

Presque Isle Press

President's Message

During the holidays our focus centered on family and friends. It's the time of year when we make it a point to get together with loved ones that we may not have seen for a while, to strengthen relationships, and to remember all that we are thankful for in our lives.

At this wonderful time of year, even the troubling economy takes a back seat to what is really important...the love of family and friends.

Although it has been a stressful year, we all need to find comfort within ourselves that we have done our best at home, at work, and in our professional associations. IAAP® is one of those professional associations that provide opportunity for growth. Giving of yourself to your chapter not only helps you to grow, it also rewards you, and in turn, rewards your employer and your family, as you learn to step out of your comfort zone and broaden your capabilities. By improving yourself, you become a better person and a more valuable employee. Being a member of IAAP will give you the tools to do that; but you will only get out of IAAP, what you put in. Take the first step by renewing your membership or becoming a new member of the Presque Isle Chapter. Put in that effort and it will pay you back ten-fold!

We hope your holiday season was blessed and good fortune comes to you in the New Year. We look forward to seeing you at our next meeting on February 2!

Karen Jendruczak, CPS, CAP

Jan Hutchinson

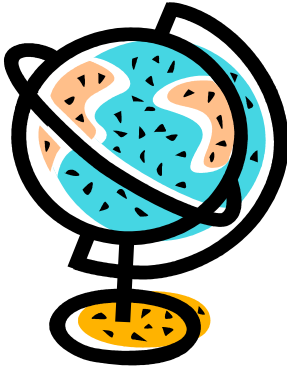
Co-Presidents of the Presque Isle Chapter



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**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
Jan Hutchinson
Co-Presidents

Kim Pietrasiewicz
Treasurer

Membership Chair
Christine DeSantis

**EFAM REGISTRATION
PAYMENT PLAN OPTION**

If paying for your EFAM registration in one lump sum is too hard on the budget, IAAP now has a payment plan available. The first half of your registration fee is due when you register during the month of January 2010. The second payment will be automatically charged to your credit card on April 1, 2010. See the [Layaway Payment Plan](#) form for complete details.

Regular registration opens the first week of April. Early bird member fee will be \$495 per person; non-member will be \$595 per person.

International Update

CPS/CAP® Certification

Get a jump on 2010! **Upcoming exam dates** are:

May 7-8, 2010; register by February 15, 2010

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

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

PA Division Update

The position of Secretary of the Division Board will be open for the 2010-2011 year. Pursuant to the PA Division Bylaws, Article III, Section 3, Paragraph A:

“Any Chapter, by letter from its membership, may nominate one of its Professional Members as a candidate for a Division Office.”

If you are interested in running for Division Secretary, please see a Chapter Board member for the qualifications and to have your name submitted.

The ABCs of Admins

By Todd Hunt

Bless those bosses who appreciate what admins do. The following job description only scratches the surface:

A uditor
B udget manager
C aterer
D iplomat
E ducator
F ire fighter
G raphic artist
H oop jumper
I nternet expert
J ugger
K itchen liaison
L ifeguard
M ind reader
N ewsletter editor
O rganizer-in-Chief
P urchasing agent
Q uality control supervisor
R esearcher
S preadsheet designer
T ravel agent
U mpire
V olunteer coordinator
W ebmaster
X erox specialist
Y ear-end report compiler
Z ookeeper

Thank you, admins everywhere – you keep business humming!



Presque Isle Update

Membership

by Chris DeSantis, PI Chapter Membership Chair

Here we are at the beginning of a New Year, a beginning of a new decade – Why not make a resolution to become active in something that will benefit you? Log on to <http://www.iaap-hq.org/join/gift.html> to assist you in completing this process with either renewing your membership or even giving a membership as a gift. It is simple and easy and all the information is available to you with just one click. Check it out!

Ways and Means

by Karen Jendruczak, CPS/CAP

I am happy to report that our annual bus trip to the Cleveland Christmas Connection at the IX Center was a huge success! Our bus was full and everyone had a wonderful day full of shopping!

Congratulations to our lucky drawing winners. Judy Post won the free seat on the bus in our Early Bird Drawing, and Crystal Kerr won \$61 in our 50/50 drawing.

Thank you to all who donated items for the bus trip. Your donations keep our expenses down and allow the chapter to make a profit.

Hope we see everyone again in 2010!



Tech Tip

Simplefit.org helps you get in shape for free at home

We all want to get in shape, but finding the time and money to go to the gym can be a challenge, not to mention the inconvenience of getting stuck next to the excessively sweaty guy on the treadmill.

Simplefit.org aims to take the gym (and the costs involved) out of the equation by offering simple home exercises and an easy online tool to keep track of your progress. The site is designed to be an online fitness community, offering fat-burning home exercises, health advice, fun workout routines, eating tips and more. [Read more about Simplefit.org](http://Simplefit.org) and get off to a healthy start in 2010.

Take some time this winter to relax—what better way to do that than with a nice, steamy cup of hot cocoa?

Submitted by Jan Hutchinson – found online at www.allrecipes.com

According to Jeanie Bean on All Recipes.com: "It's old fashioned, it's comforting, it makes the kitchen smell wonderful and it's good for the soul."



Creamy Hot Cocoa

Prep Time: 2 Min

Cook Time: 5 Min

Yields 4 servings

Ingredients:

- 1/3 cup unsweetened cocoa powder
- 3/4 cup white sugar
- 1 pinch salt
- 1/3 cup boiling water
- 3 1/2 cups milk
- 3/4 teaspoon vanilla extract
- 1/2 cup half-and-half cream

Directions:

Combine the cocoa, sugar and pinch of salt in a saucepan. Blend in the boiling water. Bring this mixture to an easy boil while you stir. Simmer and stir for about 2 minutes. Watch that it doesn't scorch. Stir in 3 1/2 cups of milk and heat until very hot, but do not boil! Remove from heat and add vanilla. Divide between 4 mugs. Add the cream to the mugs of cocoa to cool it to drinking temperature.

Nutritional Information

Amount Per Serving

Calories: 310 | Total Fat: 8.6g | Cholesterol: 28mg

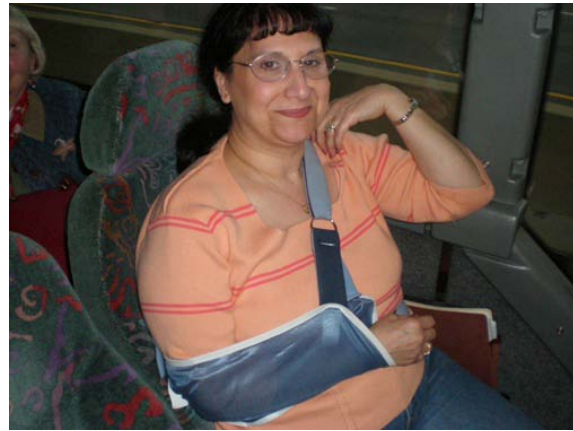
Cleveland Christmas Connection Bus Trip



50/50 winner Crystal Kerr



Free Seat Winner Judy Post



December 2009 Meeting at Ruby Tuesday; Speaker: Jeff Boss on Assistive Technology



Presque Isle Chapter IAAP

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Erie, PA 16505

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klicps@roadrunner.com

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.

Presque Isle Membership Drive:

We continue to spread the word and encourage membership. Several international and local incentives are available to members as well as to the chapter. Promotional materials are available so as you speak with others about IAAP, remember that there are resources available to help. Please contact Chris DeSantis, PI Membership Chair, at clidesantis@verizon.net and she will provide you with whatever you need.

Calendar Dates to remember:

The Presque Isle Chapter Meeting

February 2, 2010: PI Chapter meeting at Ruby Tuesday

The Presque Isle Board Meeting

March 2, 2010: PI Board meeting at Shriners Hospital

Other Important Dates to Remember:

March 8-10, 2010: Professional Education Conference in Reno, NV

April 18-24, 2010: Administrative Professionals Week

April 21, 2010: Administrative Professionals Day

May 7-8, 2010: CPS and CAP Exams

June 1, 2010: Installation of new officers

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

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, February 2, 2010

Ruby Tuesday
Millcreek Mall, Peach Street
Erie, PA

Cost: **\$18.00 ea.**

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

Program

Leadership Development

Admins many times lead projects and are often the senior member of office staff. How can we develop the necessary skills to lead effectively?

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

IMPORTANT RESERVATION INFORMATION:

- ⊙ **Reservation Deadline:** All reservations must be mailed by Monday, January 25, 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 Friday, January 29, 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 ~

February 2, 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.