

Presque Isle Press

President's Message

As the leaves change signifying the approach of fall, the Presque Isle Chapter is preparing for a new "season" of IAAP. Our October meeting is the beginning of our official Chapter Membership Drive, and who knew that it would also be the International Membership Drive!

The Board has agreed to waive the \$10 chapter dues fee for anyone joining IAAP during the month of October. We have had several inquiries into membership, and in this *Power of Commitment* year, we would like to turn those inquiries into new, active members!

To do that, we must be **committed** to bringing potential members to our meeting, **committed** to making them feel welcome, **committed** to answering their questions, and **committed** to mentoring them once they have joined.

It is up to us to turn this into a banner year for the Presque Isle Chapter. We have the knowledge and the "**Power of Commitment**" to lift our chapter to higher levels. So right now, jot down the names of friends and colleagues that you will ask to join us at our October 6 meeting, and let our members and our presentation do the talking!

Our members have proven that they are **committed** to the future of the Presque Isle Chapter, so let's use our **power** to increase our membership and in doing so, make our chapter strong!

Karen Jendruczak, CPS, CAP
Co-Presidents of the Presque Isle Chapter

Jan Hutchinson
Co-Presidents of the Presque Isle Chapter

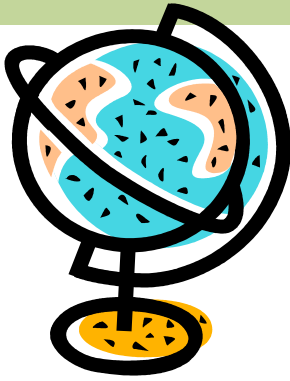


Contents

President's Message	1
International Update	2
PA Division Update	3
Tech Tip	3
Presque Isle Update	3
And Last But Not Least	4

Attachments





International Update

From an email by Joy Johnston, Senior Manager, Membership and Distribution

Just as the seasons are set to change from summer to fall, IAAP has set in motion many changes that will help as chapters enter the October Membership Drive.

All of the opportunities for engagement are listed below. As you recruit new members, there may be questions about any or all of these changes. If you have any questions that are not answered below, please ask anyone on the Presque Isle Board or look to the International website for more information.

Electronic Membership Packets Beginning this month, new members will receive their membership packet electronically and following is the link for you to see what they will receive; you will need to have FLASH installed on your computer to view the flip book: www.iaap-hq.org/newmemberpacket/pageflip.html (If you don't have FLASH, you can download the New Member Packet in PDF format from the IAAP International Library.)

Membership Pins New members will still receive the gold IAAP member pin. Beginning this month as well, the membership pin will be sent directly to each new member. Once the membership application redesign is complete it will include a box for new members to check if they want a new member pin; at that time only those new members who want a pin will receive one.

Automatic Receipts Beginning September 21, automatic receipts will be sent to members within 24-48 hours of processing the membership dues payment. The receipt will be in PDF format and it will be sent to the member's preferred e-mail on file.

Membership Cards Membership cards will no longer be produced and sent from IAAP Headquarters. We are looking at some options for chapters to produce cards for their members. Once an option is in place, additional information will be provided.

Automatic Receipts Beginning September 21, automatic receipts will be sent to members within 24-48 hours of processing the membership dues payment. The receipt will be in PDF format and it will be sent to the member's preferred e-mail on file.

Membership Cards Membership cards will no longer be produced and sent from IAAP Headquarters. We are looking at some options for chapters to produce cards for their members. Once an option is in place, additional information will be provided.

Membership Application Redesign The membership applications are being redesigned and updated to reflect the dues increase that takes effect January 1, 2010 and include the member pin information. A few of the other updates include adding the IAAP mission statement and core values. Once the applications are ready, you will be notified so that you can place your order.

Pathways to Excellence Information concerning the 2009-2010 Pathways to Excellence program is available at <http://pathways.iaap-hq.org> including the commitment forms that can be downloaded. The online submission links will not be available until mid-October so that the 2008-2009 audits can be completed and the database cleared for the 2009-2010 year. Two PowerPoint presentations are available for download from the IAAP International Library. One presentation covers the Member of Excellence program and the other presentation covers the Chapter of Excellence program.

2009-2010 Growth Programs Significant changes have been made to the 2009-2010 Growth Programs to complement both IAAP's mission and the Pathways to Excellence program. The full list can be downloaded from the IAAP International Library and I want to draw your attention to one opportunity coming up very soon – the October Membership Drive. No longer called IMPACT, the Membership Drive is an opportunity to answer the potential member's question of "What's in it for ME?" and a PowerPoint presentation and script have been developed to help you. Just download the 2009-2010 Membership Drive PowerPoint and the 2009-2010 Membership Drive Script from the IAAP International Library. You can also download the 2009 October Membership Drive Official Entry Form and the 2010 APW Membership Drive Official Entry Form.

2009-2010 IAAP Division/Chapter Cooperative Marketing Assistance Program

The Chapter/Division Cooperative Marketing Program is available for the 2009-2010 year with \$7,500 worth of products available. Additional information and an application can be found in the IAAP International Library.

Membership Reports

The membership reporting structure is still under construction; however you can access the June 30, 2009, July 31, 2009 and August 31, 2009 totals. Once logged in at <http://community.iaap-hq.org>, click Member Resources – Membership Reports and follow the links to the report you want. The active member rosters are still available online with the exception of the renumbered chapters and those chapters can contact Amy House (ahouse@iaap-hq.org) for an updated roster. As of August 31, there were 25,872 members so I encourage you to take advantage of the tools listed above to help you in your recruitment and retention efforts.

2009-2010 Power of Commitment Year

I am excited to work with all of you during the 2009-2010 Power of Commitment Year and don't hesitate to contact membership@iaap-hq.org if you have any questions or need additional information.



Presque Isle Update Membership

Do You Remember Swimming or Sinking?

by Diane Sullivan CPS/CAP, Medina, OH Chapter

Do you remember the first time you went swimming? Were you afraid or excited or both? Likely your first experience depended on your support system. Did you have family or friends who were encouraging you? First time swimming and first time on an APD committee is a similar experience. Fear? Excitement? It's OK – we are here for you.

When I was considering joining IAAP, Elaine Frankowski CPS met with me. Elaine was the founding president. I expressed my desire to gain education in professional skill sets: leadership, presentations, business etiquette, computer skills and more. Elaine said, *"You will get out of IAAP twice as much as you invest. If you want to really grow professionally, you must contribute."* Elaine was right! I could have come to the chapter meetings, sat through the presentations, listened during the business meetings and said hello to the members sitting around me. Today I might have a little more head-knowledge than when I joined, but no real professional development. Because of Elaine's encouragement, my first year I was a committee member, the second year I was the chair of that committee. Over the years I have served on almost every committee in our chapter. I want to encourage you to step just a little out of your comfort zone. All of the Chapter Members want you to be successful! We are offering you the opportunity to learn and grow in a safe environment. We are all busy. We all have other obligations. We are moms, wives, sisters, daughters, friends and neighbors. Many of us work long hours. Some of us volunteer in our neighborhoods. Many of us are involved in our churches or other organizations. But if you want to grow in your professional career, if you want to have the edge over other job applicants and want to be a step above the rest in your office, take the plunge!

If you haven't already signed up on the committees, give Chris DiSantis, Presque Isle Chapter Membership Chair, a call and ask what areas are still open. You can do a little or a lot – but do something. This isn't high school or even your work. We are unique because **we all are rooting for your success.**

Give us a chance, jump in and we will catch you! And soon you will be catching others! I promise, you will be glad you did!

PA Division Update

Please Join Us...

The 2009 Western Council meeting is Saturday, October 17 from 8:30 to noon. Clear-Penn Chapter is hosting the event at the Holiday Inn, Exit 62 of I-80, Clarion, PA. If you are interested in carpooling, contact Karen.



Tech Tip

Doodle: Set the best meeting time

One of the most annoying parts of scheduling a meeting is the back-and-forth emails figuring out which times work best for everyone involved. [Doodle](#) helps make scheduling meetings easier by allowing users to vote for the best meeting time without a flood of emails to your inbox. Users can also sync up their Doodle meetings with Outlook, Facebook, Google Calendars, and a variety of other web applications.

The service is completely free to use, but Doodle also offers premium services for expanded functionality. For more information, check out the article from [mashable.com](#), which recently featured Doodle as part of its "Spark of Genius" series.

Presque Isle Chapter IAAP

PO Box 8922
Erie, PA 16505

(814) 217-6083 (Jan)
jhutchinson@wqln.org

(814) 725-5825 (Karen)
klijcps@roadrunner.com

Find us on the Web:
www.iaap-presqueisle.org



And Last But Not Least...

The Presque Isle Chapter Recycles for Cash:

The Presque Isle Chapter participates in a program to recycle used cell phones and ink cartridges. Please bring any items that you'd like to donate to this program to any chapter meeting or call any board member to have the items picked up. If your office is interested in donating the used items to the Presque Isle Chapter to recycle, call Karen for more information.

The Presque Isle Chapter Membership Drive:

October is Membership Drive month for the Presque Isle Chapter! Take every opportunity to distribute the chapter brochure (if you need some, please call a board member). Not only will new members receive the current international rate, but as an incentive for those interested in joining our chapter, we will waive the \$10 chapter fee for any new member whose application is received between October 1st and October 31st. Please have completed applications delivered to any board member during those dates.

The Presque Isle member who recruits the most members during October will receive a gift certificate valued at \$25!

Upcoming Events:

The Presque Isle Chapter Meeting

Our next meeting will be October 6 at 5:45pm at Ruby Tuesday meeting room. The topic will be "**Successfully Combating H1N1 in the Workplace**". Seating is very limited so please follow the instructions on the attached flyer closely.

Christmas Connection Bus Trip

Our bus trip to the Cleveland Christmas Connection on November 21, is well on its way to being a success. We already have 27 paid reservations and the Early Bird Drawing date is October 16!

Be sure to fill out your reservation form and get it sent in to hold your seat and qualify for the Early Bird Drawing. The lucky winner will receive her bus trip for free! Don't forget to invite your friends and co-workers to join us. This is a great way to get your Christmas shopping done early! Don't miss out!

We are asking chapter members to consider donating items such as juice, water, pop, donuts, etc. for our trip. We offer these items to our passengers, and if we all pitch in a little, there will be no cost to the chapter.

See you on the bus!!

The Presque Isle Fashion Show

We are starting preparations for the Spring Fashion Show. If anyone is interested in helping out, please contact Jan Hutchinson.

Attachments:

- Presque Isle Chapter Meeting invitation
- Presque Isle 09-10 Proposed Budget
- Christmas Connection Flyer
- Press Release



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

“H1N1 in the Workplace”

October Dinner Meeting

Tuesday, October 6, 2009

Ruby Tuesday, Millcreek Mall, Erie, PA

The Presque Isle Chapter of the International Association of Administrative Professionals invites administrative professionals from around the region to enjoy dinner in the meeting room at Ruby Tuesday in the Millcreek Mall in Erie at 5:45pm on Tuesday, October 6, 2009. After dinner, Laura Bright, Health Educator for the Erie County Health Department will speak on the topic: “H1N1 in the Workplace.” Seating is very limited so **RSVPs must be made by noon on Monday, October 5th** to Karen Jendruczak at kljendruczak@ridgurak.com. The cost is \$18 per person and includes dinner, taxes, tips, and all handouts. Please make your check payable to “Presque Isle Chapter IAAP”, and mail to P.O. Box 8922, Erie, PA 16505.

Dinner Choices:

The Smokehouse Burger: Topped with aged New York cheddar, applewood smoked bacon, tangy barbecue sauce, and crisp onion straws.

The Ultimate Chicken: A large, all-natural, fresh chicken breast, grilled and topped with applewood bacon, Havarti cheese, and all the trimmings. It's a feast on a bun.

Freshly Made Soup & Garden Salad: Enjoy a bowl of white bean chicken chili or broccoli & cheese soup with your choice of our Fresh Garden Bar or a Signature House Salad.

October is our Membership Drive Month. Please bring a guest who may be interested in IAAP. After Ms. Bright's presentation, there will be a brief presentation on the advantages of IAAP entitled “Tune In to WIIFM at IAAP” given by Jan Hutchinson, Co-President of the Presque Isle Chapter.



Presque Isle Chapter
International Association of Administrative Professionals®
invites you to join us for our annual bus trip to the

CLEVELAND CHRISTMAS CONNECTION

held at the IX Center
Saturday, November 21, 2009

Cost: \$35 per person

Bus fare and admission to the Christmas Connection
included in trip cost

Departure from Erie 8 a.m. from the old Blair Outlet building – Millcreek Mall
Arrival back in Erie 8 p.m. at the Millcreek Mall

Cleveland’s Christmas Connection held at the IX Center in Cleveland brings together over 900 booths of artists, crafters, and retailers who offer a cornucopia of items for gift giving and decorating. While maintaining the “shopping” theme, it also provides fun for the entire family!

We will supply donuts and bottled water as well as a 50-50 on the bus ride down, and wine and cheese for the trip home! If you wish, please bring your own coffee.

Invite your family and friends and plan on getting your Christmas shopping done early. Beat the hustle and bustle of shopping in the mall and join us for this fun-filled day!

*There will be an **early bird drawing for a free trip to the IX Center, which will cover your bus trip and entrance fee. Just make and pay for your reservation by Friday, October 16, and your name will be entered in the drawing.***

For reservations, please fill out the form below and return to Karen Jendruczak CPS/CAP, 78 Bernwood Drive, North East, PA 16428 or if you have any questions, please call Karen at 347-1102.

Hope you can join us!

Name _____

Address _____

Phone _____ No. of Reservations _____ Amount Enclosed \$ _____

Please make checks payable to Presque Isle Chapter - IAAP

Contact: Jan Hutchinson or
Karen Jendruczak, CPS/CAP
Co-President s
Jan (814) 217-6083
Karen (814) 347-1102

Presque Isle IAAP
PO Box 8955
Erie, PA 16505
Find us on the Web:
www.iaap-presqueisle.org



Press Release

"H1N1 in the Workplace"

The Presque Isle Chapter of the International Association of Administrative Professionals invites Admins from the Erie area to hear first-hand how to be prepared for the Swine Flu this flu season.

Erie, PA, September 30, 2009: The Presque Isle Chapter of the International Association of Administrative Professionals is inviting administrative professionals from around the region to enjoy dinner in the meeting room at Ruby Tuesday in the Millcreek Mall in Erie at 5:45pm on Tuesday, October 6, 2009. After dinner, Laura Bright, Health Educator for the Erie County Health Department will speak on the topic: "H1N1 in the Workplace." Seating is very limited so RSVPs must be made by October 3rd to Karen Jendruczak at kljendruczak@ridgurak.com. The cost is \$18 per person and includes dinner, taxes, tips, and all handouts.

About IAAP:

Our **purpose** is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective.

Our **objectives** are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, programs, and publications.

Our **vision** is to inspire and equip all administrative professionals to attain excellence.

Presque Isle Chapter, the first chapter chartered in Pennsylvania, has more than 25 members. The Presque Isle Chapter of the International Association of Administrative Professionals meets on the first Tuesday of every other month from October through June, and hosts additional events throughout the year.

About our speaker:

Laura Bright, CMA, CHES is a Public Health Educator in the Health Education Department at the Erie County Department of Health. She received her Associate Degree in medical assisting from Gannon University and her Bachelors degree in health education from Edinboro University. She is a Certified Health Education Specialist, Certified Medical Assistant, and Certified Asthma Educator.

For Immediate Release

POWER
of
Commitment
Presque Isle Chapter