

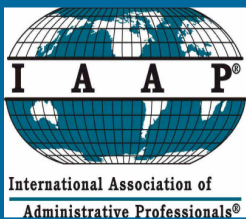
PENINSULA CONNECTIONS

Newsletter of Peninsula Chapter

May 2012



Building a Team in 2013!



INSIDE THIS ISSUE:

- IAAP Acronyms...2,
Upcoming Events, Take 5 For Fun...3
Ways&Means, Admin...4 Language Fun...5 Timesaver...6
Recipe...7 Community Service...8 Coffee Filters, Book Nook...9

IAAP ACRONYMS

From the Tidewater Chapter Newsletter

Submitted by JoAnn Panuska

- APD** Administrative Professionals Day
- APW** Administrative Professionals Week
- B&SR** Bylaws and Standing Rules
- CAP** Certified Administrative Professional
- CEU** Continuing Education Unit
- CPS** Certified Professional Secretary – now called CAP
- EFAM** Education Forum and Annual Meeting
- EOTY** Executive of the Year
- IAAP** International Association of Administrative Professionals
- IC** Institute for Certification
- IDPC** Incoming Division President’s Conference
- OM** Organizational Management (specialty – must have CAP designation before taking this part or you can take it at the same time as taking the CAP exam) (CAP-OM)
- PA** Parliamentary Advisor
- PDS** Professional Development Seminar
- PEC** Professional Education Conference
- PMOY** Professional Member of the Year
- R&E** Research and Educational Foundation
- RTF** Retirement Trust Foundation
- RTFC** Retirement Trust Foundation Committee

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

e-mail submissions to:
angie.sumner@JQH.com

June submission deadline:
June 8

**THOUGHT OF THE
MONTH**

*“I suppose
leadership at one
time meant muscles;
but today it means
getting along with
people.”*

–Mahatma Gandhi



TAKE 5 FOR FUN!

*q. What gets wetter and
wetter the more it dries?*

Answer on next page.

MARK YOUR CALENDAR!



**Peninsula Chapter Annual Meeting
June Meeting**

Year End 2011-2012

Tuesday June 12, 2012

5:30pm Networking

6:00pm Year End Meeting

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

VA-WV Division Annual Meeting

June 29-July 1

Holiday Inn Downtown Lynchburg
Questions should be directed to Teresa Henderson,
CAP-OM (teresa.henderson@centrahealth.com) or
Yvonne Younger, CAP-OM
(yvonne.younger@centrahealth.com)

WAYS AND MEANS REMINDERS

Submitted by Beth Hoss

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

WHAT IS AN ADMIN?

Submitted by JoAnn Panuska

By Todd Hunt

www.ToddHuntSpeaker.com

A uditor
B udget Manager
C aterer
D iplomat
E ducator
F ire fighter
G raphic artist
H oop jumper
I nternet expert
J ugger
K itchen liaison
L ifeguard
M ind reader
N ewsletter editor
O rganizer-in-chief
P urchasing agent
Q uality control
supervisor
R esearcher
S preadsheet designer
T ravel agent
U mpire
V olunteer
coordinator
W ebmaster
Xerox specialist
Y ear-end report
compiler
Z ookeeper



Take 5 For Fun Answer

a. A towel

FUN WITH THE ENGLISH LANGUAGE

Submitted by Jacklyn Ray



Let's face it - English is a crazy language. How can a slim chance and a fat chance be the same, while a wise man and a wise guy are opposites? You have to marvel at the unique lunacy of a language in which your house can burn up as it burns down, in which you fill in a form by filling it out and in which, an alarm goes off by going on.

English was invented by people, not computers, and it reflects the creativity of the human race, which, of course, is not a race at all. That is why, when the stars are out, they are visible, but when the lights are out, they are invisible.

PS. - Why doesn't 'Buick' rhyme with 'quick' ?

TIMESAVER: FUNCTION KEYS

Submitted by Angie Prezioso



The F8 key can be used to access [Safe Mode](#) if pressed during the computer's boot up process. This is a trouble-shooting mode which will start the computer with minimal drivers.



- The F9 key does not have any functionality in Windows. It may, however be used in some individual programs. To find out if it is available in the program you are using, bring up the program's help screen and type in the words *function key*.
 - Opens the Measurements toolbar in Quark 5.0.

Mid-Summer Italian Bread Salad

<http://allrecipes.com/Recipe/Mid-Summer-Italian-Bread-Salad/Detail.aspx>

Submitted by Angie Sumner



Ingredients

- 1 clove [garlic](#)
- 1 (1 pound) loaf Italian bread
- 1 cup chopped tomatoes
- 1 cup cucumber - peeled, seeded and chopped
- 1 cup chopped red [onion](#)
- 1 clove garlic, minced
- 2 cups chopped fresh basil
- 1/8 cup chopped fresh thyme
- 1/4 cup olive [oil](#)
- 2 tablespoons balsamic vinegar

Directions:

- Rub a peeled clove of garlic around a wooden salad bowl.
- Prepare this salad by using a loaf of artisan bread or rosemary bread that is a touch stale. If your bread is too fresh, toast it until it is about half as dried and crunchy as a crouton.
- Pull apart or chop the bread into bite-size pieces.
- In the prepared salad bowl, combine the bread, tomatoes, cucumbers, red onions, garlic, basil and thyme. Add enough olive oil and vinegar to lightly coat, toss and serve.

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.

USES FOR COFFEE FILTERS

Submitted by Beth Hoss

E-mail originally from Irie W. Parker, C.P.S.



1. **Clean windows and mirrors.** Coffee filters are lint-free so they don't leave behind any residue.
2. **Save a bottle of wine.** Broke the cork? No problem. Just place a filter over a pitcher and carefully pour the wine into it.
3. **Line flower pots.** Place a filter at the bottom of the pot to prevent soil from leaking out of the drainage hole.
4. **Protect china and non-stick cookware.** Place a coffee filter between dishes or pans when storing or packing.
5. **Wipe off smudges.** In a pinch, you can use to clean eyeglasses, camera lenses, televisions, and computer monitors.
6. **Keep your microwave clean.** Prevent splatters by covering dishes or bowls in the microwave with coffee filters. Using another plate is your best bet, but filters are a good alternative to plastic wrap. And you can easily reuse them a few times.
7. **Make a bouquet garnish.** Tie up bay leaves, parsley, or other herbs in a coffee filter. Drop it in your stew or soup pot, and easily remove it when you're done cooking. Recipes often suggest cheesecloth for this process, but a coffee filter is an easy-to-find alternative.
8. **Diffuse the flash on your camera.** Place a coffee filter over your flash to soften the brightness. You can also try putting coffee filters over lights or lamps to lessen the harshness of direct light when taking indoor photos.
9. **Make sachets.** Tie lavender or other dried flowers and herbs in a coffee filter to make great-smelling bundles you can store in drawers and closets.
10. **Use for sewing projects.** Coffee filters make a great backing for embroidering or appliquéing soft fabrics.
11. **Make tea bags.** Wrap loose tea in a filter and tie with a string.
12. **Use for storage.** Wrap Christmas ornaments and other rarely used fragile items before packing away.

THE BOOK NOOK



Mission Possible

Written by
Ken Blanchard

*Synopsis written by
Bev Ware*

4 Basic Mgmt Styles
Putting the right people
on the right team with
the right kind of
support...

4 Basic Management
Styles or Personalities:
(P) – Producers are
good at making things
happen
(A) – Administrators
are good at creating and
maintaining order
(E) – Entrepreneurs are
good at innovating and
(I) – Integrators are
good at building
teamwork

Which one are you?

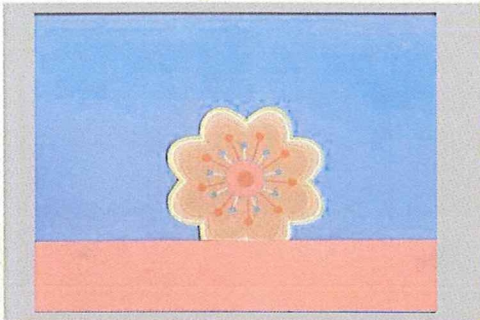
*Read a good book lately?
Submit your book review or
synopsis for the next
newsletter!*

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

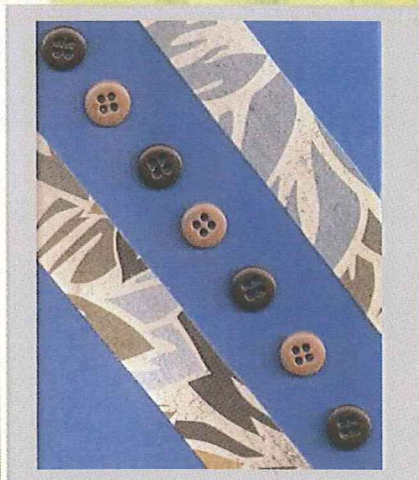


Versatile ~

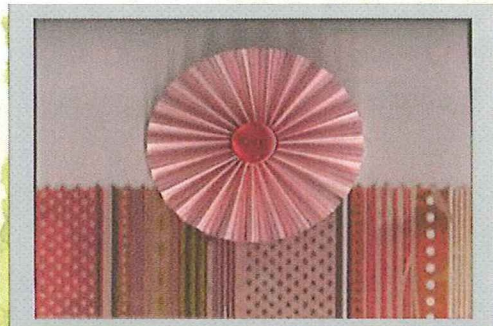
Landscape or Portrait



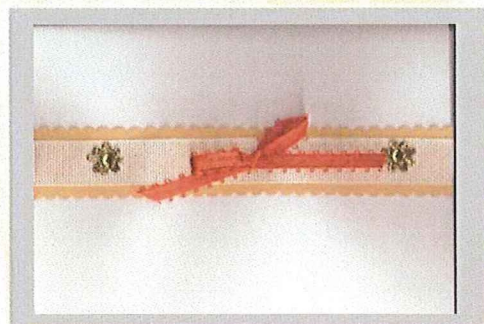
No two are identical!



Dozens of designs
to choose from!



ONLY \$1 EACH!



FOR MORE INFORMATION CONTACT

Beth Hoss, CAP-OM
Topsail03@cox.net