



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

Presque Isle Chapter 2010-2011 Officers

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

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- November Minutes
- November Treasurer's Report
- Press Release



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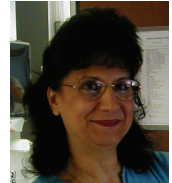
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Volume 14, Issue 5

December, 2010

President's Corner

Karen Jendruczak, CPS/CAP®



Well, the holidays are upon us. It seems to me that they come quicker and quicker each year; but then I suppose that is somehow related to my age!

Families are preparing for Thanksgiving and getting together over the holiday to give thanks. Thanks for what we have, for who we are, for the love of family and friends, and for the opportunities we all have to make a difference. Whether we donate our time, a few canned goods, a gift for a child, or a few dollars, we all do our part in our own way to help out.

When you think about it, isn't that part of being a member of IAAP®? You join so that you can learn and grow, but to do that, someone is donating time and talent as an officer or committee chair, so they can bring you the best they have to offer. They take the time to find the great programs, or to go to a division or international conference to bring back information, and they share that with you so you can continue to grow in your profession.

We are all thankful to those who have gone before us and laid the groundwork for this great organization. They gave of themselves to benefit us. And to continue their work, we give of ourselves so that IAAP will continue to prosper.

One way to thank those who have guided you is to volunteer to chair a committee or hold an office. There is no greater compliment than to see those you have mentored, grow into leadership positions.

Please join us on Tuesday, December 7, at WQLN for our presentation "Professional Dress: What is it and Why is it important?" This will be a fantastic meeting! Over the last few months we have been collecting business attire for Dress For Success Erie, and we will be presenting the donations to Mary Graziano of the Mercy Center for Women. Mary Graziano administers the Dress For Success Erie program.

See you there, you won't want to miss it!

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

Did you know that IAAP has a great way to introduce friends or co-workers to IAAP? You can give them the Gift of Membership. You can use it to encourage an admin who just got laid off, or as a holiday gift for a family member who is now part of the profession. If you manage admins, what about suggesting a Gift of Membership to their boss. Or give a gift certificate to the IAAP Book Store, or for a conference registration. You can access the forms for Gift's of Membership on the IAAP website, or you can call headquarters with the information and they will send out an e-mail informing the recipient of his or her gift.

For gift certificates, log into the IAAP Bookstore and look for "gift certificates" at the right. It's the perfect way to let someone choose their own gift!

What IAAP Has Done For Me video contest

If IAAP has helped you land your dream job, given you needed work skills, or helped you save the day through expert advice from another member, then you should be entering the "What IAAP Has Done For Me" video contest. Just make a 30-60 second video telling how IAAP has helped you.

First prize is an IAAP membership for one year. Second prize is \$50 in IAAP products. Third prize is \$25 in IAAP products. Every member who submits a video will receive an IAAP address book and pen. The video submission deadline is December 8, 2010. Go to <http://www.iaap-hq.org/membership/video/contest.html> to enter.

PA Division Update

Just a reminder that we are collecting door prize items for the 2011 Division Meeting. As sponsors of the Hospitality Room, we will also be responsible for giving out the door prizes. All of the chapters that have joined together to hold the division meeting are collecting items. It is our hope that each attendee receive a prize, and we are well on our way. At this time, we have around 50 items collected.

Door prize items can be brought to any meeting and given to Karen Jendruzak, CPS/CAP

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 Education Conference, Reno, Nevada

April 5-Chapter Meeting
How to Manage Your Boss

April 18-24-Administrative Professionals Week®

April 21-Administrative Professionals Day®

May 3-Chapter Meeting
Basic principles of Strategic Planning

May 6-7-CPS/CAP Exam

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

June 7-Chapter Meeting
Installation & Initiation

July 18-21-International Education Forum and Meeting
Montreal, Canada

Chapter

Please join us on December 7, at WQLN when Vice President Jan Hutchinson, will present, "Professional Dress: What is it and Why is it Important?"

Jan Hutchinson has coordinated all of the details of our Dress For Success Erie project. At the meeting she will be presenting the Mercy Center for Women with everything that we have collected for the drive.

We plan to have some of the clients of the Mercy Center for Women in attendance, and hold a drawing for one of them to receive a paid membership to IAAP and the Presque Isle Chapter.

Work is also being done to have the media in attendance for our presentation. Please join us for this great occasion!

Membership

By Chris DeSantis

Have you really navigated the IAAP website? Do you know that members can join a Podcast of the Week for free from the Office Professional?

To access these podcasts, make sure you are logged on to the IAAP website, and are on the Members Only page. From there, click on the "Listen to Podcast" link. You can listen to podcasts there, or you can save them to your computer, and listen to them later. There are also many past podcasts that you have access to. If there is one you missed that you would like to hear, just click and listen!

Remember, this is part of your membership. Be sure to take advantage of all the tools available to members!

Ways and Means

Thank you to everyone who donated to the expenses of the bus trip to the Cleveland Christmas Connection. Your donations helped us to purchase breakfast items, cheese, crackers, water, and wine to take good care of our patrons.

The winner of the free trip was Sara Matczak, and the 50/50 winner was Jenny Nielson, who received \$67 in extra spending money! Congratulations to them both!

We had a terrific response to our trip this year, with several people on a waiting list. If we keep spreading the word, in the years to come we might have enough reservations to have a second bus. Wouldn't that be wonderful! Keep promoting IAAP!

December Birthdays

We have no birthdays in December



RECOGNITION AT WORK

ePraise® is a free recognition ecard system introduced by Baudville last year. Their recognition cards are an effective way to give immediate and personal everyday recognition.

Recognition ecards are great for recognizing employees who work different shifts or at offsite locations. They are popular with many people because they find it easier to type a recognition message to a co-worker than write a handwritten note.

For more information Go to www.baudville.com/epraise/epgrp/

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

Avery Box Top Program

There are two new Box Top Bonus offers from Giant Eagle that print out with your register receipt for the month of December.

Until the end of November, the specials are:

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

For the month of December the offers are:

Buy 4	Totino's® Party Pizza®, Pizza Rolls®, Brand Pizza Snacks	Get 15 Bonus Box Tops (\$1.50 value to participating school)
Buy 3	Betty Crocker® Frosting	Get 10 Bonus Box Tops (\$1.50 value to participating school)

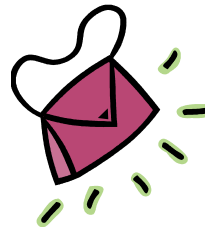
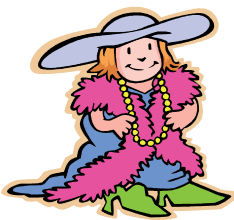


Civic Project

By Jan Hutchinson

Dress for Success Campaign

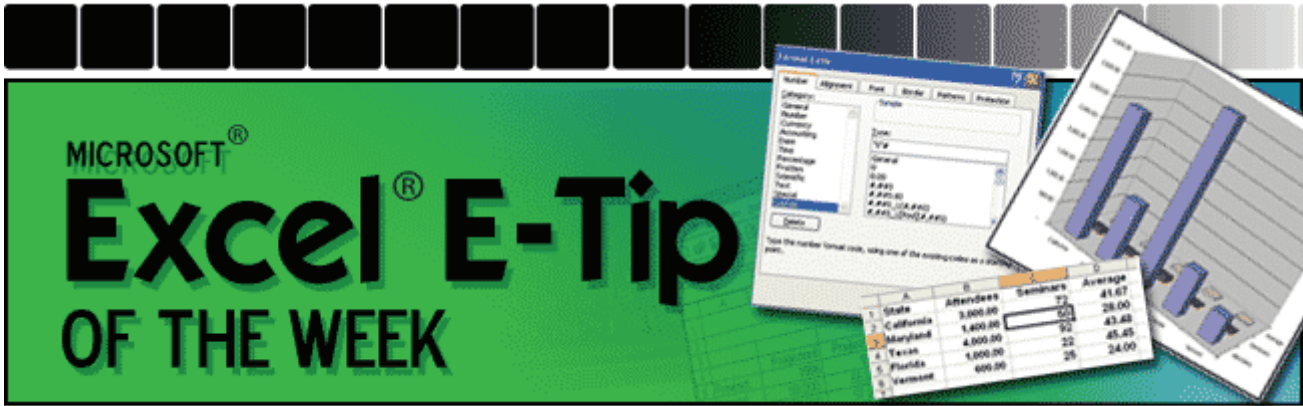
Please help promote the economic independence of disadvantaged women entering into the workplace by bringing business attire items to our December meeting, or get them to a board member.



Please see our attached press release for December 7!

Happy Thanksgiving






Tip: Dealing With That Annoying Leading Zero

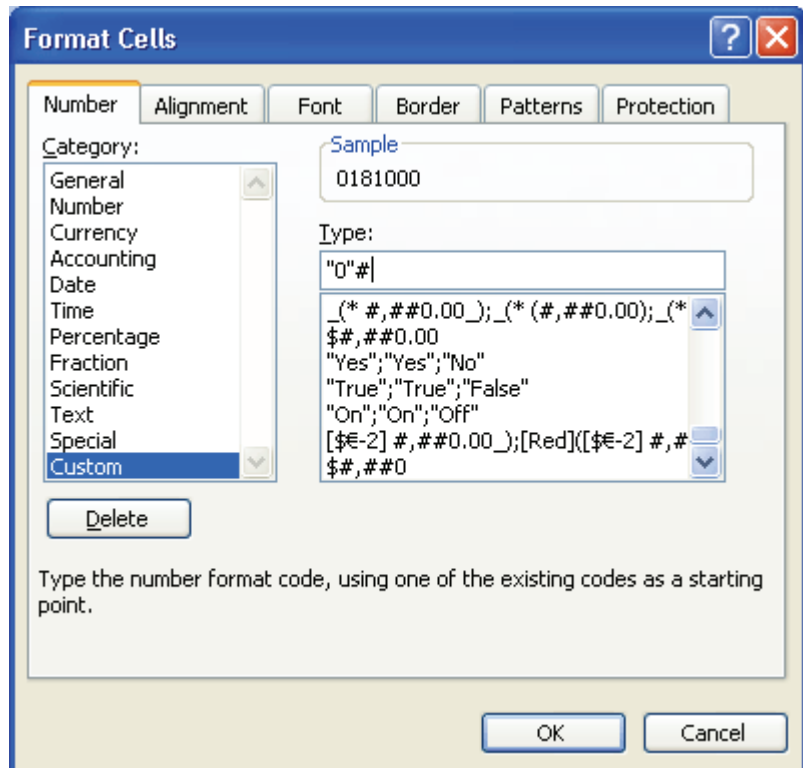
Numbers that start with a zero (such as postal codes in certain parts of the country) cause a fair amount of frustration for many people. This type of entry is called a Leading Zero. By default, leading zeros don't display. Using the Zip Code feature only helps if all you are entering are zip codes. But what about the other numbers? Many people deal with this problem by converting the format of the cell to Text. This solution can cause other problems down the road because Text entries don't have numeric functionality. One way to solve the problem and keep the numeric functionality is to use a **Custom Number**.

1. Select the cell or group of cells that will receive the leading zero.

2. Right-click in the selected area and choose  **Format Cells...** from the menu.

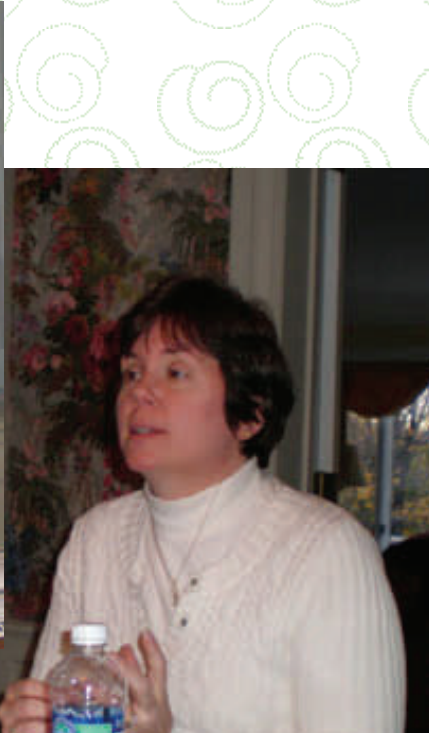
3. Click the Number tab and select **Custom**.

4. In the **Type** window, enter a quotation mark, followed by a zero, followed by another quotation mark, followed by a number symbol (0#). This customization will allow for one leading zero in each formatted cell. For entries using more than one leading zero, add additional zeros to the custom format. **Example:** 000#



Ergonomics!

Maximize Your Workspace





“Professional Dress: What is it and Why is it Important?”

By Jan Hutchinson, Corporate Administrative Assistant, WQLN

December Meeting
Tuesday, December 7, 2010 at 5:45pm
 WQLN Fatica Learning Center, WQLN Public Media
 8425 Peach Street, Erie, PA

IMPORTANT RESERVATION INFORMATION:

Reservation Deadline: Please make reservations by Friday, December 3, 2010.

Cancellation Deadline: Cancellations will be accepted until 4:30pm on Monday, December 6, 2010. **Any cancellations or no-shows after the Cancellation Deadline will not be refunded.**

Reservations & Payment: **Please call Jan at 814-217-6083 by Friday, December 3rd** with your RSVP. Send payment to Presque Isle Chapter IAAP, PO Box 8922, Erie, PA 16505.

Light Refreshments and drinks will be provided.

~ Reservations & Payment ~ **December 7, 2010 Dress For Success presentation**

NAME _____ CPS CAP CPS/CAP

YES, I WILL ATTEND: REFRESHMENTS & PROGRAM - \$5.00 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 \$5.00 check payable to **Presque Isle Chapter**