



Presque Isle Chapter
2011-2012 Officers

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

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- Christmas Connection flyer
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- Western Council Flyer
- Budget



International Association of
Administrative Professionals®
Presque Isle Chapter

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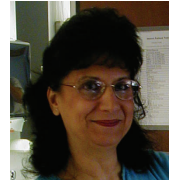
Chartered in 1946

Volume 15, Issue 1

September, 2011

President's Corner

Karen Jendruczak, CPS/CAP®



Well, we are now at the end of summer and I just don't know where the time has gone. Between company, family weddings, and out of town trips (including EFAM), it has just slipped right by.

Now it's time to get back to the business of IAAP®, and we have a lot to accomplish this year.

First would be the Western Council meeting that we are hosting on Saturday, October 15. We are already planning the meals and fundraiser for the meeting, and the division board is planning the programs. It's going to be a great meeting!

Next in line will be our annual bus trip to the Cleveland Christmas Connection on Saturday, November 19, and this year marks the 65th anniversary of the Presque Isle Chapter. With all that is going on, we are leaning toward a low-key celebration.

In addition, we are working on our program schedule for 2011-2012. This year we are arranging to present programs available to us from International by ourselves. Each officer will be taking a turn at presenting. What a great way to improve your speaking skills for your professional life!

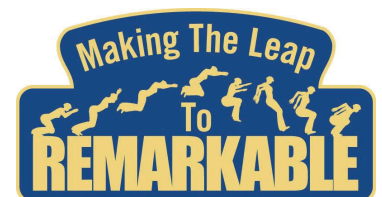
EFAM in Montreal was wonderful! I wish that every member could attend. A lot of official business is accomplished, and the classes are second to none! And this year we had an extra special reason to be excited. The Presque Isle Chapter won second place in the Avery Box Tops Challenge in the category of a chapter with less than 40 members! I was honored to go on stage to receive our \$500 check from Sharon Newhall of Avery! Who says small chapters can't accomplish great things! This year we will be "Making the Leap to Remarkable" by trying for first place! The prize for first place is \$2,000 and we were only about 100 points away from hitting that in this year's challenge!

So you see, we have a busy year ahead of us. Put your thinking caps on and let's make it a remarkable year!

See you on Tuesday, September 13. **(Please note: We moved the meeting out by one week due to the Labor Day holiday)**

Karen L. Jendruczak

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



International News

By Karen Jendruczak, CPS/CAP

EFAM in Montreal was absolutely fantastic! So much happens at EFAM that it's hard to put it all into words. A lot of work is accomplished during the business sessions, and the classes that are offered are always packed full of information that you can use on the job! One of the big issues this year was the bylaw proposals that were sent out from International. The following is a synopsis of how the votes went. You should be able to use your copy of the proposed amendments to follow along with the results.

Amendment #1—Failed—Regarding the minimum chapter size.

Amendment #2—Adopted—Regarding simplifying the dues structure.

Amendment #3—Adopted—Regarding discounting dues for a period of time for promotion.

Amendment #4—Adopted—Regarding waiving processing fees for returning members.

Amendment #5—Adopted—Regarding clarifying the board term.

Amendment #6—Adopted—Regarding striking the work “International” and adding “retirement Trust Foundation: trustee.

Amendment #7—Adopted as amended—Regarding the number of division candidates that can be nominated for international office (amended to allow no more than one candidate rather than the two as proposed).

Amendment #8—Failed—Regarding providing a list of delegates who failed to vote.

Amendment #9—Adopted—Regarding striking words from the IAAP bylaws that are now shown in the RTF bylaws.

Amendment #10—Adopted as amended—Regarding adding the words “and Retirement Trust Foundation Bylaws” that allow the IBSR Committee to review the RTF bylaws.

Amendment #11—Adopted—Regarding wording that was moved to the RTF bylaws.

Amendment #12—Adopted—Regarding adding the task of reviewing the RTF bylaws to the IBSR Committee.

Proposed amendments to the RTF Bylaws

Amendments #1 through #6—All adopted as written and presented.

In addition to discussing and voting on all the amendments, the delegates also voted on the 2011-2012 International Officers, who were duly installed.

Not to mention that the PRESQUE ISLE CHAPTER won 2ND PLACE in the Avery Box Tops Challenge and received a check for \$500!

You just can't beat it!



The Fall Conference takes 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 contract for the 2013 PA Division Meeting has been signed and now the planning begins. The chapters of the Western Council have graciously agreed to take part in the meeting to help the Presque Isle Chapter make it a huge success.

Soon they will be sent a committee list and asked to pick which part of the meeting that they would like to help us with. Then we will be holding conference calls to plan the details of the event.

It may seem a long way off, but the time will go very fast. We need to start now to make sure we cover all the details to make this a great meeting and installation for our very own Maria Carney, CPS, AIS, who will be installed as our 2013 PA Division President!

The revisions to the Presque Isle Chapter bylaws have been finished and submitted to the Division Bylaws Committee for approval. The chapter will be notified when that approval is received.

Northeast District

Council Areas

The Division Board reviewed the current alignment of our chapters with their council areas and agreed that one slight adjustment will be made to create a more equal alignment.

Beginning with the 2011-2012 year, Susquehanna Valley Chapter will move from the Southcentral Council to the Northeast Council. This equates to the Southcentral, Northeast, Western A, and Western B Councils each having 3 chapters. Southeast Council will retain 3 open chapters and 2 corporate chapters.

Chapter

Please join us on Tuesday, September 13, at the Mary Porreco House, when we will hold our first meeting of the 2011-2012 year. Our program will be "Perception ABCs", presented by Maria Carney, CPS, AIS.

We will also be approving our budget for the year (please see attached proposed budget), so please join us for the business at hand.

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

NEWSLETTER TIPS

By PagesMag.com

Create your pdf to suit your purpose

If you are using a pdf on the Web, look for the options button on your page makeup program. Be sure to save a 'smallest file size' pdf that will load quickly on your Website. On the other hand, if you are taking a pdf to your commercial printer, save the highest resolution format available.

Here are the instructions for Microsoft Publisher:

File>save as
 Click on Save As Type from the drop down menu. Choose pdf. Observe that the Options button appears below the Save As Type drop down menu. From the Publish Options, choose 'minimum size' or standard size for Web publishing. Choose Commercial Press or high quality printing for your printer.

Membership

By Jan Hutchinson

WHY BE A MEMBER OF IAAP?

Since we could not say it any better, we answer this question with an excerpt from the International Association of Writers and Editors:

There are many reasons to join a professional organization...

Membership in a professional organization is an investment in your professional **credibility**.

It's an investment in personal development, and **growth**.

Membership is a way to stay connected to fellow [professionals] who are going somewhere, and don't mind sharing knowledge on the journey.

As a professional association, **[IAAP] works hard to help you succeed**. You receive **tools** (including a high-quality member web community) and **training** to help you grow. We offer **support** as you meet [personal and] professional challenges, and **opportunities** to develop your skills so that you can create the kind of **career** you really want.

But really, what's the main reason to join?

Membership can help you succeed.

The Presque Isle Chapter is more determined than ever to help professionals in our area succeed. IAAP tools and resources benefit all of us—the more members we have, the better we all benefit. Please renew your membership, forward membership information to other professionals, or become a member today! Visit <http://www.iaap-presqueisle.org> for more information.

Avery Box Top Program

We won, we won, we won! Second place this year....first place next year!!!

Good job everyone!



Calendar of Events 2010-2011

September 13 - Chapter Meeting - Perceptions ABCs

October 4 - Chapter Meeting Membership Drive

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

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

November 1 - 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 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

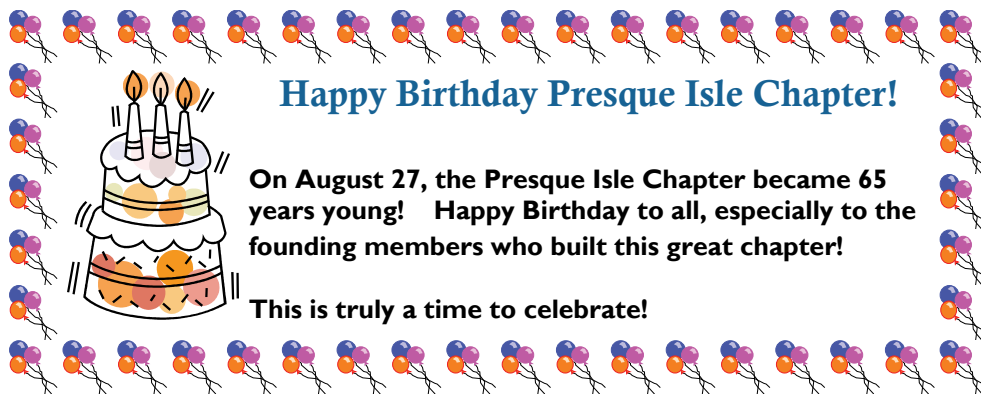
June 5 - Chapter Meeting Installation of Officers

July 22-25 - International Education Forum and Meeting Montreal, Canada

Member of Excellence Forms

The 2011-2012 Member of Excellence forms are included with this newsletter. We ask that each member sign the commitment form and begin to work toward Member of Excellence status for 2011–2012.

Just signing the form completes one of the criteria. Let's all accomplish this recognition this year!



Ways and Means

Our Annual bus trip to the Cleveland Christmas Connection is scheduled for Saturday, November 19. The bus will leave from the Millcreek Mall at 8:00 a.m. and return at 8:00 p.m. This is a great way to get all your Christmas shopping done in a day! Please see the attached flyer to make your reservation. Don't forget to send the flyer to your co-workers, friends and family to give them the opportunity to join us! It's going to be a great trip!

Recycling

As in the past, the Presque Isle Chapter is continuing their recycling program for cell phones and ink cartridges. This program helps the environment and puts a little extra cash in our treasury.

As an added bonus, the Funding Factory is now also collecting Digital cameras, iPods and other mp3 players, GPS devices, and laptops. Now there are even more ways that you can help out the chapter while improving the environment!

So please take a look around and see if you have any of these items that you are wanting to dispose of. Then, bring them to a meeting or to a chapter member so that we can recycle them!

Thank you to everyone who has participated so far!

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



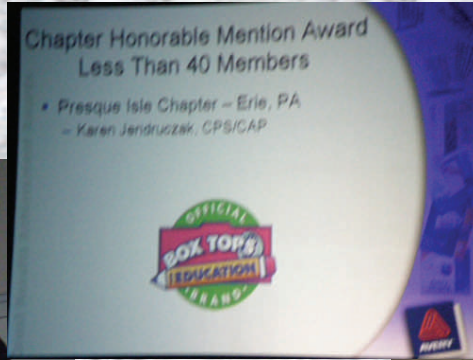
The 8th annual **Pennsylvania Conference for Women** will take place **Oct. 25th** at the Pennsylvania Convention Center in **Philadelphia**. This year the keynote speakers will be **Gloria Steinem, Marion Jones, Helene Gayle, Martha Beck, and America Ferrera**.

The Pennsylvania Conference for Women, the state's largest event of its kind with **more than 5,000 attendees**, offers community and connection, information and inspiration, motivation and momentum.

Delve into specific career/personal development topics in expert-led small groups, and meet other attendees interested in the same topic (great peer networking!).

If you are interested in attending this event, you can go to www.paconferenceforwomen.org/ and click on register.

EFAM 2011 MONTREAL



Receiving the check from Sharon Newhall of Avery for winning second place in the Box Top Challenge!





66th International Education Forum & Annual Meeting



Boar what?





**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

2011-2012 Member of Excellence info

**Deadline for Online Submissions is
11:59pm Central Time on June 30, 2012**



Revised to take effect for 2011-2012 IAAP Year

Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.

Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2011

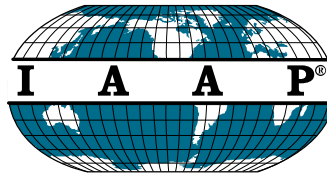
A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

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
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.
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.



International Association of
Administrative Professionals®



Member of Excellence Commitment Form

As a career-minded administrative professional, I commit to maximizing the value of my IAAP membership through the pursuit of continuous personal and professional development, access to information networks, and leadership opportunities in order to achieve measurable standards of excellence as a member of IAAP.

I will, to the best of my ability, demonstrate professionalism and continually advance a positive image of the profession to my employer and others in the business world.

In order to fulfill my personal and professional potential to continually strive for excellence, I will promote IAAP's:

Mission:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Core Values:

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

Name

Date



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: _____





“Perception A-B-C’s”

By Maria Carney, CPS, AIS

Administrative Assistant /Actuarial at Erie Insurance
and Treasurer, PA Division IAAP

This interactive presentation will show how our attitude affects our behavior and how our behavior affects how and what we communicate to others. We will learn about the difference in how others perceive us verses how we perceive ourselves.

September Meeting

Tuesday, September 13, 2011 at 5:45pm

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

IMPORTANT RESERVATION INFORMATION:

Reservations & Payment: Please call Jan at 814-217-6083 by Friday, September 9th with your RSVP and dinner choices. The presentation is free and the cost of the meal is off the menu. Send payment to Presque Isle Chapter IAAP, PO Box 8922, Erie, PA 16505.

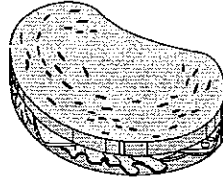
Cancellation Deadline: Cancellations will be accepted until 4:30pm on Monday, September 12, 2011. **Any cancellations or no-shows after the Cancellation Deadline will not be refunded.**

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 reply with your order total.

~ Reservations & Payment ~		September 13, 2011 — Perception A-B-C’s	
NAME _____	CPS	CAP	CPS/CAP
YES, I WILL ATTEND:	DINNER & PROGRAM (FROM MENU + TAX)		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			

• 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

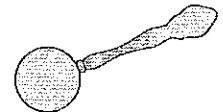
SIDE ORDERS & MISC.

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