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January 2009

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## PRESIDENT'S MESSAGE

Maria Carney CPS, AIS, President

Merry Christmas and Happy New Year to all of you! I hope you had a blessed holiday. Things all around us have been a little crazy the past several months, but Christmas reminds us about what in life really matters. It's not money, it's not stuff...it's family and friends. I feel blessed to have an amazing IAAP extended family that has grown with me through these last few years. It means a lot to have such loyal people supporting me. I hope that wherever this message finds you, you're among loved ones.

You don't want to miss our next presentation where Karen Jendruczak CPS/CAP, and I will present "Back to Basics". A very informative presentation that will explain how IAAP is structured and the workings of our wonderful organization. We have some special prizes in store for you as well.

We look forward to seeing all of you at the **January 20<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





## 2008-2009 CALENDAR CORNER

**January 20, 2009**

Chapter Meeting—Knowledge Park, Erie, PA

**February 10, 2009**

Chapter Meeting

**March 9-11, 2009**

Spring Professional Education Conference in Nashville

**March 10, 2009**

Chapter Meeting

**April 14, 2009**

Chapter Meeting

**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

## INTERNATIONAL NEWS

Your International Board of Directors and Headquarters Staff have been as busy as Santa's elves! A couple of the Action Teams have wrapped up their assignments, some are nearing completion and some still have work ahead of them. And I'm delighted to report the results of the Mission Statement Survey that went to all members the beginning of November – here's what you decided:

**Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.**

In the days ahead, we will be reviewing all printed material and the website, and then begin the transition to a visible and clearly defined future. This mission statement provides an understandable purpose and will be used to evaluate our current programs and services, as well as provide a filter for the future. Our mission statement will stand as the touchstone and help us stay true to our core purpose even as the business environment changes.

Results of Surveys:

- **Convention Survey.** An impressive 34% of you responded to the convention survey. The results are being compiled and we will use your input to determine if the proposed changes are aligned with what you need. We're excited about the positive changes you'll see as Convention evolves.

- **Baseline Membership Survey.** The survey will be sent on December 3. The outcomes of this survey will allow us to move forward on other initiatives. Decisions will be based on the data collected from you. So please respond to the survey.

## PA DIVISION DETAILS

Maria Carney CPS, AIS, President



I have decided to run for an office on the Pennsylvania Division Board. I have gained a great deal of knowledge and experience from the opportunities presented to me by both IAAP and my employer. As a career-minded administrative professional, I believe that it is important that I share this knowledge and experience through leadership opportunities so that others can benefit as well. If elected, I agree to serve to the best of my ability.

## CHAPTER COMMUNICATIONS



Please join the Presque Isle Chapter at Erie Insurance, 5300 Knowledge Park, Erie, PA, on **Tuesday, January 20**, at 5:45 p.m. Our presentation will be "Back to Basics". This presentation will show you how IAAP is structured and the workings of our wonderful organization. You won't want to miss this presentation and participating in our game of Jeopardy!.

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).

The February newsletter deadline is January 20.

The next board meeting is Tuesday, January 27.



## JANUARY BIRTHDAYS

Nancy Young

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## CELL PHONE RECYCLING PROGRAM

We are still recycling phones and ink cartridges, so if you received a new phone for Christmas, don't forget To bring in your old phone for our recycling program. This is an ongoing project. Any time you have an old cell phone or used ink cartridge to throw away, bring it to a meeting and we will turn it in for our recycling program. Thank you!



## MEMBERSHIP COMMITTEE

Debbie Bisbee CPS, Chair

Do you want to join a professional organization? How can you convince your employer to let you join IAAP? Well here is some great starting points that I'm sure your employer will agree that IAAP is right for you.

In addition, any member who brings a guest who signs up will get a gift card (\$10 gas card).

### What's in it for Employers?

- IAAP members receive tools and knowledge necessary to become more effective contributors to their employers. By reading IAAP publications and attending IAAP educational events, members stay on top of their profession.
- Save time and money – When seeking ideas and know-how for a specific project, IAAP members don't often have to reinvent the wheel. They can call on the support of their peers and/or headquarters for advice and for direction on available resources, often saving organizations valuable time and money.
- Members receive leadership training and experience that builds their confidence and teamwork skills.
- IAAP members are better-prepared, front-line “ambassadors” for their employers. Having knowledgeable professionals on staff reflects well on your business or service.
- Workers experience professionalism first-hand and aspire to greater professional heights.
- Helps in recruiting new admins and retaining current workers.
- Builds a team spirit among admins across departments and facilities.
- Maximum bang for the buck with minimal cost -- access to current business research, targeted publications, selected study materials, certification programs, and more.
- Opens communication between management and administration, producing better work relationships.
- Raises admins to a professional level that serves all corporate team members well (managers and other professionals perceive admins in new ways...may also help in delegating more work to admins as they are seen as capable professionals).
- New feelings of self-worth and competence empower admins to tackle more (and more difficult) challenges instead of waiting for assignments...it helps managers get more done with the confidence it is being done right.



### PLEASE NOTE!!!!

**DUE TO A SCHEDULING CONFLICT, OUR JANUARY MEETING HAS BEEN MOVED OUT BY ONE WEEK.**

**THE BOARD AGREED TO HOLD OUR JANUARY MEETING ON TUESDAY, JANUARY 20. THIS IS ONE WEEK LATER THAN OUR REGULARLY SCHEDULED MEETING.**

# "Counseling in the Workplace"





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

**January Dinner  
Meeting**

***Tuesday, January 20, 2008***

*Erie Insurance Group  
5200 Knowledge Park  
Erie, PA  
5:45 p.m.*

Please join the Presque Isle Chapter at Erie Insurance, 5300 Knowledge Park on **Tuesday, January 20, at 5:45 p.m.** Our presentation will be "Back to Basics". This presentation will show you how IAAP is structured and the workings of our wonderful organization.

Pizza and salad will be ordered for the meeting. The cost is \$7.50 per person.

Please make your reservations with Maureen Deegan to attend this meeting.

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**January Reservations**

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