
West 38th Street, Erie, PA*

### **IMPORTANT RESERVATION INFORMATION:**

**Reservations & Payment:** Please contact Jan at 814-217-6083 or [jhutchinson@wqln.org](mailto:jhutchinson@wqln.org) by Thursday, October 6th with your RSVP. The presentation is \$5 and includes dinner. Send payment to Presque Isle Chapter IAAP, PO Box 11444, Erie, PA 16514-1444.

**Cancellation Deadline:** Cancellations will be accepted until Noon on Monday, October 10, 2011. **Any cancellations or no-shows after the Cancellation Deadline will not be refunded.**

Dinner will be pizza, salad, and pop.

~ Reservations & Payment ~	<b>October 10, 2011: What’s In It For Me— Why IAAP Is Perfect 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>			



**Presque Isle Chapter  
International Association of Administrative Professionals®**  
invites you to join us for our annual bus trip to the

**CLEVELAND CHRISTMAS CONNECTION**  
held at the IX Center  
Saturday, November 19, 2011  
Cost: \$37 per person

Bus fare and admission to the Christmas Connection  
included in trip cost.

Departure from Erie 8 a.m. from the old Blair Outlet building – Millcreek Mall  
Arrive back in Erie 8 p.m. at the Millcreek Mall

Cleveland's Christmas Connection held at the IX Center in Cleveland brings together over 900 booths of artists, crafters, and retailers who offer a cornucopia of items for gift giving and decorating. While maintaining the "shopping" theme, it also provides fun for the entire family!

We will supply breakfast items and bottled water, as well as a 50-50 on the bus ride down, and wine and cheese for the trip home! If you wish, please bring your own coffee.

Invite your family and friends and plan to get your Christmas shopping done early. Beat the hustle and bustle of shopping in the mall and join us for this fun-filled day!

*There will be an early bird drawing for a free trip to the IX Center, which will cover your bus trip and entrance fee. Just make and pay for your reservation by Friday, October 15, and your name will be entered in the drawing.*

For reservations, please fill out the form below and return to Karen Jendruczak CPS/CAP, 78 Bernwood Drive, North East, PA 16428 or if you have any questions, please call Karen at 725-5825.

**Hope you can join us!**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ No. of Reservations \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_

Email Address \_\_\_\_\_

**Please make checks payable to Presque Isle Chapter – IAAP**

**If you are paying for more than one reservation, please list your guests names for our records.**

**Thank you!**

**No refunds after October 31, 2011**



Start **MAKING THE LEAP TO REMARKABLE** at the next Western Council Meeting

Saturday, October 15, 2011

Enjoy the morning with **Carol Lundgren, CPS/CAP**, Pennsylvania Division President;  
and **Maria Carney, CPS, AIS**, Pennsylvania Division Vice President.

**AGENDA**

**The Presque Isle Chapter  
Invites you to:**

**Wingate by Wyndham  
8060 Old Oliver Road  
Erie, PA 16509**

**814-860-3050  
IAAP Room Rate: \$109  
Reserve by Sept. 19, 2011  
Dress is Business Casual**

**Plan to attend this  
great council  
networking event –  
see old friends and  
make new ones!**

- 8:00 a.m. Registration
- 8:30 a.m. Continental Breakfast
- 9:00 a.m. Introductions & Playful Icebreaker
- 9:15 a.m. Workshop "Eat That Frog"
- 10:15 a.m. Division Update and  
"Best Practices" Chapter Updates
- 10:30 a.m. Beverage Break
- 10:45 a.m. A Gaming Activity
- 11:00 a.m. Workshop "De-clutter, De-stress, Delightful

**SURPRISES THROUGHOUT THE MEETING**

- 12:00 p.m. Lunch
- 1:00 p.m. Adjournment

*The journey to Remarkable begins with your first leap!*

Cost: \$35 per person

Mail completed form and check to:  
**Maria Carney, CPS, AIS  
1131 Fair Avenue  
Erie, PA 16511**

**REGISTRATION DEADLINE  
October 1**

**REGISTRATION FORM**

Make check payable to: Presque Isle Chapter IAAP

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

