

## **SWANI Chapter of IAAP**

### Meeting Minutes

**When:** January 18, 2011

**Where:** The Crosby Place

**Speaker:** Blasé Stroble

**Present:** Kim Rebarckek, Nancy Arnold, Meghan Arnold (guest), Sally Keena, Aimee Bierman, Mandy Doersam, Tammy McElwee, Roxanne Matteson, Laura Manke, Mary Hesse, Brenda Groninger

**Next meeting:** Tuesday, February 15, 2011

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#### **I. Welcome and Introductions**

President Sally Keena welcomed all members and guests.

#### **II. Dinner**

The Italian House did a wonderful job of overstuffing us with pasta, sandwiches and salad.

#### **III. Program**

Blasé Stobl did a great job of presenting his views on how important good ergonomics in the office is. He explained that the first thing that we should do if possible is get a good chair (and sit all the way back in it).

We did a series of different stretches for our necks, backs, arms and legs which anyone can do throughout the day without disturbing anyone else in the office. Stretching and standing or walking around often is key to keeping our bodies healthy so we can continue to do our jobs.

I found it interesting that many headaches are actually from the weight of our arms pulling on our necks. By using the arm rest and taking that weight off it can help relieve many headaches. Also many lower backaches are caused by weak core muscles including abdominal and pelvic muscles.

#### **IV. Business**

Minutes – November meeting minutes were distributed.

Treasurer's Report – November and December treasurer's reports were routed. Mary Hesse motioned to approve as is and Laura Manke seconded the motion

Pathways to Excellence – The chapter is on track for this program. Sally and Nancy wanted to point out that many members meet most of the criteria for Members of Excellence and don't realize it. Check out the qualifications and see if we can get any members of excellence this year.

IAAP Web Community – Sally said that all of our members are out in the Web Community now and was happy to see that. There is a ton of useful information out there that we can all benefit from.

Certification – February 15 is the deadline to apply for the May exam. It's been quite a few years since we've had anyone obtain a new certification.

#### **V. Announcements**

Nancy attended the Wisconsin Division board meeting last weekend and a topic of discussion was this year's annual meeting in May. She is encouraging participation

from her chapter as she will be installed as our new Wisconsin Division President that weekend – way go Nancy! Gloria Huschka is the chair for the raffle room that weekend and she will need help staffing the room. Also, if you have any ideas for baskets to raffle, send them to Sally.

February 4 is Go Red for Women Day – Remember to wear red that day.

We need to have a recruitment meeting as a qualification for the Chapter of Excellence program. It has been tentatively decided to use our April meeting at the Beloit Country Club as that recruitment meeting. More details to follow as the date gets closer.

#### **VI. Good of the Order**

Aimee Bierman has changed roles from an Executive Assistant to Web Merchandiser.

Laura Manke is also taking on a new role – that of MOM! Congratulations to Laura and her family.

February 25-26 there will be a craft event benefiting a local youth group. Not only can you scrap, knit, stamp, etc. but you can donate old supplies for the cause as well. The details will be in the February Scope, but you can contact Tammy McElwee for details.

Mandy Doersam is in a band concert February 28 at 2 p.m. in Freeport. Contact her for details if you're interested.

#### **VII. Adjournment**

Meeting was adjourned at approximately 8:10 p.m.