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February 2009

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## PRESIDENT'S MESSAGE

Maria Carney CPS, AIS, President

Did you make a New Year's resolution? My resolution was to continue my education and finally get my bachelor's degree. This past December I finished my degree through Madison Area Technical College. I now have another Associates Degree in Administrative Assistant. Now, I have enrolled in Franklin University to obtain my B.S. in Business Administration.

Some may say why are you continuing to take classes? Why not? Sometimes our attitude is self-defeating: we hold ourselves back from opportunities and fulfilling challenges. One way we do this is by telling ourselves we're "too busy."

It's time to get out of your comfort zones and think about ways that you can make a difference. We need all of you to keep our chapter going. Think about ways you can make our chapter improve. I hope that each of you will think about running for a position on the Board. It has been a rewarding experience that will last a lifetime.

We look forward to seeing all of you at the February 10<sup>th</sup> meeting. Join us this year as we begin to take "Excellence in Action"! Be sure to visit our new website at [www.iaap-presqueisle.org](http://www.iaap-presqueisle.org).

Maria Carney CPS, AIS  
2008-2009 President  
Presque Isle Chapter





## INTERNATIONAL NEWS



Headquarters launched their **new website**. If you haven't stopped by for a visit, take a moment to click around at [www.iaap-hq.org](http://www.iaap-hq.org). There are more changes coming to other areas of the website in the weeks ahead so stay tuned.

The new year also brought the launch of IAAP's new **online chapter join** option. They also designed both of these upgrades to better serve our members and to make it easier for potential members to join the ranks of IAAP.

In this month's *IAAP Connections*, they are beginning a new monthly column, **Tech Bits** from author **Gregg Marshall, CPMR, CSP**. It's a concise column with suggestions on using technology to make your job easier.

For the first time in IAAP history, headquarters is offering our members "early" early bird registration to secure your spot for the **2009 Education Forum & Annual Meeting** in Minneapolis, MN scheduled for July 26 – 29, 2009.

PLUS the **chance to win fabulous prizes** if you register by Jan. 31.

Each registration received by Jan. 31 will be eligible for the chance to win a \$100 American Express gift card, two cards to be awarded –OR- one of two fully paid membership renewal dues (to include International, Division and Chapter dues as applicable). A total of 4 prizes will be awarded.

The drawing will take place on Feb. 2, 2009, and the lucky winners will be announced on IAAP's website.

The early bird member fee is \$495. Please complete the credit card form provided in the link below and either **e-mail or fax the form** to IAAP Headquarters with credit card information. It is due back at the IAAP headquarters office **on or before Jan. 31** to be eligible for the drawing. [http://www.iaap-hq.org/events/convention/Conv\\_Regist\\_Early\\_Contest\\_CC\\_Form\\_FI.pdf](http://www.iaap-hq.org/events/convention/Conv_Regist_Early_Contest_CC_Form_FI.pdf)

This is our way of saying thank you to our loyal members.

Also if you register by Jan. 31 the IAAP meetings department will contact you in March to provide you with the listing of the educational workshops so that you can be assured to get your first choice.

Please note that this offer is for full registration fee packages only, received by Jan. 31 and is not eligible for online registration. Single event and/or guest event tickets can be added to your registration in early April.

This form is a PDF form which can be filled-in using Adobe Acrobat Reader. You will need to print the form out and sign it in two places after which you can fax the form to 816-891-9118 or scan it and e-mail to [meetings@iaap-hq.org](mailto:meetings@iaap-hq.org).

## PA DIVISION DETAILS

Maria Carney CPS, AIS, President



The Pennsylvania Division Annual Meeting will be held May 15-17, 2009 in King of Prussia, PA. For more information about the event check out their website at [www.iaap-pennsylvania.org](http://www.iaap-pennsylvania.org).

## 2008-2009 CALENDAR CORNER

### February 10, 2009

Chapter Meeting—Marketplace Grill

### March 9-11, 2009

Spring Professional Education Conference in Nashville

### March 10, 2009

Chapter Meeting

### March 31, 2009

WQLN Spelling Bee at Junior's Comedy Club

### April 14, 2009

Chapter Meeting

### April 21, 2009

APW—Avery Dennison Seminar  
WQLN, Erie, PA

### April 19-25, 2009

Administrative Professionals Week

### May 1-2, 2009

CPS/CAP Exam—Porecco Center

### May 12, 2009

Chapter Meeting

### May 15-17, 2009

Pennsylvania Division Meeting

### June 9, 2009

Chapter Meeting

### July 26-29, 2009

IAAP International Convention & Education Forum, Minneapolis Convention Center, Minneapolis, Minnesota



## FEBRUARY BIRTHDAYS

Maureen Deegan 1  
Gina Spadacene 9



## APW PINS

The above pictured Administrative Professionals Week pins are now available for purchase. Their actual size is 1-1/4" corner to corner. The cost is \$5.00 each, plus shipping and handling for the total order. Proceeds for these pins benefit the 2009 Convention Host Committee.

If you are interested in purchasing the 2009 APW pin, please contact Karen Jendruczak CPS/CAP. The deadline for our order to be placed is March 1.

## Application For Free Showing Of The 2009 Administrative Professionals Briefing

IAAP has negotiated with SkillSoft for 24 free program accesses for IAAP chapters. Chapters may apply to receive the program at no cost, other than local associated AV and facility charges. If we are interested in bringing this program to our area, here are the details.

Program - The 2009 Annual Briefing for Administrative Professionals:  
Recognize and Celebrate!

Date/Time - Tuesday, April 21, 2009: 1:00 pm - 3:00 pm EDT; 12 noon - 2:00 pm CDT; 11:00 am - 1:00 pm MDT; 10:00 am - 12 noon PDT

### PROGRAM OVERVIEW

- \* Welcome Address by Barb Horton CPS/CAP, International President of the International Association of Administrative Professionals.
- \* Keynote Address by Erik Weihenmayer, author of Touch the Top, speaking on Adversity and Leadership. He's the first blind person to ever summit Mount Everest.
- \* Presentation by Laura Stack, the Productivity Pro(r), author of The Exhaustion Cure; Find More Time; and Leave the Office Earlier, speaking on Organization and Productivity.
- \* The OfficeTeam(r) Administrative Excellence Award <http://www.officeteamaward.com/>, presented by OfficeTeam, recognizes the outstanding performance of an administrative professional who demonstrates continued commitment to leadership, education and operational efficiency within his/her organization, and who provides meaningful contributions to his/her employer.

### Division Annual Meeting Fundraiser

There's still time to win a \$50 VISA Gift Card good at the King of Prussia Mall -- or anywhere you want to use it!! Or a free trip to Longwood Gardens on Friday, May 15, 2009 during our Division Annual Meeting.

Tickets are \$1 each or 3/\$2. Just fill in the enclosed raffle tickets and mail with your check payable to "2009 Division Annual Meeting" to:

Kathy O'Connor, 513 Germantown Court, Warminster, PA 18974

The prize drawing will be held on March 31, 2009 - so send your entry in soon!

## CHAPTER COMMUNICATIONS

Please join the Presque Isle Chapter on Tuesday, February 10, 2009 at Marketplace Grill, 319 State Street, Erie, PA, at 5:45 p.m. James Finegan, Director of Career Development and Employment Services; Gannon University will present Career Planning and Job Search in Tough Economic Times. You can make your reservations with Maureen Deegan to attend this meeting. Please contact Maureen by email at [mdeegan@wqln.org](mailto:mdeegan@wqln.org)

We have been awarded 1 recertification point for this presentation.

The March newsletter deadline is February 17.

The next board meeting is Tuesday, February 24.



## MEMBERSHIP COMMITTEE

Debbie Bisbee CPS, Chair

Recently, we received a correspondence from Division President Jean Bohinski, that included some valuable information. We would like to reprint that information for your knowledge.

"In these difficult economic times, we all are struggling with cut backs. We need to set priorities as to where we invest our available funds. One of the highest priorities should be to invest in yourself. You may find the attached blog on the KY Division web site entitled "Membership - are your dues worth it?" by the KY Division VP a "good read." If you feel it is, please share with your chapter members. It is a very timely blog." Jean

### Membership - are your dues worth it?

Posted By [Jacky Ammerman CAP](#) On December 12, 2008 @ 08:23 In [Misc](#), [Career Trends](#) | [1 Comment](#)

#### ***Yes, I feel that my dues are worth it!***

I have been very fortunate in that I marketed the benefits/opportunities provided by IAAP to my employer and in turn my employer agreed to pay my annual dues. However, with the recent economic climate and the strong push to reduce company expenditures, professional membership fees are being completely eliminated from the budget. This comes on the heels of additional reductions in some elements of our salary/compensation. So, I have to plan well and prepare to pay my own fees to maintain my active membership.

In a market where the jobs are being eliminated by the thousands, making job opportunities very competitive, many employers will be seeking and selecting the 'cream of the crop' as positions are available. Applicants who are members of professional associations, who are active within those associations (especially in leadership roles), and/or have achieved certifications in their respective professional fields will be seen as the "cream of the crop". Are you poised to be categorized as "cream of the crop"?

Membership in a professional association, such as IAAP, may very well be the one single item that gives you an edge in the job market. Membership may also be the edge you have as we see limited raises and/or promotional opportunities as the world struggles to recover from this economic debacle.

I strongly recommend that each person explore how best to market themselves. It is my personal feeling that administrative professionals struggle with promoting and marketing themselves for various reasons. Our tasks/roles are sometimes difficult to verbalize. Modesty sometimes gets in the way because there is a perception that marketing ourselves is akin to tooting our own horn which can be perceived as a bit egotistical. Well, it's time to plop firmly on top of the tallest pedestal and *blow that horn....loud and proud!*

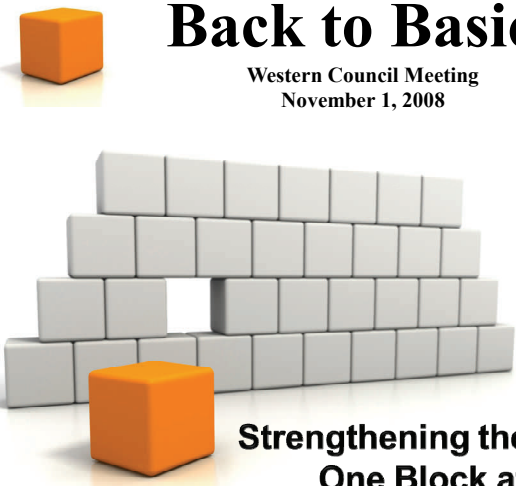
#### **Think of yourself as a business!**

- Identify the "**products and services**" that you provide.
- Identify your **strengths**.
- Create your **personal business plan** based on your 'products and services' and strengths.
  - Set **measurable goals** for yourself
  - **Focus** on achieving your goals.
  - Consider **self development** opportunities when developing your personal business plan.
- Build a **personal marketing strategy** which promotes your business plan.
- Always remember: ***Nobody can market you like you, yourself, can!***


I would enjoy seeing how many of you go forward and identify your own products and services. I invite you to email the information to me at: [1] [webmaster@iaap-bluegrassky.org](mailto:webmaster@iaap-bluegrassky.org).

Happy Holidays!  
Jacky Ammerman CAP  
KY Division Vice President  
Webmaster - KY Division & Blue Grass Chapter

# I A A P J E O P A R D Y



**Back to Basics**  
Western Council Meeting  
November 1, 2008



**Strengthening the Foundation  
One Block at a Time**



PA Division Structure	Headquarters	International Officers	Category D	Category E
<u>100 Point</u>	<u>100 Point</u>	<u>100 Point</u>	<u>100 Point</u>	<u>100 Point</u>
<u>200 Points</u>	<u>200 Points</u>	<u>200 Points</u>	<u>200 Points</u>	<u>200 Points</u>
<u>300 Points</u>	<u>300 Points</u>	<u>300 Points</u>	<u>300 Points</u>	<u>300 Points</u>
<u>400 Points</u>	<u>400 Points</u>	<u>400 Points</u>	<u>400 Points</u>	<u>400 Points</u>
<u>500 Points</u>	<u>500 Points</u>	<u>500 Points</u>	<u>500 Points</u>	<u>500 Points</u>



**Presque Isle Chapter  
International Association of  
Administrative Professionals®**

**February Dinner  
Meeting**

***Tuesday, February 10, 2009***

*Marketplace Grill*

*319 State Street*

*Erie, PA*

*5:45 p.m.*

Please join the Presque Isle Chapter on Tuesday, February 10, 2009 at Marketplace Grill, 319 State Street, Erie, PA, at 5:45 p.m. James Finegan, Director of Career Development and Employment Services; Gannon University will present Career Planning and Job Search in Tough Economic Times. You can make your reservations with Maureen Deegan to attend this meeting.

Dinner will be ordered from the menu.

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**February Reservations**

Please contact Maureen Deegan 814-217-6050, or by email at [mdeegan@wqln.org](mailto:mdeegan@wqln.org) to make your reservations.

