

**President's Corner**



This is the season for giving thanks. One of the things I am thankful for is my membership in IAAP and the Crossroads Chapter. My participation in the chapter, the division, and the

association as a whole has helped me to grow personally and professional. I am very thankful to you the Crossroads Chapter members for your support and encouragement. One of the goals of the board is to serve you and to provide networking opportunities and programs that will add to your professional tool kit.

Your ideas and suggestions are always welcome. Your help in stepping up to chair a project will add to your leadership skills and help expand the chapter's offerings. The benefits of membership increase as your participation increases. Teamwork is what makes a chapter successful.

The November meeting was very successful. Pat McGourty from Avery and Pam Smith from Esselte gave us the opportunity to see what's new from their companies that will help us at work. Everyone received Avery, Esselte, and 3M sample packs, so we can try some of these new products. Thank you, Maxine, for providing a lovely gift for our drawing. We also gained a new member!

We're now in the middle of the holiday season and all the hustle and bustle. Please consider taking a little time for yourself and join us at our December 3<sup>rd</sup> meeting. Diane Souza has planned an evening for networking and fun. We will also be collecting gift cards or donations to

be used to purchase gift cards to be given to the older children on the Christmas is for Kids drive who are often the most forgotten.

See you December 1<sup>st</sup> at Brillo's

*Gerry*

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**Welcome, Julie Fanning**

**Julie Fanning** came to our November meeting as a guest and left as the newest member of the Crossroads Chapter. It was my pleasure to welcome her into the chapter and present her with her welcome gift. Julie is very interest in going for certification and will be joining our study group. Please join me in welcoming Julie.

**Next Meeting**  
**December 1, 2010**  
**Brillo's Restaurant**  
**John Kelley Boulevard (Route 152)**  
**North Attleboro**

**Networking 5:30 p.m.**  
**Dinner and short meeting 6:00**  
**p.m.**

**Members and Guests - \$12.00**

**Take an Evening for Yourself**



**Join us for an evening of networking and fun!!**

**New Member Orientation**

We will host a New Member Orientation on December 3 following the chapter meeting. This orientation is designed to help our new members to get the most from their membership. It is open to all Crossroads members



**November is Trust Month.**

**Certification Study Group**



Our Certification Study Group begin sin January. We would like to distribute copies of the study material to the members of the study group at the December meeting. Even though the group will not meet until January, having the material will all members to do a little review on their own ahead of time.

If you would like to join the group, contact Diane Souza at [souza@masstech.org](mailto:souza@masstech.org) or Gerry Brunell at [mgbrunell@comcast.net](mailto:mgbrunell@comcast.net). Remember, the **deadline to register for the May exam is February 15, 2011**. The exam will be given the first weekend in May.

**Sample Questions to try!**  
**(Answers will be found on the last page)**

**Part 2 - Office Administration**

1. To be classified as a record worth keeping, paperwork must be
  - a. Be used a minimum of two times a year
  - b. Contain factual information
  - c. Have value to the organization
  - d. Meet the Revised Rule 26 of ARMA
  - e. Which one of the following is recommended for business email messages?
2. Which one of the following sentences is an abbreviation used correctly?
  - a. What is the principle reason for the delay?
  - b. That scarf complements her suit

- c. Whenever we need help, he gives us good council
- d. A miner Cannot be served alcoholic drinks



Are you collecting Box Tops for Education? If you have any Box Tops for Education, you can bring them to the meeting and give them to Diane or Gerry. We appreciate your help with this project.

Please ask family and friends for their help. **If we are the most box tops for a chapter with less than 40 members, we could win money for an educational seminar!**

**Help us chose the school that will get our box tops.** We have not chosen the school we will support with our box tops. Please send your nomination to Gerry as soon as possible at [mgbrunell@comcast.net](mailto:mgbrunell@comcast.net).



### Certification Questions Answers

- a. (C) b. (B)

## GNE Division Fundraiser Amazon.com Affiliate Program

Assist the **GNE Fundraising Committee** in raising funds that will support GNE programs and initiatives. Make your Amazon.com purchases by clicking on the logo on the GNE website, [www.iaap-gned.org](http://www.iaap-gned.org)



## Coming Events

**December 1, 2010 –Take a Break for the Holiday Hustle and Bustle –** Crossroads Networking meeting and collection for Christmas is for Kids. Brillo’s in North Attleboro.

**December 1, 2010 – New Member Orientation** following the chapter meeting at Brillo’s Restaurant, Kelly Boulevard in North Attleboro.

**January 2011 – Certification Study Group begins** Date to be set by participants. Member can begin to study on their own at any time, but group will officially begin in January.

**February 15, 2011 – Deadline to register for May Certification Exams**

**March 19, 2011 – GNE Spring Workshop** to be held in two locations, Saco, ME and New London, CT. Move details to follow.

**December 8, 2010 – What IAAP Has Done For Me Video Contest.** If you plan to submit your video for this contest that was announced in *CONNECTIONS*, the deadline is almost her. It would be wonderful if someone from Crossroads was a winner!



## Member of Excellence

Have you signed your commitment form? How many items have you already completed? The commitment form the criteria, and the audit spreadsheet are available in Members Place on the headquarters website. You may be surprised as to how close you may be to earning a Member of Excellence this year!

**“You control your future, your destiny. What you think about comes about. By recording your dreams and goals on paper, you set in motion the process of becoming the person you most want to be. Put your future in good hands – your own.”**

**Mark Victor Hansen**

