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Presque Isle Press

International Association of Administrative Professionals®

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June 2009

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PRESIDENT'S MESSAGE

Maria Carney CPS, AIS, President

Where has the year gone? Our IAAP year is almost over, and we are preparing for this year's International Education Forum & Annual Meeting (EFAM) in Minneapolis in July. The Pennsylvania Division had a wonderful year as we continue to take "Excellence in Action"!

Attached to the newsletter is a copy of my delegate report of the 57th Pennsylvania Division Meeting in King of Prussia, PA as well as Diana Comber's induction speech—it's very inspiring. All in all, I feel the weekend was a success and one of the best division meetings I have attended. I was installed as the Pennsylvania Division Treasurer. I was nervous and excited to take upon this role and am looking forward to serving as the Pennsylvania Division Treasurer.

It has been an honor to serve you as your Chapter President for the Presque Isle Chapter. Thank you for being a part of my team. I look forward to working with you as I serve on the Pennsylvania Division Board.

Please be sure to join us at the Porreco Center on June 9th for the installation of the new officers for 2009-2010 and the initiation of our new members, Kim, Kathleen and Chris!

Maria Carney CPS, AIS
2008-2009 President



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Members, chapters, and divisions are now able to submit their information online for the 2008-2009 Pathways to Excellence program awards. Just go to <http://pathways.iaap-hq.org>, click the appropriate level (Member, Chapter, or Division of Excellence) and click the online submission link. Please submit your information only once to avoid duplicate information being processed.

Please note that the 2008-2009 Pathways to Excellence Program encompasses July 1, 2008 through June 30, 2009. Members must complete the Member of Excellence online submission form by **June 30, 2009** and chapters and divisions must complete their respective online submission forms by July 10, 2009. Chapters and divisions are given a few more days so that they can receive the final June 30, 2009 membership information to determine if they meet the criteria.

An FAQ section can be found at <http://pathways.iaap-hq.org> and specific criteria questions can be e-mailed to Tamra Goodall CPS/CAP, Southeast District Director, (tamragoodall@comcast.net) or Toni Smith CPS/CAP, Southwest District Director (asmith@iaap-hq.org).

INTERNATIONAL NEWS

IAAP Web Community

Switch over on May 31

International has been working for months to put together a great Web 2.0 site for IAAP members. Check out the latest version of the **IAAP Web Community** at <http://community.iaap-hq.org>.

Take some time to click around and discover the e-groups you can join. E-groups are somewhat like our current message board but each group is centered around a certain subject such as Excel or meeting planning. We have a Wiki -- the IAAPedia and a document library where all the IAAP documents will live (ones currently living on Members' Place). You can search by keyword to find the document you want.

If you need help navigating the site, download our [user guide](#).

We will be migrating over to the new community on May 31. At that time, the Web Community will replace our current Members' Place, so take some time to get to know our new home: [The IAAP Web Community](#).

INTERNATIONAL EDUCATION FORUM & ANNUAL MEETING



Spring storms will soon give way to another hot, sticky summer in Kansas City. Summer doesn't just mean sticking close to the air conditioner or pool. It's also that time of year for our annual International Education Forum and Annual Meeting. This year we are providing more education and networking opportunities for attendees. The many new and improved changes will provide a rich learning experience for those serious about their careers.

If you want to go but don't know how to convince your manager or executive to send you, don't miss the article "1,2,3—Let's Go To EFAM" at the end of this newsletter (Attachment #2).

EFAM Workshop Highlight: "Becoming Indispensable In A Disposable Workplace"

You don't want to miss out on this year's International Education Forum & Annual Meeting! IAAP's Education Department has put together an amazing group of educational workshops for this year's International EFAM in Minneapolis, July 26 to 29. Over the next few weeks, be sure to check out Office Pro Express, they will highlight a few of the many educational workshops that will help you gain The Administrative Edge.

Save 1/2 of the EFAM registration fee!

See the attached email from Inge Hafkemeyer for more information (Attachment #3).





International Association of
Administrative Professionals®

2008-2009 CALENDAR CORNER

June 9, 2009

Chapter Meeting/Installation of
Officers at Porreco Center

July 26-29, 2009

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

The new PA Division Officers are as follows:

Diana Comber, President
(Montgomery County Chapter)

Catherine Hoke CPS/CAP, Presi-
dent-Elect (Harrisburg Chapter)

Carol Lundgren CPS/CAP, Vice-
President (Clear-Penn Chapter)

Juanita Mort CAP, Secretary
(Harrisburg Chapter)

Maria Carney CPS, Treasurer
(Presque Isle Chapter)

Congratulations, Maria!

The 2008-2009 Pennsylvania
Division Annual Award Winners
have been announced! The
complete list of winners is at-
tached to this newsletter
(Attachment #4).

*The Presque Isle Chapter
received Honorable Mention for
the Website Award—Chapters
with 29 members and under!*

PA DIVISION DETAILS

Maria Carney CPS, AIS, President



Future Exam and Deadline Dates

The deadline for applying to take the November 6-7, 2009 CPS or CAP exam is August 15, 2009.

Exam Fees effective with the November 2009 exams:

	CPS Exam	CAP Exam
Members (no change in fees)		
Processing Fee	\$ 50	\$ 50
Registration Fee – all parts*	\$160	\$210
Registration Fee – retakes	\$ 60/part	\$ 60/part
Part 4 of CAP exam only**		\$120
Nonmembers (new fees)		
Processing Fee	\$ 85	\$ 85
Registration Fee – all parts*	\$250	\$300
Registration Fee – retakes	\$100/part	\$100/part
Part 4 of CAP exam only**		\$160

*New candidates apply to take either the three-part CPS exam or the four-part CAP exam and must take all parts on their first attempt; CPS exam candidates will take three parts – CAP exam candidates will take four parts. **CAP candidates do not receive the CPS rating upon passing Parts 1-3 of the CAP exam.**

**Individuals with an active CPS rating may apply to take Part 4 only of the CAP exam.

SAVE THE DATE!

The Northeast District Division Presidents invite you to attend an Education and Leadership Workshop October 3-4, 2009 at MassMutual Learning & Conference Center in Chicopee (Springfield), MA.

Join us for 1-1/2 days of member, chapter, division, and career building workshops. There will be a variety of subjects from which to choose, including:

- Understand Communication Styles & Eliminate the Conflict
- Dress for Success
- Surviving Job Elimination
- Back to Basics—IAAP Chapter & Division Officers Roles and Responsibilities
- Certification—Process and Value
- Responsibilities of a Member—New Member Orientation & Handbook

Recertification points will be awarded for those subjects related to the exam content. On-site guest room, parking, Saturday Lunch, and Sunday breakfast are included. More information is coming.



JUNE BIRTHDAYS

There are no chapter birthdays this month.

**Newly elected
Presque Isle Officers
for 2009-2010
To be installed June 9th**

Co-Presidents:

Karen Jendruczak CPS, CAP
(Ridge-U-Rak)

Jan Hutchinson
(WQLN Public Media)

Treasurer:

Kim Pietrasiewicz
(Erie Insurance)

Secretary:

Carol Korn AIS, ACS, CPIW
(Erie Insurance)

Thank you to all the incoming officers for their willingness to serve.

If anyone is interested in serving on or chairing a committee, please contact any officer.

CHAPTER COMMUNICATIONS

MEETING AND NEWSLETTER INFORMATION

The June chapter meeting will be held at the Mary Porreco Hall at Edinboro University in Erie – Porreco Center, 2951 W. 38th Street, Erie, PA. You can go to <http://webs.edinboro.edu/pubre/porreco/porrecomap.asp> for a map and driving directions to the Porreco Center. Join us for our last meeting for the 2008/2009 term, when we will be initiating new members and installing our 2009/2010 officers.

Our June meeting will be a “Tea,” hosted by the Presque Isle Chapter officers. This has become a tradition that our members have come to enjoy, compliments of the 2008/2009 Board. Don’t forget to bring your favorite tea cup and wear your finest hat!

Please make your reservations with Maureen Deegan at 217-6050 or mdeegan@wqln.org by Friday, June 5th.

As we adjourn for summer, please watch for our “Summer News Brief” to see what will be coming up in 2009-2010!

TRAINING OPPORTUNITY

Office Dynamics has been supporting the administrative professional for 18+ years by providing quality education, training, and information to administrators, managers, HR professionals, and Training 7 Development professionals. Office Dynamics is stepping up to the plate during these tough economic times by providing a FREE webinar series called **26 Weeks to Administrative Excellence**. Ongoing education and learning are going to be your most powerful weapon in a competitive marketplace. It is not good enough today to just be “good enough” or become complacent.

Their webinar series is like no other. They post each 5–15 minute webinar segment on Wednesday, early a.m. and it stays on their site so you can view it at your convenience. Their webinars are live video presentations! You can start the series at any time. And, there’s a bonus: you can receive re-certifications points. For more information, please visit www.officedynamics.com and then go to ‘webinars’ in the main menu.

Pennsylvania
Division Meeting
May 2009



Presque Isle Chapter
May Meeting
Ambassador Hotel &
Conference Center
May 12, 2009



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

“Tea Time!”

June Meeting

Tuesday, June 9, 2009

Porreco Center, West 38th Street, Erie

Dinner is provided by the Presque Isle Board

5:30 p.m.

Please join the Presque Isle Chapter on Tuesday, June 9, 2009. It's our annual induction of officers and the initiation of our three new members. Bring your favorite tea cup and fancy hat!



JUNE RESERVATIONS

Please contact Maureen Deegan 814-217-6050, or by email at mdeegan@wqln.org to make your reservations.

DELEGATE'S REPORT OF THE PENNSYLVANIA DIVISION MEETING IN KING OF PRUSSIA, PA

The 57th Pennsylvania Division Annual Meeting was at the Park Ridge Hotel in King of Prussia, Pennsylvania from May 15 – 17, 2009. I attended the division meeting as Presque Isle Chapter's delegate. The theme for the 57th Annual Division Meeting is *The Royal Treatment* and had the opportunity to learn tips that will help us direct our careers and lead our chapters. The professional development seminars included: "Get the Most from your Investment in the Microsoft 2007", presented by Hope Lindauer President of Lindauer Learning systems which is a computer training, consulting and programming company. Two Recertification Credits were awarded for this presentation. The next presentation was an International workshop by Janine Riemersma CPS/CAP 2008-2009 International Secretary on "Becoming the Kind of Person Every Team Wants." We were awarded 1 Recertification Credit for this presentation. The excitement continued with the Friday evening Open House which included an 80's Dance Party!

The Saturday business session started bright and early with the introductions, presentation of colors, etc. and welcomes by all dignitaries from IAAP and The Bucks County, Cephalon, Liberty Bell, Montgomery County, Rohm and Haas Delaware Valley and Wyeth Chapters and Park Ridge representatives. The keynote speaker was Charlene Holsendorff CTM. Charlene transitioned from pharmaceutical industry to become an independent training professional with premier career transition and training administrative and training positions, then as a certified facilitator of Stephen Covey's Seven Habits of Highly Effective People. Charlene's training experience led her to Community College Annual Women's Conference, the American Society of Training and Development (ASTD) and IAAP. She has earned Competent Toastmaster (CTM) designation through Toastmasters International, the public speaking and leadership Association. Charlene also narrates audio books and resides in Montgomery County, PA. Charlene's presentation was entitled "Widening Your Circle of Influence."

There were 100 registered attendees by Saturday morning. Reports of officers and committees were given, after which candidates for office were presented and voted upon. They are Diana Comber, President; Catherine Hoke CPS/CAP, President-Elect; Carol Lundgren CPS/CAP, Vice-President; Juanita Mort CAP, Secretary and Maria Carney CPS, Treasurer. The 2010 meeting will be held in Gettysburg, hosted by the South Central Council, and the 2011 meeting will be held at Clarion, Pennsylvania. The theme for 2009-10 is "Power of Commitment. Attached is a copy of Pennsylvania Division President, Diana Comber, Installation Speech.

The recognition luncheon ran very smoothly. Attached is a copy of the 2008-2009 Pennsylvania Division Annual Award Winners. Presque Isle Chapter won Honorable Mention for the Website Award. There is a Recruiter of the Year Award and Recruiting Chapter of the Year Award, the chapter receives \$100 and it was won by Sheila Lidwell CPS/CAP who recruited 6 new members.

The banquet, "The Crowning Event" was excellent as usual, with entertainment with a pianist and soloist Connie and Sarah.

On Sunday morning, registration was down to 88. Janine Riemersma CPS/CAP provided an International Update. The largest item on the agenda at International is of course the dues increase. The Division Officers presented a workshop, "Narrowing the Generation Gaps." We were awarded 1 recertification credit for this presentation.

By attending the division meeting I received 5 recertification points towards my CPS designation. All in all, I feel the weekend was a success and one of the best division meetings I have attended. The Bucks County, Cephalon, Liberty Bell, Montgomery County, Rohm and Haas Delaware Valley and Wyeth Chapters did an excellent job.

Thank you for the opportunity to attend as your delegate for the Presque Isle Chapter.

Respectfully submitted,

Maria Carney, CPS, AIS
Chapter President

Good Evening Pennsylvania Division members, both past and current officers, and honored guests.

I cannot believe that I am standing before you this evening as your new Division President. I am humbled and honored at the privilege to serve in this capacity and am looking forward to leading the Pennsylvania Division into 2010.

One of the goals of our International Board is to make IAAP a remarkable association by 2010. While I was at IDPC, I asked myself “what do they mean by that because I’m not really sure I get it”. Well, I looked up “remarkable” in the dictionary to make sure that I was clear. Webster defines “remarkable” as worthy of notice, unusual or striking. Suddenly... a light bulb went off...I got it!

So...to keep in line with that goal...how can I contribute to make IAAP a remarkable association? How does the Pennsylvania Division fit into this equation? What is remarkable about the Pennsylvania Division?

Let’s start with our members – dedicated Administrative Professionals that truly believe in the mission statement of IAAP – to enhance the success of the Career Minded Administrative Professional by providing opportunities for growth through education, community building and leadership development. Our members value education and more chapters have put forth great programs that offer recertification points.

Our Leaders – Vince Lombardi once said that “leadership is based on a spiritual quality; the power to inspire, the power to inspire others to follow.” The Pennsylvania Division has been driven forward for many years by dedicated and amazing leaders. The knowledge and experience of our past officers at both the Chapter and Division levels goes hand in hand with the energy and focus of the current officers. Do you know that your past Division officers continue to be involved at not only their own Chapter level, but the Division and International levels as well?

Our Chapter Presidents do a great job of leading our members. Not only do they recruit and try to retain members, run meetings, write bylaws, attend conference calls, webinars, etc., we have also had chapters reach out to our members in times of need during this trying economy; we have done community service work for our troops overseas, clothing drives for the Dress for Success Program, collected dry and canned goods for local food banks during the holiday season, and even reached out to fellow members during times of tragedy. I commend each and every Chapter President in our Division for their compassion, foresight and focus during this past year. I know that the 2009-10 presidents will continue this trend thanks to the excellent examples set by this year’s officers.

The new IAAP year brings new officers, new goals, new programs, and a new theme. The theme for the 2009-2010 year was announced after the International Board’s Spring Meeting in March, and, for those of you that haven’t read it or have forgotten, the theme is the “Power of Commitment”. Commitment... defined by Webster as a pledge or a promise or...if you read further down the page “the act of being committed” – although I think we mean a pledge or a promise and not the other definitions!

That being said, the Power of Commitment means each one of us needs to make a pledge. A pledge to our organization, to our division, to our chapters and most importantly, to ourselves. You have each pledged your commitment to the Pennsylvania Division here tonight.

During this Power of Commitment year, I am asking each member in the Pennsylvania Division to make a commitment to our organization as a whole. Think about what you as a member of the Pennsylvania Division are going to accomplish this year...will you recruit a new member? Will you help to maintain our current membership and renew yours on time? Will you take on a leadership role as a committee chair, a chapter officer, or perhaps even a division officer in the new year? Lombardi also said that "the achievements of an organization are the results of the combined effort of each individual." Imagine if each member in PA did just one thing like recruit a new member....imagine what each of you can do if you set your mind to it!

The Division Board has also kept the mission statement for IAAP in mind by providing opportunities for education, growth and community building. Here are just a few items that we will continue to do from this year into new year:

1. Take advantage of technology with webinars that offer recertification points.
2. Work with our individual Council areas to provide Division Leadership to the local chapters.
3. Host our annual Council Meetings with opportunities for leadership development and/or education and recertification points.

How about our goals? Our Division, Chapters and Members all have goals that they wish to attain. I came up with a few for the upcoming 2009 – 2010 year:

- Growth – Education - Leadership
 - We pledge our commitment to increase our membership in 2010. I'm not giving a percentage because we're not concerning ourselves with numbers.
 - We will also strive to maintain our current membership in the Chapters and Division by providing excellent programs, recertification points, and excellent leadership. Remember, recertification points do not cost money, it's just taking time to fill out a form and submit it to HQ for approval!
 - We are going to give our members a reason to want to belong to a chapter and our Division! Our members are paying additional dues to belong to these levels – we as leaders need to make sure that they are getting the most out of the money.
- Accessibility
 - Your Division Officers are available via e-mail, phone, and even via US Mail. We pledge to respond to your requests as quickly as possible, but ask that you keep in mind that we all do have jobs during the day and it may take a day to get back to you.
- We will be rolling out some new ideas and programs throughout the course of the new year. I ask that you read your Division newsletters regularly, and for the new Chapter Presidents to make themselves available for the quarterly conference calls...you never know what you might

miss! My goal is 100% participation in these conference calls...but only the Chapter leaders can help me to make it happen!

There are a few people that I would like to express my thanks to this evening.

First, I'd like to thank my husband, Joe; son, Ryan; and daughter, Katie for their support during the last 3 years and for their continued love and support as I go into my 4th and final year on the Division Board. Having younger children makes it a little harder when you're at this level. It means a bit of sacrifice on everyone's part. Take my husband, Joe – this weekend we are celebrating our 20th wedding anniversary, and just like many anniversaries before this one, I'm not home. I'm grateful that they are here tonight to share this moment with me. Happy anniversary Joe...we just have a few more friends around to celebrate...and I love the 3 of you very, very much.

Then there's my mother – everyone knows her simply as "Sunny" – sunny disposition, sunny outlook and simply my hero. I know that seeing me up here before you is going to make her cry because she's always believed in me, even at times when I didn't. My mother has been my chapter's biggest supporter over the years, donating her profits from our Avon fundraisers so that our chapter could gain the most profit for our Professional Development Fund. All I can simply think to say to you is thank you Mom...I love you.

Next, let me introduce you to a gentleman who is my co-worker at Catalyst and my partner in crime each day...Mr. Joe Cartin and his wife Sarah. I'm so glad that they are both here to share this evening with me. Joe, it's such a joy to work with you every day. Ladies...this man truly knows how to make a co-worker feel like the "queen of the world". He respects me as an administrative professional and a partner in our business and I just love working with him and our East Coast team.

President Jean Bohinski CPS/CAP, Past Presidents Lyndee Long CPS, and Dawn Hall CAP. The mentoring and knowledge that the 3 of you have shared with me over the last 3 years has been incredible. From my first summer board meeting when I was in a panic stuck on Interstate 80 for what seemed like forever through my nervousness and excitement of attending IDPC just 3 weeks ago, I feel like a butterfly that has blossomed over the last 3 years. The 3 of you helped me find my leadership style and helped me prepare to stand here tonight.

Rosy Brophy and Vickie Long – two of my dearest friends and the ones who started all of this...look at what you've done! Seriously, thank you for inspiring me to become involved in Montgomery County all those years ago, and to move on to a leadership role. You both have always been there for me to talk to, stand in for me when I'm having children, etc., etc. Your friendship means more to me than you will ever know.

Kathy O'Connor CAP – thank you for taking on the exhausting role of coordinator for this great meeting. You and your team have created something magical here tonight and I'm grateful to you for all of the hard work and dedication that you gave this meeting. You are a shining example of what one friend will do for another.

My fellow members in the Montgomery County Chapter – all of you that are present tonight and those that are not able to join us. I thank you for your support over the years, for your kindness and friendship. Tria, Karen, Dottie, Mary Ann, Nancy, Darlene...somehow a thank you just doesn't seem like enough, but you are more like sisters to me than just fellow members. Your support during these last few weeks when I was stressed beyond all relief was a huge help.

And speaking of sisters...my dear friends from Harrisburg, my cousins from Wyoming Valley, and the many, many others throughout this organization that I have had the honor and privilege of spending time with...I thank you from the bottom of my heart for your friendship and support.

A few years ago, I had the privilege of working at Johnson Controls. As many of you know, this is where I met Susan Martin and was fortunate enough to have her as a member of my administrative team. However, I had the pleasure of working for a man named Joe Walicki. This man taught me about commitment to my profession, my co-workers, and most importantly, commitment to my faith, family, friends and the job (in that order). He did this through a lot of stories and favorite quotes that have been ingrained in my head for the rest of my life. You may hear me stop myself sometimes in mid-sentence and say "Uh-oh...Walickism". It's usually because I've repeated one of the many things that he taught me over the years and my way of thanking him for another life lesson. I'd like to leave you with this thought....one of my favorite "Walickisms". Understand that this is a man who walked around and answered "How are you?" with "I've never had a bad day in my life." There was only one day that I didn't hear him say that in 5 years....it was the day that he had to lay me off. Joe was a true believer in one statement that I had hanging in my office..."Heros are ordinary people that can do extraordinary things in life." You, the members of the PA Division are all heros...together we can take this Power of Commitment and do something extraordinary! Thank you.



1,2,3—Let's Go to EFAM

How EFAM Can Help You and Your Company

Getting support from your exec to attend the IAAP Education Forum and Annual Meeting during a money crunch is as easy as 1, 2, 3— Go!

1. Do your homework. Look around the office. What problems need to be solved? What new skills would improve operations? What are the department's strategic goals and how can you contribute toward achieving them? What objectives are written into your annual review and what development activities do you need to attain them? Are there any open niches you could fill— to increase productivity for yourself, your exec and your work team? Going to the EFAM isn't just about you; it's about your ability to enhance the entire work process.

2. Carefully assess the EFAM offerings. Is there a particular education track that would help you hone your skills or would you gain more by mixing and matching to leverage your administrative skills? Do you want to focus on a particular area, such as refining your ability to communicate and reach customers using the new media forms or bringing back the latest business trends your company needs to be aware of, such as going green, applying new government rules and regulations, or creating a more positive and productive workplace? Would advanced training in Office 2007, Word, Access, Excel, Outlook or mobile data and file management be valuable? Are there specific administrative, managerial, or leadership skills that could elevate you to an exceptional assistant— like taking better and more accurate minutes, reading nonverbal body language, providing effective feedback, delegating for results, or successfully executing long-term projects? Would you be a better employee if you pursued an online associate degree, increased your ability to concentrate, overcame procrastination, winningly facilitated meetings, or get more done in less time? Realize that by adding pre-or post-EFAM sessions you can extend your learning with minimal or no extra cost.

3. Present your attendance as win/win. Approach your exec with a plan. Outline what the company will gain and the skills you'll bring back to immediately apply in the workplace. Tie the courses to specific needs of the office. Offer to train others and share what you've learned once you're back home. Point out that a registration fee of \$495 will get you more than 13 hours of training (and recertification credit).

In addition you'll have:

- Access to vendors with the latest office products and solutions, networking opportunities to connect with admins throughout the world and share best practices (even after the event)
- A look at the state of the admin profession and future trends for global business and the economy.
- An insider's look at and a chance to participate in conducting official association business at the annual stakeholder's meeting.
- A no-nonsense way to get reenergized and revitalized by taking your own knowledge, skills, and attitudes to "The Administrative Edge."

What exec could say no to all this? It's an essential component of staying on top of the game— yours and your organization!

Registration is now open. Register Today! Visit the [EFAM registration](#) page.

Attachment #3

From: Inge Hafkemeyer
Sent: Wednesday, May 20, 2009 10:31 AM
To: Antoinette Smith - work; Judie Yannarelli
Subject: IAAP - Election Committee Members needed - SW & NE Districts

Good morning ladies, I am in search of two persons from each of your districts to be on the Elections Committee this year in Minneapolis. Below is a brief description of the duties involved & time needed from them. The hours they are required to be in attendance are the ET committees meeting on Sunday from 1230pm to 3pm & then the voting on Monday morning & for all three ballot times. For volunteering, they will receive ½ of their full registration fee re-funded back to the original form of payment after we get back from the meeting.

Just a note, members of this committee cannot be either a delegate or alternate. If you have any takers, feel free to have them contact me. I'll take them on a first come (email) / first appointed basis. :) The purpose of this committee is to conduct the annual election of IAAP International Officers and Trustees of the Retirement Trust Foundation at the annual convention. The Elections Committee is to be composed of the Chair & Co-Chair, 2 volunteers per District (preferably volunteers come from the respective District) and 6 voting machine captains for a total of 20 persons. Appointment is made by Convention Manager from the list of volunteers who are attending the annual convention.

PURPOSE OF COMMITTEE The Elections Committee Chair is responsible for conducting the Briefing Session for the committee. The Chair is responsible for assuring accurate counts for vote check ins and that the elections check in report matches the credentials registration report. The Chair is responsible for managing the voting check in lines so as there is not large back up at check in or voting location. The Committee Chair is to be available to answer questions of the committee or of the voters. The Master Credentials File will be given to Elections Chairman by the Chairman of Credentials to use as reference. **COMMITTEE CHAIR** A briefing session/luncheon will be held by the Elections/Tellers Chairs, the Parliamentarian and the Convention Manager for the committees. This is an important/required meeting for committee members, as general duties of the committees will be reviewed. If there are any questions, they should be discussed at that time. This meeting is usually held on Sunday after the convention opening session. The Credentials Chair will be invited to attend.

BRIEFING SESSION The dates and times voting polls will be open will be furnished each year in the Convention Program. Voting is typically conducted on the Monday during convention with the first ballot from 8am to 9am, 2nd ballot from 10am to 1045am and the 3rd ballot from 11am to 1115am. Committee members must be available for all three ballots. **VOTING POLLS OPEN**

Inge Hafkemeyer CMM IAAP Meetings Manager
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**2008-2009 PENNSYLVANIA DIVISION ANNUAL
AWARD WINNERS**

Division Meeting Attendance

30 members and over

Harrisburg Chapter with 22.06% of Chapter members as attendees

Honorable Mention: Pittsburgh Chapter with 7.69%

29 member and under

Wyoming Valley Chapter with 37.5% of Chapter members as attendees

Honorable Mention: Conestoga Chapter with 36.36%

Professional Development

30 members and over

Harrisburg Chapter with 3,120 points

Honorable Mention: Montgomery County Chapter with 994 points

29 members and under

Altoona Chapter with 1,043 points

Honorable Mention: Wyoming Valley Chapter with 651 points

Certification Awards

Most members sitting for the exam

30 member and over

Harrisburg Chapter with 5 members

Honorable Mention: Wyeth Chapter with 4 members

29 members and under

Altoona Chapter with 6 members

Honorable Mention: Allegheny Chapter with 2 member

Highest Percentage/Most Certification holders

30 members and over

Harrisburg Chapter with 51.47%

Honorable Mention: Lehigh Valley Chapter with 30.77%

29 members and under

Allegheny Valley Chapter with 55.56%

Honorable Mention: Conestoga Chapter with 54.55%

(continued on next page)



**2008-2009 PENNSYLVANIA DIVISION
ANNUAL AWARD WINNERS
(Continued)**

Membership Awards

Chapter Membership Recruitment

Liberty Bell Chapter with 13 new members

Honorable Mention: Harrisburg Chapter with 11 new members

Member Recruiter of the Year

Sheila Lidwell CPS/CAP – 6 members

Net Numerical Increase

30 members and over

Liberty Bell Chapter with 6 new members

Honorable Mention: Harrisburg Chapter with 2 new members

29 members and under

Altoona Chapter with a net increase of 3 new members

Honorable Mention: Tie: Allegheny Valley Chapter and Toll Gate Chapter, each with a net increase of 2 new members

Net Percentage Increase

30 members and over

Liberty Bell Chapter with 16.22% increase

Honorable Mention: Harrisburg Chapter with 2.94%

29 members and under

Allegheny Valley Chapter with 22.22%

Honorable Mention: Toll Gate Chapter with 18.18%

Newsletter Award

30 members and over

First Place : Harrisburg Chapter “Sketches”

Second Place: Montgomery County Chapter “Montgomery County Memos”

Honorable Mention: Lehigh Valley Chapter “IAAP Happenings in the Lehigh Valley”

29 members and under

First Place: Conestoga Chapter “WagOn”

Second Place: White Rose Chapter “White Rose Register”

Honorable Mention: Toll Gate Chapter for “Toll Gate Connections”

Program Award

White Rose Chapter with *Windows 2007 Software*

Special Recognition

Patricia Clark – Liberty Bell Chapter

Katherine Hook CPS/CAP - Harrisburg Chapter

Karen Repin0 CPS/CAP – Montgomery County Chapter

Website Award

30 members and over

First Place : Liberty Bell Chapter

Honorable Mention: Tie: Harrisburg Chapter and Lehigh Valley Chapter

29 members and under

First Place: Clear-Penn Chapter

Honorable Mention: Presque Isle Chapter

