



# 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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**Included**  
Bus Trip Flyer



**Presque Isle Press**  
Is published monthly by the Presque  
Isle Chapter of  
International Association of  
Administrative Professionals®

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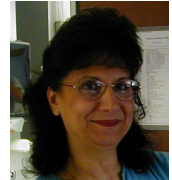
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Volume 14, Issue 2

September, 2010

## President's Corner

**Karen Jendruczak, CPS/CAP®**



We are about to begin a new IAAP® year of *Passion & Purpose* with all of the passion and purpose I can give.

Maria Carney, CPS, AIS and I have recently returned from the International Education Forum and Meeting in Boston. I wish every member could attend EFAM and see how beneficial it is.

The business of the association is conducted, new programs are presented, fantastic speakers inspire us, welcoming events lead to networking, seminars educate us, and new friends are made. There is so much to offer everyone on every level. If you begin to save now, you, too, can attend this amazing conference.

Our 2010-2011 theme is Passion and Purpose. Let me say that IAAP has been my passion for over 20 years. My involvement with the Presque Isle Chapter has helped me to grow personally and professionally. By starting with small jobs like serving on a committee and moving on to chairing a committee, and then serving as an officer, I gained confidence in my abilities as a professional. I went back to school to get an Associate Degree, I took the CPS Exam, and later, took the CAP Exam. Now I have a purpose...to be the best Administrative Professional I can be.

I encourage each of you to find your passion and purpose. Step out of your comfort zone and serve on a committee, or hold an office. Attend a Western Council Meeting, a PA Division Meeting, and even the International EFAM (in Montreal in 2011). You will grow as a person, as a professional, and in the process, expand your circle of friends and networking contacts. This organization is about working together for the good of our profession. We all have something to contribute. As you are participating, you will learn so much. It's a win-win situation.

So please join us on Tuesday, September 7, for our first meeting of the 2010-2011 year, for my presentation, "Learning the Ropes and the Opportunities", and find out what you can do for **you!**

*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

During EFAM, all of the IAAP proposed bylaws and amendments were passed, and the 2010-2011 International Officers were duly elected. We heard two fantastic speakers—Vernice Armour, who was the first black female helicopter fighter pilot and served in Iraq, and Erin Brockovich, who started her career working as a file clerk in a law firm and became famous when a movie was made about her work on a lawsuit that ordered the largest legal settlement in U.S. History.

Many awards were presented for various contests, speeches were given by our outgoing International president, Susan Shamali CPS/CAP on the State of the Association, by Don Bretthauer, CAE on the State of the Profession, and by incoming International President, Mary Ramsay-Drow, CPS/CAP on the new theme of Passion & Purpose. These speeches can be found on the IAAP website.

Avery announced their new Box Tops for Education promotion, which we will learn more about at our September meeting.

### PA Division Update

Congratulations to Diana Comber, Immediate Past President of the Pennsylvania Division, and the entire PA Division, for achieving Division of Excellence for 2009-2010.

We also congratulate Cathie Hoke, CPS/CAP as she steps into the role of 2010-2011 PA Division President. We wish her the best!

### Northeast District

Congratulations to Bianca M. Constance of New York, who was elected our new Northeast District Director.

We would also like to congratulate our Immediate Past Northeast District Director, Judie Yannarelli, CPS/CAP on being elected the 2010-2011 International Treasurer.

### Western Council

It has recently been announced that the Western Council Meeting will take place on Saturday, October 16, 2010, in Cranberry Township, hosted by the Pittsburgh Chapter. More information will be relayed as soon as it becomes available.

**September 7**-Chapter Meeting  
Learning the Ropes and the Opportunities

**October 5**-Chapter Meeting  
Principles and Implementation of Effective Marketing

**October 16**-Western Council Meeting-Cranberry, PA

**October 17-20**-Fall Conference  
Louisville, KY

**November 2**-Chapter Meeting  
Maximize Your Workspace

**November 5-6**-CPS & CAP Exam

**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

The chapter is currently working on some new ideas for fundraisers, for recruitment, and a new Civic project. These will be topics of discussion at our meeting.

We will also be discussing our proposed annual budget for the 2010-2011 term. Please join the discussion so that the new budget can be finalized as quickly as possible.

## September Birthday

11-Kim Pietrasiewicz



## Membership

By Chris DeSantis

“Great works are performed not by strength, but by perseverance.”

**Samuel Johnson**

Starting a new year just makes me think of how fast time flies when you are having fun. We are beginning anew with a year filled with hope, inspiration and education.

Hope - for adding new members – each of us can play a major role in this effort.

Inspiration – for what those new members will bring. I know that we at the Presque Isle Chapter are inspired by the two new members that recently joined our membership, Barbara Plunkett and Sis Woodard, for they will bring new ideas.

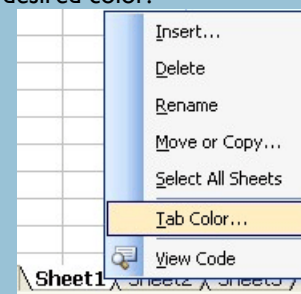
Education – for the leadership of our Chapter; working hard to create programs that will be beneficial to our administrative needs—from this we can only grow stronger.

Investing in ourselves by attending these meetings can only add to our own self-worth. Do something for yourself by attending a meeting. We look forward to seeing you. Come see what’s new and exciting so that great works can be performed!

## Excel® E-Tip: Color Code

Starting with the 2002 (XP) version of Excel, users have the capability of color coding the tabs on their worksheets to organize them in a more efficient manner.

1. Right-click the tab at the bottom of a Worksheet and select “Tab Color”.
2. In the “Format Tab Color” window, select the desired color.



## Ways and Means

Once again we are scheduled to hold our annual bus trip to the Cleveland Christmas Connection at the IX Center on Saturday, November 20. Our reservation flyer is included with the newsletter. Please feel free to make copies and give them out to friends and family. And remember, we will have a drawing to reimburse one lucky winner the price of her seat on the bus with our Early Bird Special. Just make and pay for your reservation by October 15, and you will be entered into the drawing!

**We're on the Web!**  
[www.iaap-presqueisle.org](http://www.iaap-presqueisle.org)



**EFAM**



**2010**



International Association of  
Administrative Professionals®  
*Presque Isle Chapter*



# “IAAP -Learning the Ropes and the Opportunities”

September Dinner Meeting  
Tuesday, September 7, 2010 at 5:45pm

WQLN Fatica Learning Center  
8425 Peach Street, Erie, PA

## **IMPORTANT RESERVATION INFORMATION:**

**Reservation Deadline:** All reservations must be mailed by Thursday, September 2, 2010 — Please DO NOT mail checks after this date. Call reservations to Jan Hutchinson (814) 217-6083.

**Cancellation Deadline:** Cancellations will be accepted until 4:30pm on Friday, September 3, 2010. **Any cancellations or no-shows after the Cancellation Deadline will be charged.**

**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

**Dinner will be boxed lunches from Panera Bread: Your favorite lunch item packed in its own box, labeled for your convenience, and served with your choice of Sandwich, Salad, or 1/2 Salad & 1/2 Sandwich, along with a freshly baked cookie. (choices: Sierra Turkey Sandwich, Tuna Salad Sandwich, Classic Salad, or 1/2 of either sandwich and 1/2 a Classic salad) Various drinks are available for purchase from the on-site vending machines (coffee, tea, and hot cocoa available at no charge).**

~ Reservations & Payment ~      September 7, 2010

NAME \_\_\_\_\_ CPS    CAP    CPS/CAP

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

YES, I WILL ATTEND:      DINNER & PROGRAM - \$10.00      PROGRAM ONLY—NO CHARGE

Please list any dietary restrictions \_\_\_\_\_

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

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

Please enclose your \$10.00 check payable to **Presque Isle Chapter**    Circle: I need a receipt.