

WISCONSIN'S ENGAGING INSIGHTS

OCTOBER, 2010

Issue #4

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PRESIDENT'S MESSAGE

By Julie Thomas, CPS/CAP



Dear Wisconsin Division Members:

Fall is my favorite season. I always loved the beginning of the school year (new clothes and school supplies), football season (I was in marching band), cooler weather and the fall colors. Now I enjoy the beginning of the IAAP year; in fact several of my fellow Madison chapter members and I were discussing how nice it was to see everyone at the September meeting after our two-month summer break. Fall is the time that IAAP Chapters and Divisions finalize their goals for the year and I invite you to set your personal goals as well. Will this be the year that you stretch your wings by working on or chairing a committee for your Chapter or Division? Will this be the year that you attend an IAAP meeting outside of your home chapter? Will this be the year that you follow through on plans to make new

contacts at IAAP events? I can help you with that one if you're attending FEC and we've not met before, please introduce yourself to me. Will this be the year that you say "yes" rather than "maybe next year" to the Nominations Committee when they are looking for candidates for office for the 2011-12 year?

I hope that you are all enjoying the beautiful fall weather that we've been having. It makes for a doubly enjoyable walk to the parking lot for me after work as I listen to the UW marching band practicing on a nearby field. I look forward to seeing many of you at FEC!

Julie Thomas, CPS/CAP
Wisconsin Division President



PASSION &
PURPOSE
WISCONSIN DIVISION

What Attending Chapter Meetings Can Do For You

By Cynthia D'Amour, MBA



Whether you are looking for ways to save time, to find your next job or to develop relationships that help build your business, your network is an important tool for achieving your goals.

One of the best places to network is at your local chapter meetings.

Five benefits of a well-developed network:

1. Your creativity is increased.

When you talk to your business buddies, you get other points of views. By seeing the world from different perspectives, your mind gets stimulated — and new ideas are often born.

2. You can solve problems with more ease.

Whether challenged by finding better marketing, developing more efficiency or dealing with difficult bosses/employees, odds are someone in your chapter has had a similar experience.

3. You have a support team.

In this era of great change and time shortage, it's nice to know that you're not alone. In fact, developing good relationships is one way to lower your stress!

4. You have access to other's best practices.

Best practices can help you cut costs and increase productivity. In other words, do more with less work! Make a habit of talking with your network about what is the most valuable thing they've learned and what works well for them.

5. You'll be able to accomplish more in less time.

Having a diverse network creates a variety of minds for you to tap for answers — that might take you tons of time to find on your own! Become a resource in your expertise for your business buddies and they will do the same for you.

Bottom line, building your network at meetings is a smart way to increase the return you get from making the time to be involved in your chapter.

Need networking help? Check out Cynthia's information on how to build your networking skills — including her book, *Networking: The Skill the Schools Forgot to Teach*.

Leadership Coach Cynthia D'Amour, author of several chapter leader how-to books, including, *How to Turn Generation Me into Active Members of Your Association*, has served more than 30 total years on volunteer boards and recruited more than 250 new members.

Cynthia D'Amour, MBA is author of **The Lazy Leader's Guide to Outstanding Results** and founder of The Chapter Leaders Playground.
<http://www.chapterleadersplayground.org>

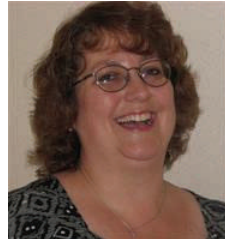
'Passion and purpose go hand in hand. When you discover your purpose, you will normally find it's something you're tremendously passionate about.'

Steve Pavlina, Self-Help Author & Motivational Speaker



2010 - 2011 WI DIVISION BOARD CONTACT INFO

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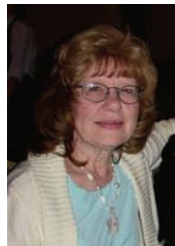
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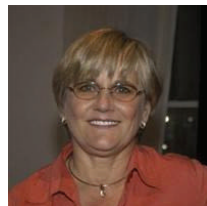
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WI DIVISION BOARD MEMBER

CHAPTER LIAISONS

CHIPPEWA VALLEY

Lynette Hieronimus, CPS

DOWNTOWN MILWAUKEE

Kathi Princeton, CAP

FOX CITIES

Kathi Princeton, CAP

GREATER GREEN BAY

Irene Scallon, CPS

MADISON

Lynette Hieronimus, CPS

METRO NORTH MILWAUKEE

Lynette Hieronimus, CPS

MILWAUKEE

Nancy Arnold, CPS/CAP

SE WISCONSIN

Nancy Arnold, CPS/CAP

SWANI

Kathi Princeton, CAP

WAUKESHA

Irene Scallon, CPS

WAUSAU

Irene Scallon, CPS

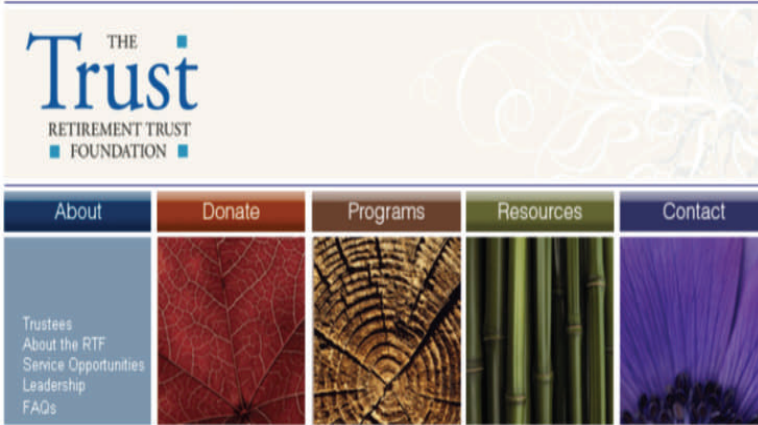
WI DIVISION MEMBERS AT LARGE

Nancy Arnold, CPS/CAP



HSNA - Just What is HSAN?

By Karen S. Kohn, CPS/CAP, Retirement Trust Foundation Committee



Just what is HSAN? It's the acronym for Housing Subsidy for Admins in Need. The mission of The Trust is to provide assistance or housing to administrative professionals, age 55 and older who are in need. Through HSAN, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. Below are some of the most frequently asked questions and answers concerning the HSAN program.

HOUSING SUBSIDY FOR ADMINS IN NEED (HSAN) PROGRAM

Q. Who qualifies for the HSAN Program?

A. Financial assistance is available for housing to administrative professionals, age 55 and older, who are in need and meet stipulations in accordance with the IRS requirements. The assistance is only available for housing needs at this time. Monthly payments are paid directly to the housing facility.

Q. Do I have to be a current or former member of IAAP to receive financial assistance?

A. No. However preference will be given to IAAP members, former IAAP members and retired administrative professions, in this order, but anyone is welcome to request assistance.

Q. Can you live at Vista Grande and apply for financial assistance?

A. Residents at Vista Grande may apply for assistance through our HSAN Program.

Q. How do I apply?

A. All requests for financial assistance are mailed to the controller at IAAP headquarters. The controller will compile the information, assign a number to the application and forward to the board of trustees for approval/disapproval. The board of trustees does not receive the names of the applicants. IAAP headquarters notifies applicants of approval or disapproval. To apply for HSAN, you need to download the Financial Assistance Application from the website, fill out and follow directions for submitting.

Q. Is there a deadline to apply for financial assistance?

A. During the fall RTF board meeting, trustees review applications and distribute grants. To ensure there is sufficient time to process applications, the applications need to be received by headquarters no later than November 15.

Q. If I'm accepted, do I need to reapply each year?

A. Yes. Financial assistance needs must be assessed each year.

Q. Do you have to be a current IAAP member on your retirement date to qualify for benefits?

A. No, but you will lose your number one preference status and move to the secondary level.

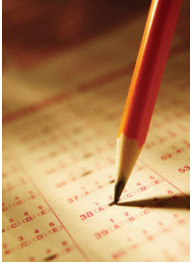
Visit the RTF website, www.iaap-rtf.org, for additional information on the HSAN Program and the RTF in general. The site is very user-friendly making navigation a breeze.

If you feel you are qualified for program consideration, please complete the Financial Assistance Application form located on the same webpage and return it to the Retirement Trust Foundation at the address on the bottom of the application no later than November 15, 2010.



IAAP Certification

By Heidi Wold, CPS/CAP - Chippewa Valley Chapter



The fall season has arrived. The air is a little cooler and I am enjoying my commute to work even more when I see the colorful leaves on the trees (as if my drive by beautiful Lake Wissota is not enough)! With the cooler weather approaching it's a great time to think of applying to take the certification exam/exams. The next deadline for applications is February 15, 2011 for the May 6 and 7, 2011 exams.

The application can be found at <http://www.iaap-hq.org/prodev/certification/CertAppPacket.pdf> along with information regarding study materials.

Why become certified? I found a wonderful quote to answer that question; *"The secret in life is for you to be ready for your opportunity when it comes"*, by Benjamin Disraeli. Wow, that really sums it up for me. While there are no guarantees in life, if an opportunity presents itself I want to be ready for the challenge. Are you ready? If your opportunity becomes available will you be ready for it? Certification will be another career advancement that will set you apart from the rest. In addition you will feel a confidence in knowing that you are investing in yourself.

Think of settling in this fall with your review books and make a career leap for yourself in the spring. You won't regret the initiative that you put forth for yourself. You and your career are worth the effort!



Wisconsin Division Fall Education Conference

October 22-23, 2010

Heidel House Resort

643 Illinois Ave.

Green Lake, WI 54941

Join us for a great weekend of educational sessions, professional development and networking!

6.5 recertification points have been granted for the weekend.

More information and registration materials are now available

at:

<http://www.iaap-wisconsin.org/IAAPHQ/WIDivision/>

[MeetingsEvents/Default.aspx](http://www.iaap-wisconsin.org/IAAPHQ/WIDivision/MeetingsEvents/Default.aspx)

We hope to see you there!!



**International Association of
Administrative Professionals®**

CALL FOR NOMINATIONS - INTERNATIONAL BOARD OF DIRECTORS OR RTF TRUSTEE



The International Nominations Committee is now calling for nominations. If you are interested, check out this link for all the information you need.

[Nominations Information](#)

2014 EFAM CO-COORDINATOR SEARCH



Attention Wisconsin Division IAAP Members! The Wisconsin Division Board is conducting a search for candidates for the two Co-Coordinator positions for the 2014 IAAP Education Forum and Annual Meeting (EFAM) to be held in Milwaukee. The Division Board will submit two names to the IAAP International Board of Directors for approval. The co-coordinators will head the host committee for the 2014 EFAM, managing a large team of committees and volunteers.

Co-coordinators cannot hold other IAAP roles in the two years prior to the 2014 EFAM. This is a very exciting opportunity for members who love to organize large events and who can effectively lead teams of many different individuals. Put your organizational and leadership skills to work for your association and apply with a résumé and completed application, available on the Wisconsin Division website at <http://www.iaap-wisconsin.org/IAAPHQ/WIDivision/Home/>, to Division President Julie Thomas at thomas@humonc.wisc.edu before the deadline of December 15, 2010.

BEFORE THE DEADLINE OF DECEMBER 15, 2010.

NOVEMBER CHAPTER MEETING TOPICS

CHAPTER/DATE/LOCATION	PROGRAM TOPIC/SPEAKER
<p>CHIPPEWA VALLEY Monday - November 15, 2010 Midelfort Clinic, Eau Claire Time — 5:15 pm - Networking; 5:30 pm - Professional Development Program; 6:30 pm - Business Mtg. RSVP To: Kathy Briggs at khbriggs@yahoo.com Reservations Deadline - No information</p>	<p>New Member Orientation Speaker - Linda Bockin Cost - No information Check their website at Home - ChippewaValleyChapter</p>
<p>DOWNTOWN MILWAUKEE Tuesday - November 9, 2010 Shops of Grand Avenue- East Plankinton Section - Second Floor (Above TJ Maxx — Former Express store) 165 West Wisconsin Ave., Milwaukee, WI Time — 11:30am — 12 pm Lunch, Networking, Brief IAAP Business Mtg.; 12 — 1 pm Educational Program RSVP To: dmcrcsvp@gmail.com Reservations Deadline - Friday- November 5, 2010</p>	<p>Innovate! Design Thinking For Admins - Discover meaningful solutions for your administrative challenges by using the methods of design thinking, an interdisciplinary, human-centered process. Diana will decipher the meaning of design thinking and present 10 innovative personas to cultivate in your office and your life. Speaker - Diana Luepke Cost — Bring your own lunch, or buy a box lunch for \$10 Check their website at Home - Downtown Milwaukee - Milwaukee, WI</p>
<p>FOX CITIES Tuesday - November 16, 2010</p>	<p>No information available at the time of print. Check their website at Home - Fox Cities (Appleton, WI) Chapter IAAP</p>
<p>GREATER GREEN BAY Monday - November 8, 2010 Holiday Inn Hotel & Suites - Green Bay Stadium, 2785 Ramada Way, Green Bay, WI Time — 5:00 pm - Networking; 5:30 pm - Dinner; 6:15 pm - Speaker; 7:15 pm - Business Meeting RSVP To: Christine.VanBoxtel@associatedbank.com; Reservations Deadline - 11:00 am on Friday, November 5</p>	<p>The Executive Perspective - Colleen Pamperin will share her personal experience "climbing the corporate ladder," and takes us around to the other side of the desk for a look at the executive perspective. Colleen will share the core competencies executives really want in today's top administrative professionals. Get the inside scoop on the administrative role, what executives require in an assistant, and hear smart secrets for building partnerships with administrative professionals. You don't want to miss out! Speaker - Colleen Pamperin - Vice President Service Operations, Humana Inc. Cost- \$20.00 for IAAP Chapter Member/IAAP Member/Student Rate (includes dinner/program); \$25.00 for Non-IAAP Chapter Member (includes dinner/program); \$10.00 for IAAP Chapter Member and Non-IAAP Chapter Member (program only) Check their website at Greater Green Bay Chapter</p>
<p>MADISON Thursday, November 18, 2010 Sheraton Madison 706 John Nolen Drive, Madison, WI Time - 5:15 - 6 pm - Business Mtg.; 6 - 7 pm - Dinner & Networking; 7 - 8 pm - Program RSVP To: Yvonne Wheeler at ywheeler@meadhunt.com Reservations Deadline - 5 pm on November 15, 2010.</p>	<p>Training & Mentoring: Making The Connection Between Technology & People - Technology is only helpful if it can actually help us solve our business needs. One of the biggest challenges when learning new skills is making the transition from the training classroom to the practical application of those skills to your job. This is especially true when it comes to learning new technology skills. Technology is only helpful if it can actually help us solve our business needs. For that to occur we need to identify the connections between people and technology and identify how we can best leverage those connections to take advantage of the technology available to you. Join us for an interactive discussion on how training and mentoring can help make the connections between people and technology. Speaker - Alli Jerger-Lopez, Inacom Cost- \$20.00 for IAAP members; \$25.00 for Guests, \$10.00 for program only. Check their website at Home - Madison Chapter IAAP</p>
<p>CONTINUED ON PAGE 8</p>	

NOVEMBER CHAPTER MEETING TOPICS - Continued From Page 7

CHAPTER/DATE/LOCATION	PROGRAM TOPIC/SPEAKER
<p>METRO NORTH MILWAUKEE Wednesday - November 17, 2010 Village of Menomonee Falls, Lower Level Training Room W156 N8480 Pilgrim Road, Menomonee Falls, WI Time - Start at 6:00 pm RSVP To: Jennifer Schied at jschied@froedtertcommunityhealth.org or (414) 777-4643. Reservations Deadline - Reservations canceled after the Friday before the Wednesday meeting date will be billed the program fee.</p>	<p>Advanced Tips & Tricks For Power Point Speaker - Jen Jones, Inacom Cost - \$10.00 for members & guests. Includes meal and program. For more information check their website at Metro North Milwaukee Program Calendar</p>
<p>MILWAUKEE Thursday - November 11, 2010 Klemmer's Banquet Center 10401 W. Oklahoma Avenue, Milwaukee, WI Time — 5:15 pm Networking; 6:00 pm Dinner followed by Business Mtg. & Program RSVP To: Kristi Sanders at kristisandersvp@gmail.com Reservations Deadline - No information</p>	<p>Expanding Your Sphere of Influence - When we're not the person "in charge" we sometimes feel powerless. But even without direct power, you can have influence over the decisions and actions of others. Discover three keys to expanding your sphere of influence with clients, colleagues, customers, volunteers — and even bosses! Speaker - Sandra J. Christensen Cost - \$15 for IAAP members - includes meal and program. \$5.00 for program only. For more information check their website at Home - Milwaukee Chapter</p>
<p>SOUTH EAST WISCONSIN Thursday - November 4, 2010 Gateway Technical College, Racine Campus, Room 113 Time - 5:30 pm - Dinner; 6:30 pm - Program RSVP To: hoeflerheidi@yahoo.com Reservations Deadline - No information</p>	<p>Emotional Intelligence Speaker - Pat Falkenhagen Check their website at Home - SE WI IAAP</p>
<p>SWANI Tuesday - November 16, 2010 Hhffrrggh Inn 731 S. Wuthering Hills Drive, Janesville, WI RSVP To: iskarlupka@blackhawk.edu Reservations Deadline - Tuesday, October 14, 2010</p>	<p>Workplace Violence & Effective Ways To Diffuse It Cost - \$13.00 For more information check their newsletter at Home - SWANI Chapter (Southern Wisconsin and Northern Illinois) IAAP</p>
<p>WAUKESHA Thursday — November 4, 2010 Venice Club 1905 N. Calhoun Road, Brookfield, WI Time — 5:30 pm - Networking; 6:00 pm - Dinner; 6:30 pm - Program; 7:30 pm - Business Mtg. RSVP To: iaapwaukesha@Yahoo.com Reservations Deadline - No information</p>	<p>"Blood, Sweat & Cheers" - Managing Your Energy - Be A Better Business Partner To The Boss—The Practical Art Of Managing Your Manager Speaker - Lynne Woida, JW Speaker Corporation Cost - \$15.00 Students, \$17.00 All Others For more information check their website at Home - Waukesha Chapter</p>
<p>WAUSAU Wednesday, November 10, 2010 Marathon County Public Library Hosts—Angela Vaughn & Dianne Carroll Time — 5:15 pm - Networking; 5:30 pm - Dinner; 5:50 pm - Program; 6:50 pm - Business Mtg RSVP To: www.iaap-wausau.org or via e-mail to Shirleye@aspirus.org Reservations Deadline - No information</p>	<p>Microsoft Tips & Tricks Presenter - Dianne Carroll Cost — \$7.00 for dinner. No program charge. For more information check their website at Home - Wausau Chapter - Wausau, WI</p>

DECIDE ON WHAT YOU REALLY WANT!

By Vernice “FlyGirl” Armour

This is the second article from my seven part series: *You're Not Stuck, You're Just Not Moving!* Do something every day to move towards your breakthroughs. What are you doing right now to create *your* next breakthrough?

Breakthrough Recommendation for the week: At any moment, we can give in to Zero Mentality. We have to know what we want and what we're willing to do and sacrifice to make it happen. It's okay to quit. Winners quit all the time, as Seth Godin has shown us in his book *The Dip*. They quit the right things at the right time, in order to *focus* on the *right* things at the *right* time! Losers quit the wrong things, *or* quit at the wrong times. **Read "The Dip" by Seth Godin (SethGodin.com).** You'll never think the same about quitting...and you'll actually look forward to it!

Decide On What You *Really* Want!

It was 5:45pm and I was still a good 20 minutes from the airport. My flight was scheduled for a 6:20 take off (door closes at 6:10pm) and I was racing down the interstate hurdling my little jeep wrangler in and out of traffic. The entire time I'm thinking... "I'm not gonna make it." But that stuff inside my head wouldn't let me turn the car around. It was rush hour traffic and I just didn't see any way I was going to make it happen. I'd pulled some miraculous airport arrivals during my time, but I knew when I was behind the eight ball...and this was one of those times.

5:58. I got to the airport terminal and raced inside the door closest to the TSA security entrance. I left the bag I needed to check, for my friend to bring with her the next day when she flew out. Made sure I had an outfit and shoes for the next day and ran inside. I stopped in front of security to pull out my preprinted boarding pass (thank goodness I printed it at home!) and headed for the security check point. My heart sank. The line wasn't ridiculously long, but just long enough for me to know I wouldn't make it if I stood in that line. I slowly (I was thinking) walked up to the end of the line and stood there for about 5 seconds. That was it, I resigned myself to forfeiting my FREE ticket and having to now purchase one tomorrow since I was too close to the departure date to have the free ticket transferred. As I ducked under the rope to head to the Southwest counter, something inside just wouldn't let me give up. As I was walking away, I walked up to the line agent at the entrance with the saddest face I could muster and said, "My flight takes off in 20 minutes, is there any way I can make it?" (Mind you, the airplane door closes 10 minutes before a flight departs.)

6:02pm. The woman told me to walk down to the premier line and go through. The man checked my takeoff time and sure enough, he let me through. When I got to the first checkpoint line, it was extremely short and I thought I was in luck until the agent told me the line was closed. My begging did no good. I quickly looked to my left and asked the woman in the next line if she minded letting me in. Knowing my predicament all too well herself, she graciously let me in and I was through security within seconds.

6:08pm. They can close the door at 6:10. By now my mind is set that they'll



just have to close the door in my face, I'm not giving up! I locate my gate...B50. I frantically follow the signs leading me to the B terminal. Much to my dismay, I accidentally went to the underground walkway vice the above ground TRAM service! I wasn't turning back; I was going to have to hoof it. As I ran through the tunnel, I briefly recalled feeling sorry for a woman I saw a few weeks earlier running through this very tunnel, suitcase in tow, trying to catch a flight. How ironic life can be sometimes.

6:10pm. I heard a male voice come over the intercom announcing the last call for Flt 912, non-stop to Chicago! I kicked it into combat running mode. I couldn't afford to feel tired even though I couldn't help but feel the flames pouring out of my chest. I got to the escalator and tried to carry my bags up the steps. It was futile. I needed a quick breather. I knew I'd be sprinting down the terminal when I got to the top.

6:15pm. By this point, the door has probably been closed for 5 minutes, but what if there's been a weather or maintenance delay? I kept running. Finally, I could see Gate 49 about 12 gates down, so I knew Gate 50 was just within my reach. As I ran up to the gate, I immediately noticed that the door was still open to the jet way, this was a REALLY good sign. I yelled, "Is this the flight to Chicago?" to the attendant who was standing there processing paperwork? It is, he said. "DID I MAKE IT?!?!" "Yes, you made it!"

6:19pm. As I stood there, heart pounding, I gladly handed him my ticket. Had I arrived on time, my boarding pass would have allowed me to be one of the first to board the plane and grab my coveted window seat and at a minimum the next best thing... an aisle seat, but I absolutely *hated* sitting in the middle. As I walked onto the jet way, I realized this would be the first time I would LOVE sitting in the middle seat!

What is it that you want so bad that you'll put up with the inconvenience to reach your goals? Look into the small moments of decision making you've had in the past and learn from those decisions. Now, where can you apply your lessons learned in your future? We all have choices to make and I believe we "Make our breaks" and "Opportunities don't go away, other people take advantage of them"! Decide on what you really want and go after it!

Get more tangible tips and insights from FlyGirl at www.VerniceArmour.com. Her monthly newsletter and coaching alternatives are a fantastic way to help you unleash the combat pilot inside and break your own personal sound barriers.

DIVISION OF EXCELLENCE SCORECARD

	Criteria	Status
#1	75% of the chapters offer programming that awards recertification points.	As of Oct 1, 2 chapters (18%) have submitted at least one recertification certificate
#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. To be recognized in newsletter and at WDAM.
#4	Download the Division of Excellence Commitment form, sign and date the form.	Done
#5	Publish a minimum of four newsletters/enewsletters and participate in the IAAP Web Community	To be done by October (monthly newsletters started in July)
#6	Provide leadership training for chapter and division leaders, which emphasizes the development of a chapter business (strategic) plan and succession planning. This training shall last a minimum of 60 minutes.	Done
#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, as per the information provided to Division Treasurer. This criterion is mandatory.	In Progress Division Budget completed in August Quarterly financials to be 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	Done (thank you, chapters!) All chapters met the deadline - Information will be verified through records at Headquarters
#9	Maintain chairpersons for the Bylaws, Certification, Education, and Membership committees	Done We have all appropriate chairs
#10	Division member(s) serve on a international committee or serve on the international board of directors or as an RTF Trustee	Done Wendy Melby CPS/CAP, GLD Director and Mary Ramsay-Drow CPS/CAP, International President
#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. This criterion is mandatory.	In July
#13	Submit a completed application for the Avery Chapter and Division Achievement Awards Program	To be done
#14	60% of the chapters submit a completed application for the Avery Chapter and Division Achievement Program or the Award for Excellence Program.	To be done
#15	90% of the chapters have a minimum of 15 members	As of Oct. 1, 100% of chapters have 15 or more members
#16	Sustain a net increase in membership of 8%	As of Oct. 1, decrease of 2.2%
#17	Retain 90% of the chapters within the division and attain a membership retention rate of at least 75%	To be confirmed at end of year
#18	Sustain an increase of at least one new IAAP Professional Chapter or one new Student Chapter	
#19	Establish a division business (strategic) plan and share with chapters; conduct a minimum of one business (strategic) planning session; and conduct a member interest/satisfaction survey.	Strategic Plan to be completed by end of October Survey to be sent out in January



MEMBERSHIP NUMBERS



IAAP'S MISSION

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



DIVISION COMMITTEE CHAIRS

AUDIT

Eileen Rauman, Milwaukee Chapter
eileen.rauman@att.net

BYLAWS & STANDING RULES

Kris Pool, CAP, Division Member At Large
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CERTIFICATION

Heidi Wold, CPS/CAP, Chippewa Valley Chapter
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MEMBERSHIP/NEW CHAPTER BUILDER

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NEWSLETTER

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NOMINATIONS

OPEN

PARLIAMENTARY ADVISOR

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PROJECT

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RTF

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WEBSITE

Arlene Kroening, Wausau Chapter
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Open Division Committee Chair

Have you ever chaired a Chapter committee? Are you interested in serving at the Division level? Would you like to earn five recertification points, a point for Member of Excellence, a point for your chapter for Chapter of Excellence? We have two opportunities for you:

Nominations: Prepares a slate of candidates for election at the Annual Meeting of the Division in accordance with Wisconsin Division Bylaws and Standing Rules.

Note: If you chair nominations, you cannot run for Division office for the 2011-12 year. We do have someone who is willing to be a committee member and help contact potential candidates for office.

Please contact Julie Thomas at thomas@humonc.wisc.edu for more information.



MEMBER SPOTLIGHT



Name: Gloria Huschka
 Employer: Janesville Country Club
 Job Title: Membership Director
 Chapter Name: SWANI

Did You Know? I have lived in Janesville my entire life. I live with my parents who are now 93 and 89 years old. My grandfather worked for Parker Pen Company for many years and invented the arrow clip. My father worked at Parker Pen for 40 years retiring in 1980. Not being a factory worker, I looked for work elsewhere and after obtaining Associate Degrees in Accounting and Supervisory Management, I was hired in April 1991 at the Janesville Country Club. I have been a member of IAAP since 1994. In May 2010 I received my Bachelor Degree in Business Administration from Upper Iowa University. My hobbies include reading, photography, writing, listening to country music and volunteering.

**MORE MEMBER SPOTLIGHTS
 ARE NEEDED!!!!**

**PLEASE SUBMIT THEM TO
 suzy.borchers@pplusic.com**

CHAPTER SPOTLIGHT

Waukesha Chapter

City: Waukesha (and surrounding cities), WI
 Chapter President: Kitty Knight, CPS
 Meeting Info: Meets the first Thursday of every month (September through May). Networking at 5:30 pm; Dinner at 6:00 pm; Program at 6:30 pm; Business Meeting at 7:30 pm
 Location: Venice Club, 1905 N. Calhoun Road, Brookfield, WI 53005
 Reservations: Contact Stephanie Kuglisch at kugies6@yahoo.com
 Chartered: 1997
 # Members: 46
 Did You Know?: We have a member that is the WI Division Vice President - Kathi Princeton, CAP and another member that is the International Great Lakes District Director - Wendy Melby, CPS/CAP.
 Chapter Website: <http://www.iaap-waukesha.org/>



OFFICER SPOTLIGHT - SECRETARY

What skills can you develop by serving as your Chapter or Division Secretary?
 Report Writing, Policy Administration Historian/Librarian, Research, Document Control, Event Coordination, Parliamentary Processes



Kathy Schuster - Greater Green Bay Chapter - "As secretary for the Greater Green Bay Chapter, I have learned so much about IAAP. The experience has made my membership much more meaningful to me. Working closely with the board is fun!"



Gloria Huschka - SWANI Chapter - "I served as the Wisconsin Division Secretary for two years. During my tenure as Wisconsin Division Secretary I learned a lot about IAAP. I had the wonderful pleasure of traveling around this great state of ours and worked with some fabulous people to enrich and grow IAAP. It was a rewarding experience and one that I would encourage all of our members to sample sometime."

IMPORTANT DATES TO REMEMBER

Boss's Day

October 16, 2010

IAAP Fall Conference

October 17-20, 2010

Hilton Seelbach Hotel

Louisville, KY

[IAAP Fall Conference](#)

CPS/CAP Certification Exams

November 5-6, 2010

<http://www.iaap-hq.org/provdev/certification/index.html>

Registration Deadline For May, 2011 CPS/CAP
Certification Exams
February 15, 2011

IAAP Spring Conference

March 6-9, 2011

Hyatt Regency Hotel

Tampa, FL

[IAAP Spring Conference](#)

Administrative Professionals Week/Day

April 24-30, 2011 - Week (APW)

April 27, 2011 - Day (APD)

CPS/CAP Certification Exams

May 6-7, 2011

<http://www.iaap-hq.org/provdev/certification/index.html>

Wisconsin Division Annual Meeting

May 13-14, 2011

Sheraton Brookfield

375 S. Moorland Road

Brookfield, WI

International Educational Forum & Annual Meeting (EFAM)

July 24-27, 2011

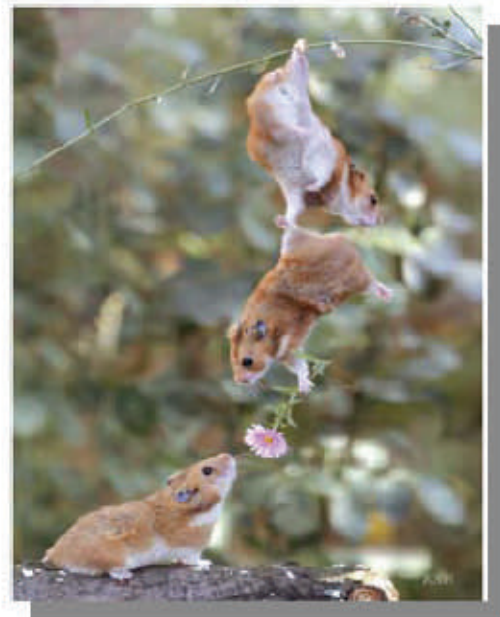
Montreal Convention Center

Montreal, Canada

[Hotel Reservations Are Now Open - Click Here For Info](#)

“Good leaders make people feel that they’re at the very heart of things, not at the periphery. Everyone feels that he or she makes a difference to the success of the organization. When that happens, people feel centered and that gives their work meaning.”

Warren Bennis



Friendship, cooperation and love defined in a single photo?

HAVE A GREAT DAY!

2010–2011 International Board of Directors

	<p>Mary Ramsay-Drow, CPS/CAP President 921 E Park Blvd. Oak Creek, WI 53154-3925 Work 414-343-4608 Fax 414-343-4089 Home 414-571-1252 E-mail mradow@iaap-hq.org E-mail mary.ramsay-drow@harley-davidson.com</p>		<p>Tamra Goodall, CPS/CAP President-Elect 106 Laurel Dr. Hurricane, WV 25526 Home 304-757-9216 Work 304-344-9744 Home E-mail tamragoodall@comcast.net Work E-mail tgoodall@wvha.org</p>
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	<p>Judith Yannarelli, CPS/CAP Treasurer 281 Cloverleaf Dr. Longs, SC 29568 Home/Work 843-734-0120 Cell 973-449-8446 Fax 843-734-0120 E-mail iyannarelli@iaap-hq.org*</p>		<p>Sharron Buttler, CPS/CAP Director, Canada District (11) 53 Willow Glen Dr. Kanata, ON CANADA K2M 1K9 Work 613-596-7180 Fax 613-596-7763 E-mail sbuttler@iaap-hq.org</p>
	<p>Wendy Melby, CPS/CAP Director, Great Lakes District (11) Manpower Inc. 100 Manpowr Place, 4th Floor Milwaukee, WI 53212 Work 414-906-7197 Home 262-391-9611 E-mail wmelby@iaap-hq.org</p>		<p>Bianca M. Constance Director, Northeast District (12) SIFMA 120 Broadway, 35th Floor New York, NY 10271 Work 212-313-1152 Fax 212-313-1028 E-mail bconstance@iaap-hq.org</p>
	<p>Kristi Rotvold, CPS/CAP Director, Northwest District (12) 3719 10th St. N., Fargo, ND 58102 Work 701-234-6091 Fax 701-234-4220 Home 701-235-1045 Cell 701-388-9626 E-mail krotvold@iaap-hq.org E-mail (emergency only) kristi.rotvold@sanfordhealth.org</p>		<p>Virginia Boyd, CPS/CAP Director, Southeast District (11) Ascend Performance Materials 1515 Hwy 246 S (29646) PO Box 1057 Greenwood, SC 29646 Work 864-942-4219 Fax 864-942-4726 E-mail vboyd@iaap-hq.org</p>
	<p>Dortha Gray, CPS/CAP Director, Southwest District (12) 7626 Millshire Way Houston, TX 77095 Work 713-651-6302 Home 281-856-2726 E-mail dgray@iaap-hq.org</p>		<p>Leanne Fisher, GradCert Bus, JP Affiliate Representative (11) PO Box 4229, Melbourne University Victoria 3052 AUSTRALIA Work 61 3 8344 4721 Home 61 3 9744 6976 E-mail lfisher@iaap-hq.org</p>
<p>• = Preferred</p>	<p>(11) or (12) designates term runs through that year (term ends upon that year's international annual meeting election); District Directors serve two-year terms</p>		

NATIONAL BOSS'S DAY



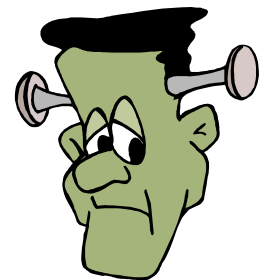
National Boss's Day is October 16 each year. When the holiday falls on a weekend, it is generally celebrated on the working day closest to October 16. National Boss Day offers employees an opportunity to recognize those in supervisory positions. Popular ways to say "thanks" include cards, a lunch in the boss's honor, flowers, or gift certificates.

National Boss Day was started in 1958 when Patricia Bays Haroski, then an employee at State Farm Insurance Company in Deerfield, Ill., registered the holiday with the Chamber of Commerce of the United States. She designated October 16 as the special day because it was her father's birthday. Ms. Haroski's purpose was to designate a day to show appreciation for her boss and other bosses. She also hoped to improve the relationship between employees and supervisors. She believed young employees often do not realize the challenges bosses face in running a business.

HALLOWEEN FUN FACTS

HALLOWEEN HOLIDAY TRIVIA

- Orange and black are Halloween colors because orange is associated with the Fall harvest and black is associated with darkness and death.
- Halloween was brought to North America by immigrants from Europe who would celebrate the harvest around a bonfire, share ghost stories, sing, dance and tell fortunes.
- Tootsie Rolls were the first wrapped penny candy in America.
- The ancient Celts thought that spirits and ghosts roamed the countryside on Halloween night. They began wearing masks and costumes to avoid being recognized as human.
- Halloween candy sales average about 2 billion dollars annually in the United States.
- Chocolate candy bars top the list as the most popular candy for trick-or-treaters with Snickers being #1.
- Halloween is the 2nd most commercially successful holiday, with Christmas being the first.
- Black cats were once believed to be witch's familiars who protected their powers.



CREEPY TIDBITS

- If you see a spider on Halloween, it is the spirit of a loved one watching over you.
- Worldwide, bats are vital natural enemies of night-flying insects.
- The common little brown bat of North America has the longest life span for a mammal its size, with a life span averaging 32 years.
- The Ouija Board ended up outselling the game of Monopoly in its first full year at Salem. Over two million copies of the Ouija Board were sold.

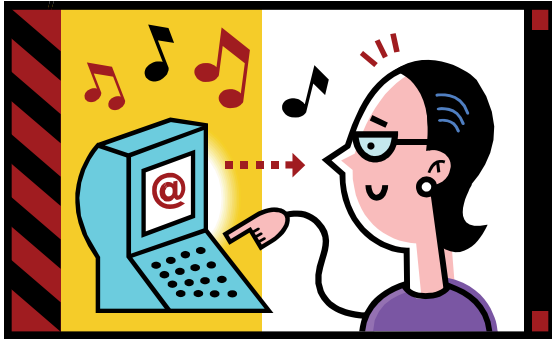


"We immediately become more effective when we decide to change ourselves rather than asking things to change for us."

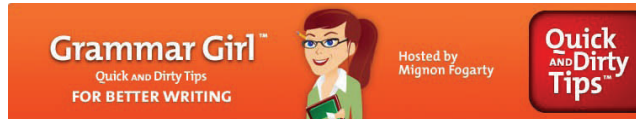
Stephen Covey



Check Out These Websites



<http://www.adminprotoday.com>



<http://grammar.quickanddirtytips.com>

If you have some websites that you would like to share, please send them to suzy.borchers@pplusic.com

IAAP - Wisconsin Division

Newsletter Editor - Suzy Borchers

This is your newsletter, so please contact me at suzy.borchers@pplusic.com with any suggestions or comments about this newsletter.

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