

President's Corner



The New Year is off to a great start! Janet Letourneau's presentation, *P.O.W.E.R UP for Service* was a great boost to everyone at the meeting.

We have hit a bump in the road. Brillo's Restaurant has closed so the board is looking for a new meeting location. Our criterion is to find a location with easy access where we can keep the meal cost to \$22 or less for members. This criteria and the fact that we are a small group limits our choices. The board has reserved L.A. Roberts for February 2. L.A. Roberts is on 120 Chestnut Street. It is on the corner of Route 1 (Washington Street) and Chestnut and easy to find.

Our program will focus on *Marketing Your Business through Social Media* presented by Sheila Oliver, President of the Small Biz Webshop. This program focuses business marketing, but the tips she will share can be used for personal marketing as well. This program has been approved for 1 recertification point.

I have submitted the Avery Chapter Achievement application for our chapter. It would be great if we won, but even if we do not win, completing the application is a great way to benchmark the chapter's progress.

The Crossroads Chapter was installed on February 9, 1998. **Help us mark our 13th anniversary** by attending our February 2nd meeting. See you at L.A. Roberts!!

Gerry

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Please join me in congratulating Karen Gunther for recertifying her CAP rating.



At the December meeting, a **Spotlight Award** was presented to **Barbara Devine** for securing the location for our April workshop.



The board would like to thank all the chapter members who have renewed membership. If your membership is coming up for renewal in the next few months, we hope you will renew as well.

Next Meeting
February 2, 2011
Come and Celebration the
Crossroads' 13th Anniversary
TBD

Networking - 5:30 p.m.
Business Meeting - 6:00 p.m.
Dinner – 6:10 p.m.
Program – 7:00 p.m.
IAAP Members \$22.00
Guests - \$25.00
Attend Program Only
Members \$7.00 Non-Members \$10.00

FACEBOOK LINKEDIN TWEETER

***Marketing Your Business
Though Social Media
Presented by Sheila Oliver***

Marketing your business is critical to its success. The goal is to use the right tools to reach your potential customers. A large number of people today have drifted away from newspapers and other traditional advertising media. This program will explore ways to use social media to build your business as well as what to watch out for when using social media.

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

Part 1 – Office Systems & Technology

1. Which one of the following technologies automatically configures a new device as it is being installed?
 - A) Wizard program
 - B) Device driver
 - C) Spooling process
 - D) Plug and play
2. Application software whose primary function is to record a repeat financial transaction is
 - A) Project management software
 - B) Desktop publishing software
 - C) Database software
 - D) Accounting software
3. Because of the pressure of a deadline, Lee needs help from the word processing department to complete the typing of a long report. What is the best way to show the word processing operators the format of the report:
 - A) Provide a photocopy of a previously produced report
 - B) Prepare a list of instructions
 - C) Refer operators to an office reference manual
 - D) Dictate instructions for the report to the operators



If you would like to participate in this program but do not know what brands may offer Box

Tops for Education, here are a few of the many brands that offer Box Tops for Education.



If you already have box tops, you can bring them to the next meeting and give them to Gerry or Diane.

SAVE THE DATE

Crossroads Chapter Workshop
April 16, 2011
Sensata Corporation
529 Pleasant Street
Attleboro, MA
8:30 a.m.-1 p.m.

**“Attitudes are Contagious! Is
yours worth catching?”**

**Presented by Janet Letourneau, Founder of
Peak Performers**



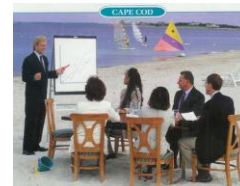
Members \$50 Non-members \$75
**8:30 a.m. - Registration and Continental
Breakfast**
9:00 a.m. - Workshop



Function Keys – What do they do?

F12 = File Save As
Shift F12 = File Save
Ctrl F12 = File Open
Ctrl+Shift F12 = Print

F7 = Spell Check
Shift F7 = Thesaurus
Ctrl F7 = Move
Ctrl+Shift = Update Links
Alt F7 = Find next misspelling



A Wealth of Opportunities by the Sea
GNED Conference & Annual Meeting
June 3-5, 2011
Sea Crest Beach Hotel
Falmouth, MA

Are you thinking about going to our division’s biggest event of the year? It is a great opportunity to network and learn with fellow IAAP members from throughout our division. Two of our members will definitely be there, Karen Gunther and Gerry Brunell. Rooming expenses can be reduced by rooming with another member. Consider attending. You will learn, reconnect, relax and recharge!

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



Coming Events

February 2, 2011 – Crossroads Chapter Meeting – Marketing via Social Media presented by Sheila Oliver owner of the Small Biz Webshop. **Come and celebrate the chapter's 13th anniversary. L.A. Roberts, 120 Chestnut Street, North Attleboro (Corner of Washington Street (Rt. 1) and Chestnut.**

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

March 2, 2011 – Crossroads Chapter Meeting – Generations in the Workplace presented by Darren Linder of Columbia Management.

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

April 16, 2011 – Crossroads half-day Workshop – Attitude's are Catchy. Is Yours

Worth Catching? Presented by Janet Letourneau. Location – Sensata Corporation, Attleboro, MA. Registration and Continental Breakfast, 8:30-9:00 a.m., Workshop begins at 9:00 a.m. IAAP members \$50. Non-members \$75.

May 4, 211 – Crossroads Chapter meeting – Event Planning. Presented by Luanne Spooner from the Massachusetts Technology Collaborative.



Certification Questions Answers

1. (D) 2. (D) 3. (A)



“Individual commitment to a group effort – that is what makes a team work, a company work, a society work, a civilization work”

Vince Lombardi

With commitment from our members and the willingness for members to share the workload, Crossroads members and the chapter will continue to grow. Crossroads needs you!