



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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Direct inquiries via phone or inter-
net to Karen Jendruczak CPS/CAP
Work: 814-725-8751
Home: 814-725-5825
E-mail: kljcps@roadrunner.com

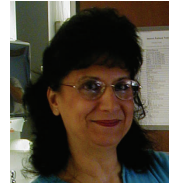
Correspondence:
P.O. Box 8922
Erie, PA 16505

Volume 14, Issue 10

May, 2011

President's Corner

Karen Jendruczak, CPS/CAP®



Happy Administrative Professionals Week® to everyone. I hope that you are all recognized by your employers for all you've done .

Well, as May approaches many housekeeping items come into play as our IAAP® year winds down.

Our bylaws have been submitted to the Division Bylaws Committee for approval, and at our next meeting we will go over the proposed amendments for the PA Division and International Bylaws.

We have a 2011-2012 slate of officers in place except for a vice president. Please consider serving your chapter in this position. The rewards are endless and your chapter needs you.

The Professional Development forms that were included in last months newsletter are due to me no later than Thursday so I can turn our report in to the division. Our Avery Box Top Challenge forms are also due so that Maria Carney has time to total them and turn them in.

On Friday, April 29, Maria Carney and I will be attending an Administrative Professionals Day® seminar in Pittsburgh, hosted by the Pittsburgh Chapter.

Wow! Did I say something about winding down! It sounds like a busy month to me. But it leads to the end of our IAAP year and our installation of officers in June!

Please join us on May 3, when Maria Carney, CPS, AIS will present to us "Perception A-B-C's".

Karen Jendruczak, CPS/CAP
2010-2011 Presque Isle Chapter President

Karen L. Jendruczak

**PASSION &
PURPOSE**
PRESQUE ISLE CHAPTER

International News

There are a few days left for the “Countdown to EFAM” sale. It began at \$50 off the price of registration, and runs through May 9, or for 50 days. Each day that goes by, you lose \$1 in savings, so send in your registration today!

There is a free webinar for Administrative Professionals Day titled, “Managing Up,” being presented by Adecco. If you would like to register for this webinar being held on Thursday, April 28, please copy and paste this link into your web browser. <http://www.adeccousa.com/Employers/resource-center/Pages/Webcasts.aspx>

PA Division Update

Karen Jendruczak and Maria Carney will be leaving for the PA Division Meeting on May 19. Please remember to bring your baked goods donation with you to our meeting on May 3. We will bring them to Clarion to supply our Hospitality Room.

Professional Development Award forms must be turned in to the PA Division no later than the end of the month. Please send your completed Professional Development forms to Karen Jendruczak immediately. She needs to compile the information onto one form and turn it in to the division.

Chapter

Please join us on Tuesday, May 3, at the Mary Porreco House, when Maria Carney, CPS, AIS will present, “Perception A-B-C’s.”

Joe Holody from Visit Erie met with us at our April meeting, and was very helpful with the information for us to request a proposal for a hotel and meeting area for the 2013 PA Division meeting. We have given him the requirement information and it has been submitted to several hotels in the area. We should be receiving proposals very soon.

The next “Business After Hours” networking event of the Erie Regional Chamber will be held Thursday, May 19, 2011 from 5:00 p.m. to 7:00 p.m. at Lake Shore Country Club, 5950 Lake Shore Drive, Erie, PA. Please plan to attend and spread the word about IAAP.

2011-2012 Slate of Officers

President—Karen Jendruczak, CPS/CAP
 Vice President
 Secretary—Barbara Plunkett
 Treasurer—Jan Hutchinson

Calendar of Events 2010-2011

April 24-30-Administrative Professionals Week®

April 27-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

August 15-November Certification Exam Registration

November 4 & 5-CPS/CAP Exams

DO MORE
By William Arthur Ward

Do more than belong:
participate.
Do more than care: help.
Do more than believe:
practice.
Do more than forgive: forget
Do more than dream: work.

Membership

Posted to the Web Community by Amy House

Ten Good Reasons to Attend Chapter Functions— Even When You Might Have Something Else to Do

1. You are important to the chapter; your absence will be felt.
2. It's vital to support your teammates. You might need them to support your ventures in the future.
3. You never know when and where opportunity will be knocking. Don't ever assume, "There's nothing in this for me." You'll be wrong more often than you'll be right.
4. Like weddings and funerals, there are times when your presence is essential for relationship building. It's almost guaranteed—you will be glad you made the effort!
5. You'll never convince potential members of the value of IAAP membership if your own chapter members don't value IAAP activities.
6. Like nuclear energy, the maximum production of energy requires a certain critical mass. We owe it to our fellow members to participate.
7. Joining IAAP at the chapter level is a commitment to the group. The more chapter members you have who show this commitment, the less chance any one person will be shouldering an unfair or unreasonable burden of this involvement.
8. If your employer is supporting your membership, you owe it to him/her to get a full return on the investment. Your employer will see the difference when you're active and involved.
9. Even the same seminar topic or chapter committee project will be "new" when presented with another viewpoint or while working with a different team. Also, you may be primed for a new epiphany because of your new life experiences or enhanced receptivity.
10. If the chapter event or meeting is not fun or beneficial, why is your chapter doing it anyway? Voice your concerns and give good suggestions before the chapter is committed to a course of action. Create — don't just critique.

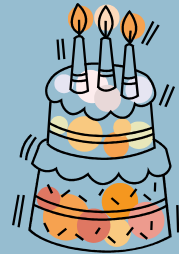
Avery Box Top Program

Avery Box Tops Challenge program runs until April 30. Please bring your completed forms to our May 3 meeting so they can be sent to headquarters on time. Maria Carney, CPS, AIS will be collecting the forms and turning them in. Be sure to have the form signed by your school box top coordinator.

Wouldn't it be great if our chapter collected enough box tops to qualify for a prize!!

May Birthdays

21—Karen Jendruczak,
CPS/CAP



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



April Meeting

How to Manage Your Boss



Joe Holody of Visit Erie





“Perception A-B-C’s”

By Maria Carney, CPS, AIS

Administrative Assistant /Actuarial at Erie Insurance
and Treasurer, PA Division IAAP

This interactive presentation will show how our attitude affects our behavior and how our behavior affects how and what we communicate to others. We will learn about the difference in how others perceive us verses how we perceive ourselves.

May Meeting

Tuesday, May 3, 2011 at 5:45pm

*Mary Porecco House, Porecco Center
West 38th Street, Erie, PA*

IMPORTANT RESERVATION INFORMATION:

Reservations & Payment: Please call Jan at 814-217-6083 by Friday, April 29th with your RSVP and dinner choices. The presentation is free and the cost of the meal is off the menu. Send payment to Presque Isle Chapter IAAP, PO Box 8922, Erie, PA 16505.

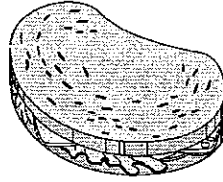
Cancellation Deadline: Cancellations will be accepted until 4:30pm on Monday, May 2, 2011. **Any cancellations or no-shows after the Cancellation Deadline will not be refunded.**

Dinner will be from Tickle’s Deli. Please order from the attached menu. If possible, please email Jan with your choices at jhutchinson@wqln.org. You will receive an email reply with your order total.

~ Reservations & Payment ~		May 3, 2011 — Perception A-B-C’s	
NAME _____	CPS	CAP	CPS/CAP
YES, I WILL ATTEND:	DINNER & PROGRAM (FROM MENU + TAX)	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 check payable to Presque Isle Chapter IAAP			

• Tickle's Deli •

17 West 4th St.
455-5718



Please tip our drivers
Free Delivery

• MEAT CHOICES •

Salami Pastrami
Roast Beef Capicola
Smith's Bologna Pepperoni
Corned Beef Turkey Breast
Braunschweiger
Smoked Turkey
Ham

• CHEESE CHOICES •

Swiss NY Sharp
Muenster American
Provolone Longhorn
Hot Pepper

• BREAD CHOICES •

Whole loaf of Italian \$5.99
Roll \$2.75
Sliced Bread(Rye, Wheat,Pump) ..\$3.75
French Bread8" \$3.75
French Bread1ft. \$5.75
French Bread2ft. \$11.49
Croissant..... \$3.85

Chicken Salad or Tuna Salad (cheese \$.50 extra)
on a roll.....\$3.25
on 8" French bread or sliced bread\$3.99
on a croissant\$3.99
on a bed of lettuce.....\$3.85
whole loaf of Italian bread.....\$7.75
on 1 ft. French Bread.....\$6.63 on 2 ft. French Bread.....\$12.50
Seafood Salad (cheese \$.50 extra)
on a roll.....\$3.25
on 6" French bread or sliced bread\$3.99
on a croissant\$3.99
on a bed of lettuce\$3.99
whole loaf of Italian bread.....\$7.75
on 1 ft. French Bread.....\$6.63 on 2 ft. French Bread.....\$12.50



SANDWICH SUGGESTIONS

Customer's Choice - Your choice of bread with one meat and one cheese, lettuce, and tomato

- (1) **Big Freddy** \$5.99
Ham, capicola, salami, provolone, lettuce and tomato on whole loaf Italian bread. Italian dressing on side.
- (2) **Two Much Sub** \$11.49
Same ingredients as above, but on 2 ft. French bread.
- (3) **Mini Sub** \$3.75
Same ingredients as above, but on 8" French bread.
- (4) **Pastrami or Corned Beef** \$3.75
Swiss cheese, lettuce, tomato and thousand island dressing on rye bread.
- (5) **Smith's Braunschweiger** \$2.75
Swiss cheese, lettuce, tomato, and mayo on a roll.
- (6) **Croissant Club** \$4.39
Roast beef, ham, turkey, American cheese, lettuce and tomato.
- (7) **Veggie Delite**.....\$4.39
Colby, Muenster, lettuce, tomato, cucumber, olives, on your choice of bread.
- (8) **Hot and Spicy** \$4.39
Capicola, hot pepper cheese, hot peppers, lettuce, tomato, onion, red hot sauce, on your choice of bread.
- (9) **Greek**..... \$4.39
Feta cheese, lettuce, tomato, cucumber, onion, olives, sweet red pepper on your choice of bread.
- (10) **Just Veggies**..... \$4.39
Lettuce, tomato, cucumber, onion, olives, banana and sweet red peppers, on your choice of bread.

On a whole loaf of Italian....\$7.75 1 ft. French bread....\$6.63

Extra quantities of:

meat, cheese, or veggiesup to 8" \$.50/item
meat, cheese, or veggies1 ft.\$1.00/item
meat, cheese, or veggies2 ft.\$1.50/item

SALADS



	Small	Med.	Large
Antipasto SaladLettuce, ham, pepperoni, salami, provolone, tomato and pepperoncini.	\$2.19	\$3.85	\$6.35
Tossed SaladLettuce, tomato, cucumber, shredded cheese.	\$2.15	\$3.55	\$5.75
Chef SaladHam, roast beef, turkey, provolone, egg, lettuce, and tomato.	\$2.35	\$4.25	\$6.65
Greek SaladLettuce, tomato, cucumber, onion, olives, sweet red pepper, and feta cheese.	\$2.35	\$4.25	\$6.65

• CHOICE OF DRESSINGS •

Creamy Caesar • Thousand Island • Ranch
• French • Italian • Honey Dijon •
• **Fat Free Dressings** •
Italian • French • Ranch • Honey Dijon • Raspberry Vinaigrette
• Extra Dressing - Add \$.35 each
• Extra small dressing packs \$.15 each

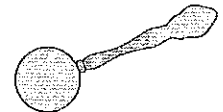
SIDE ORDERS & MISC.

Jumbo Kosher Pickle\$.85
Potato or Macaroni Salad (Single Serving)\$.85
Potato or Macaroni Salad by the pound\$3.69
Chicken Salad by the pound\$6.99
Small Chips\$.55
Large Chips\$.85
Roll or French Bread w/ butter\$.75
Croissant w/ butter\$1.25
Fresh Fruit Salad (in season)\$2.50

SOUPS

November - April

8 oz.-\$1.95 12 oz.-\$2.39 16-oz.-\$3.29 Quart -\$6.39



BEVERAGES

Pepsi (12 oz. can)\$.69
Pepsi or Gatorade (20 oz. bottles)\$1.49
Teas and Juices.....\$1.59
Water.....\$1.29

FREE DELIVERY - 11:00 AM - 2:00 PM
Minimum Order Requirement varies with Delivery Area