

PENINSULA CONNECTIONS

Newsletter of Peninsula Chapter

December 2011



WELCOME!

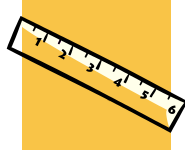
We would like to give a big welcome to our new member, Audrey Tweed! Audrey works as an Office Services Coordinator at CDM in Newport News. We are glad to have you as part of our Chapter!



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THE EVERYTHING ROBERT'S RULES BOOK



By Barbara Campbell

Submitted by Bev Ware, CAP-OM

Stand and be recognized. If the meeting is formal, you'll stand and wait until the chair recognizes you before making a motion. If the group is informal, raise your hand. State your name, unless the chair states it first. This is done out of courtesy for those who don't know you and so that the secretary can capture your name in the meeting minutes.

WORDS IN ACTION

**Do you know the difference between
these words?**

Submitted by Bev Ware, CAP-OM

Inequity vs. Iniquity

Inequity means "inequality" or "unfairness".
Iniquity means "wickedness" or "evil".

PENINSULA CHAPTER BOARD

JoAnn Panuska
President

Bev Ware
Vice-President

Tyronda Womack
Treasurer

Mary-Ann Grocki
Secretary

**We're on the
Web!**

Find us at:

**[www.iaap-
peninsula.org/IAA](http://www.iaap-peninsula.org/IAA)**
PHQ/Peninsula

PENINSULA CONNECTIONS NEWSLETTER STAFF:

Angie (Prezioso) Sumner
Coordinator and
Lead Writer

e-mail submissions to:
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January submission
deadline: January 1

THOUGHT OF THE MONTH

*“You cannot plough
a field by turning it
over in your mind”
–Author Unknown*



TAKE 5 FOR FUN!

*q. What is the difference
between the Christmas
alphabet and the ordinary
alphabet?*

Answer on next page.

MARK YOUR CALENDAR!



January Meeting

Tuesday January 10, 2011

5:30pm Networking

6:00pm Program

7:00pm Business Meeting

Sentara Careplex Hospital
3000 Coliseum Drive, Hampton
1st Floor Conference Room C

Deadline for Committee Service Applications

February 1, 2012

Applicants applying for committees must e-mail the entire application no later than 4:00 p.m. CST February 1, 2012.

Applications for International Committees are to be e-mailed to International President-Elect Karlana Rannals, CPS/CAP, krannals@iaap-hq.org with a copy to Governance Coordinator, Carrie Frentz-Hartzler, governancecoordinator@iaaphq.org.

Retirement Trust Foundation Committee applications are to be e-mailed to Retirement Trust Foundation Chairman Kelly Reggio, CAP, reggio@chartermi.net also with a copy to Governance Coordinator, Carrie Frentz-Hartzler, governancecoordinator@iaap-hq.org

YARDSALE REMINDER

Submitted by Angie (Prezioso) Sumner

We will be participating in a yard sale this upcoming Spring. In order to prepare, please bring any items you would like to donate to our Chapter meetings leading up to the yard sale. Donations are much appreciated—thank you!

OUR CORE VALUES: COMMUNICATION

“We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.”

Submitted by Angie Sumner

As administrative professionals, we interact with many people on a daily basis. Some we know well, and others we may be meeting for the very first time. For the latter, it is important that we portray ourselves from the beginning as approachable. We do this through the words we choose, how we say them and our body language. For the former, strengthening those relationships we have already built require even deeper communication. While remaining approachable, we must communicate openly and honestly. Those we interact with will be more likely to come to us if we have established excellent communication techniques.

THE ADMIN ADVISOR

adminadvisor.com

TRY THESE ACTIVITIES TO STOP STRESS BUILDUP

You feel frustrated, irritated, overwhelmed.

Do you pop a tranquilizer? An antacid? No. You close your office door and ‘do a little dance’.

Sound silly? It’s not.

One healthy way to short-circuit stress is to

engage in an activity

that takes you in

another direction. If

you don’t want to

dance, try singing,

doing push-ups, or

playing with your

collection of stress-

busting toys. The

important thing is to

step away from your

desk and your computer

and do something that

helps you unwind, if

only for a moment.



Take 5 For Fun Answer

a. The Christmas
alphabet has No L
(Noel)

FABULOUS FIFTY

Submitted by Angie Sumner

At our November Chapter Meeting, we had the pleasure to listen to James A. Probsdorfer discuss the importance of time and project management. A key to ensure success in managing our time is by establishing well-formed goals. These goals provide us with destinations. These destinations provide us with the framework we need to manage our time efficiently. How else are we supposed to reach our destination if we don't know where we are going? If we don't point ourselves in the right direction, we may end up wasting our time driving in circles—or not moving anywhere at all.

For this reason, Mr. Probsdorfer suggested drafting up a “Fabulous Fifty” chart. In it, we list our goals in six main categories: Career, Family, Health, Financial, Personal, Spiritual. Within these categories we subcategorize into additional columns portraying when we would like to obtain those particular goals: one year, three years, five years and ten years. Below is a small example chart you can base your own Fabulous Fifty chart off of.

	1 Year	3 Years	5 Years	10 Years
Career	Get a raise	Get promoted		
Family		Have two children		
Health	Go to the gym twice a week Diet better	Run a Marathon		
Financial			Save for children's college education	Pay off Mortgage
Personal		Go on an Alaskan Cruise	Get published in a magazine	Vacation to Europe Publish a Book
Spiritual	Attend Bible Studies	Lead Bible Studies Attend a Major Retreat		

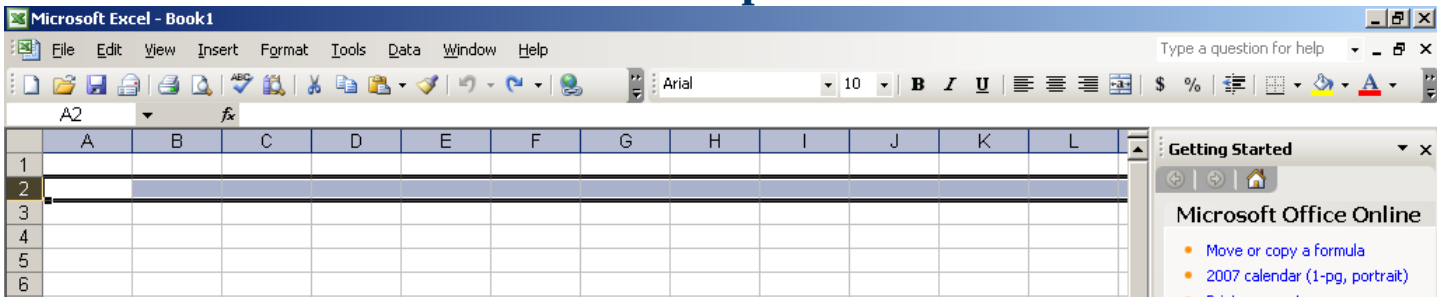
TIMESAVER: EXCEL

Submitted by Angie Prezioso

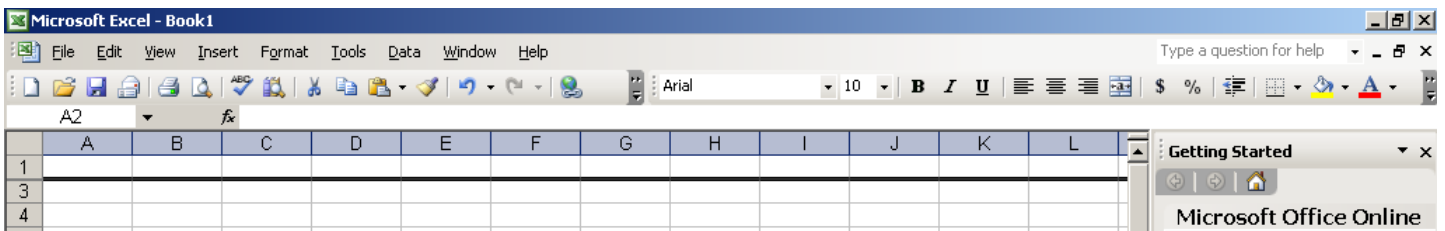
Show/Hide Columns and Rows in Excel:

Keyboard Shortcut	Action
Ctrl + 0 (zero)	Hide current column
Ctrl + 9	Hide current row
Ctrl + Shift + 9	Unhide current row
Ctrl + Shift + (	Unhide rows within selection
Ctrl + Shift +)	Unhide columns within selection

Example:



CTRL+9



GINGERBREAD TREES WITH LEMON ICING RECIPE



For the cookies:

2 1/2 cups all-purpose flour
(spooned and leveled),
plus more for rolling
1 teaspoon baking soda
1 teaspoon ground ginger
1/2 teaspoon ground cloves
1/2 teaspoon cinnamon
1 teaspoon coarse salt
1 cup (2 sticks) unsalted butter,
room temperature
3/4 cup granulated sugar
1 large egg
1/4 cup unsulfured molasses

For the icing:

2 tablespoons fresh lemon juice
1 1/3 cups confectioners' sugar
Sanding or coarse sugar (optional)

Directions:

1. Make cookies: In medium bowl, whisk together flour, baking soda, ginger, cloves, cinnamon & salt. In large bowl, using an electric mixer, beat butter & granulated sugar on medium-high until creamy, 3 minutes. Add egg and beat to combine. Add molasses and beat to combine, scraping down bowl as needed. With mixer on low, gradually add flour mixture and beat until combined. Wrap dough in plastic and refrigerate until firm, 1 hour (or up to 3 days).
2. Preheat oven to 350 degrees, with racks in upper and lower thirds. On a lightly floured work surface, roll out dough to a 1/4-inch thickness. With a sharp knife or cookie cutter, cut dough into small 2-inch-wide triangles. Arrange triangles, 1 inch apart, on two parchment lined baking sheets. Bake until cookies are firm and golden at edges, 10-12 minutes. Let cool completely on sheets on wire racks.
3. Make icing: In a small bowl, combine lemon juice and confectioners' sugar and whisk until smooth. Drizzle icing over cooled cookies and sprinkle with sanding sugar, if desired.

MAGAZINE CHRISTMAS TREES



Transform old magazines into glittered table-top trees with this easy—and kid-friendly—step-by-step process.

Tools and Materials:

Old magazines of any size
Gold, silver, or clear spray paint
Glitter in desired colors
Bone folder (optional)

1. Open magazine and bend to break spine.
2. Fold individual page from top right corner to inside seam. Fold same page from bottom right edge to gutter.
3. Fold bottom triangle of each additional magazine page up, making the bottom of the tree flat. Then, fold top of all pages down to form tree shape.
4. Spray-paint folded tree desired color. Immediately sprinkle glitter over wet paint. Let dry.

Tip: Use a bone folder to smooth paper edges if desired.

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