

# Presque Isle Press

## President's Message

We hope that each and every one of you had a wonderful Administrative Professionals Day® and Week! It was certainly a busy one.

A big thank you to IAAP® headquarters for teaming with Adecco and providing a free webinar for Administrative Professionals Day® - *Tips and Tricks to Improve Communication and Productivity: Microsoft Office Suite and Beyond!* This webinar had a little bit of something for everyone. And attendees are to receive one recertification credit for the webinar. We were also told that the slides from the presentation will be posted to the website for our use.

Also, the Pittsburgh Chapter did a wonderful job on the APW® seminar they held at Robert Morris University on Friday, April 23, 2010. Maria Carney CPS, AIS, Kim Pietrasiewicz, and Karen Jendruczak CPS/CAP all traveled there to join the group. It was a great way to end our celebration of the administrative profession!

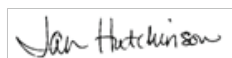
All that is left for the 2009-2010 year is to hold our initiation of new members and installation of our new officers at our June 1 meeting, close our business for this year, and celebrate with a "Tea" presented to you by your board.

Please join us at the Mary Porreco House at 5:45 p.m. on Tuesday, June 1, and we'll bring the tea and scones!

Don't forget to bring your favorite tea cup with you!

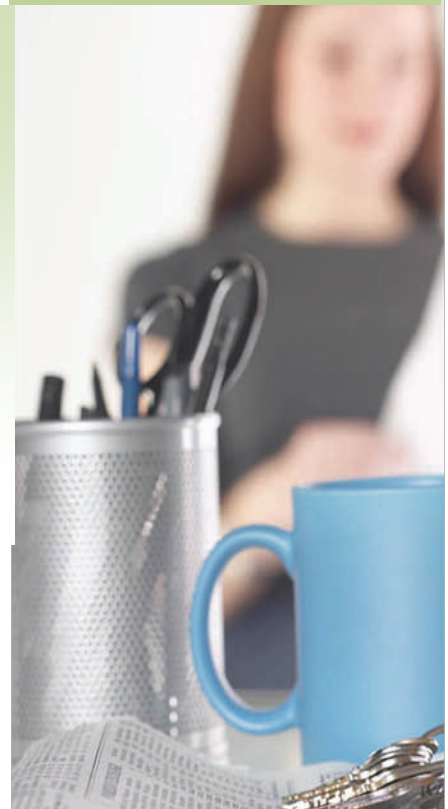


Karen Jendruczak, CPS, CAP



Jan Hutchinson

Co-Presidents of the Presque Isle Chapter



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**POWER**  
**of**  
**Commitment**  
Presque Isle Chapter

## International Update



### HAVE YOU VISITED YOUR CHAPTER WEBSITE LATELY?

[www.iaap-presqueisle.org](http://www.iaap-presqueisle.org)

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

Webmaster at

[Maria.Carney@erieinsurance.com](mailto:Maria.Carney@erieinsurance.com)

### Presque Isle Chapter Officers for 2009-2010

Karen Jendruczak, CPS/CAP  
[KLJendruczak@ridgurak.com](mailto:KLJendruczak@ridgurak.com)

Jan Hutchinson

[JHutchinson@wqln.org](mailto:JHutchinson@wqln.org)

Co-Presidents

Kim Pietrasiewicz

[Kim.Pietrasiewicz@erieinsurance.com](mailto:Kim.Pietrasiewicz@erieinsurance.com)

Treasurer

Membership Chair

Christine DeSantis

[CLDesantis@verizon.net](mailto:CLDesantis@verizon.net)

### *Exciting News*

The International Board of Directors has developed a style sheet to help you with the proper way to write words associated with IAAP.

Some of the changes you will find that:

- they are asking us not to capitalize the words chapter or division unless it's a proper title
- words such as president, newsletter editor, and president-elect are also common nouns and will not be capitalized
- they are now putting a comma between a name and a designation such as: Susan Shamali, CPS/CAP

To download the information just log in to <http://community.iaap-hq.org> and search for document ID 3947 in the international library. The document name is IAAP Grammar Rules.

We are in receipt of the 2010 proposed bylaws and standing rules amendments for International, and the proposed bylaws amendments for the Trust, Retirement Trust Foundation. They are included as attachments to this newsletter.

We ask that everyone take a few minutes to read them over so that they can be voted on at our meeting. This must be done so that your delegate to EFAM will know how you want her to vote.

## PA Division Update

There is still time to register for the **Pennsylvania Division Annual Meeting**. The deadline for regular registration has passed, but you can still register by paying a \$25 late penalty.

**Registration forms are available on the division website, [www.iaap-pennsylvania.org](http://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](#)

Once again we have included the Professional Development Award Forms along with your newsletter. Please fill out these forms and return them to Karen Jendruczak CPS/CAP no later than April 29, 2010. These reports will be compiled for the chapter and turned in to Division to compete for awards at the PA Division meeting. Our submission deadline to Division is May 1, 2010.



## Presque Isle Update

### Slate of Officers

<b>President:</b>	Karen L. Jendruczak, CPS/CAP
<b>Vice President:</b>	Jan Hutchinson
<b>Treasurer:</b>	Kim Pietrasiewicz
<b>Secretary:</b>	Barbara Plunkett

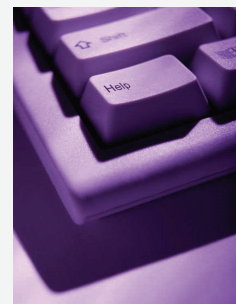
Thank you to our new member, Barbara Plunkett for taking on the position of secretary, and to our other members for agreeing to continue to hold offices in the Presque Isle Chapter.

### Membership

by Chris DeSantis, PI Chapter Membership Chair

We have been very fortunate this year in recruiting new members. I have the pleasure of announcing that Sis Woodard of First Energy has joined the Presque Isle Chapter most recently. Sis has attended several meetings and has been a delightful addition to the Chapter and we look forward in getting to know her as time goes on.

As this year is coming to a close, I have to say that it has been a great learning experience. The programs presented at the meetings and the new people that I have had the pleasure to meet were truly an inspiration to me and I look forward in continuing this journey. Share yourself with us and join us in the future, we look forward to seeing you soon.



## Tech Tip

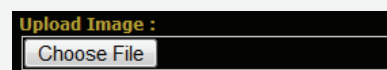
### [Round Picture Corners and Resize Images the Easy Way](#)

If you are away from your favorite graphic editing [software](#) and need to neaten the edges of a picture quickly, it is entirely possible without downloading anything at all. [RoundMyPic.com](#) turns any photo or image of any size into a new image with rounded, beveled edges.

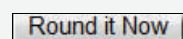
First, go to [RoundMyPic.com](#).



On the right of the screen, click the button that says **Choose File**.



Select the file you need to alter and click **Open**. Click the button that says **Round it Now**.



Taken from [www.onlin-tech-tips.com](#)

## Presque Isle Chapter IAAP

PO Box 8922  
Erie, PA 16505

(814) 217-6083 (Jan)

[jhutchinson@wqln.org](mailto:jhutchinson@wqln.org)

814) 725-5825 (Karen)

[kljcps@roadrunner.com](mailto:kljcps@roadrunner.com)

Find us on the Web:

[www.iaap-presqueisle.org](http://www.iaap-presqueisle.org)



### Quick Tip – Grammar & Writing

Word Pair of the Month: whose, who's

This word pair is part of the apostrophe conspiracy—you know, the plot to stick apostrophes where they don't belong. You see the mistake in newsletters, on billboards, and on store signs.

To keep these words straight, remember first that the apostrophe in who's signifies the missing letter *i* or letters *ha* and effectively forms the contraction of the words "who is" or who has."

On the other hand, "whose" without the apostrophe is a possessive pronoun.

So don't fall for the apostrophe conspiracy, like someone **who's** a bad grammarian. You know **whose** lead to follow instead.

Taken from *Upwrite Press* April 2010  
Writing eTips—[www.upwritepress.com](http://www.upwritepress.com)

## 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 Jendruczak CPS/CAP for more information. **Our latest efforts resulted in the chapter receiving a check for \$32!**

### ***Calendar Dates to remember:***

#### ***The Presque Isle Chapter Meeting***

**June 1, 2010:** PI Chapter meeting at Mary Porreco House, The Porreco Center, West 38th Street, Erie, PA

#### ***The Presque Isle Board Meeting***

**May 4, 2010:** PI Board meeting at Shriners Hospital

### ***Other Important Dates to Remember:***

**May 7-8, 2010:** CPS and CAP Exams

**May 14-16, 2010:** PA Division Meeting

**June 1, 2010:** Installation of new officers, Initiation of new members

**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

### **Recipe of the month**

#### **Fruit Smoothie**

- ½ cup milk
  - 1 cup yogurt (plain or flavored)
  - ¼ cup honey
  - 2 bananas, peeled and cut into 2-inch pieces
  - 1 pint fresh strawberries
  - ½ teaspoon pure vanilla extract
- 1 to 2 cups crushed ice

In a large-capacity blender combine all of the ingredients and puree until smooth.

# POWER of Commitment

Presque Isle Chapter

## Dinner

*Please join the Presque Isle Chapter IAAP for our annual "Tea". The chapter board will be preparing tea, scones, tea sandwiches, and various desserts for you to enjoy. You won't want to miss the feast!*

*Bring your favorite Tea Cup!*

*Please RSVP your reservation to Jan Hutchinson at [jhutchinson@wqln.org](mailto:jhutchinson@wqln.org).*

**Tuesday, June 1, 2010**

Mary Porreco House  
The Porreco Center, West 38th Street  
Erie, PA  
Cost: **Free**

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

## Program

The Presque Isle Chapter IAAP officers will hold a "Tea" to celebrate the 2009-2010 year. Following our tea, we will conduct the initiation of our new chapter members and install the 2010-2011 chapter officers. Please join us for the last meeting of this term and enjoy the festivities!

### 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 Friday, May 28, 2010.
- ◆ **Reservations & Payment:** Call Jan Hutchinson at (814) 217-6083 or email her at [jhutchinson@wqln.org](mailto:jhutchinson@wqln.org). Or complete and mail the reservation form to Presque Isle Chapter, IAAP, P.O. Box 8922, Erie, PA 16505



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

~ Reservations & Payment ~

June 1, 2010, The Porreco Center, West 38th Street, Erie, PA

NAME \_\_\_\_\_  CPS  CAP  CPS/CAP

DINNER CHOICE: \_\_\_\_\_

I WILL ATTEND:  DINNER & PROGRAM  DINNER ONLY  PROGRAM ONLY

Please list any dietary restrictions

GUEST NAME(S) \_\_\_\_\_ GUEST PHONE NUMBER(S) \_\_\_\_\_

GUEST EMPLOYER(S) \_\_\_\_\_

**\*There is no charge for this dinner meeting, but we do request the courtesy of a reservation in order for the board to provide enough food for everyone.**

# Learning to Play "Nice" in the Sandbox

