

PENINSULA CONNECTIONS

Newsletter of Peninsula Chapter

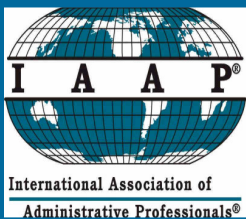
March 2012



WELCOME!



**We welcome Michael Mason,
Kenneth Mason, and John Mason with
Mason & Associates, LLC!**



INSIDE THIS ISSUE:

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THE EVERYTHING ROBERT'S RULES BOOK

By Barbara Campbell

Submitted by Bev Ware, CAP-OM

IAAP PENINSULA CHAPTER (4-14-11) STANDING RULE #15 RECORDS RETENTION

Whenever necessary, the Chapter President shall appoint an Archives Committee to dispose of obsolete records and papers. The Committee shall be past officers of the Chapter, who have served on many committees and are qualified to screen existing records.

Records to be screened on the following basis:

Permanent

Correspondence of historical nature, special problems, and that which has formed basis for establishing policy received from the International Board of Directors, Division or any legal entity

Treasurer's records

Bylaws, Standing Rules and Procedures

Chapter annual Reports

5 Years

- Chapter Board Meeting minutes

3 Years

- Membership records

2 Years

- Committee Correspondence

Current Year

Correspondence outside IAAP (exclusive of acknowledgements and transmittals)

Board correspondence to be transferred to incoming Officers. Records will be maintained for one year (with the exception of those discussing/detailing special problems, policy, etc.). These will be maintained permanently.

WORDS IN ACTION

Word of the Day: Unbraid \up-BRAYD\

Submitted by Bev Ware, CAP-OM

DID YOU KNOW... "Upbraid," "scold," and "berate" all mean to reproach angrily, but with slight differences in emphasis. "Scold" usually implies rebuking in irritation or ill temper, either justly or unjustly. "Upbraid" tends to suggest censuring on definite and usually justifiable grounds, while "berate" implies scolding that is prolonged and even abusive. If you're looking for a more colorful term for telling someone off, try "tongue-lash," "bawl out," "chew out," or "wig" — all of which are fairly close synonyms of "berate." Among these synonyms, "upbraid" is the senior member in English, dating from the 12th century. "Upbraid" derives via Middle English from the Old English "ūpbregdan," believed to be formed from a prefix meaning "up" and the verb "bregdan," meaning "to snatch" or "to move suddenly." 2

PENINSULA CHAPTER BOARD

JoAnn Panuska
President

Bev Ware, CAP-OM
Vice-President

Phyllis Kirkman,
CAP-OM
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 Sumner
Coordinator and
Lead Writer

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angie.sumner@JQH.com

March submission
deadline: March 9

**THOUGHT OF THE
MONTH**

*“May your blessings
outnumber the
shamrocks that grow,
and may trouble
avoid you wherever
you go.”*

–Irish Blessing



TAKE 5 FOR FUN!

*q. What do you call a fake
stone in Ireland?*

Answer on next page.

MARK YOUR CALENDAR!



April Meeting

Tuesday April 10, 2012

5:30pm Networking

6:00pm Program - *speaker will be from ARMA,*

Records Retention

7:00pm Business Meeting

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

**Lynchburg Chapter Annual
Educational Seminar**

March 27, 2012

Speaker: Donna Tyson

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

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.

Please visit 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

LOG YOUR WAY TO GREATER PRODUCTIVITY

If you seem to be working really hard, but aren't getting much done, maybe you're spinning your wheels on unimportant tasks. Find out by keeping a journal noting every workday activity over, say, a one- or two-week period. Then review the log looking for any time-wasters that can be eliminated or procedures that can be improved.



Take 5 For Fun Answer
a. A Sham Rock

FUN WITH THE ENGLISH LANGUAGE

Looks can be deceiving! These words look the same, but are pronounced differently with different meanings.

Submitted by Jacklyn Ray

- 1) The bandage was wound around the wound.
- 2) The farm was used to produce produce.
- 3) The dump was so full that it had to refuse more refuse.
- 4) We must polish the Polish furniture.
- 5) He could lead if he would get the lead out.
- 6) The soldier decided to desert his dessert in the desert.
- 7) Since there is no time like the present, he thought it was time to present the present.
- 8) A bass was painted on the head of the bass drum.
- 9) When shot at, the dove dove into the bushes.
- 10) I did not object to the object.
- 11) The insurance was invalid for the invalid.
- 12) There was a row among the oarsmen about how to row.
- 13) They were too close to the door to close it .
- 14) The buck does funny things when the does are present.
- 15) A seamstress and a sewer fell down into a sewer line.

TIMESAVER: FUNCTION KEYS

Submitted by Angie Prezioso



- Holding down the Alt key while depressing F4 closes the current active window. If there is no active window this opens the Shut Down dialog box.
- Repeat an action with F4. For example, if your last action was to format a word as Bold, you can repeat the procedure by highlighting another word and depressing F4. This continues to work until your next action.



- Select this key to refresh the contents of a dialog box, such as the Save As or Open dialog boxes, or in a window such as a Windows Explorer window.
- Refresh a browser window; IE refreshes immediately, Google Chrome, Firefox, and Safari all ask for confirmation before refreshing
 - Open the Find and Replace dialog box in MS Word
 - F5 + Ctrl + Shift to insert a bookmark in MS Word
 - Use this key to start a slide show in MS PowerPoint

A ST PATRICKS DAY RECIPE

<http://www.tasteofhome.com/Recipes/Irish-Creme-Chocolate-Trifle>

Submitted by Angie Prezioso

IRISH CREME CHOCOLATE TRIFLE



- 1 package (18-1/4 ounces) devil's food cake mix
- 1 cup refrigerated Irish creme nondairy creamer
- 3-1/2 cups cold milk
- 2 packages (3.9 ounces each) instant chocolate pudding mix
- 3 cups whipped topping
- 12 spearmint candies, crushed

Directions:

- Prepare and bake cake according to package directions, using a greased 13-in. x 9-in. baking pan. Cool on a wire rack for 1 hour.
- With a meat fork or wooden skewer, carefully poke holes in cake about 2 in. apart. Slowly pour creamer over cake; refrigerate for 1 hour.
- In a large bowl, whisk the milk and pudding mixes for 2 minutes. Let stand for 2 minutes or until soft-set.
- Cut cake into 1-1/2-in. cubes; place a third of the cubes in a 3-qt. glass bowl. Top with a third of the pudding, whipped topping and candies; repeat layers twice. Store trifle in the refrigerator. Yield: 14-16 servings.

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.

ST. PATRICK AND THE FIRST ST. PATRICK'S DAY PARADE

Submitted by Angie Sumner

<http://www.history.com/topics/st-patricks-day>

DID YOU KNOW...

Saint Patrick, who lived during the fifth century, is the patron saint and national apostle of Ireland. Born in Roman Britain, he was kidnapped and brought to Ireland as a slave at the age of 16. He later escaped, but returned to Ireland and was credited with bringing Christianity to its people. In the centuries following Patrick's death (believed to have been on March 17, 461), the mythology surrounding his life became ever more ingrained in the Irish culture: Perhaps the most well known legend is that he explained the Holy Trinity (Father, Son and Holy Spirit) using the three leaves of a native Irish clover, the shamrock.

Since around the ninth or 10th century, people in Ireland have been observing the Roman Catholic feast day of St. Patrick on March 17. Interestingly, however, the first parade held to honor St. Patrick's Day took place not in Ireland but in the United States. On March 17, 1762, Irish soldiers serving in the English military marched through New York City. Along with their music, the parade helped the soldiers reconnect with their Irish roots, as well as with fellow Irishmen serving in the English army.

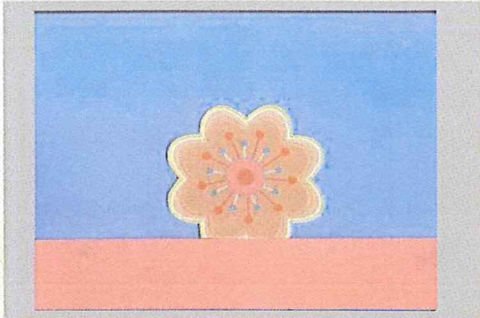


ALL OCCASION GREETING CARDS
MADE WITH LOVE BY
THE PENINSULA CHAPTER IAAP

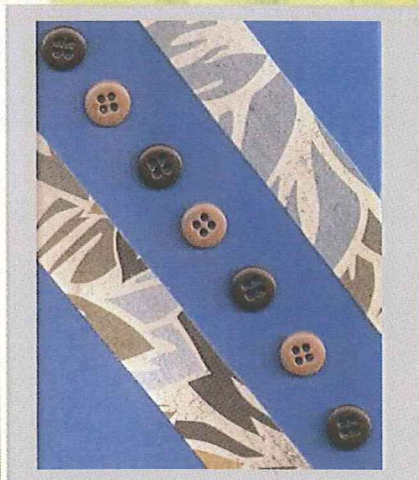


Versatile ~

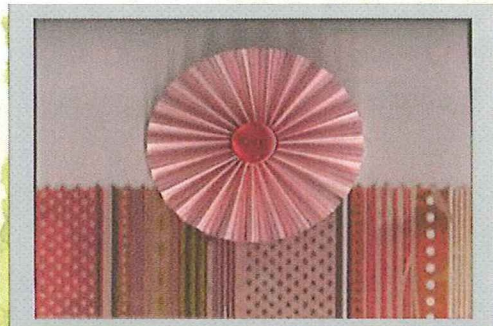
Landscape or Portrait



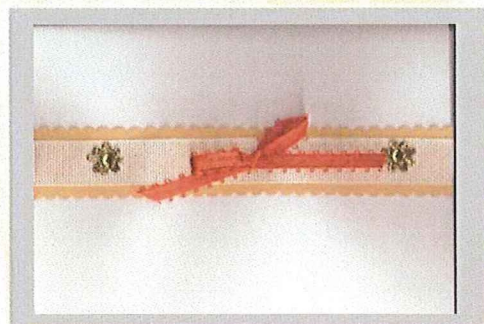
No two are identical!



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FOR MORE INFORMATION CONTACT

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