



# 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

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- Jan Hutchinson  
Vice President
- Barbara Plunkett  
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- Kim Pietrasiewicz  
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*Presque Isle Chapter*

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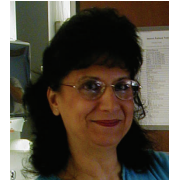
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Volume 14, Issue 4

November, 2010

## President's Corner

**Karen Jendruczak, CPS/CAP®**



What a beautiful fall it has been. The colors of the leaves are gorgeous and with the exception of a little rain, the weather has been comfortable. Before too long, we will be into the busy holiday season.

Being busy is nothing new for all of us. As administrative professionals, our work days are packed with the many tasks that make up our jobs. Then we leave work to go home and handle all the tasks that it takes to run a household and take care of our families. And amongst all of that, we find time to fit in some time for ourselves. Time to get our hair done, possibly have a manicure or look for a new outfit. Something to make us feel better about ourselves.

If you feel like I do, IAAP® is one of those things that makes me feel better because I am doing something not only for myself, but for others too. IAAP helps me to continue to improve as a person and a professional. I am always learning...organizational skills, leadership skills, networking skills, and computer skills, are just a few. That makes IAAP an opportunity worth sharing.

Spread the word about IAAP and what it can do for you and your career. Ask an admin to attend a meeting and see the educational program. Give them the opportunity to join IAAP and the Presque Isle chapter so they, too, can grow!

Please join us on November 2, at the Mary Porreco House for our program, Ergonomics: Maximize Your Workspace.

*Karen L. Jendruczak*

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

**PASSION &  
PURPOSE**  
PRESQUE ISLE CHAPTER

## Calendar of Events 2010-2011

### International News

We need to express how important it is for you to sign up for the International Web Community. All phases of IAAP are sending their communications via the web community, and to keep abreast of what is going on, it is important for you to become a member. There is no charge for joining. Just create your sign on and password. While you are in the community, go to eGroups. In eGroups you can sign up for the information that you want to be notified about.

An important egroup to sign up for is the PA Division. The division is posting all communications on the web community, so by signing up for their eGroup, you will receive an email whenever information is posted. Be sure to utilize this great tool.

### PA Division Update

The Western Council chapters of the PA Division continue to make plans for sponsoring the 2011 PA Division Meeting in Clarion, PA.

As you know, the Presque Isle chapter is sponsoring the hospitality room at the meeting. We have scheduled two vendors, Small Indulgence Jewelry and Thirty-One purses, to have tables with their products for sale.

In addition, all the chapters will be collecting items to be used as door prizes. We hope to have a total of around 120 door prizes collected between all the participating chapters. So please collect items that can be used as door prizes and bring them to meetings with you. Karen Jendruczak will be collecting the items and keeping a list to share with the other council chapters so that we can be sure we have enough prizes in advance of the division meeting in May.

We will also be asking members to contribute some baked goods to supply the hospitality room with, when we get close to meeting time.

Everyone's efforts are appreciated in helping to make the 2011 PA Division Meeting a huge success. Please begin planning now to attend the meeting. Clarion is only two hours away and this will be a great educational experience.

### Western Council

The Western Council meeting was held in Cranberry, PA on Saturday, October 16, hosted by the Pittsburgh chapter. The "Leading With Passion and Purpose," and "Strategic Planning" workshops were very informative, along with the PA Division Update and the 2011 PA Division Annual Meeting update.

All that in one morning earned attendees three recertification points. It was a morning well spent. Not to mention, a chance to see our PA Division IAAP friends again!

**November 2**-Chapter Meeting  
Maximize Your Workspace

**November 5-6**-CPS & CAP  
Exam

**November 20**-Bus Trip to the  
Cleveland Christmas Connection

**December 7**-Chapter Meeting  
Professional Dress: What is it  
and Why is it so Important?

**January 4**-Chapter Meeting  
IAAP Certification

**February 1**-Chapter Meeting  
Leadership Development

**March 1**-Chapter Meeting  
Team Building

**March 7-9**-Spring Conference  
Tampa, FL

**March 8-10**-Professional Educa-  
tion Conference, Reno, Nevada

**April 5**-Chapter Meeting  
How to Manage Your Boss

**April 18-24**-Administrative Pro-  
fessionals Week®

**April 21**-Administrative Profes-  
sionals Day®

**May 3**-Chapter Meeting  
Basic principles of Strategic Plan-  
ning

**May 6-7**-CPS/CAP Exam

**May 20-22**-PA Division Meeting,  
Clarion, PA

**June 7**-Chapter Meeting  
Installation & Initiation

**July 18-21**-International Educa-  
tion Forum and Meeting  
Montreal, Canada

## Chapter

Please join us on November 2, at the Mary Porreco House when our speaker, Carolyn A. Galleher, Assistant Professor at Gannon University in the Doctoral Physical Therapy Program, will present, "Ergonomics: Maximize Your Workspace." Recertification credits have been applied for and should be available at that time.

Last months program was approved for one recertification point. The certificates will be ready on Nov. 2, for all who attended last months presentation.

Jan Hutchinson will also be filling us in on the final details of our Dress For Success Erie project.

## Membership

By Chris DeSantis

"Action is the foundational key to all success."

Pablo Picasso

Here we are heading out of October and right through November and before you know it, Thanksgiving will be at our doorstep. The quote that I picked for the beginning of this article draws us to think about where we have come from and what we will be going to. If you stop to think about it, our actions (or the lack there of) play a big part of how we are moving through life and what we are trying to accomplish in our personal lives.

Taking part in becoming an IAAP member is an action that will lead us to many successes regardless if they are individual ones or group ones. The team is there to support community action, such as the professional clothing drive, or work together towards a member getting their certification, such as mentoring.

There are many ways each of us can fill the gaps to success and taking action into becoming an active member of IAAP is one that has many rewards to be thankful for. Come join us at our next meeting, Tuesday, November 2<sup>nd</sup> for a stimulating presentation on "Maximizing your Workspace".

## Ways and Means

Our bus trip to the Cleveland Christmas Connection is only a month away and we have great news! Our bus is sold out and we have begun a waiting list! This is so wonderful. And everyone got their money in for the Early Bird Special.

All we have left to do now is collect donations for our trip. We need a couple of cases of water, packaged breakfast items (like from Sam's Club), blocks of cheese, and crackers. Please call or email Karen Jendruczak and let her know what you are bringing so that we don't have a lot of duplication.

If you are unable to pick up any of these items, monetary donations would be helpful for purchasing them.

Please bring your donations to the November meeting and give them to Karen.

## November Birthday

28 –Barbara Plunkett



## Repeating Heading Rows in Word Tables

In a Word Table, the heading (or header) row is the first row in the table.

To make the header row repeat at the top of each new page, click to put the cursor in the header row (or select the header rows if you have more than one) and choose "Table" in the top menu bar, then click "Heading

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

## Avery Box Top Program

For each of us to participate in the Avery Box Top Program and have the points benefit our respective schools, we will each need to take our box tops to the school we wish to support and have the box top coordinator complete our donation form. At the end of the contest, Maria Carney CPS, AIS, will compile all of the forms and submit them to International.

Keep in mind that Giant Eagle has a monthly Box Top Bonus that prints out with your register receipt. Until the end of October, the specials are:

<b>Buy 5</b>	<b>Progresso®</b> Soup (all varieties); <b>Totino's®</b> Party Pizza; <b>Betty Crocker®</b> Supreme Brownie Mix, Super-Moist® Cake Mix, Gluten Free Brownie Mix, Pie Crust Mix, Pouch Cookie Mix; <b>Gold Medal®</b> Flour	<b>Get 20 Bonus Box Tops</b> (\$2.00 value to participating school)
<b>Buy 4</b>	<b>Yoplait®</b> Kids Lowfat Yogurt, Go-GURT® Go-GURT® Family Pack, Trix® Lowfat Yogurt, Splitz™, <b>Nestle®</b> Juicy Juice®	<b>Get 15 Bonus Box Tops</b> (\$1.50 value to participating school)

For the month of November there are also two bonus offers.

<b>Buy 4</b>	<b>Pillsbury®</b> Refrigerated Dough Products (select varieties)	<b>Get 15 Bonus Box Tops</b> (\$1.50 value to participating school)
<b>Buy 3</b>	<b>Betty Crocker®</b> Frosting	<b>Get 10 Bonus Box Tops</b> (\$1.00 value to participating school)

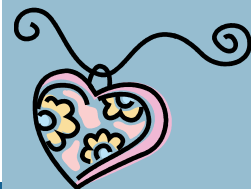
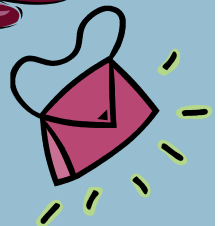
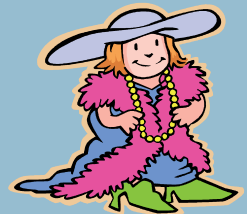
## Civic Project

By Jan Hutchinson

Just a reminder that we are partnering with Dress for Success Erie (DFSE) to provide gently used appropriate attire and accessories to women in need of professional dress for their interview, employment or participation in their education/training programs. To help them out as they work to change the lives of their constituents, the Presque Isle Chapter of IAAP will be having a clothing drive from October 15<sup>th</sup> through December 3<sup>rd</sup> and we are asking you to consider donating seasonally appropriate clothing, shoes, purses, and jewelry; donating unopened cosmetics, bath and body products, and personal care items; or providing much needed funding (checks made payable to Mercy Center for Women with a note that it's for Dress for Success Erie) so they can purchase new undergarments and stockings as needed.

Items may be brought to our meeting on November 2 and given to Jan Hutchinson, who will be collecting items up to and including our December 7 meeting.

Please consider taking part in this year's Presque Isle chapter community project.



# October Meeting

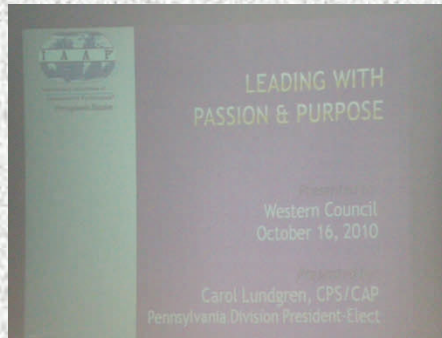


# WESTERN COUNCIL MEETING



WORST BEHAVIORS

- Gender Bias - "gendered" / "female"
- Screamer - "has a crybaby"
- Militant - "regret"
- "Orange President" - "regret"
- "Education Bias" - "regret"
- "Disability is Average" - "regret"
- "uncooperative" - "dishonest"



Presented by  
Carol Lundgren, CPS/CAP  
Pennsylvania Division President-Elect





# “Ergonomics: Maximize Your Workspace”

By Carolyn Galleher from Gannon University

**November Dinner Meeting**  
**Tuesday, November 2, 2010 at 5:45pm**  
 Mary Porecco House, Porecco Center  
 2951 West 38th Street, Erie, PA

## **IMPORTANT RESERVATION INFORMATION:**

**Reservation Deadline:** All reservations must be made by Monday, November 1, 2010 — Please DO NOT mail checks for this month’s meeting. Call reservations to Jan Hutchinson (814) 217-6083.

**Cancellation Deadline:** Cancellations will be accepted until 4:30pm on Monday, November 1, 2010. **Any cancellations or no-shows after the Cancellation Deadline will be charged.**

**Reservations & Payment:** **Please call Jan by noon on Monday, November 4th** with your RSVP and dinner order. Payment will be due at the meeting that evening.

**Dinner will be boxed lunches from Tickles Deli: A full sized submarine-style sandwich served with a freshly baked cookie, bag of chips, and a bottle of water or soda pop. (sandwich choices: turkey, ham, roast beef, tuna, veggie, or Italian combo; please specify your desired condiments; please choose water or soda pop)**

~ Reservations & Payment ~    **November 2, 2010**

NAME \_\_\_\_\_ CPS    CAP    CPS/CAP

DINNER CHOICE: \_\_\_\_\_

YES, I WILL ATTEND:    DINNER & PROGRAM - \$10.00    PROGRAM ONLY—NO CHARGE

GUEST NAME(S) \_\_\_\_\_ GUEST PHONE NUMBER(S) \_\_\_\_\_

GUEST EMPLOYER(S) \_\_\_\_\_

~ Please enclose your \$10.00 check payable to **Presque Isle Chapter**    Circle: I need a receipt.