

# PENINSULA CONNECTIONS

*Newsletter of Peninsula Chapter*

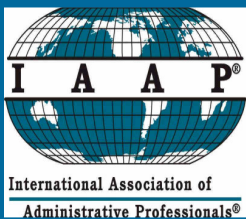
February 2012



## WELCOME!



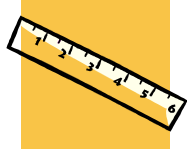
We welcome Debra Miller Lawhon, CMP as our speaker for February's meeting. Debra is the Director of Catering at the Williamsburg Marriott and she will be speaking about meeting planning. This is an overview of how to successfully plan meetings and events for social, corporate and association groups.



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# THE EVERYTHING ROBERT'S RULES BOOK



By Barbara Campbell

*Submitted by Bev Ware, CAP-OM*

## Article V. Section 3. Quorum of the Peninsula Chapter bylaws states:

Chapter members present shall constitute a quorum for any regular or special meeting. If an emergency arises, the Chapter may also transact business by postal mailing or electronic communication, and the written vote of any member may be cast by postal mail or electronic mail. A majority vote thus cast shall be binding in every respect, but must be ratified at the next regular Chapter meeting.

Make sure that anytime a majority vote is mentioned it's clear whether majority means a majority of those present or a majority of the entire membership. The two terms are very different things.

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## WORDS IN ACTION

### New Words and Slang

*Submitted by Bev Ware, CAP-OM*

One of the Most Searched Words on Merriam-Webster.com

**ubiq·ui·tous**

*adj* \yü-□bi-kwə-təs\

: existing or being everywhere at the same time : constantly encountered : [widespread](#) <a *ubiquitous* fashion>

— ubiq·ui·tous·ly *adverb*

## PENINSULA CHAPTER BOARD

JoAnn Panuska  
President

Bev Ware, CAP-OM  
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:

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March submission  
deadline: March 9

## THOUGHT OF THE MONTH

*“Life has taught us that love does not consist in gazing at each other but in looking outward together in the same direction.”*

*—Antoine De Saint-Exupery*



## TAKE 5 FOR FUN!

*q. What did the boy light bulb say to the girl light bulb on Valentine's Day?*

*Answer on next page.*

## MARK YOUR CALENDAR!



### **March Meeting**

Tuesday March 13, 2012

5:30pm Networking

6:00pm Program

7:00pm Business Meeting

Sentara Careplex Hospital  
3000 Coliseum Drive, Hampton  
1<sup>st</sup> Floor Conference Room C

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### **Spring Conference**

March 4-7, 2012

Las Vegas, NV

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### **Lynchburg Chapter Annual Educational Seminar**

March 27, 2012

Speaker: Donna Tyson

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### **Admin Professionals Week Kick-Off Event**

Monday, April 23, 2012

5:30-7:30 pm

City of Newport News  
700 Town Center Drive  
Newport News, VA 23606  
The James Conference Room

Door Prizes, Networking, Music, Membership

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### **Yard Sale**

April/May 2012

Exact Date TBD

Please bring yard sale items to membership meetings. All those wishing to volunteer time to man it, please see a member of the Ways & Means Committee

# WAYS AND MEANS REMINDERS

*Submitted by Beth Hoss*

Reminder: Members, bring your yard sale items to the membership meetings. Yard Sale will be scheduled in the May-April time frame. All those wishing to volunteer time to man it, please see a member of the Ways & Means Committee

Ways & Means will have a table at Annual meeting 2012. Please see a member of the Ways & Means Committee if you wish to contribute.

There are two Value Check books available. If interested please contact Beth Hoss, CAP-OM (topsail03@cox.net).

Please visit [igivesmart.com/iaap](http://igivesmart.com/iaap) for your shopping. This portal donates a portion of online sales!

## Ways & Means Committee

*Beth Hoss, CAP-OM*

*Maryann Grocki*

*Pam Jeshor*

*Barbara Bowen*

*Colette Quinn*

## THE ADMIN ADVISOR

*adminadvisor.com*

### TACKLE COMMUNICATION TROUBLES WITH THESE TACTICS

Unsure how to respond in awkward communication moments?

**Stay Calm:** When people lash out, it has more to do with their issues than yours.

Taking their comments personally will only escalate the conflict. Say nothing until they've exhausted their rhetoric.

Then take a breath and respond as calmly as possible, even if you have to excuse yourself and suggest continuing later.

**Be Honest:** If someone asks a question you can't answer, you could come up with an elaborate response that's likely to come back and bite you later. Or you could make it easy on yourself by admitting, "I don't know".

**Listen up:** Just because people are crying on your shoulder doesn't mean they want you to fix it.

Sometimes the best help you can give is simply to hear them out.



### Take 5 For Fun Answer

a. I wuv you watts  
and watts

# GREAT START TO THE NEW YEAR

*Submitted by JoAnn Panuska*

Hope Everyone is having a good 2012,

Hard to believe that it's 2012 already and the current IAAP year is on the downside! The Peninsula Chapter has had a good year so far and I know we'll go out with a bang!

Our Executive Night was different from our norm but well attended and those that attended heard a unique program presented by author William Fox.

The Christmas/Anniversary event was great. Our new member Angie Sumner stepped up and really did a fantastic job. We got to meet her new husband Mark who pitched right on in and was a great help. Angie had entertainment planned along with a great menu. I know it's hard around the holidays to attend all the events, however, those who did attend I know had a great time. Hats off to Angie!!!

Our programs have varied from the norm and I know we are continuing in that same mode for the rest of the year. Hopefully we will have a program that will interest you. If you have a suggestion for a program, please contact Bev Ware – we are open to new ideas. And for those who attended Executive Night, our March speakers will be Mary-Ann's boss and I know you remember him.

Your APW Committee is hard at work planning a special night for chapter members and guests. Details will be forthcoming, but save Monday, April 23<sup>rd</sup>. I know you won't be disappointed.

In closing, remember the Board is here for you. If you have suggestions, a committee you'd really like to work on or want to attend another chapter's event, just let us know. We're in this together – to learn – to grow – to network.

*-JoAnn*

# TIMESAVER: FUNCTION KEYS

*Submitted by Angie Prezioso*



- In Windows commonly used to rename a highlighted icon or file.
- Alt + Ctrl + F2 opens document window in Microsoft Word.
- Ctrl + F2 displays the print preview window in Microsoft Word.
- Enter CMOS Setup.



- Often opens a search feature for many programs including Microsoft Windows.
- In MS-DOS or Windows command line F3 will repeat the last command.
- Shift + F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.

# A WINTER RECIPE

<http://www.food.com/recipe/fudge-crinkles-a-great-4-ingredient-cake-mix-cookie-32614#ixzz1mTVjT0Ye>

*Submitted by Angie Prezioso*

## FUDGE CRINKLES (A Great 4 Ingredient Cake Mix Cookie)



- 1 (18 ¼ ounce) box devil's food cake mix (Betty Crocker Super Moist suggested)
- ½ cup vegetable oil
- 2 large eggs
- confectioners' sugar or granulated sugar , for rolling

### **Directions:**

Preheat oven to 350.

Stir (by hand) dry cake mix, oil and eggs in a large bowl until dough forms.

Dust hands with confectioners' sugar and shape dough into 1" balls.

Roll balls in confectioners' sugar and place 2 inches apart on ungreased cookie sheets.

Bake for 8-10 minutes or until center is JUST SET.

Remove from pans after a minute or so and cool on wire racks.

\*TIP: The confectioners' sugar was consistently being absorbed by the dough. Roll them into balls without rolling in the sugar and let them "dry" for a few minutes. Then roll them in sugar and bake. These came out with a nice coating of sugar that didn't disappear.

# COMMUNITY SERVICE UPDATE

*Submitted by Bev Ware, CAP-OM*

*Written by Janet Wielinga*

**The Community Service Committee has proposed to support these efforts for the remaining of the 2011-2012 year. If you are looking for an opportunity to serve your community, please consider jumping onboard with us!**

We will support a school on the Peninsula through the Avery “**Box Tops for Education**” program. When a school is connected with the Box Top Program, the coupons received carry a school value of \$.10 per coupon. This will be a great opportunity to help fund the needs of the children within the school. So when you are doing your shopping look for the Box Top labels on your items. Save them, cut them and bring them to the monthly meetings!



**LINK in Hampton Roads, Inc. sponsors PORT, People Offering Resources Together, which runs an Emergency Homeless Winter Shelter Program. When the homeless people come into the shelter they are in need of basic personal health care items. This year our chapter would like to put together as many gift packages as we can to give to the homeless when they arrive to the shelter. The packages would include: body lotion, toothpaste, a toothbrush, comb/brush, soap, washcloth and a pair of clean white socks. We will be collecting these items over the next 5 months. The members will have an opportunity to donate a complete health care package or money towards this effort. The Peninsula Chapter has supported PORT in the past with blanket donations and is excited to have another opportunity to team with PORT.**

# MEMBER OF EXCELLENCE

*Submitted by JoAnn Panuska*

**I felt that Beth Hoss, CAP-OM did such a great job presenting an update on Division of Excellence, I decided to follow her lead and give you information on Member of Excellence NC Chapter of Excellence.**

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

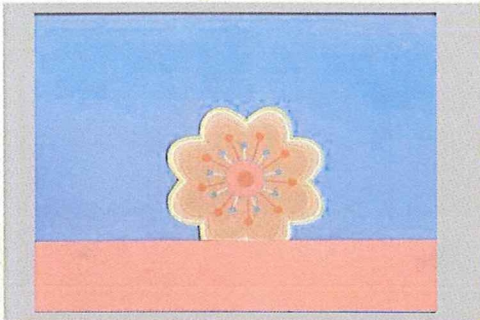
1. Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

**ALL OCCASION GREETING CARDS**  
MADE WITH LOVE BY  
THE PENINSULA CHAPTER IAAP

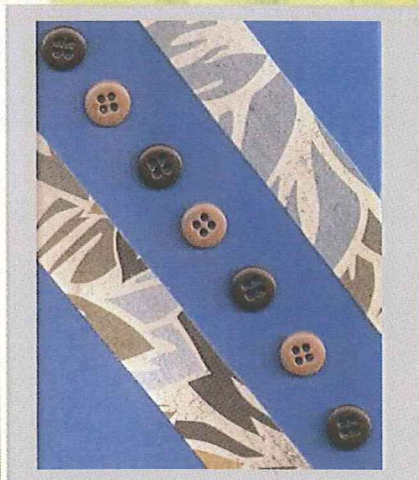


Versatile ~

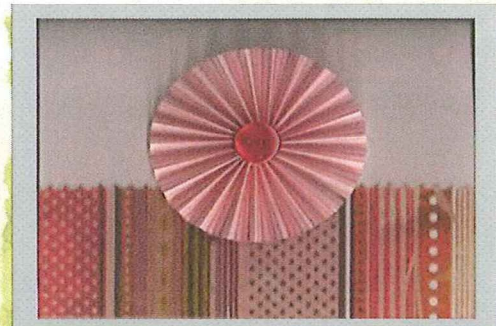
Landscape or Portrait



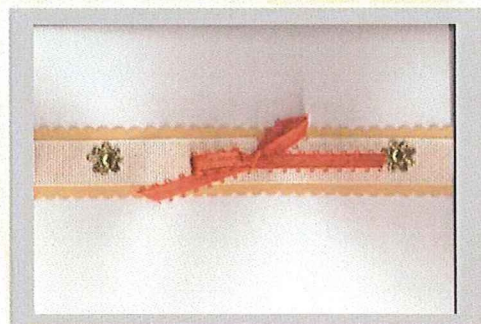
No two are identical!



Dozens of designs  
to choose from!



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FOR MORE INFORMATION CONTACT

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*Topsail03@cox.net*