

# PENINSULA CONNECTIONS

*Newsletter of Peninsula Chapter*

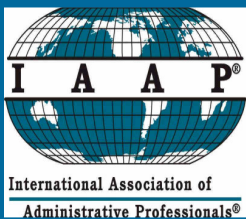
November 2011



## THE ADMIN EXPRESS

*Submitted by Shirley H. Fuller, CPS/CAP*

Congratulations to Jane Heitz, Charleston Chapter, for providing the winning name of our Division newsletter – Admin Express. Beth Hoss is doing an outstanding job with your Division newsletter. But one can only be effective as the information received, so this is an advanced appeal to all Executive Board members, Chapter Presidents, and Committee Chairs to provide an article for the January 2012 Newsletter. This is a great tool for our division to be connected and a great way for you to toot your own horn! The deadline is 12/13/11 but having been the newsletter editor previously, I'm sure Beth would appreciate receiving them as soon as possible. Coordinating and publishing takes a great deal of time and effort, and thanks in advance to everyone who participates!



### INSIDE THIS ISSUE:

Holiday Recipes...2, 5

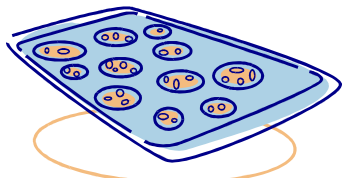
Upcoming Events, Take 5 For Fun...3

Tater People, Core Value, Admin Advisor...4

Timesaver...6

# COOKIE RECIPES FOR THE UPCOMING HOLIDAY

*Submitted by JoAnn Panuska*



## Lemon Whippersnaps

- 1 package lemon cake mix
- 2 cups (4 ½ oz. carton) frozen whipped topping thawed
- 1 egg
- ½ cup sifted powdered sugar

Grease cookie sheets. Combine cake mix, whipped topping and egg in large bowl. Stir until well mixed – dough will be stiff - I like to add a little more whipped topping. Drop by teaspoon into powdered sugar, roll to coat. Place 1 ½ inches apart on cookie sheet. Bake at 350 for 10 to 15 minutes until golden brown. Remove from cookie sheet. Cool. Makes about 4 dozen.

## Cranberry Quick Cookies

- 1 pkg. Pillsbury Cranberry Quick Bread & Muffin Mix
- ¾ cup quick cooking rolled oats
- ½ cup coconut
- ½ cup sweetened dried cranberries
- ½ teaspoon grated orange peel
- ½ cup oil
- 1 tablespoon water
- 2 eggs

Preheat oven to 350. In large bowl combine quick bread mix, oats, coconut, cranberries and orange peel; mix well. Add oil, water and eggs. Mix well. Drop by heaping teaspoonfuls 2 inches apart onto ungreased cookie sheets. Bake at 350 for 10 to 13 minutes or until bottoms are golden brown. Remove from cookie sheets. Makes 3 dozen cookies.

## PENINSULA CHAPTER BOARD

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**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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December submission  
deadline: December 1

## THOUGHT OF THE MONTH

*“Thanksgiving,  
after all, is a  
word of action”  
–W.J. Cameron*



## TAKE 5 FOR FUN!

*q. I am the beginning of  
the end, and the end of  
time and space. I am  
essential to creation, and  
I surround every place.  
What am I?*

*Answer on next page.*

## MARK YOUR CALENDAR!



### **December Holiday/Anniversary Party**

Tuesday December 6, 2011

City Center

700 Town Center Drive

Newport News, VA 23606

5:30pm-8:00pm

\$16 inclusive dinner per person

RSVP to [angie.prezioso@JQH.com](mailto:angie.prezioso@JQH.com)

By December 1.

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### **Deadline for Committee Service Applications**

February 1, 2012

Applications to serve for one-year appointments to the 2012-2013 International Bylaws and Standing Rules Committee, Committee on Nominations or Retirement Trust Foundation Committee are now available. These positions become effective at the close of International Education Forum and Annual Meeting in Grapevine, TX July 2012. There are two forms. They can be downloaded from this link [Committee Service Applications](#) in the IAAP web community document library.

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 Karlenna Rannals, CPS/CAP, [kranals@iaap-hq.org](mailto:kranals@iaap-hq.org) with a copy to Governance Coordinator, Carrie Frentz-Hartzler, [governancecoordinator@iaaphq.org](mailto:governancecoordinator@iaaphq.org).

Retirement Trust Foundation Committee applications are to be e-mailed to Retirement Trust Foundation Chairman Kelly Reggio, CAP, [reggio@chartermi.net](mailto:reggio@chartermi.net) also with a copy to Governance Coordinator, Carrie Frentz-Hartzler,



# TATER PEOPLE

*Submitted by JoAnn Panuska*

Some people never seem motivated to participate,  
but are content to let others do all the work.

*They are called "Speck-Taters".*

Some people never do anything to help, but are gifted at finding  
fault with the way others do the work.

*They are called "Comment-Taters".*

Some people are very bossy and like to tell others what to do,  
but don't like to soil their own hands.

*They are called "Dick-Taters".*

Some people are always looking to cause problems  
by asking others to agree with them.

It is too hot or too cold, too sour or too sweet.

*They are called "Agie-Taters".*

There are those who say they will help, but somehow  
just never get around to actually doing the promised help.

*They are called "Hezzie-Taters".*

Some people can put up a front and pretend to be  
someone they are not.

*They are called "Emma-Taters".*

Then there are those who love others  
and do what they say they will.

They are always prepared to stop whatever  
they are doing and lend a helping hand.

They bring real sunshine into the lives of others.

*They are called "Sweet-Taters".*

## OUR CORE VALUES: ADAPTABILITY

*"We ensure the success of our association by  
embracing positive change and by nurturing  
diversity, creativity and visionary thinking."*

*Submitted by Angie Prezioso*

With the world changing every day, it is important  
we mirror those changes by constantly moving forward. In  
keeping pace with new trends and through forward  
thinking, we become a valuable asset to our association  
and in our workplace.

## THE ADMIN ADVISOR

*adminadvisor.com*

### TAKE A SECOND TO SAY THANKS

We're all quick to ask  
people to e-mail us a  
link, a phone number, a  
document. But how  
many of us remember  
to say thanks? Even the  
most curmudgeonly  
souls can manage to  
mutter their  
appreciation when  
someone hands them  
something they've  
requested. And there's  
no reason to leave those  
good manners behind  
when you venture out  
into cyberspace. So the  
next time someone fills  
such a request, look at  
the top left corner of  
your screen and  
reacquaint yourself  
with the "reply" button.  
It won't take 10  
seconds for you to click  
it, type "Thanks!" and  
click send.



### Take 5 For Fun Answer

a. The letter e. End,  
time, space, Every  
place

# A QUICK & EASY HOLIDAY DISH:

*Submitted by Vanessa Wise*



## Old Fashioned Protein Dressing

- 1 lg. Onion
- 2 stalks Celery
- ½ Green Pepper (or yellow, or red or both)
- 2 eggs or it's equivalent (beater, replacer, whites)
- 1 cup cottage cheese
- 1 small box of Special K or Corn flakes cereal (that's right)
- 1 can of milk
- ½ can of water
- 1 stick of butter (better than margarine) melted
- 1 tsp. poultry seasoning
- ½ tsp. seasoning salt or ½ tsp. Soul food seasoning
- Optional- add crushed pecans or walnuts, cut up sm. Pieces of apples

Mix: eggs separately

- Combine onions, celery, gr. Pepper, eggs, butter cottage cheese, seasonings, then cereal, milk/water, pecan pieces, apples
- Butter a casserole dish real good and pour in the dressing. Lightly pat into all sides and corners.
- Place in preheated oven of 275<sup>0</sup> -300<sup>0</sup> for 25 min. or until slightly brown around edges
- Cool for 10 min to cut into squares and Serve with hot gravy poured over it
- Serves 8-10 people (double or triple recipe to serve larger amounts of families and guests)

Note: Vegetarians can eat this also, since it requires no meat to be put into it. Just don't pour turkey seasoned gravy on theirs

Everyone who has eaten it loves it and they always return for more!

# TIMESAVER: POWERPOINT SHORTCUTS

*Submitted by Angie Prezioso*

To Do This:	Do:
Start a presentation from the beginning.	F5
Perform the next animation/advance to next slide.	N, Enter, Page Down, Right Arrow, Down Arrow, Space Bar
Perform the previous animation/go back a slide.	P, Page Up, Left Arrow, Up Arrow, Backspace
Go to a specific slide number.	"number" + ENTER
Stop or restart an automatic presentation.	S
End a presentation.	ESC or HYPHEN
Show or hide the arrow pointer.	A or =
Change the pointer to a pen.	CTRL + P
"↩" to an arrow.	CTRL + A
"↩" to an eraser.	CTRL + E
View the computer taskbar.	CTRL + T
Go to the first or next hyperlink on a slide.	TAB
Go to the last or previous hyperlink on a slide.	SHIFT + TAB
Perform the "mouse click" behavior of the selected hyperlink.	ENTER while a hyperlink is selected
Stop media playback.	ALT + Q
Increase the sound volume.	ALT + UP
Decrease the sound volume.	ALT + DOWN
Mute the sound.	ALT + U

