

Greater Green Bay Connection



A Publication of the IAAP
Greater Green Bay Chapter
106107



Message from the Chapter Representative

When I was given the opportunity to write the Officer's Message for February, I thought it would be appropriate, as chapter representative, to write about my experience as a member of the Greater Green Bay Chapter.



The above tagline is used in our Greater Green Bay Chapter brochure. I can't address that statement for YOU, but I can tell you what's in it for ME!

- **Networking**
 - I have met community leaders, speakers from all over the state, and admins from at least 20 local businesses. In addition, I have met admins from Milwaukee, Madison, LaCrosse, Wausau, and many more Wisconsin cities.
 - There is a network of members I can contact when I'm looking for a meeting space, caterer, or simply an opinion. An example of this was when I reached out to 6 chapter members because my director was rewriting our tuition reimbursement policy. I asked if they could share the general terms of their company's policy with me. I received great input and the policy was written based on the local industry standards.
 - Before applying for a local position, I contacted a chapter member who worked there to get the "scoop" on the open position. She got me excited about the opportunity and placed my resume in front of the HR recruiter. I didn't get the job, but I did get an interview and my resume wasn't lost among the hundreds who applied.
- **Friendships**
 - I've met many wonderful women over the years and formed many good friendships. In fact, I consider one chapter member to be one of my closest friends!
- **Education**
 - I have taken the opportunity to enhance my education by attending several WI Division Fall Education Conferences. (This conference is also one of the opportunities for networking) In addition, the IAAP website provides webinars on various topics for members. I participated in the *Member of Excellence* webinar to be able to present the criteria to the chapter as chapter representative.
- **IAAP Division Meetings**
 - A fun and valuable experience has been my attendance at WI Division Annual Meeting. Topics presented range from software tips and tricks, corporate ethics, business etiquette, surviving downsizing, professional portfolios, time management, getting out of your comfort zone, and public speaking. Again, another networking opportunity. I could write an entire page about the value of this annual event.
- **Public Speaking**
 - Through my membership in IAAP, I have been given opportunities to speak to students at NWTC about the benefits of IAAP. I have given a few presentations on meeting management to NWTC students onsite at Shopko. I develop a little more confidence each time I have the opportunity to present.
- **Chapter Meetings**
 - Last, but most important, is the monthly chapter meeting. All of my opportunities began with the chapter meetings. I have been inspired by many of the speakers. The topics are relevant to furthering my career and my personal growth.

I have run out of space and I didn't even mention the leadership development, *OfficePro* magazine, and what being an active member can do for your resume! I hope this has inspired you to jump in and **See what's in it for YOU!**

*Kathy Schuster, Chapter Representative
Greater Green Bay Chapter*

February 2012

Chapter Representative Message
Chapter Scorecard
Meeting Notice
Tips of the Trade
Committee Update
Birthdays / Anniversaries
Upcoming Events

Chapter Officers

President:
Amanda Hyland 920.343.0592
ahyland@humana.com

Vice President:
Mary Reynebeau 920.455.6151
mkreynebeau@yahoo.com

Treasurer:
Chris VanBoxtel 920.491.7128
christine.vanboxtel@associatedbank.com

Secretary:
Karen Bader 920.434.6812
Karen.bader70@gmail.com

Chapter Representative:
Kathy Schuster 920.429.7163
Kathy.schuster@shopko.com

Past President
Penny Warren 920.661.3255
pwarren@goldenrule.com

Committee Chairs

Audit:
Gerry Haen 920.662.2844
ghaen@wipfl.com

Bylaws:
Cherie Heath 920.822.0516
cheath@budgetblinds.com

Historian:
Cherie Heath 920.822.0516
cheath@budgetblinds.com

Membership:
Linda Vanderkam 920.592.3958
vanderkam@schneider.com

Newsletter:
Angela Rhode 920.592.2908
rhodea@schneider.com

Nominating:
Cheryl Perry 920.436.1881
Cheryl.I.perry@micorp.com

Programs:
Mary Reynebeau 920.455.6151
mkreynebeau@yahoo.com

Publicity:
OPEN

Scholarship:
Janel Veesser 920.498.6854
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Sunshine:
Lisa Vanden Heuvel 920.617.7054
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Ways & Means:
Angela Rhode 920.592.2908
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Website:
Mary Magnin 920.433.7119
mmagnin@johnsonbank.com

Chapter of Excellence Scoreboard Greater Green Bay Chapter

Chapter Criteria (need 8 of the 8; all mandatory)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	MET!
1. Annual calendar (due 10/1/11)			★										★
2. Annual budget/financial review/audit report (due 12/31/11)						★							★
3. Conduct at least 1 membership drive (due 6/1/12)					★								★
4. Conduct 1 new member orientation (due 6/25/12)													
5. Develop and update business plan (due 4/30/12)							★						★
6. Delegate/proxy to WDAM (current fiscal year 2011- 2012)													
7. Delegate/proxy to IEFAM (current fiscal year 2011-2012)	★												★
8. 7% (min 2) chapter members qualify for MOE (due 6/30/12)													
Note that beginning July 2011, all of the 8, newly revised, Chapter of Excellence Criteria are mandatory and must be earned to become a Chapter of Excellence.													



Reach for the Stars!~





Greater Green Bay Chapter

Monthly Chapter Meeting
Monday, January 9, 2012

MINUTES

Unapproved

Call to Order/Quorum

The monthly chapter meeting of the Greater Green Bay Chapter of International Association of Administrative Professionals was held on January 9, 2012 at Clarion Hotel in Green Bay, Wisconsin. Amanda Hyland, President, called the business session to order at 7:30 p.m. Kathy Schuster for Karen Bader, Secretary, stated there was a quorum.

Amanda welcomed guest Katie Phillips from Ameriprise, guest of Diane Brandes. She also congratulated the following January anniversaries and birthdays:

Anniversary

1997 Cheryl Perry
2011 Julie Chervany

Birthday

Jan 19 Lisa Vanden Heuvel
Jan 22 Gerry Haen

Approval of November Meeting Minutes

Pat Falkenhagen proposed a change to the treasurer's report. The change is to add "We also received a \$50 donation toward the Terry Lynn nut sale." A motion to approve the minutes as edited was made by Cherie Heath, seconded by Julie Chervany.

Board Reports

• President – Amanda Hyland

- **Chapter dues increase** – still in process
- **Chapter of Excellence (COE)** – We continue to be on track to reach all of our COE deadlines.
 - **Criteria 2** -The financial review was completed by the 12/31 deadline.
 - **Criteria 4** - The plan is to hold a new member orientation prior to the March chapter meeting (4:30pm). The time is not confirmed – watch for communication via email and/or the newsletter. Linda Vanderkam is leading this. Kathy Schuster volunteered to assist.
 - **Criteria 5** - The final business plan will be distributed after tonight's meeting
- **2012-2013 Call for Division office nominations** – any nominations are due by 1/31/12. Julie Thomas to provide additional information.

• Vice President/Program Chair – Mary Reynebeau

- **Administrative Professionals Week (APW) event** – Our event will be Monday, April 9 at Clarion Hotel. The topic will be *How Full is Your Bucket* presented by Carol Cortez. She typically does a day-long training session on this topic. The event will begin at 5pm and we have no plans to increase the regular meeting fee. There will not be a business session. Please contact Mary Reynebeau if you would like to be on the planning committee for this event. Angela Rhode, Cherie Heath, and Barb Braun have volunteered.

• Treasurer – Chris Van Boxtel

- Chris presented the chapter's financials. The current balance in checking is \$2,991.44 and \$2,382.96 in savings. Our YTD income is \$686.55.

• Secretary – Kathy Schuster for Karen Bader

- No report

Monthly Chapter Meeting Minutes

January 9, 2012

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- **Chapter Representative – Kathy Schuster**

- **Member of Excellence Criteria #4** – Attend at least one professional education workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9. A great way to meet this criterion is to attend the WI Division Annual meeting, May 18-19 in Stevens Point. Our chapter typically has a group attending – car pools available. The IAAP International Education Forum & Annual Meeting (EFAM) is July 22 (too late for this year's qualification, but good for 2013) in Grapevine, Texas.
- **Member of Excellence Criteria #5** – Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification. The Microsoft certificate this refers to is **Microsoft Office Specialist (MOS®)**. If you are a student at NWTC, you have the opportunity to take the test through the Administrative Professional program. For more information regarding MOS® visit <http://www.microsoft.com/learning/en/us/certification/mos.aspx>

Committee Reports

- **Ways N Means – Angela Rhode** (Amanda reported for Angela)
 - Continue to bring in your used cell phones and ink cartridges to Angela.
 - Turn your Seroogy fundraising money in to Chris VanBoxtel. Thanks to those who participated.
- **Nomination – Cheryl Perry** (Amanda reported for Cheryl)
 - Succession planning is part of our chapter's business plan. If you are interested in any of the open officer positions, please contact Cheryl Perry. She will be reaching out to members mid-January. The open board positions are Vice President, Treasurer and Secretary. If you would like information on any chapter committee position or board position, feel free to contact the current member holding that position or any chapter board member. The slate of officers will be announced at the February meeting Voting will be held at the March meeting and installation of the new officers will take place in May.
- Pat Falkenhagen raised a question regarding the chapter roster that was sent out by Linda Vanderkam, Membership Committee Chair. Amanda stated she was not prepared to address the roster as Linda was not in attendance, but gave a brief update. The current roster has been pulled from the website to protect members' personal information. It is cumbersome to maintain and it duplicates the profiles on the website. Chris VanBoxtel will run the roster each month, remove personal information, and ask Mary Magnin to post the information to the Greater Green Bay Chapter website.
 - Subscribe to the Greater Green Bay web community
 - All members are encouraged to update your individual profiles on the IAAP Greater Green Bay Chapter web community. Visit <http://community.iaap-hq.org/greenbay/Home/> (you will need to log in to view the roster).
 - Send any changes to IAAP headquarters

New Business – No new business

Round Table Results

- There was a request from the November chapter meeting to incorporate networking ideas at our meetings. Amanda will provide a table tent discussion question at each meeting to encourage discussion during dinner. The question for this meeting was, "What does your group feel is the most important issue affecting admin professionals within the next 5 years?" Each table provided a recap of their discussion. Results ranged from keeping up with technology, to engaging the admin as more of a business partner versus an assistant.

Motion to Adjourn

A motion to adjourn the meeting was made by Chris VanBoxtel and seconded by June Thompson. The meeting was adjourned at 8:10pm.

Respectfully submitted,

Kathy Schuster for Karen Bader, Secretary

Tips of the Trade

Top 10 Soft Skills for Job Hunters

By [Kate Lorenz](#)

Each company looks for a different mix of skills and experience depending on the business it's in. Yet it's no longer enough to be a functional expert. To complement these unique core competencies, there are certain "soft skills" every company looks for in a potential hire.

"Soft skills" refer to a cluster of personal qualities, habits, attitudes and social graces that make someone a good [employee](#) and compatible to work with. Companies value soft skills because research suggests and experience shows that they can be just as important an indicator of job performance as hard skills.



Today's service economy and the ascendance of work teams in large organizations puts a new premium on people skills and relationship-building," Portland-based [human resources](#) expert Lori Kocon says. "And with business being done at an increasingly fast pace, employers also want people who are agile, adaptable and creative at solving problems."

Kocon advises all job candidates -- especially those who aspire to managerial positions -- to get in touch with their soft sides. Some of the most common soft skills employers are looking for and will be assessing you on include:

1. Strong Work Ethic

Are you motivated and dedicated to getting the job done, no matter what? Will you be conscientious and do your best work?

2. Positive Attitude

Are you optimistic and upbeat? Will you generate good energy and good will?

-- Check out: [Boost Workplace Productivity -- Make 'Em Laugh!](#)

3. Good Communication Skills

Are you both verbally articulate and a good listener? Can you make your case and express your needs in a way that builds bridges with colleagues, customers and vendors?

-- Check out: [How Women Can Talk to Men at Work So They'll Listen](#)

4. Time Management Abilities

Do you know how to prioritize tasks and work on a number of different projects at once? Will you use your time on the job wisely?

-- Check out: [Time Management Crucial to Reducing Stress](#)

5. Problem-Solving Skills

Are you resourceful and able to creatively solve problems that will inevitably arise? Will you take ownership of problems or leave them for someone else?

-- Check out: [Does Persistence Really Pay?](#)

6. Acting as a Team Player

Will you work well in groups and teams? Will you be cooperative and take a leadership role when appropriate?

-- Check out: [The Magic Word at Work](#)

7. Self-Confidence

Do you truly believe you can do the job? Will you project a sense of calm and inspire confidence in others? Will you have the courage to ask questions that need to be asked and to freely contribute your ideas?

-- Check out: [Why Nice Girls Still Don't Get the Corner Office](#)



8. Ability to Accept and Learn From Criticism

Will you be able to handle criticism? Are you coachable and open to learning and growing as a person and as a professional?

-- Check out: [How Toxic Behavior Leads to Sinful Behavior at Work](#)

9. Flexibility/Adaptability

Are you able to adapt to new situations and challenges? Will you embrace change and be open to new ideas?

-- Check out: [Flex-Friendly Jobs](#)

10. Working Well Under Pressure

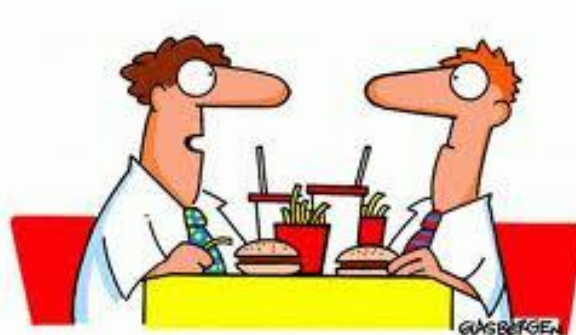
Can you handle the stress that accompanies deadlines and crises? Will you be able to do your best work and come through in a pinch?

-- Check out: [Desk Rage: Completely Losing It at Work](#)

When [job-hunting](#), Kocon advises that you focus on the skills most likely to interest the prospective employer and learn to demonstrate these skills through your [resume](#), in an interview or in dealing with potential employers at career fairs or industry association gatherings.

For example, tell a story of how you successfully handled a crisis or challenge at your company. Mention honors you received or even bring along letters of thanks or commendation from an employer or customer.

Remember, whether you are applying for a service position or a technical job, it's your combination of core and soft skills that will set you apart from the crowd!



"I always keep my mouth shut during meetings and don't contribute anything. That's how I won *Most Valuable Employee*."

Committee Updates

Membership News

The Greater Green Bay Chapter has a total membership of 52.

Committee Chair Vacancies

The Greater Green Bay Chapter has a vacancy in their **Publicity Chair** role. Duties include promoting IAAP within the community, announcing chapter meetings via community calendars and social media sites, as well as conducting an annual mailing. If you're interested in filling this role or have additional questions regarding the position, please contact Amanda Hyland at ahyland@humana.com.

Fundraiser

If you have any old cell phones or toner cartridges that can be recycled, please bring them to the February meeting or contact Angela Rhode, rhodea@schneider.com to arrange for pick up/drop off. She will be sending these into Funding Factory to raise funds for our group.

Member Spotlight



Barb Braun
PAi
babraun@pai.com

Chris Piso
Student Member
Ameriprise Financial
Christine.piso@gmail.com

Corey Breeze
Wipfli
cbreeze@wipfli.com

Diane Brandes
Ameriprise Financial
Diane.r.brandes@ampf.com

Instructors at NWTC
Jill Cropsey
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Pam Cottrell
Pamela.cottrell@nwtc.edu
Gail Schroeder
Gail.schroeder@nwtc.edu

Birthdays & Anniversaries

Happy Birthday

February

1 Joan Splawski
14 Susan Naniot



Happy Anniversary

February

2008 Mary Magnin
2009 Julie Wessley

Upcoming Events

2012

2012 Spring Conference, March 4-7, 2011 Las Vegas, NV
Additional details are available at [Spring Conference](#)

April 22-31, 2012 [Administrative Professionals Week](#)

Wisconsin Division Annual Meeting (WDAM), May 18-19, 2012 @ the Holiday Inn Convention Center, Stevens Point. More details to follow.

EFAM, July 22-25, 2012 Grapevine, TX.
Additional details are available at <http://www.iaap-hq.org/events/conferences/efam>

Fall Education Conference (FEC), October 19-20, 2012 @ the Osthoff Resort, Elkhart Lake

Address Changes

Please update any roster changes (address, phone, e-mail, etc.) online with International: <http://www.iaap-hq.org/membersplace/updateinfo.asp>

All members are encouraged to update your individual profiles on the IAAP Greater Green Bay Chapter web community. Visit <http://community.iaap-hq.org/greenbay/home> (you will need to log in to view the roster).

Meeting Cancellation Guideline

All meetings will be held as scheduled unless the Board declares cancellation. The decision to cancel a meeting will be made no later than 2pm on the day of the meeting. Registered attendees will be contacted via e-mail from the President of the chapter.

Personal Information

Contact **Lisa Vanden Heuvel** at lisav@nsight.com or 920-617-7054 regarding any member engagements, weddings, promotions, births, deaths, etc.

IAAP Greater Green Bay Chapter Mission Statement

To create an environment that inspires, encourages, educates, supports, enables, and motivates office professionals to attain the highest level of skills and attributes possible, resulting in the achievement of personal and professional goals, recognition, and values.

Your Newsletter

If you have anything you would like added to the newsletter, contact Angela Rhode at rhodea@schneider.com or 920.592.2908

Chapter Website

<http://community.iaap-hq.org/IAAPHQ/GreenBay/Home/Default.aspx>

WI Division Website:

www.iaap-wisconsin.org

International Website:

www.iaap-hq.org

Wisconsin Division Board of Directors

President

Nancy Arnold, CPS
(SWANI Chapter)

President Elect

Kathi Princeton, CAP
(Waukesha Chapter)

Vice President

Lynn Woida, CPS/CAP
(Downtown Milwaukee Chapter)

Secretary

Nancy McCulley, CPS
(Madison Chapter)

Treasurer

Irene Scallon, CPS

Great Lakes District Director

Tammy Pierce
(Ohio Division)



NEXT MEETING

Monday, March 12, 2012 @ 5pm

The Clarion Hotel ♦ Green Bay

(Meetings usually held every 2nd Monday of the month – refer to website for schedule)

