



# The Maple Leaf Maple Chapter IAAP Goshen, Indiana



### Special points of interest:

- APD Report
- Finance Report
- Education Spot
- Computer Tip
- Int'l & Division Updates
- Maple Chapter Marine Project

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## President's Message

Happy Spring Maple Chapter. As we enjoy the blooming spring flowers, it's exciting to know that Maple Chapter is also blooming. We are going to be welcoming 4 new members into the Chapter; Brenda Lawrence, Betty Schrag, Shirley Shriner and Kimberly Smith. Please join me in welcoming these new members. I look forward to getting to know each one as I'm sure you do.

It's almost time for our annual Administrative Professionals Day® Breakfast on Wednesday, April 25 at Maplecrest Country Club. The committee has been hard at work and I'm sure the event will be a great start to our

day. I hope each of you is making plans to attend. Don't forget to let the Committee know if you are bringing a door prize.

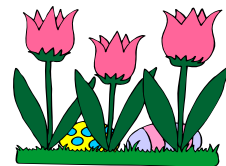
As I'm writing this note, it occurs to me my tenure as Maple Chapter President is coming to a close. Where have the past two years gone? I've enjoyed working with each of you and have learned so much along the way. Of course, I could not have done it without the excellent support of the Chapter Board. They have truly "Embraced the Vision" in 2006-2007. Won't you please consider stepping into a leadership role? Maple Chapter is still looking for a President, Treas-

urer and Recording Secretary. Now is the time to give serious consideration to joining our Board in the 2007-2008 IAAP year. What better way to hone your leadership, speaking and team building skills. We need to keep our chapter strong and we cannot do it without leadership. I'm confident that each of our members is capable of stepping into a leadership role. Sue Vicary, Membership Chair, is waiting on your call!

Until May...

*"Embrace the Vision"*

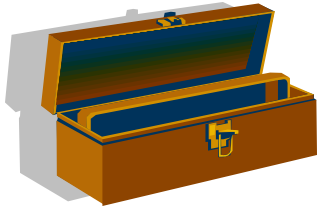
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2006-2007 Maple Chapter Theme

# EMBRACE THE VISION

## Indiana Division Update ([www.indiana-iaap.org](http://www.indiana-iaap.org))



### Building Our Future Indiana Division IAAP®

- The April issue of the Indiana Division Board Letter can be found on the Indiana Division website.
- Plans continue for the Indiana Division Annual Meeting and Education Forum May 4-6, 2007 in Lafayette. Please note Leadership Conference is scheduled for Friday afternoon, May 4. Registration materials can be found on the Indiana Division Website. Room reservations are now being accepted at the Best Western Lafayette Plaza and Conference Center., 4343 S.R. 26 East, Lafayette, IN 47905. Telephone: 765-447-0575.
- Indiana Division will be holding their first Indiana Professional Educational Conference on Saturday, October 6, 2007 at Indiana Business College. Be sure to mark your calendars to attend this first-time educational conference.

## International Update ([www.iaap-hq.org](http://www.iaap-hq.org))



- “Shaping the Future” is the international theme for Administrative Professionals Week 2007.
- The 2007 International Convention and Education Forum will be held at the Tampa Convention Center in Tampa, Florida July 29-August 1, 2007. Hotel reservations can now be made.

“IAAP is the association that promotes professional and personal growth for career-minded administrative professionals.”



## Computer Tips...provided by Denise Goveia

(Note: This is a continuing series—Tip #1 can be found in the March issue of *The Maple Leaf*)

### Top 20 Tips for Keeping Windows XP Fresh

Vista may be on the way, but XP hasn't outlived its usefulness. These tips will help you keep the older operating system vibrant.

*By Scott Dunn, PC World*

#### Tip 2: Swap When You Need To

Windows designates a portion of hard-disk space as virtual memory (also called the "swapfile" or "pagefile") to supplement RAM. The OS assigns some virtual-memory space to all processes, and the virtual memory itself gets used even if some RAM is still available. Accessing a hard disk is always slower than using RAM, so if your system has oodles of memory, you may improve performance slightly by telling Windows not to use the pagefile for some of its own code until it has used up available RAM. How much memory is in an oodle? That depends on the number and types of applications you typically run on your system—but don't make this adjustment unless your PC has at least 1GB of RAM.

To make Windows use virtual memory only as a last resort, you have to edit the Windows Registry. And because anything can happen when you change your Registry, you must back it up first; see "[Care and Feeding of the Windows Registry](#)" for instructions. (Note that Microsoft recommends against eliminating your pagefile entirely.)

With your Registry backup in place, choose *Start, Run, type regedit*, and press <Enter>. In the tree pane on the left, navigate to and select *HKEY\_LOCAL\_MACHINE\SYSTEM\CurrentControlSet\Control\Session Manager\Memory Management*. Double-click the *Disable, Paging, Executive* icon in the right pane. Change the '0' in the Value data box to *1*, click *OK*, and restart your computer.

#### Tip 3: Go With the NTFS Flow

If you've been hanging onto your old FAT32 hard-disk format, it's high time you switched to NTFS. Besides being faster and more secure, NTFS also gives you encryption, folder and disk compression, and other superior features. About the only reason to stick with FAT or FAT32 is if you need to be able to access your disk from DOS or Windows 98 (puh-leaze!)

Don't worry; you can switch to NTFS without reformatting your hard disk and restoring your apps and data from a backup. Just choose *Start, Run, type cmd.exe*, and press <Enter> to open a Command Prompt window. Now type *convert* followed by a space, the drive letter, a colon, another space, and finally */fs:ntfs*. For example, enter *convert c: /fs:ntfs* if you want to convert your C: drive to NTFS.

**We're on the Web!**  
**maplechapter.org**

**HUGS**

It's wondrous what a hug can do.  
 A hug can cheer you when you're blue.  
 A hug can say, "I love you so",  
 or "Gee, I hate to see you go."  
 A hug is, "Welcome back again!"  
 And, "Great to see you, where've you been?"  
 A hug can soothe a small child's pain  
 and bring a rainbow after rain.  
  
 The hug! There's just no doubt about it,  
 we scarcely could survive without it.  
 A hug delights and warms and charms;  
 it must be why God gave us arms.

*Doris Tice*

*Memberships—New & Renewal*

- Janet Fink**
- Denise Goveia**
- Brenda Lawrence**
- Betty Schrag**
- Shirley Shriner**
- Kimberly Smith**

**APD Committee Report**

The Administrative Professional Day breakfast at Maplecrest Country Club will be here before we realize (Wed., April 25). Have you sent in your reservations? If you miss the April 14 deadline, call Janet Fink immediately so we can still include you. We promise you a good time and a great breakfast to get your day started.

If you have items for the goody bags, please contact Gretchen Neely. Gretchen will be on vacation the week of the 16th. You can contact her after the 22nd. And remember to bring your door prizes the morning of the breakfast.

Doris Schwartz, Co-Chair  
 APD Committee



**Finance Committee Report  
 April 2007**

Following are the final income and expense figures for fundraising during 2006-2007 as reported by the finance committee. The successes of these projects were brought about due to the generous support of the Maple Chapter members and we are grateful for your efforts.

<b>Entertainment Books – September-November 2006</b>		
Income	\$300.00	
Expenses	\$200.00	
Profit		\$100.00
<b>Terri Lynn – September 2006-March 2007</b>		
Income	\$7,574.00	
Expenses	\$5,437.67	
Profit		\$2,136.33
<b>Butter Braids/Cookie Dough – February-March 2007</b>		
Income	\$1,760.00	
Expenses	\$1,116.00	
		\$644.00
<b>Total Funds Raised 2006-2007</b>		
		\$2,880.33

- Committee Members:**  
 Denise J. Goveia, Chair  
 Janet Fink  
 Miriam Kauffman  
 Deb McElheny  
 Doris Schwartz  
 Marlene Slaubaugh CPS



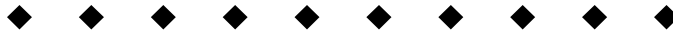
Topics and speakers for 2007-2008 chapter meetings will be discussed at our June 21st meeting.

Please give some thought to topics you are interested in and speakers you may know who may be available to speak to Maple Chapter.



April 27—Sue McCall

May 16—Deb McElheny



## EDUCATION SPOT — provided by Marlene Slaubaugh CPS

### GRAMMAR TIPS

Many times in today's world we need to compose letters and e-mails and we want to make sure we are projecting the correct and professional image. It's easy to confuse words that are similar in sound, spelling, or meaning. But with a bit of review it's also easy to clear up such confusions.

Here you will find some commonly confused words, arranged alphabetically:

**Accept** refers to something received or acknowledged. "Please *accept* the package" or "He *accepted* her resignation."

**Except** refers to exclusion. "Everyone attended *except* Ken."

**Advice vs. advise** - Advice is a noun, while advise is a verb. "He *advised* us to give our client some new *advice* on the matter." Memory trick: "Advice" (the noun) has "ice" (another noun) within it.

**Bad vs. Badly** - When describing how someone looks or feels, use the adjective "bad" – not the adverb "badly."

- We feel *bad* his proposal was dropped from the running.
- It looks *bad* when clients forget to pay us on time.
- The fall hurt him *badly*.

**Beside** means "next to."

- I sat *beside* CEO Ralph James during last year's board meetings.

**Besides** has two meanings: "other than" and "also."

- *Besides* (other than) voting on the project, the group took no additional action.
- She visited ABC Corp. this January, but will be expected to go again in June *besides* (also).

**Defuse** means to make less tense, harmful or powerful. "My manager quickly *defused* the argument by inviting both people to join him in his office and discuss the problem.

**Diffuse** refers to something scattered or spread around. "Our growing, *diffuse* organization has offices in New York, Chicago and Los Angeles."

Use **differently** when you mean "in a different manner." Example: "We could've solved that problem *differently*."

Use **different** following verbs that related to the senses. Example: "That proposal sounded completely *different* the second time around."

**I.e.**, means "that is." Use it to reiterate ideas. Example: "Attendance is the same as last year, *i.e.*, 90%."

**E.g.**, meaning "for example." Use to list examples. Example: "Smith has been enacting a lot of changes around here, *e.g.*, new break policies, flex-time and employee retreats.

**Imply** refers to something suggested and not known. "His preliminary report *implies* we'll see growth in the 4<sup>th</sup> quarter."

**Infer** shows when a conclusion is based on reliable evidence. "These statistics allow us to *infer* a growth trend of 30% next year."

**Its**: The possessive form of the pronoun **it** is **never** written with an apostrophe. Example: "Read the book; *its* title is . . ." or, "What is *its* value?" **It's**: contractions of **it is** and **it has**. Example: *It's* time to go. *It's* been great.

**Lie vs. lay**

*Lie* is something we do with our bodies and *lay* is something we do with other things. Example: I will *lie* down. I will *lay* down the book.

**Lose** – to misplace something – has only one "o." Many of us confuse it with **loose** – baggy – with two "o's." Memory tip: **Lose** has only one "o" because it lost the other!

**Passed** suggest movement or transition – to move on or proceed. Time *passed* by quickly.

- She *passed* me in the hallway.
- The task was *passed* along to me.

**Past** refers to time that isn't current or to "go beyond."

- That project's long since *past*.
- He walked *past* me distractedly.

## EDUCATION SPOT – provided by Marlene Slaubaugh CPS

- We haven't heard from them in the *past* few days.

**Principal** can be either an adjective (chief, leading) or noun (referring either to money that draws interest or a school official).

**Principle** – meaning a general truth, rule or integrity – is always a noun.

**Sever** – “to keep apart, cut, divide or separate.”

**Severe** – is an adjective meaning “harsh or strict.”

“Although we've decided to sever this working relationship due to inadequate service, we see no need to be severe in our criticism.”

**Their, They're, or There?** **Their**: possessive form of the word they, e.g., *Their* Web site is full of typos. **They're**: Contraction of the words "they" and "are," e.g., *They're* doing a great job on *their* Web site. **There**: at or in that place, e.g., "Now *there* is a stunning Web site."

**Then or than?** - **Then** is used to mark time. Example: I sent an e-mail, and *then* I went to the meeting.

**Than** has nothing to do with time. Use it when you're making a comparison. Example: He attended more meetings *than* I did.

### Redundancy Alert

Is it OK to “respond back” to someone who's sent you an e-mail? Yes, but only if you “respond” – and abandon the use of “back.” “Respond back,” “report back” and “return back” are three examples of how the little b-word has become one of the most pervasive redundancies in the English language today. Rule of thumb: If you can drop the word “back” and the meaning's unaffected, go ahead and do it!

### To Capitalize ... or not

North, south, east, west – how do you know when regions should be capitalized?

- When describing a specific region or a significant part of a “place name,” capitalize the word. E.g., North Pole, the wild West, Deep South, Northern Ireland, the East Coast.
- When referring to a general location, don't capitalize. E.g., northern New York, south Washington, west of the county line.

### Hyphenating 'after' words

How can you tell whether words beginning with “after” should be hyphenated or not?

1. Hyphenate when it's part of a compound adjective: *after-dinner drink*, *after-hours meeting*.
2. Don't hyphenate, however, when it's a prefix to a root word: *afterthought*, *afternoon*, *aftermath*.

### Plural Names

When do you put an –es on the end of surnames to make them plural instead of the oft-used –s? Surnames ending in the following letters will take an –es: s, x, ch, sh and z

### Apostrophe Rules

- When writing numbers and letter as plural forms, avoid using an apostrophe. Example: 6s, 9s, As (as in, “She got all As in her performance review.”).
- However, be sure to use an apostrophe whenever failing to do so would create confusion. Example: “Dot you i's and cross your t's.” (Obviously “is” would spell a known word!)

### Avoid Discriminatory Words

Sometimes – without meaning to – we write words that might offend someone. Steer clear of discriminatory words by following these guidelines:

- Avoid gender-specific words such as **chairman**. Instead, use: **chair**, **leader**, **moderator** or **coordinator**.
- If you're writing a letter and don't know the person's gender, don't write **Dear Sir**. Instead, write: **Dear Chairperson**, **Dear Customer Service Representative**, **Dear Service Manager**, **Dear Editor**, etc.
- Instead of writing **manhours** worked, write **hours** worked. Of course you don't have to go overboard. It's OK to write: **freshman**, **history** and **manhole**.

*Maple Chapter Members and Friends,*

*As many of you already know, my daughter Corey and her boyfriend, Sam are currently in the Marine Corps. Sam was recently deployed to serve in the "sandbox" ... Iraq.*

*Gunnery Sergeant Sam Shaw is the leader of a squad of men assigned to the Amphibious Assault Battalion (AABN) and stationed near Fallujah. These Marines will be serving in Iraq for the next 6 months. According to Sam, many of the servicemen in his squad rarely, if ever, receive letters or packages from their families. Corey is sending packages and has shared a list of items that could be gathered and sent to Sam. As a leader, it is his commitment to share with the whole squad.*



*It was suggested that Maple Chapter members might also be interested in participating in this endeavor as a service project. If we could gather the suggested items and box them, I would see they are labeled with the appropriate customs declaration and taken to the post office during the next 5 months. The post office has a Priority Mail box specifically for this purpose, the purchase price of the box covers the shipping cost for however much you can stuff into the box. The postal service cancelled the "Any Service Member" mailing program so we have Sam's personal address to use for this project.*

*Please be aware that there are items that should be avoided. Non-perishables are preferred since shipping takes 10-18 days. Foods containing pork and pork by-products are prohibited, any item containing alcohol is prohibited (i.e. some baby wipes), any printed material containing anti-Islamic or pornographic material are also prohibited. I have compiled a list of basic suggested items below, I can email a complete detailed list to anyone interested and answer any of your questions about specific items. If you would like to help fill these boxes, please bring items to our chapter meetings. I will also bring note cards to sign and include in the boxes.*

*Many thanks to all of you who can help with this service project. These Marines will be appreciative of the "taste of home" we can provide during their deployment.*

*Denise J. Goveia*

**NOTE:** *Items should be in single serving size if possible, except as noted*

Nuts / corn nuts	Pre-sweetened drink powders (Quart size)
Trail Mix	(Crystal Light / Kool-Aid / Gatorade)
Hot & Spicy Snacks	Ground Coffee / Tea bags
Dried Fruit / canned fruit	Fast food condiments
Chex Mix / Canned Chips / Snacks	(Hot sauce, ketchup, mustard, salt, pepper, relish, mayo, taco sauce, jelly)
Crunch & Munch / Cracker Jack	
Crackers / Cheese Crackers/ Cookies	Magazines
Hard candies, wrapped	Eye drops / Saline nasal spray
Licorice / gum	Avon Skin So Soft
Tic-tacs or other mints	Lip balm / Roloids / Tums
Beef or chicken jerky or sticks	Travel size personal products (no alcohol)
Cereal bars or granola bars	(deodorant/Q-tips/dental floss/etc.)
Tuna lunch kits	Antibacterial hand cleaner
Pop top canned meals or soup	Wet Ones (no alcohol)
Instant Oatmeal / Soup	