

Presque Isle Press

President's Message

Thinking about the **Power of Commitment** led us to think of different things we could be committed to—such as our job, our families, personal development, etc. For this cover letter, let's explore how to improve our commitment to our job (the following excerpt has been modified to accommodate any profession).

Boost Your Job Satisfaction

1. Take time regularly to renew your commitment to your work.
2. Learn as much as possible from interactions with [clients and colleagues].
3. Talk to supervisors or experienced workers who seem to be enjoying what they are doing. Watch and learn from them.
4. Pay attention to your physical health, stay in shape, and eat and sleep well.
5. Be prepared. Take a little extra time to plan.
6. Take time to play.
7. Challenge yourself. Learn a new skill, pursue new ideas, and be creative.
8. Go after what you want. Think it through, develop a constructive proposal, and try it.
9. Focus on and savor the good moments, and laugh with your colleagues.
10. Join a professional association and meet others who have made [your field] their mission.

Source

Krueger, M. (1996). *Job satisfaction for child and youth care workers*, (Third ed). Washington D.C.: Child Welfare League of America Press.
© 1999 Jordan Institute for Families

Karen Jendruczak, CPS, CAP

Jan Hutchinson

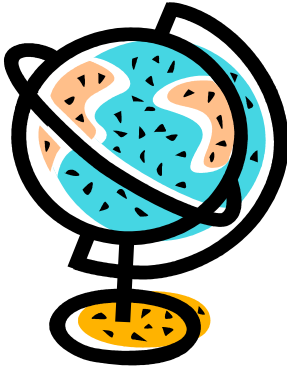
Co-Presidents of the Presque Isle Chapter



Contents

President's Message	1
International Update	2
PA Division Update	2
Presque Isle Update	2-3
Tech Tip	3
Event Photos	4
Last But Not Least	5
Meeting Flyer	6
Recipe	7





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

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Jan Hutchinson
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Co-Presidents

Kim Pietrasiewicz
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Treasurer

Membership Chair
Christine DeSantis
CLDesantis@verizon.net

Quick Tip – Grammar & Writing

As commonly as it is used these days, remember to capitalize the word "Internet"; it's a proper noun, and all proper nouns are capitalized unless otherwise requested. Also remember to capitalize "Web."

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

International Update

CPS/CAP® Certification

Upcoming exam dates are:

November 5-6, 2010; register by August 15, 2010

Study materials are available. Contact Jan Hutchinson or Maria Carney for more information.

International Education Forum and Annual Meeting – Boston, MA, July 18 – 21, 2010. Start making your plans!

PA Division Update

Annual Meeting for the **Pennsylvania Division will be:**

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

Location: Gettysburg

Hotel: [The Wyndham](#)

Hotel Tel: 717-339-0020

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

Presque Isle Update

Career Development Opportunity

The Presque Isle Chapter of IAAP is exploring the idea of making some training webinars available to help you succeed in your career. They would cost \$10 per person and would be held during the day at a centralized location. Please read the description of the next webinar below and contact Karen Jendruczak if you and anyone you know would be interested in attending (you are not committing yourself, just letting us know if coordinating this would be beneficial).

In the March 17, 1pm PowerHour session, Gini Courter and Annette Marquis will demonstrate a powerful Microsoft Office™ skill you can immediately use in your workplace. For example, March 17th, the course will be PowerPoint Multimedia: Graphics, Photos, Video and Audio. In this fast-paced course they will demonstrate how to use images, sounds and video in your PowerPoint presentations. Topics include:

Photos: inserting, positioning, basic editing; SmartArt: creating, converting text to SmartArt, formatting; Audio: playing a CD track, adding sound to a transition or animation; Video: inserting, setting playback options.

Are you looking for ways to spice up your presentations? Do you need to create slide shows that grab your audience's attention? Are you looking for some tips and tricks from seasoned pros? However you use PowerPoint, this session is for you.

This session starts with 45 minutes of presentation and demonstration, followed by 15 minutes of Q&A with the presenters. All the features demonstrated in this session are PowerPoint 2007 features, but questions about PowerPoint 2003 will be answered, and features may be demonstrated using PowerPoint 2007 or 2010.

April 28th the topic will be: Create Great Looking Word 2007 Docs. Please let Karen know as soon as possible if you or anyone you know would be interested in attending either webinar.



Presque Isle Update (con't)

Membership

by Chris DeSantis, PI Chapter Membership Chair

For those members who have not had the opportunity to come to a meeting this year, I encourage all of you to take part in any of the future meetings. We have had a wonderful selection of guests speaking discussing a wide variety of up-to-date topics. All were very interesting and the speakers were gracious in sharing their specialty in a very casual and open manner.

Right about now we all get the winter dull-drums and could use a good night to stimulate our minds and interact with others. Why not come and join us for the next meeting scheduled for April 6th at Ruby Tuesday for dinner and our presenter. This could be the one you have been waiting for.....come find out! Spring is right around the corner...take a breath of fresh air!

Nominating Committee

At this time of year, the usual procedure is to ask our Nominating Committee to begin making calls to members to ask them if they would be willing to step up to serve their chapter as an officer for the next year. Those nominations have to be published two times in our newsletter before elections take place in May for the June installations.

Since our chapter is small and most of our members are already serving in either a Committee Chair or Officer position, we do not have a Nominating Committee. So this year we would like to alter our procedure for nominations.

Being a board member of your local chapter is one of the numerous opportunities IAAP offers to help you learn and grow, not just at your job but in your life. When board members rotate, the chapter stays strong. We ask that any member willing to serve their chapter by holding an office, please notify a current officer so that you may be put on the ballot for the 2010-2011 Presque Isle Chapter board.



Tech Tip

Simple telephone reminders

Wakerupper is the web's easiest telephone reminder tool. Schedule reminder calls on the web. It couldn't be simpler.

Use Wakerupper to...

- ✓ Set a wake-up call at a specific time
- ✓ Remind yourself of important events
- ✓ Remember to take medication on time
- ✓ Escape from a boring date or meeting
- ✓ Remind child or spouse to do chores
- ✓ Set reminders for tasks and follow-ups

...and much more!

Check it out:

<http://wakerupper.com/>

**February 2, 2009 Meeting at Ruby Tuesday;
Speaker: Dr. Timothy Downs on Leadership Development**



Dr. Timothy Downs
Dean of the College of Humanities,
Education & Social Sciences
Gannon University



Dr. Downs and Kim



Kim, Maria, Chris



Carol, Jan



Maria, Chris, Sis, Barb, Carol, Karen

Presque Isle Chapter IAAP

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Find us on the Web:
www.iaap-presqueisle.org



And Last But Not Least...

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:

March 8-10, 2010, Spring Conference, Reno, NV

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

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.

Tuesday, April 6, 2010

Ruby Tuesday
Millcreek Mall, Peach Street
Erie, PA

Cost: **\$18.00 ea.**

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:** All reservations must be mailed by Monday, April 2, 2010 — Please DO NOT mail checks after this date. 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

~ 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** I need a receipt.

Are you ready for spring? You will be one step closer when you prepare this delicious recipe!

Alternatives include replacing the sugar in the dressing with Splenda or even eliminating the sugar all together.

Orange, Walnut, Gorgonzola and Mixed Greens Salad with Fresh Citrus Vinaigrette



Rated: ★★★★★

Submitted By: FAITHFUL96

Photo By: Suzy

Prep Time: 15 Minutes

Cook Time: 5 Minutes

Ready In: 20 Minutes

Servings: 6

"A tasty summer salad made with fresh oranges, red onions, glazed walnuts, and Gorgonzola cheese, then topped with a homemade citrus vinaigrette! Easy and delicious!"

INGREDIENTS:

3/4 cup walnut halves

10 ounces mixed salad greens with arugula

2 large navel oranges, peeled and sectioned

1/2 cup sliced red onion

1/4 cup olive oil

1/4 cup vegetable oil

2/3 cup orange juice

1/4 cup white sugar

2 tablespoons balsamic vinegar

2 teaspoons Dijon mustard

1/4 teaspoon dried oregano

1/4 teaspoon ground black pepper

1/4 cup crumbled Gorgonzola cheese

DIRECTIONS:

1. Place the walnuts in a skillet over medium heat. Cook 5 minutes, stirring constantly, until lightly browned.
2. In a large bowl, toss the toasted walnuts, salad greens, oranges, and red onion.
3. In a large jar with a lid, mix the olive oil, vegetable oil, orange juice, sugar, vinegar, mustard, oregano, and pepper. Seal jar, and shake to mix.
4. Divide the salad greens mixture into individual servings. To serve, sprinkle with Gorgonzola cheese, and drizzle with the dressing mixture.