



SWANI Scope



Thanks to everyone who donated school supplies for ECHO to distribute to local students in need.

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Join Us at the September Meeting!

Tuesday, September 21

Networking @ 5:30 p.m.

Dinner @ 6:00 p.m.

Program @ 6:30 p.m.

Where: Hhffrrrgh Inn
731 S. Wuthering Hills Drive
Janesville, WI 53546
608-741-8833

Cost: \$13

Menu Selections:

Blackened Chicken Salad – Fresh mixed greens topped with cheese, tomato, sliced egg, blackened chicken, and warm honey-bacon dressing.

California Club Wrap – Crispy chicken strips, cheeses, bacon, lettuce, and tomato snuggled into a flavored tortilla and served with avocado ranch dressing. **

California Burger – Angus burger served with mayo, lettuce, tomato, and cheese. **

Reuben – Corn beef brisket, sliced and piled high between rye, swiss, and thousand island dressing. **

RSVP Please...

Please RSVP to Lisa Skarlupka at lskarupka@blackhawk.edu by Tuesday, September 14.

Include your menu selection—you can choose your side the night of the event.



**Includes your choice of warm chips, French fries, garden salad, or home-made soup.

September Program: "Back to Nature" Personality Index

By: Jeff Messer—Experiential Learning Coordinator at Blackhawk Technical College

"Back to Nature" is a model of personality identification that is geared to help people understand human behavior. It helps people recognize, accept, and learn to value the differences in others. It is a tool to increase understanding, empathy, and communication in others. Using Fire, Earth, Water, and Wind, the elaborate concepts of personality theory is placed into

a user-friendly tool that is easy to use, remember, and apply.

The tools learned in this engaging session can easily be applied to both your personal and business encounters. There are reasons for each person's behavior and there really is a way to communicate with each personality

effectively. You will learn how other people perceive what you say and how best to talk to them simply based on their personality type.

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Get Ready For A Great Year!

Check out the line-up for the 2010-2011 year!

The SWANI board has put together an exciting and educational list of programs for the year. Many will include recertification points. The details for each meeting will be provided in the Scope. Please plan to join us for a great year. Any questions on the programs can be directed to Lisa Skarupka.

- September** Team Building Workshop
- October** Stress Management — How to Cope with Everyday Pressures
- November** Workplace Violence and Effective Ways to Diffuse It
- December** Holiday Celebration and Community Service Fundraiser

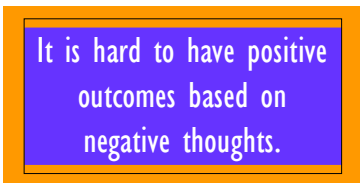
- January** Oh! My Aching Back—Ergonomics in the Office
- February** Microsoft 2007/2010 Tips & Tricks
- March** Designing Awe-Inspiring Publications
- April** Administrative Professionals Celebration - Make Every Event Fun
- May** Member Recognition Event
- June** Officer Installation

Also check out the new "SWANI Gives Back" community service projects; it's going to be a fantastic and rewarding year!

Are You Sabotaging Your Success?

"Self-talk" is a term that is used to describe the stream of thought that is inside your head. And unfortunately, a majority of that self-talk is often negative. That's a problem because it is hard to have positive outcomes based on negative thoughts.

Thus, negative thinking sabotages your success. There's a way around that,



though. Keep a thought log for one day. Catch yourself when you are thinking negatively. Write down any self-talk like this:

- ** "No matter what I do, it won't make a difference."
- ** "There is no use in trying."
- ** "I can't change. It is just a waste of time to try."
- ** "That's the way I am; I'm just no good at (insert anything here)."

- ** "I'm lucky to have what I do. I don't really deserve any better than this."
- ** "It is too hard, so just forget it."
- ** "It doesn't matter to anyone else anyway."
- ** "Why try? I'll just get criticized no matter what I do."

Then compose a positive alternative for each self-sabotaging thought. Negative thoughts can become a self-fulfilling prophecy!

New This Year—SWANI Gives Back!



Along with the fantastic program line-up for 2010-2011, our chapter will designate an organization each month for donations (items or money). Here is a quick run-down of the schedule, with more details provided closer to the date:

- August**—School Supplies for ECHO
- September**—Hats for YWCA CARE House


- October**—Cash for Oncology Flower Donations
- November**—Caritas
- December**—Shoebbox Raffle
- January**—TBD
- February**—Rock County Humane Society
- March**—Red Cross

- April**—Professional Accessories for BTC Students
- May**—Rawhide

All donations are strictly voluntary!



Sally Says...

 It's hard to believe that it's back to school time already. I hope you are all enjoying summer as it draws to an end. Along with back to school time comes back to SWANI IAAP time. It was great to see everyone who was able to join us at El Jardin for the August Welcome Back get-together. There were lots of conversations and lots of laughter. I'm so excited about the coming year. Going along with the 2010-2011 International theme

"Passion & Purpose" our chapter Vice President Lisa Skarlupka and Treasurer Kim Rebarchek came up with the idea to (create a purpose for our chapter and) give back to our community by collecting for a different charitable organization at each of our monthly meetings. They have worked hard to create a fantastic program line-up. We are going to have an awesome year and I invite you all to come along for the wonderful ride. Stay tuned! See you soon!

Also – if you haven't taken the time to sign up for the IAAP Web Community, I strongly encourage you to do so. It is for all of us as members, to connect with each other and share ideas through online discussions, blogs, document libraries and much more. There's even a user guide you can access to learn how to get started. Give it a try!! <http://www.iaap-hq.org/> Sally Keena, President



What Leadership Is... And Isn't

At some time or another, all of us choose to step into a leadership role or get conscripted to do so. Sometimes our style reflects that of the person who served before us; sometimes we model what we believe a good leader is or should do; and then there are times we don't know what to do, so we simply play it by ear. Well, the good news is that there are leadership approaches that work for most of the people most of the time.

Here are some hallmarks of good leaders.

They have a vision in line with the mission, can articulate it to others, and get them to join efforts to advance the organization or project toward it.

They don't just show up and adlib. They identify a best expected outcome and work toward making it happen. They are goal-directed.

They work to build a consensus. They don't use a vote to divide the group, but rather find common points to create harmony and agreement.

They don't just "tell people what to do." They generate buy-in so others want to participate and they never ask group members to do something they wouldn't be willing to do themselves.

They don't micromanage. They know that many roads lead to a final destination and people don't have to do it the leader's way, but can choose what works best for them.

Today, time is our most precious commodity and is oft cited as the main reason people won't volunteer.

True leaders don't waste time – for themselves or others – and will never call a

face-to-face meeting unless it is truly necessary and can't be handled by conference call or e-mail. They are purpose driven and respectful of volunteer needs. If one person can handle the job, they never require a committee to do it.

They don't play the martyr and either do everything themselves or endlessly tout how hard they have worked and how much they have contributed. They are positive about the leadership experience and engage others.

They realize that part of the role of leader is grooming others to develop new skills and stretch themselves. They allow people to learn from mistakes and improve the process.

They will never utter the words, "We did it before and it didn't work..." or "This is the way it's always been done." They are open to new ideas and want to learn new things – they keep growing along with their members.

They praise often and aren't critical. They use every opportunity as a learning experience.

So, does the leader have to be the oldest, wisest, and most experienced of the group? No. They needn't have all the answers, they just need to know the right questions to ask, and then trust their team to get the job done with their support.

Susan Fenner, PhD

"Today, time is our most precious commodity and is oft cited as the main reason people won't volunteer"

PASSION & PURPOSE

SWANI CHAPTER

Birthdays, IAAP Anniversaries, & Other Special Occasions

NEW MEMBER!!

Welcome to our newest member, Melissa Kahl., who joined SWANI in July. She works for the Janesville School District. Welcome Melissa!

Birthdays

Deb Blazer	September 5
Danielle Murray	September 9
Lisa Huber	September 12
Sally Keena	September 30

IAAP Anniversaries

Tonya Swanson	Joined 2000
Ana Fe Kangas	joined 2005



Members' special occasions can be emailed to AlohaNRA@aol.com

Notable and/or Fun Dates

Labor Day	September 6
Patriot Day	September 11
National Grandparents Day -	September 12
World Ozone Layer Day -	September 16
Int'l Talk Like a Pirate Day -	September 19
World Tourism Day -	September 27

BoxTops for Education—Do You Collect Them?

Avery teams up with IAAP on a community service project!

Do you collect BoxTops for Education? Many of us already do and donate them to a local school to help fund needed items for the students. Well, office product giant Avery recently began including the "boxtops" on many of their products. They are challenging IAAP chapters to participate,

collect, and turn in as many box-tops as possible to any local school(s). The IAAP chapters collecting the most will win a cash prize.

SWANI Chapter will begin collecting tBoxtops for Education". Look for them on many popular products, to include Pillsbury, Betty Crocker, Ziploc, as well as Avery. Bring your box-tops to any chapter meeting. We will donate them to a local school.

They can use the boxtops to purchase supplies and equipment.

Prizes will be awarded to the chapter members who collect the most, so ask your family, friends, and coworkers to contribute to a great cause!

As with all of the "SWANI Gives Back" causes, this is also strictly voluntary, but any help is appreciated.

Upcoming Events...

- September 21—SWANI Meeting
- September 24—deadline for Scope newsletter articles
- October 17-20— International Fall Conference, Louisville, KY
- October 19—SWANI Meeting
- October 22-23—Wisconsin Division Fall Education Conference, Green Lake

The Wisconsin Division Board has been working hard making arrangements for the Fall Education Conference in Green Lake in October. Several outstanding speakers will be presenting (one of them is from the SWANI Chapter!). Besides the 6.5 hours of education, there will be networking, IAAP updates, and a lot of fun! Please consider attending. Your registration fee of \$110 will include all of the workshops, dinner on Friday night followed by a fun activ-

ity, and then breakfast and lunch on Saturday. There will also be a 50/50 raffle; last year's winner took home nearly \$200!

Online registration will be available or you can register by mail. For more information, please contact Nancy Arnold at AlohaNRA@aol.com.



Casual Corner..

Last Call for Summer Reading

One of summer's enjoyable indulgences is settling down with a good book. Here are a few that have been recommended lately. Make a promise to yourself to pick one up and make time for it next weekend!

The Help by Kathryn Stockett is an optimistic, uplifting novel set during the civil rights movement in Jackson, Miss; a young woman begins to collect the stories of the black women on whom the country club set relies.

Let's Take the Long Way Home by Gail Caldwell is about the art of female friendship; it's a memoir

about two independent women from the most opposite of backgrounds who see each other through life's trouble spots.

The Queen's Fool by Philippa Gregory is an engaging look at powerful women of another time and place who are intelligent and appealing.

The Art of Racing in the Rain by Garth Stein has as its narrator, Enzo, a lab terrier mix plucked from a farm outside Seattle to ride shotgun with a race car driver. When the driver hits an extended rough patch, Enzo remains his most steadfast, if silent, supporter.



Do you have a recommendation for a book, movie, music, or restaurant? Send an email to AlohaNRA@aol.com for possible publication in a future issue of the Scope.

Delegate Report International Education Forum & Annual Meeting

Thank you SWANI Chapter for allowing me to serve as your delegate to the International Education Forum and Annual Meeting (EFAM) in Boston. It was a wonderful experience, as I knew it would be. Lisa Skarlupka was able to attend, too, and I am sure she enjoyed herself, met other members, and gained some new skills along the way.

My early-morning flight out of Madison put me in Boston early so I had some time to network and relax before the excitement began in full force.

Registration was a breeze and the Hospitality Room was lively and inviting. Later Saturday evening, several of us "eGroupies" (IAAP members who post on the web community) met for cocktails and laughter. EFAM had officially begun!

Sunday morning brought the first of several business sessions; attendees were welcomed and the International Board and other notables were introduced. Candidates running for international

officer spoke to the delegates in preparation for voting on Monday morning. The slate was rather light this year – just one candidate for several offices and one candidate for International Secretary was nominated from the floor.

An announcement was made about the upcoming changes to the certification and recertification programs. The Certified Professional Secretary (CPS) rating will be replaced by the Certified Administrative Professional (CAP) rating in November 2011. The CAP rating will be replaced by the CAP-OM

(OM designates an "Organizational Management" specialty) at that time. The plan is to offer several specialties in the future, such as Information Technology, Medical, Legal, etc. The 90 points currently required for recertification will drop to 60, with several changes (elimination of the elective category, elimination of the work project category, restrictions of qualifying leadership roles). Attendees received a handout outlining these changes; the information is also posted in the web community.

"congratulations to SWANI Chapter—we were honored for our second "Chapter of Excellence" achievement!"

The Great Lakes District Caucus was held Sunday afternoon – congratulations to SWANI Chapter – we were honored for our second "Chapter of Excellence" achievement! Chapters and individuals were recognized in several categories in addition to the Pathways to Excellence awards. Wendy Melby, Great Lakes District Director presided over this event. It's an exciting year for Wisconsin – not only is the Great Lakes District Director from our state, so was the incoming International President (Mary Ramsay-Drow).

Voting on Monday morning went without a hitch, due mostly to electronic polling machines and an organized process to get several hundred people in and out in about an hour. I met up with a group of government employees for a photo; Wisconsin Division had a photo taken that morning, too. After lunch, we were back to business, with the proposed amendments presented, debated, and voted on. (continued on page 6)

PASSION &
PURPOSE

SWANI CHAPTER



IAAP Mission:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.

IAAP Core Values:

Integrity, Respect, Adaptability, Communication, Commitment

**SWANI CHAPTER
IAAP**

Check out our website:



2010-2011 CHAPTER OFFICERS

PRESIDENT

Sally Keena
Professional Equipment/LSS
608-757-4619
S.keena@professionalequipment.com

VICE PRESIDENT

Lisa Skarlupka
Blackhawk Technical College
608-757-7774
lskarupka@blackhawk.edu

SECRETARY

Aimee Bierman, CPS
W.W. Grainger
608-757-4651
A.bierman@labsafety.com

TREASURER

Kim Rebarchek
Blackhawk Technical College
608-757-7771
krebarchek@blackhawk.edu

2010-2011 COMMITTEE CHAIRS

BYLAWS/STANDING RULES

Laura Manke, CPS

MEMBERSHIP

Roxanne Matteson

EDUCATION/PROGRAMS

Lisa Skarlupka

NEWSLETTER

Nancy Arnold, CPS/CAP

CERTIFICATION

Brenda Groninger, CPS/CAP

FUNDRAISING

Nicole Norris

APW/APD EVENT

Sally Keena

**RETIREMENT TRUST
FOUNDATION**

Nancy Arnold, CPS/CAP

Delegate Report (continued)

From Page 5...

This year the proposed amendments were not as controversial as in the past, however this is one of the most important functions of the delegate; these votes decide the future direction of our organization.

On Tuesday we had two keynote speakers – Vernice “Flygirl” Amour (the first African American female fighter pilot in the Marine Corps) and Erin Brockovich (the inspiration for the movie that bears her name). Vernice and Erin were entertaining, motivating, and shared touching stories about their unique journeys through life. Tuesday afternoon and all day Wednesday we attended educational workshops. The banquet was held Wednesday night.

The leadership workshop held on Thursday morning included training on conflict resolution, deadlines for financial reporting requirements, and information on Pathways to Excellence. The morning concluded with a keynote speaker, Cynthia



D’Amour, who instructed us to “embrace our lazy leader for outrageous results”. This was the end to the “official” part of my visit to Boston – my husband flew in on Thursday and we were tourists for the next several days.

Thank you again for allowing me to be your delegate at the Education Forum and Annual Meeting. Wisconsin members have a vested interest in attending the next few EFAMs; Milwaukee will host the event in 2014 and the planning will begin soon!

Nancy Arnold, CPS/CAP

Election Results:

President: Mary Ramsay-Drow, CPS/CAP
President-Elect: Tamra Goodall, CPS/CAP
Vice President: Karlena Rannals, CPS/CAP
Secretary: Antoinette Smith, CPS/CAP
Treasurer: Judith Yannarelli, CPS/CAP

Affiliate Rep: Leanne Fisher
Northeast District Director: Bianca Constance
Northwest District Director: Kristi Rotvold, CPS/CAP
Southwest District Director: Dortha Gray, CPS/CAP
RTF Trustees (2-year term):
Carolyn Prather, CPS
Kelly Reggio, CAP

