

Presque Isle Press

President's Message

Spring is in the air and the hustle and bustle of the season has begun.

As our Spring and Summer activities pick up, so do our IAAP year end activities.

First on the agenda is APW® and APD®. We are very excited that IAAP® is offering its' members a free APW webinar on Wednesday, April 21, 2010. You will find more information inside this newsletter.

You may also be interested in the APW seminar being conducted by the Pittsburgh Chapter on Friday, April 23. We are looking into car-pooling to this event, so check out the details inside.

And if you are very resourceful (what admin isn't?), you can enter the MVP Contest for Administrative Professionals Week, as IAAP invites the public to nominate their "Office MVP". The winner will receive two tickets to a July Red Sox game and also one registration to this year's Education Forum and Annual Meeting, airfare for one (up to \$300) and one hotel room for five nights. Go to www.administrativeprofessionalsweek.org for more details and rules.

These programs will be followed by the PA Division meeting being held in Gettysburg, PA, May 14-16, 2010. We will also be driving to this meeting, so please consider joining us.

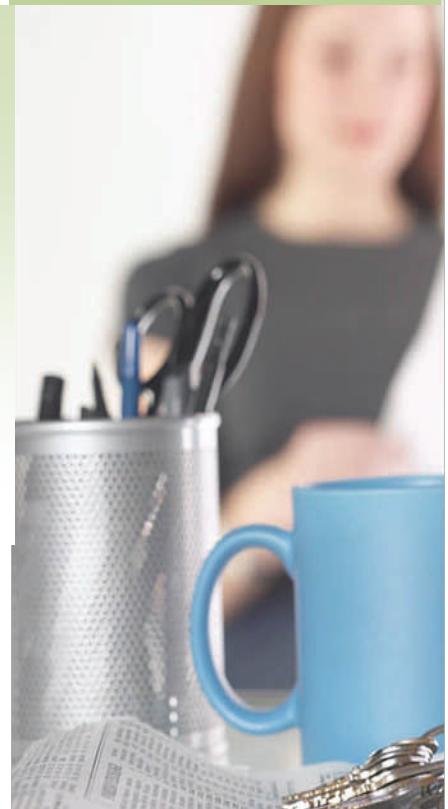
Then on June 1, the Presque Isle Chapter will hold its' installation of officers and initiation of new members, as we close our business for the 2009-2010 year.

Please take advantage of the educational opportunities that have been presented to you. You won't regret it!!

Karen Jendruczak, CPS, CAP

Jan Hutchinson

Co-Presidents of the Presque Isle Chapter



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International Update



Exciting News

IAAP and Adecco are teaming up for a free webinar to celebrate Administrative Professionals Day. Together they will bring you an hour-long webinar that will qualify for one recertification point. This webinar is for individuals and not intended to be a group learning experience.

Title: Tips and Tricks to Improve Communication and Productivity: Microsoft Office Suite and Beyond!

Date: Administrative Professionals Day, April 21

Time: 3 p.m. ET

Presenter: Rich Thompson, Vice President of Training and Development for Adecco

Watch the IAAP Web Community for the link to register!

HAVE YOU VISITED YOUR CHAPTER WEBSITE LATELY?

www.iaap-presqueisle.org

If you don't have a log-in yet,
contact Maria Carney,

Webmaster at

Maria.Carney@erieinsurance.com

Presque Isle Chapter Officers for 2009-2010

Karen Jendruczak, CPS/CAP
KLJendruczak@ridgurak.com

Jan Hutchinson

JHutchinson@wqln.org

Co-Presidents

Kim Pietrasiewicz

Kim.Pietrasiewicz@erieinsurance.com

Treasurer

Membership Chair

Christine DeSantis

CLDesantis@verizon.net

PA Division Update

The **Pennsylvania Division Annual Meeting** will be here in here in less than two months. Remember the deadline for regular registration for the meeting is Thursday, April 15. Registrations after that date will have a \$25 late penalty applied.

The room reservation deadline at the Wyndham Hotel in Gettysburg is 5:00 p.m. on Tuesday, April 13. There will be no extension of this deadline.

Registration forms are available on the division website, www.iaap-pennsylvania.org, in the "members' only" section.

Date: Fri.-Sun., May 14-16, 2010

Location: Gettysburg

Hotel: [The Wyndham](#)

Hotel Tel: 717-339-0020

Coordinator: [Katherine Hook CPS/CAP](#)

Included with this newsletter are the Professional Development Award Forms. Please fill out these forms and return them to Karen Jendruczak CPS/CAP. On these forms you will see that every member receives points for attendance, education, certification, etc. These reports will be compiled for the chapter and turned in to Division to compete for awards at the PA Division meeting. Please turn your forms in as quickly as possible. Our submission deadline is May 1, 2010.

The Pittsburgh Chapter IAAP has invited us to join them for their Administrative Professionals' Week Seminar being held on Friday, April 23, at Sewall Center, Robert Morris University, Moon Township, PA. The program includes three great speakers

The seminar cost is \$75.00 per IAAP member .

Please contact Karen Jendruczak, CPS/CAP or Maria Carney, CPS for more details, or you can go to the Pittsburgh Chapter website at www.iaappittsburgh.com.



Presque Isle Update

Slate of Officers

President:	Karen L. Jendruczak, CPS/CAP
Vice President:	Jan Hutchinson
Treasurer:	Kim Pietrasiewicz
Secretary:	

It would be wonderful to begin the new IAAP year with a full slate of officers. If you would like to serve your chapter as Secretary, or run for any other office, please contact a board member.

Membership

by Chris DeSantis, PI Chapter Membership Chair

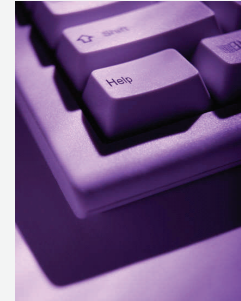
Join us in welcoming...

Please join us in welcoming our newest member to the Presque Isle Chapter IAAP, Barbara Plunkett. An Erie Native, Barbara had the opportunity to live in Atlanta, GA for 13 years. While in Atlanta, Barbara worked at The Travelers Insurance Company holding various positions from Secretary/receptionist to Administrative Assistant, and for the Robert D. Fowler YMCA as an Office Manager.



In 2002, Barbara relocated back to Erie, PA where she was hired as an Administrative Assistant at GECAC. In 2005, Barbara was hired at Edinboro University as a Department Secretary in the English and Theatre Arts department. Currently, she works as a secretary in the President's Office at Edinboro University. Barbara has an Associate Degree, Secretarial Science-Executive, from The Erie Business Center.

We look forward to Barbara being an active and innovative member of the Presque Isle Chapter.



Tech Tip

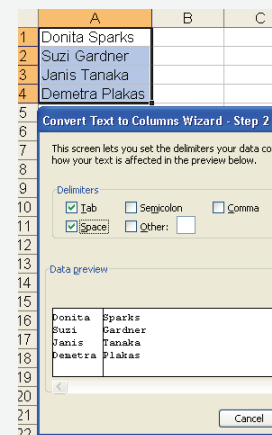
Separate Text contained in One Column Into Multiple Columns

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 **Data** on the menu bar.
2. Select **Text to Columns...** on the Data menu and Click **Next >** to get to Step 2 of 3.
3. Select the check box labeled

Space 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.

Click Next and Finish.



And Last But Not Least...

Presque Isle Chapter IAAP

PO Box 8922
Erie, PA 16505

(814) 217-6083 (Jan)

jhutchinson@wqIn.org

814) 725-5825 (Karen)

klijcps@roadrunner.com

Find us on the Web:

www.iaap-presqueisle.org



Quick Tip – Grammar & Writing

Use a comma to separate the last two items in a series, even when they are linked by a conjunction. Once considered optional, the “Oxford comma” is now standard in business English and helps the reader avoid confusion and misinterpretation.

Example: Christine asked her employees to bring a ruler, sticky notes, tape, pencils, and pens.

Taken from Grammar E-Tip of the Week from National Seminars Group.

The Presque Isle Chapter Recycles for Cash:

The Presque Isle Chapter participates in a program to recycle used cell phones and ink cartridges. Please bring any items that you’d like to donate to this program to any chapter meeting or call any board member to have the items picked up. If your office is interested in collecting and donating the used items to the Presque Isle Chapter to recycle, call Karen for more information.

Calendar Dates to remember:

The Presque Isle Chapter Meeting

April 6, 2010: PI Chapter meeting at Ruby Tuesday

The Presque Isle Board Meeting

May 4, 2010: PI Board meeting at Shriners Hospital

Other Important Dates to Remember:

April 18-24, 2010: Administrative Professionals Week

April 21, 2010: Administrative Professionals Day

May 7-8, 2010: CPS and CAP Exams

May 14-16, 2010: PA Division Meeting

June 1, 2010: Installation of new officers

October 17-20, 2010: Fall Conference, Louisville, KY

March 6-9, 2011: Spring Conference, Tampa, FL

October 9-12, 2011: Fall Conference, San Diego, CA

July 18-21, 2010: International Education Forum and Annual Meeting in Boston, MA (EFAM)

Future EFAMs:

2011: Montreal, Quebec, July 24-27

2012: Grapevine, Texas, July 22-25

2013: Anaheim, Calif., July 28-31

2014: Milwaukee, Wis., July 27-30

2015: Louisville, KY, July 26-29

POWER of Commitment

Presque Isle Chapter

Tuesday, April 6, 2010

Ruby Tuesday
Millcreek Mall, Peach Street
Erie, PA

Cost: **\$18.00 ea.**

Dinner Choices

The Smokehouse Burger: Topped with aged New York cheddar, applewood smoked bacon, tangy barbecue sauce, and crisp onion straws.

Ultimate Chicken: A large, all-natural chicken breast, grilled and topped with Havarti cheese, applewood smoked bacon, sliced avocado, and all the trimmings. With honey mustard dressing.

Cheeseburger Quesadilla: Shredded cheese, diced tomatoes, onions, and spicy beef.

Fresh Garden Salad Bar: Make it your way with a healthy, colorful variety of fresh garden greens, crisp vegetables, premium cheeses and toppings, and a variety of dressings.

5:30 pm ..Registration/Networking
6:00 pm. Dinner and Business Meeting
7:00 pm. Program

Program

Learn to Play "Nice" in the Sandbox. Rules of Engagement for Conflict Resolution

Learn about communication during conflict and how to focus on your behaviors and not on your interpretations. Introducing seven tips to help you communicate more effectively especially during conflict.

Maria Carney CPS, AIS
Treasurer, Pennsylvania Division of IAAP

IMPORTANT RESERVATION INFORMATION:

- ◆ **Reservation Deadline:** Call in your reservation(s) to Jan Hutchinson (814) 217-6083.
- ◆ **Cancellation Deadline:** Cancellations will be accepted until noon on Monday, April 5, 2010. **Any cancellations or no-shows after the Cancellation Deadline will not be refunded.**
- ◆ **Reservations & Payment:** Complete and mail reservation form along with a check made payable to Presque Isle Chapter, IAAP, P.O. Box 8922, Erie, PA 16505



Cut or tear here and return the bottom portion along with your payment.

~ Reservations & Payment ~

April 6, 2010, Ruby Tuesday conference room, Millcreek Mall, Peach Street

NAME _____ CPS CAP CPS/CAP

DINNER CHOICE: _____

I WILL ATTEND: DINNER & PROGRAM - \$18.00 DINNER ONLY - \$18.00 PROGRAM ONLY

Please list any dietary restrictions

GUEST NAME(S) _____ GUEST PHONE NUMBER(S) _____

GUEST EMPLOYER(S) _____

* Remember to enclose your \$18.00 check payable to **Presque Isle Chapter IAAP** I need a receipt.

BAKED FRENCH TOAST

Ingredients

- 1 loaf French bread (13 to 16 ounces)
- Butter, for pan
- 8 large eggs
- 2 cups half-and-half
- 1 cup milk
- 2 tablespoons sugar
- 1 tablespoon vanilla extract
- 1/2 teaspoon ground cinnamon
- 1/2 teaspoon ground nutmeg
- Dash salt
- Praline Topping, recipe follows

Raspberry Syrup, recipe follows



CASSEROLE

Directions

Slice French bread into 20 slices, 1-inch thick each. (Use any extra bread for garlic toast or bread crumbs). Arrange slices in a generously buttered 9 by 13-inch flat baking dish in 2 rows, overlapping the slices.

In a large bowl, combine the eggs, half-and-half, milk, sugar, vanilla, cinnamon, nutmeg and salt and beat with a rotary beater or whisk until blended but not too bubbly. Pour mixture over the bread slices, making sure all are covered evenly with the milk-egg mixture. Spoon some of the mixture in between the slices. Cover with foil and refrigerate overnight.

The next day, preheat oven to 350 degrees F. Spread Praline Topping evenly over the bread and bake for 45 minutes, until puffed and lightly golden. Serve with Raspberry Syrup.

Praline Topping:

- 1/2 pound (2 sticks) butter
- 1 cup packed light brown sugar
- 1 cup chopped pecans
- 2 tablespoons light corn syrup
- 1/2 teaspoon ground cinnamon
- 1/2 teaspoon ground nutmeg

Combine all ingredients in a medium bowl and blend well. Spread over bread as directed above.



Professional Development Award

May 1, 2009 through April 30, 2010

Member Name _____

Chapter _____

Business Phone _____ **Residence Phone** _____

SECTION A: IAAP Participation (current year only) **POINTS**

- 1. **International Office held:** (20 points) _____
- 2. **Division Office held:** (15 points) _____
- 3. **Chapter Office held:** (10 points) _____

- 4. **Committee Chair:** (10 points – International level)
 (8 points – Division level)
 (5 points – Chapter level)

Committee	Level	
_____	<input type="checkbox"/> International <input type="checkbox"/> Division <input type="checkbox"/> Chapter	_____
_____	<input type="checkbox"/> International <input type="checkbox"/> Division <input type="checkbox"/> Chapter	_____
_____	<input type="checkbox"/> International <input type="checkbox"/> Division <input type="checkbox"/> Chapter	_____
_____	<input type="checkbox"/> International <input type="checkbox"/> Division <input type="checkbox"/> Chapter	_____

- 5. **Meeting/Seminar Attendance**
 - a. Attended 2009 Council Meeting (2 points) _____
 - b. Attended 2009 Annual Division Meeting (5 points) _____
 - c. Attended 2009 International Convention and Education Forum (15 points) _____
 - d. Number of Chapter business meetings attended (1 point each) _____
 - e. Additional IAAP sponsored seminar workshop. List date and title (10 points each)
 (Use back of paper or separate sheet. DO NOT include seminars from IAAP conferences listed above.) _____
 - f. Cyberseminar/Webinar/Podcast List date and title (1 point each)

 - g. Spoke about IAAP or Certification to a group or organization: include organization's name, subject or program and date. Minimum 15 minutes. Provide documentation to Chapter President. (i.e., program) (10 points each)

SECTION A	TOTAL POINTS	
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SECTION B: Certification/Recertification (documentation to Chapter President)

POINTS

1. **Passed all or any part of the Certification exam in May and/or November 2009.**
(10 points for each part up to a maximum of 40 points in the 4-part exam)
2. **Received certification before May 2009 exam.**
(10 points)
3. **Attended review course(s) May 1, 2009 through April 30, 2010.**
(5 points)
4. **Completed CEU self-study course(s) May 1, 2009 through April 30, 2010.**
(5 points)
5. **Received Recertification May 1, 2009 through April 30, 2010.**
(20 points)

SECTION B

TOTAL POINTS

SECTION C: Microsoft Certification (documentation to Chapter President)

POINTS

1. **Received Microsoft Certification (any level) May 1, 2009 through April 30, 2010 (20 Points)**
List level and date attained:

SECTION C

TOTAL POINTS

SECTION D: Business Education Study Courses (Documentation to Chapter President)

POINTS

Non-IAAP sponsored. Must be completed during the period May 1, 2009 through April 30, 2010.

1. **Accredited College Course**
Successfully completed a business subject or job-related, accredited college course or extension course.
Please attach copy of transcript to Chapter President.
(2 credit hours or more equals 3 points per credit hour.)

List course, college, and completion dates below or use separate sheet:

2. **Workshop/Seminar (documentation to Chapter President)**

Business related, ½ day minimum duration to qualify.
(5 points each; 10 courses maximum)

List Workshops/Seminars below or use separate sheet:

SECTION D

TOTAL POINTS

SECTION E: Teaching Business Course(s) (Documentation to Chapter President)

(Does not included 1-day workshop or seminar)

POINTS

1. **Taught Certification review course or other IAAP-related study course, 1 or more hours per course.**
(10 points per course)

Date	Location	Subject
_____	_____	_____
_____	_____	_____

2. **Taught a business education course, 1 or more hours, outside of normal job duties.**
(5 points per course)

Date	Location	Subject
_____	_____	_____
_____	_____	_____

SECTION E

TOTAL POINTS

**SECTION F: Community Involvement Representing IAAP completed during
the period May 1, 2009 through April 30, 2010. (Documentation to Chapter President)**
(5 points per project)

POINTS

Date	Project	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION F

TOTAL POINTS



Professional Development Record May 1, 2009 through April 30, 2010

MEMBER SUMMARY PAGE

Member Name _____

Section Description	Point Recap
A. IAAP Participation	_____
B. Certification Participation	_____
C. Microsoft Certification	_____
D. Business Education Study Courses	_____
E. Teaching Courses	_____
F. Community Involvement	_____
MEMBER GRAND TOTAL	<input type="text"/>

PLEASE SUBMIT PAGES 1-4 ALONG WITH
REQUIRED DOCUMENTATION TO YOUR CHAPTER PRESIDENT.
