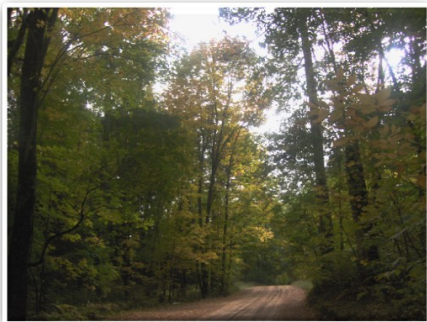


Officer's Message

Dear Wisconsin Division Members:

October is a time of change. While spring appears quietly with foliage budding through the melting snow, fall bursts upon us with loud blasts of color. I had the opportunity to go ATVing in Pembine, Wisconsin, last weekend and the colors were breathtaking. Fall is definitely in the air, and winter is not far behind.

It has been a challenging year, and changes in the economy and our work environments have affected each of us. How have you handled those changes? Were/are you a change agent, or did you resist? While change is stressful, it also presents exciting opportunities for personal growth.



Organizations need to change in order to grow and survive. This is also true for people. Look for ways to use the changes to your advantage. What lessons could you learn, what skills could you develop, and/or what traits could you strengthen as a result of this change. Looking at change as an opportunity rather than a crisis will help to adjust your attitude. And, your positive attitude will lessen the amount of stress or tension you feel.

Here are some coping tips:

- Strive for balance between no changes at all and moderate changes.
- Think of change as a mixture of crisis and opportunity.
- Regular exercise, a balanced diet and adequate sleep are needed to maintain your coping abilities during times of change and high stress.
- Learn a relaxation technique.
- Try to find humor in the situation.
- Look for support from family and friends.

Make sure you take a moment to enjoy the beauty of these changing times.

Kathleen Princeton CAP
Treasurer

Important Dates to Remember:

**Wisconsin Division
Fall Education Conference (FEC)**
October 16-17, 2009
Great Wolf Lodge
Wisconsin Dells, WI

**Nov. 6&7 CPS & CAP Exam
Registration Deadline**
August 15, 2009

**CPS/CAP Application Deadline
For May Examinations**
February 15, 2010
(note applications must be received by
this date, not postmarked)

**IAAP's Professional Education
Conference (PEC)**
March 8-10, 2010
Grand Sierra Resort
Reno, NV

**Wisconsin Division Annual Meeting
(WDAM)**
May 14-15, 2010
Bridgewood Resort Hotel
Neenah, WI

IAAP's MISSION

"Enhancing the success of career-minded Administrative Professionals by providing opportunities for growth through Education, Community Building, and Leadership Development."

Pathways to Excellence (P2E)

By Kathleen Princeton CAP

Chapter of Excellence: Criteria #5. Fiscal Responsibility – all three items must be completed to receive this point.

- Annual Budget – It's hard to believe the first quarter of the IAAP 2009-2010 Fiscal Year had already ended. Has your Chapter developed an Annual Budget for the Fiscal Year? If so, please forward a copy of that budget to Wisconsin Division Treasurer Kathleen Princeton CAP. You will receive a receipt for your records. If not, make sure the budget is completed at the next Chapter Board Meeting. A sample budget is available from the Wisconsin Division's Website Library.
- Financial Statements Reported to Membership. Treasurer Reports are to be presented at each Board Meeting and at each Chapter Meeting. The Treasurer Report is received as presented, and no motion should be made to adopt, accept, or approve it.
- Annual Audit of Financial Records. Do your Chapter Bylaws specify a due date for completion of the Annual Audit? If not, you may want to consider an amendment to establish a due date. Be sure to forward a copy of your Chapter's Annual Audit to Division Treasurer Princeton. You will receive a receipt for your records. An Annual Audit Report is accepted or adopted by the membership.



As long as we're on the subject of Fiscal Responsibility, please be sure your Chapter files the 990-N e-Postcard – Department of the Treasury Internal Revenue Service before the November 15, 2009, due date. While this is not one of the criteria for which your Chapter would receive a P2E point, it is a Federal requirement.

Chapter Treasurers may want to check out the document "Getting Started as the Chapter Treasurer" and the report samples which are posted in the Division's on-line library.

Be sure to check the Wisconsin Division Document Library for sample Member of Excellence and Chapter of Excellence checklists and documentation back-up/audit procedures.

One has been posted by Ann Dahlke, Member of Excellence Program Highlights, the other was posted by Nancy Arnold, MOE and COE (Member of Excellence and Chapter of Excellence).

It is very important that you keep back-up documentation in the event you (or your chapter) are audited.

Fair Use and Copyrighted Material

By Ann Dahlke, HIA, MHP, ALHC

"I found this great article on the Web, with pictures. It would be perfect to use in my next company presentation!" Ummm...not so fast. With the constant, widespread use and dependence on communication mediums such as e-mail, the Internet, Facebook and now Twitter, information is a click away.

But just because it is 'out there,' does not mean it is available for fair use. Fair use means copyrighted material that can be used by those who are not the owners of the copyright. There are many factors used to determine if something is fair use. Chances are the material you find on the Web or other media outlets is copyrighted and not open to fair use. When material is copyrighted, it is someone's property. It can be viewed, but it cannot be reproduced without written permission. As a result, you can not legally use most of what you find on the Web in your own works such as presentations and print material.

The bottom line is, we must follow fair use rules or face stiff financial penalties.

"This is an example of when erring on the side of caution is a good thing. If you think it could be copyrighted or the property of another, simply do not use it," stressed UMR Associate General Counsel, Ellyn Fuchsteiner. If you want to use copyrighted materials, you must get written permission first. If you do not, the consequences can be severe. Violators of the law face paying damages up to \$30,000 per work and willful infringement up to \$150,000 per work.

Filing a lawsuit is relatively easy. Those who file suit are not just looking at the person who misused the material, but the company they represent. Your employer could be an attractive target for lawsuits. One common misunderstanding is that if the material is used for educational purposes, then using copyrighted material is allowed.

"Technically this is true," explains Fuchsteiner. "However, the type of education we do at most of our work places, our presentations to co-workers and clients for example, do not meet the education requirement. That exemption is reserved for school-based education, not corporate education." Another area where people often become too relaxed with the rules is with internal communication pieces.

"Whether the copyrighted material is in a formal presentation to a customer, a brochure, an e-mail to a co-worker, or a PowerPoint presentation for an internal department's use only, the law still should be considered and applied as necessary," said Fuchsteiner.

Every time we use copyrighted material without permission, we risk facing huge penalties. An internal e-mail can quickly make its way to hundreds of recipients outside of your employer. "It is a matter of following the law in each and every situation in which it applies," explained Fuchsteiner. "When you are in doubt, consult your company's Legal and Compliance department before using such materials internally or externally."

"Every time we use copyrighted material without permission, we risk facing huge penalties. An internal e-mail can quickly make its way to hundreds of recipients outside of your employer"



Division of Excellence Scorecard

	Criteria	Status
#1	75% of the chapters offer programming that awards recertification points.	To be confirmed when all chapters receive approval of points being awarded
#2	The division annual meeting offers a minimum of 3 recertification points	Planning for May
#3	20% of the members in the division must hold the CPS and/or CAP certification; and the division recognizes new certification holders and those who recertify	Testing in November and May
#4	Sign the online Division of Excellence Commitment agreement	Done
#5	Publish a minimum of four newsletters/enewsletters and participate in the IAAP Web Community	Done (With Oct. newsletter, four have been published)
#6	Provide leadership training for chapter and division leaders which emphasizes the development of a chapter business (strategic) plan and succession planning	Training on Strategic Plan completed; Succession Planning to be done at FEC
#7	Create and maintain an annual budget; provide a quarterly financial statement to the chapter presidents; and submit the annual audit report to the International Treasurer	<ul style="list-style-type: none"> • Budget completed • Stmt. For Quarter ending September 2009 provided to chapter presidents. • Annual audit report submitted to International Treasurer
#8	Maintain a full slate of division officers (minimum 4 offices); 100% of the chapters must submit their new officers and chair listing to HQ by July 1; and the division must submit their new officers and committee chair listing to HQ by July 1	One Chapter missed the deadline - Information will be verified through records at Headquarters
#9	Maintain chairmen for the Bylaws, Certification, Education, and Membership committees	We have appropriate chairs
#10	Division member(s) serve on a international committee or serve on the international board of directors or as an RTF Trustee	Wendy Melby CPS/CAP and Mary Ramsay-Drow CPS/CAP serve on International Board
#11	President-Elect attends the Incoming Division Presidents' Conference	In April
#12	Send a delegate or submit a proxy to the International Convention and Education Forum	In July
#13	Submit a completed application for the Avery Chapter/Division Achievement Awards Program	Due Feb. 1
#14	60% of the chapters submit a completed application for the Avery Chapter/Division Achievement Program	Due Feb. 1
#15	90% of the chapters have a minimum of 15 members	Yes
#16	Sustain a net increase in membership of 8%	As of Sep. 30, membership decrease of 4%
#17	Retain 90% of the chapters within the division and attain a membership retention rate of at least 75%	No chapters lost; 94% retention
#18	Sustain an increase of at least one new IAAP Professional Chapter or one new Student Chapter	None planned
#19	Establish a division business (strategic) plan; conduct a minimum of one business (strategic) planning session; and conduct a member interest/satisfaction survey	Plan completed; survey being developed.

Working with Passion

By Regina Barr

When's the last time that you told someone that you're passionate about your work? If you're like most people, you probably don't even associate the word passion with your job at all.

So, what is passion? According to *Webster's Ninth New Collegiate Dictionary*, passion can be defined as an object of desire or deep interest, or an intense emotion compelling action. You know when you see someone that has passion for what they are doing. They typically exhibit high energy and the ability to put 100% focus on moving something forward no matter what the obstacles are. You know who these people are. Their energy is contagious and most of us are attracted to them like moths to a spotlight because we'd like even a small part of the energy that they exude in the world.

For me, passion is about doing work that resonates with my core values and is aligned with my mission in life. I want to help other women (and men) successfully navigate corporate challenges and be successful in their careers. This passion plays out in numerous ways in my work as a consultant, project manager and coach to organizations of all sizes and, as a seminar leader and keynote speaker.

I recently met a woman at an author event. The topic was on earning what you're worth, an area that I not only feel passionate about but am knowledgeable about as well. One of the keys to earning what you're worth is doing something that you have passion for.

This young woman seemed very discouraged and de-energized with her work at a large medical company. It was clear she had no passion for what she was doing. When I asked her about what she had passion for, she was able to articulate it immediately and with much energy. However, she then proceeded to tell me that she didn't see anyway to tie that passion to a job. With the limited information that she shared, I rattled off several ideas and contacts for her to explore.

Before parting ways, we exchanged business cards. When I went home that night, I wrote a quick inspirational note and mailed it off to her the next day. Below is an excerpt from an email she sent me in response.

"It was such a delight to get your letter in the mail! It really made my day and kept the momentum going, that I really do need to pursue my dreams instead of just being willing to accept any position in the company. I had written about you in my journal the night we met - your energy and confidence really made an impression on me and I wrote about how I wanted to really feel and exhibit those qualities. Then I got your note - what a joy to have another touch point."

The magic about working with passion is that it usually only takes a small belief in yourself to start making things happen. Here are a few questions to get you started:

1. What is your passion inviting you to do?
2. What would your life be like if you were able to incorporate some aspect of your passion into your work life every day?
3. How would working with your passion benefit you? Your company?
4. What obstacles are standing in your way?
5. What is one small step you could take to move forward and begin working with your passion today?

In the words of author H. Jackson Browne, "Find a job you like and you add five days to every week." The only way I know how to do that is to work with passion. So, what are you waiting for?

Regina Barr is a former marketing executive and founder of Red Ladder, Inc. As CEO she helps organizations manage transitions, complete major projects, build strong teams and develop leadership talent. She is an executive coach, professional speaker, trainer, writer and media commentator with master's degrees in business administration and human development. For more information, visit www.redladder.com or 651-453-1007. Copyright 2004-2009 Regina Barr, Red Ladder, Inc.

"For me, passion is about doing work that resonates with my core values and is aligned with my mission in life"



International Association of
Administrative Professionals®

POWER
of
Commitment

2009-2010 GROWTH PROGRAMS

Recruit 1 Rewards Program

A member who recruits 1 new member (not transferring member) in 2009-2010 will receive a letter of thank you from the International President.

Recruit 5 Rewards Program*

A member who recruits 5 new professional members (not transferring members) in 2009-2010 will receive a \$10 IAAP gift certificate.

Recruit 10 Rewards Program*

A member who recruits 10 new professional members (not transferring members) in 2009-2010 will receive a \$20 IAAP gift certificate.

Recruit 15 Rewards Program*

A member who recruits a minimum of 15 new professional members (not transferring members) in 2009-2010 will receive a \$30 IAAP gift certificate.

October Membership Drive*

The top 5 IAAP chapters that conduct a Membership Drive during the month of October 2009 and sustain the highest percentage of net growth from that will each receive an IAAP gift certificate in the amount of \$150. Chapter entry forms must be received at IAAP Headquarters by November 30, 2009. New members and transfers must join the chapter by November 15, 2009 and a minimum of 5 new members must join to be eligible for this contest. Submit only one entry for this contest period.

2010 Administrative Professionals Week Membership Drive*

The top 5 IAAP chapters that conduct a Membership Drive during an Administrative Professionals Week event that incorporates the International Theme and sustain the highest percentage of net growth from that will each receive an IAAP gift certificate in the amount of \$150. Chapter entry forms must be received at IAAP Headquarters by May 30, 2010. New members and transfers must join the chapter by May 15, 2010 and a minimum of 5 new members must join to be eligible for this contest. Submit only one entry for this contest period.

Build a Chapter Program*

Any chapter or division that sponsors a new IAAP chapter in the 2009-2010 year will receive an IAAP gift certificate in the amount of \$150.

*IAAP gift certificates can be used toward the payment of membership dues, Academy dues, *OfficePro* subscriptions, EFAM registrations, Certification Conference registrations, PEC registrations, CPS and/or CAP exam registrations, orders, and Chapter/Division Web Communities.

Win with Trivia!

Congratulations to our August winner! Jeanne Kohl from the Madison Chapter received a gift card for participating in our monthly trivia. Her name will also be included in the grand-prize drawing in May. Won't you join her by playing along?

Each month, there will be some type of trivia, quiz, or puzzle included in the newsletter. If you can answer the questions/solve the puzzle, send an email to AlohaNRA@aol.com. Use the subject line "IAAP Trivia". Include the answer(s) to the question(s) and/or solution to the puzzle along with your first name, last name, and chapter or DMAL. The first three correct responses from each chapter and DMAL will be included in a drawing for a monthly prize. At the end of the year, all of the members who qualified for the monthly drawings will be included in a Grand Prize drawing held at Division Annual Meeting in Neenah. So put on your thinking caps, look for the trivia in the newsletter, and be one of the first to answer correctly. Good luck!

1. Name the childhood home of magician and escape artist Harry Houdini.
2. Who was the IAAP International President in 1994-1995?
3. Who is generally credited with the invention of White-Out?

Note: You must be a Wisconsin Division member to participate. The monthly drawing will be held as soon as three correct responses are received from each chapter/DMAL or when the next month's newsletter is distributed, whichever comes first. Any questions can be directed to Nancy Arnold CPS/CAP at AlohaNRA@aol.com.

How to Keep Healthy this Flu Season

By Marie Kawczynski

With the threat of Swine Flu and all the other illnesses that the fall and winter brings us we are all a little more conscious of our germs. A recent article in the Wall Street Journal reports that sales of alcohol-based sanitizers were up nearly 17% as of the first week of September compared to the same period last year. The study also reported that women have more germs than men! Women's makeup cases, phones and purses had the highest number of bacteria. Here are some tips from the article to help you stay germ/bacteria free.

- ◆ **HAND WASHING** after contact with surfaces and other people's hands is the best protection.
- ◆ **AT HOME:** Wash linens and towels in hot water, dry thoroughly. Disinfect bathroom and kitchen surfaces. Keep toothbrushes away from commode.
- ◆ **AT THE COFFEE SHOP:** Use napkin when handling communal milk pitchers and to cover countertops when preparing coffee.
- ◆ **COMMUTING OR TRAVELING:** Avoid touching escalator rails, elevator buttons and gas pumps with bare hands: wear socks through airport security.
- ◆ **AT THE OFFICE:** Use paper towel on microwave oven handles, communal coffeemakers: use disinfecting wipes on desk and phone.
- ◆ **IN PUBLIC RESTROOMS:** Avoid touching flush handles, faucets with bare hands.
- ◆ **IN THE GYM:** Use towels on mats and between skin and machines.



October is National Disability Employment Awareness Month 2009

By Cynthia Welch CPS, Chippewa Valley Chapter

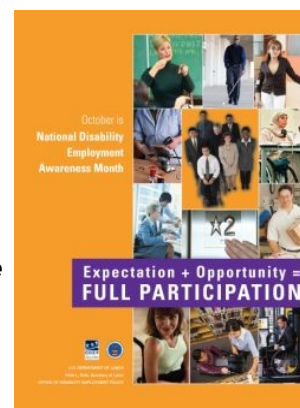
Expectation + Opportunity = Full Participation

This year's theme for National Disability Employment Month captures the vital role that expectations play in our successes as individuals and as a society. We must ensure that both people with disabilities and their employers expect that they will fully participate in our workplaces.

Such an expectation alone, however, is not enough. They must also have opportunity. People with disabilities need access to a full range of employment choices to maximize their talents.

With both the expectation and opportunity, people with disabilities will become full participants in our economy.

"People with disabilities must be woven into our work culture. Already, we benefit from the incredible array of talent they bring to our workplaces. But we must raise the bar, we must create the inexorable expectation that people with disabilities will contribute in every way to our economic successes. Only by nurturing this expectation and providing people with disabilities with unlimited employment opportunities, can we all benefit from their talents." –Kathy Martinez



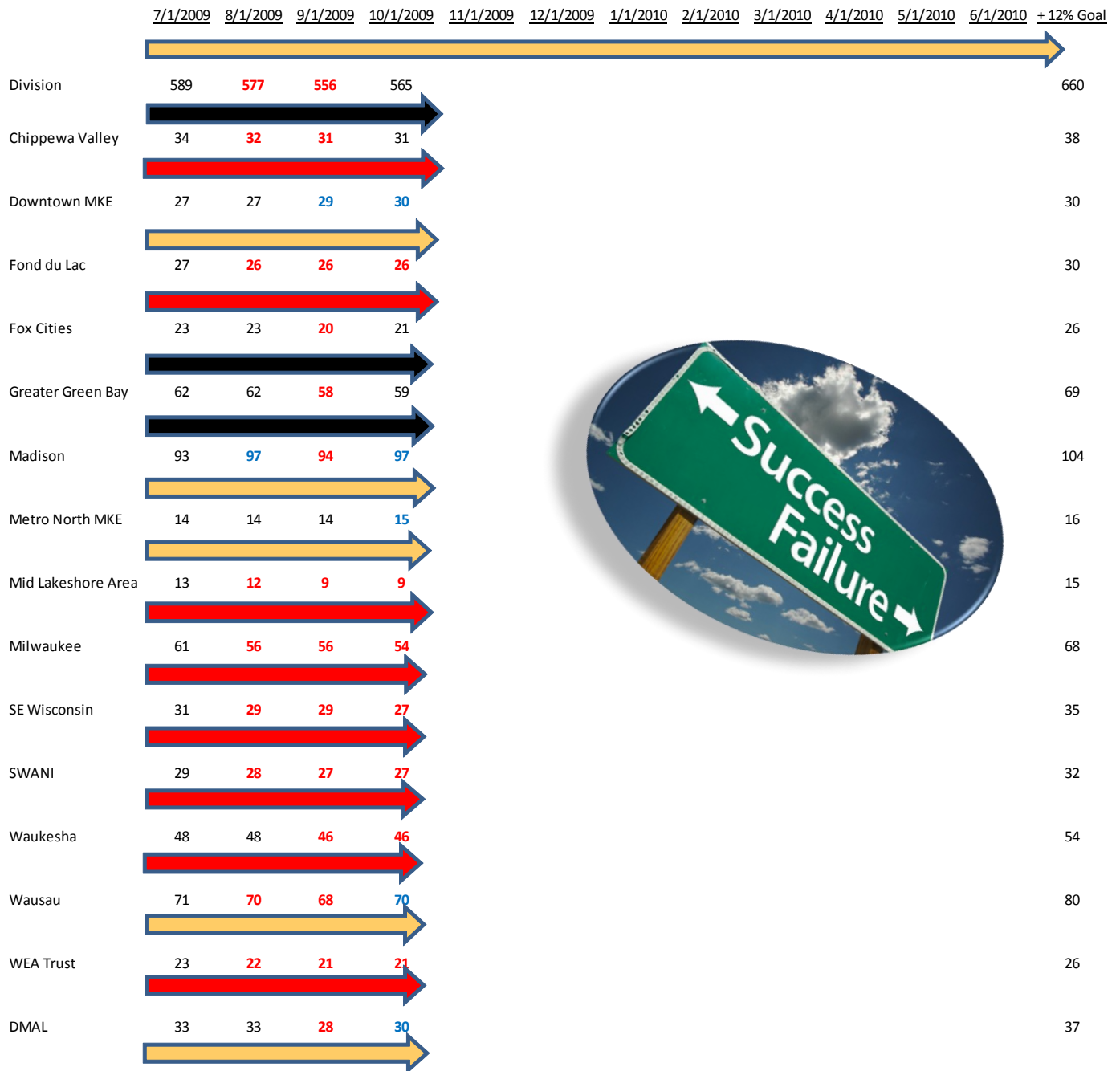
Congress designated each October as National Disability Employment Awareness Month (NDEAM). This effort to educate the American public about issues related to disability and employment actually began in 1945, when Congress enacted a law declaring the first week in October each year "National Employ the Physically Handicapped Week." In 1962, the word "physically" was removed to acknowledge the employment needs and contributions of individuals with all types of disabilities. In 1988, Congress expanded the week to a month and changed the name to "National Disability Employment Awareness Month."

From the website <http://www.dol.gov/odep/pubs/ndeam2009poster.htm>, 10/12/09 Copyright clearance as a federal document.

All of us at some time will interact with an individual with a disability. I have listed some communication tips for working with persons who are deaf or hard of hearing, a common disability:

- ◆ Each person has their own unique approach to communication. Ask the individual to let you know their communication preferences. Not every Deaf and Hard of Hearing individual communicates in the same way.
- ◆ Speak clearly and naturally. Do not over-enunciate, talk loudly or with exaggerated mouth movements, which make speech-reading more difficult.
- ◆ When communicating with a person using an ASL interpreter, speak directly to him/her, not to the interpreter.
- ◆ Refrain from blocking your mouth with your hands or other objects. Body language, facial expressions, gestures and writing things out may help get your message across effectively.
- ◆ Face the individual while you speak.
- ◆ Don't talk down to an individual—their hearing is impaired, not their intelligence. Do not assume a developmental disability from a speech pattern. Far better to assume that hearing impairment has affected a person's speech.
- ◆ Deaf and Hard of Hearing individuals expect to be treated like any other person without a disability.
- ◆ Know how to locate an American Sign Language interpreter - <http://dhs.wisconsin.gov/sensory/Interpreting/InterpreterDirectory.htm>

Pathways to Excellence – Division and Chapter Membership



“My philosophy of life is that if we make up our mind what we are going to make of our lives, then work hard toward that goal, we never lose - somehow we win out”

-Ronald Reagan