

# Presque Isle Press

## President's Message

Here we are—ready to begin the 63<sup>rd</sup> year of the Presque Isle Chapter of the International Association of Administrative Professionals. Sounds like a mouthful but it needs all of those letters and more to convey what our organization offers—locally, regionally, and internationally.

IAAP focus this year is *Power of Commitment*—by applying ourselves to that focus, we can achieve excellence as an organization, as the Northeast District, as the PA Division, as the Presque Isle Chapter, and as individuals.

What does the slogan mean? Our new PA Division President Diana Comber said it best: “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...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? Vince Lombardi said ‘the achievements of an organization are the results of the combined effort of each individual.’” Imagine what each of us could do if we set our minds to it!

There is much work to do and, right now, our chapter is fairly small. However, there are several people interested in becoming members of IAAP—let’s make a commitment to providing the mentoring, the support, and the encouragement they need to be successful. One new member who has already accepted the challenge of chairing a committee made the comment that we “have given [her] opportunities that [she] had never thought about before.” That is what our organization is all about—helping each other grow and be successful in their chosen career.

We are going to try some new things this year—the first is holding board and chapter meetings in alternating months with the next full chapter meeting in October—and there are also several endeavors underway to promote our chapter so keep reading and let us know how you want to show your *Power of Commitment* by helping on any of the various committees.

Karen Jendruczak, CPS, CAP

Jan Hutchinson

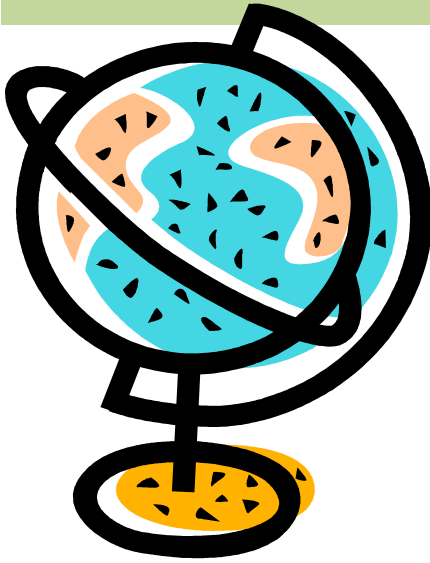
Co-Presidents of the Presque Isle Chapter



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## International Update

The International Education Forum and Annual Meeting (EFAM) was held July 26-29 in Minneapolis Convention Center in Minneapolis, MN. Maria Carney CPS, AIS attended as a delegate of the Presque Isle Chapter.

Some cost savings were announced: membership packets will be sent electronically to the new member; and the membership cards

will be eliminated and instead a receipt will be sent with the membership number on it.

Maria will share more of what she learned at the conference with us at an upcoming chapter meeting.

*Save the Date: This year's Western Council meeting is scheduled for 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.*

### Tech Tip

Excel: Create an Instant Chart in Less than Two Seconds

1. Start with a series of data.
2. Click anywhere within the data; press the F11 key on your keyboard.
3. The result will be a simple line chart.
4. To change the appearance of the chart, use the "Chart Type" button on the Chart toolbar.

This tip is taken from Excel E-Tip of the Week. Subscribe at:

[www.nationalseminarstraining.com/Exceltip/](http://www.nationalseminarstraining.com/Exceltip/)

## PA Division Update

from Diana Comber

We've returned from EFAM in Minneapolis with a lot of great ideas and energy for the 2009-10 year! If you didn't have a chance to read the updates and blogs on Facebook, Twitter, or the IAAP Web Community, the following are just a few of the highlights from EFAM:

- The PA Division was recognized as a Division of Excellence! 2008-09 PA Division President Jean Bohinski CPS/CAP was awarded a banner that will be proudly on display at our Annual Meeting in Gettysburg in May 2010!
- Our Division had three (3) Chapters of Excellence! Congratulations to the Altoona Chapter, Harrisburg Chapter and Montgomery County Chapter on this achievement!
- The PA Division also had 33 members that achieved the Member of Excellence status. Those members' names will be listed in the upcoming September newsletter!

With all of these great accomplishments in 2008-09, it's now time to get started for the 2009-10 year. The criterion for the program is unchanged for the New Year and I hope that it will inspire more of our members and chapters to strive to achieve excellence. Your Division Board mentors are available to answer any questions and guide you in this program! Help is also available via the IAAP Web Community.

Believe me when I say that *EVERYONE* has an opportunity to achieve excellence! I ask each of you to make a commitment today and just follow the steps below:

1. Create a personal file for your documented information.
2. Print and sign the Commitment Form and place it in your file. (Attached for your convenience!)
3. Review the program criteria listing (online) and identify ones you have already met, and then focus on areas to strive for to achieve excellence.

Let's focus on the **Power of Commitment** by making a commitment to achieve excellence!



## Presque Isle Update

### Membership

by Christine DeSantis, Chair

“Good thoughts are no better than good dreams, unless they be executed.” *Ralph Waldo Emerson*

And here I am, beginning something that I never envisioned happening – jumping in with both feet instead of watching from the sidelines. I recently joined the Presque Isle Chapter of the IAAP as a means of experiencing positive educational opportunities and possibly meeting new people with the same interests as my own.

What I have found are dedicated professionals looking to enhance and embrace the expertise of others in a warm and friendly way. I would like to take this opportunity to ask the current members to extend a hand to someone and share your positive experience as a member of the Presque Isle Chapter. Then expand that touch by bringing them to the next chapter meeting in October.

You are the membership’s best source of marketing both to the employer and employee. There are so many valuable prospects that can help one grow, develop, and also promotes a secure investment.

I look forward to seeing you at the next meeting. Thank you for helping to maximize the *Power of Commitment*—taking ownership in your future and the future of the PI Chapter of IAAP.

### Member Survey

Since the Presque Isle Chapter is currently so small, we need to maximize the attendance at our chapter meetings. Please take a moment to fill out the attached survey—the answers will help us determine the meeting schedule and the topics that will be covered.



### Presque Isle Chapter Officers

The 2009-2010 officers for the Presque Isle Chapters are:

**Co-Presidents:**

Karen L. Jendruczak, CPS/CAP  
Ridg-U-Rak  
Jan Hutchinson  
WQLN Public Media

**Secretary:**

Carol Korn, AIS, ACS, CPIW  
Erie Insurance

**Treasurer:**

Kim Pietrasiewicz  
Erie Insurance

## Presque Isle Chapter IAAP

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(814) 725-5825 (Karen)  
[klicps@roadrunner.com](mailto:klicps@roadrunner.com)

Find us on the Web:  
[www.iaap-presqueisle.org](http://www.iaap-presqueisle.org)



## IAAP on the Web

Up-to-date information about what is going on around the division or in the chapter is available online.

IAAP International site is [www.iaap-hq.org](http://www.iaap-hq.org).

The PA Division Board maintains a site: [www.iaap-pennsylvania.org](http://www.iaap-pennsylvania.org) on the IAAP Web Community. It's a great way for prospective members to see where IAAP is located around the state. There's also a "Members Only" section specifically for members of our Division. You must use your user name and password to access this area.

Presque Isle also maintains a web site: [www.iaap-presqueisle.org](http://www.iaap-presqueisle.org).

## And Last But Not Least...

### ***Ideas Wanted:***

The Ways and Means Committee is looking for some fresh ideas for fundraisers. Please call or email Jan with your ideas.

If you are interested in submitting an article for publication in Presque Isle Press, please contact Jan or Karen.

### ***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 donated these used items to the Presque Isle Chapter to recycle, call Karen for more information.

### ***Presque Isle Chapter Membership Drive Month:***

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 1<sup>st</sup> and October 31<sup>st</sup>. Please have completed applications delivered to any board member during those dates.

### ***Events:***

The Cleveland Christmas Connection bus trip is scheduled for Saturday, November 21, 2009. Seats are available at a cost of \$35 each. If you'd like to join us, please print and return the attached Christmas Connection flyer.

Our next board meeting will be September 8 at Shriner's Hospital at 5:30pm. All members are welcome to attend. Please RSVP to Carol Korn, AIS, ACS, CPIW at [Carol.Korn@ErieInsurance.com](mailto:Carol.Korn@ErieInsurance.com).

### ***Attachments:***

- 2009-2010 Roster Information Sheet—please fill out and return to Karen as soon as possible by Sept. 8.
- Member of Excellence Commitment Form.
- PI Member Survey—please fill out and return to Jan by Sept. 8
- Christmas Connection Flyer
- 2009-2010 Presque Isle Chapter budget