



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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Bus Trip Flyer
Budget



Presque Isle Press

Is published monthly by the Presque
Isle Chapter of
International Association of
Administrative Professionals®

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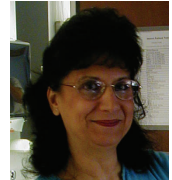
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Volume 14, Issue 3

October, 2010

President's Corner

Karen Jendruczak, CPS/CAP®



October is designated as the month for IAAP® Membership Drives. In this tough economy some may wonder, "How can I ask someone to join when money is so tight?" For one thing, the cost of becoming a member of IAAP is far less than joining most organizations. For another, you need to show that person the benefits that they will receive by being an active, involved member. Those of us who are already members tend to forget that we need to show new and potential members all of the reasons that we are a part of the Presque Isle Chapter.

Our program last month was designed as an orientation for our newer members, and to inform potential members of what IAAP has to offer them. Don't be shy about asking admins you know to attend a meeting and see what we are all about. You know that IAAP offers plenty of opportunities for you to grow in your profession by providing many options for continued education. And being an active participant in the chapter offers the chance to fine tune your leadership skills.

I love to show people the "What's in it for You?" flyer. It outlines the many ways to achieve continuing education and training; it promotes professional certification with the Certified Professional Secretary® and Certified Administrative Professional® programs; it shows the opportunities to gain recognition, and lists all of our support venues. You get all of this at a bargain price!

And did you know that you can receive IAAP gift certificates just for helping individuals join IAAP? You can receive up to \$60 in IAAP gift certificates for your recruitment efforts through the 2010-2011 Growth Programs.

So start planning now to invited other admins to our meetings and let them see the benefits of being a member of IAAP and the Presque Isle Chapter!

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

There are a few more days left to register for the IAAP Fall Conference, "The Core Characteristics of A Champion." The conference will be held October 17-20, 2010, in Louisville, KY at the Seelback Hotel. This conference is designed to help you learn the skills to rise to the top.

If you are interested in attending this conference, you can go to www.iaap-hq.org/events/certification for more information.

PA Division Update

PA Division President, Cathie Hoke CPS/CAP has posted information on item #6 of the Chapter of Excellence qualifications. It is a two-part requirement. Part I is to publish our annual meeting calendar with education or training topics by October 1. We have satisfied this requirement by publishing our 2010-2011 roster with calendar in August.

The second part requires chapters to establish a marketing plan to encourage members to attend chapter, division and international meetings and events. This marketing plan should be in writing and cover who will do what to promote chapter meetings and special events, and when they will do it.

We have half of this requirement already completed. Now it is time to work on part two. Bring your ideas to the meeting so we can accomplish this criteria.

Western Council

Western Council Meeting registration information has been sent out. If you have not received that information, the deadline for registering is October 1. The meeting will be held at the Hyatt Place Cranberry, 136 Emeryville Drive, Cranberry, PA, on Saturday, October 16, from 8:00 a.m. until 1:00 p.m. The cost is \$35 and includes a breakfast buffet.

If you would like to attend, please send your check for registration to Charlotte Wlodkowski, 3106 Hemlock Drive, Allison Park, PA 15101. If you choose to drive to Cranberry on Friday evening and stay overnight, please call the Hyatt Place Cranberry at 724-779-7900, dial 0 and ask for Danielle or Heidi to reserve your room. The rate for this room is \$109.

October 5-Chapter Meeting
Principles and Implementation of
Effective Marketing

October 16-Western Council
Meeting-Cranberry, PA

October 17-20-Fall Conference
Louisville, KY

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

We will continue to evaluate fundraising projects at our next meeting. A lot of great ideas have been presented and it is just a matter of deciding what we can do that will benefit us the most.

Last month we worked on revising the budget, and the new proposed budget is attached with this newsletter. Please take time to read it over and be prepared with any questions you may have, before we vote. Your input is important to the chapter.

Membership

By Chris DeSantis

“Life is a gift, and it offers us the privilege, opportunity, and responsibility to give something back by becoming more.”

[Tony Robbins](#)

We are given the gift of life each day; it is our responsibility to make the most of it. I know that there are days that seem endless and exhausting but we need to make some time for ourselves with a gift of renewing our inner spirit.

On October 16th the Western Council Meeting will be taking place in Cranberry Township. Why not take the opportunity that is knocking on your door by registering for this conference and allowing yourself to be bathed in this worthwhile and uplifting event so that you may continue to give back to yourself and those you come in contact with. The deadline for registration is October 1 so make it happen!

Hope to see you there and get to meet you in person!

Ways and Means

Our annual bus trip to the Cleveland Christmas Connection at the IX Center on Saturday, November 20 is off to a great start! At this time, we are waiting on a few more checks to come in, which would leave us with only about a dozen seats left. We are including the reservation flyer again this month with the newsletter. If you want to join the trip, please plan to send in your reservation soon. October 15 is the Early Bird Special deadline. Reservations will still be taken after that date, they would just not be eligible for the Early Bird Drawing.

October Birthday

18—Carol Korn



Opening Mail Merge Date with Excel

If you've created a data source in Word for use in mail merges and are beginning to despair because you want to use the information in other Office components, you can take solace in the fact that you can quite easily open your data source in Excel.

1. Locate the data file on your hard drive. It will have an Access icon beside it. (By default, Word data files are saved in the **My Data Sources** folder in your **My Documents** folder)
2. Right click on the file name.
3. Select **Open With** from the pop up menu.
4. On the sub menu click on **Excel** (If your Excel isn't on the list, click on **Choose Program...**, select **Excel** from the list, and click **OK**).
5. Excel will open a Workbook containing your data; a header row will display the field names.
6. Save your document as you normally would.

Once you have a spreadsheet containing your data, you can port it to Access or Outlook.

Civic Project

By Jan Hutchinson

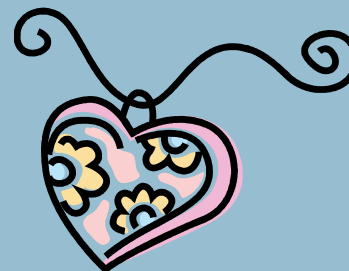
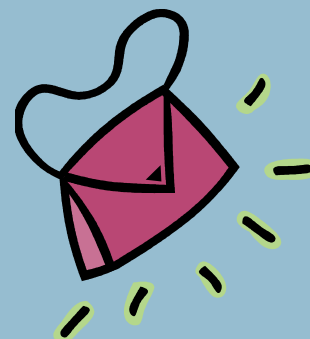
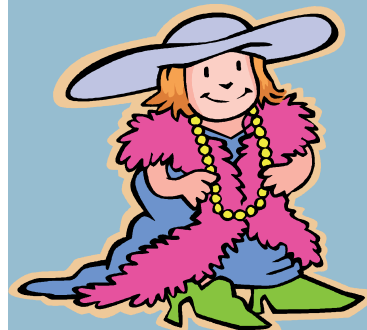
Changing Your Wardrobe Can Change a Life!

As we approach the giving season, please consider taking part in this year's Presque Isle chapter community project. 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 15th through December 3rd 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.

A complete "Wish List" will be available on our website by October 8th. Starting October 15th, clothing may be dropped off at WQLN Public Media or can be brought to the November Presque Isle chapter meeting. Other drop off locations will be announced later and will be listed on our website. Any further questions about this drive can be directed to Jan Hutchinson at 814-217-6083 or 716-951-7928.

At our December meeting, we are inviting the press and will be presenting DFSE with the donated clothing at a reception at the WQLN Public Media Fatica Learning Center. Their constituents, board of directors, and supporters are also invited and there will be a presentation entitled "Professional Dress: What is it and Why is it so Important?" We hope that you can be there—please spread the word about the clothing drive and about this exciting press event!

Dress for Success Erie is a program of Mercy Center for Women, a non-profit transitional housing program for homeless women and their children. The mission of Dress for Success is to promote the economic independence of disadvantaged women by providing professional attire, a network of support, and career development tools to help women thrive in work and in life (sound familiar??? We thought so—it's a natural "fit"!).



IAAP - Learning the Ropes and the Opportunities





“Principles and Implementation of Effective Marketing”

By Dan Adamus from Gannon University

October Dinner Meeting
Tuesday, October 5, 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, October 4, 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, October 4, 2010. **Any cancellations or no-shows after the Cancellation Deadline will be charged.**

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

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

~ Reservations & Payment ~ **October 5, 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.