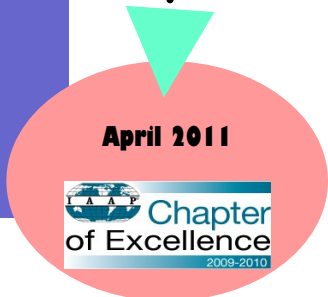




# SWANI Scope



Thanks to everyone who donated money to support the American Red Cross!

## Join Us at the April Celebration and Recruitment Event!!

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Tuesday, April 19

**Networking** @ 5:30 p.m.  
**Dinner** @ 6:00 p.m.  
**Program** @ 6:30 p.m.  
**Where:** Country Club of Beloit  
**Cost:** \$20 for members  
 \$15 for guests  
 Cost includes dinner, program, and door prizes!

### RSVP Please...

Please RSVP to Lisa Skarlupka at [lskarlupka@blackhawk.edu](mailto:lskarlupka@blackhawk.edu) by Tuesday, April 12

Negative responses are not only appreciated, they are proper business etiquette!

**Menu:** A house made crepe with a rich filling of tender chicken breast, carrots, celery, onion, and peas. Served on a bed of rice and accompanied with a fresh vegetable du jour. A house salad, dessert, and soft drink or coffee is also included. A cash bar will be available.

**Program:** Public Speaking and Presentation Tips With Tricia Clasen, Ph.D.



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**April's "Give Back" Project**  
 Our April community service project is providing professional accessories for the Blackhawk students that are suitable for interviewing. Items such as necklace/earring sets, watches, and scarves can be brought to the April meeting and Lisa and Kim will take the items back to Blackhawk. Remember that all donations are strictly voluntary!

### A little bit about our April speaker:

Dr. Tricia Clasen is an Associate Professor of Communication and Humanities Division Chair at UW—Rock County in Janesville, WI. Previously, she was an Assistant Professor of Communication at Buena Vista University in Storm Lake, IA. She has won several teaching awards.





## So You Think English is Easy???

- 1) The bandage was wound around the wound.
- 2) The farm was used to produce produce.
- 3) The dump was so full that it had to refuse more refuse.
- 4) We must polish the Polish furniture.
- 5) He could lead if he would get the lead out.
- 6) The soldier decided to desert his dessert in the desert.
- 7) Since there is no time like the present, he thought it was time to present the present
- 8) A bass was painted on the head of the bass drum.
- 9) When shot at, the dove dove into the bushes.
- 10) I did not object to the object.
- 11) The insurance was invalid for the invalid.
- 12) There was a row among the oarsmen about how to row ...
- 13) They were too close to the door to close it.
- 14) The buck does funny things when the does are present.

15) A seamstress and a sewer fell down into a sewer line.

16) To help with planting, the farmer taught his sow to sow.

17) The wind was too strong to wind the sail.

18) Upon seeing the tear in the painting I shed a tear.

19) I had to subject the subject to a series of tests.

20) How can I intimate this to my most intimate friend?

Let's face it - English is a crazy language. There is no egg in eggplant, nor ham in hamburger; neither apple nor pine in pineapple. English muffins weren't invented in England or French fries in France. Sweetmeats are candies while sweetbreads, which aren't sweet, are meat. We take English for granted. But if we explore its paradoxes, we find that quicksand can work slowly, boxing rings are square and a guinea pig is neither from Guinea nor is it a pig.

-- continued on page 3



## 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.

**April**—Professional Accessories for BTC Students

**May**—Rawhide

**All donations are strictly voluntary!**

**Have ideas for community service projects and/or local charities we can support? Email them to any of the chapter officers and all ideas will be considered for next year.**



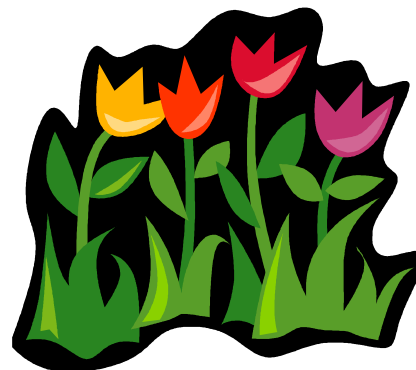
## Sally Says...

 April is the month we celebrate our profession! You owe it to yourself to attend the April meeting and bring one of your coworkers or a friend. It will be a great event, so plan to be at the Country Club of Beloit on April 19!

While you are making plans for Administrative Professionals Day, you should also make plans to attend the upcoming Division Education Forum & Annual

Meeting in Brookfield. The Division Board has been working hard for months to line up some great speakers, interesting networking opportunities and fun activities, too! To see the entire brochure with all the details, go to the Division website—[www.iaap-wisconsin.org](http://www.iaap-wisconsin.org) and check it out!

Sally Keena  
SWANI Chapter President



## So You Think English is Easy?!? continued

And why is it that writers write but fingers don't fing, grocers don't groce and hammers don't ham? If the plural of tooth is teeth, why isn't the plural of booth, beeth? One goose, 2 geese. So one moose, 2 meese? One index, 2 indices? Doesn't it seem crazy that you can make amends but not one amend? If you have a bunch of odds and ends and get rid of all but one of them, what do you call it?

If teachers taught, why didn't preachers praught? If a vegetarian eats vegetables what does a humanitarian eat? Sometimes I think all the English speakers should be committed to an asylum for the verbally insane. In what language do people recite at a play and play at a recital? Ship by truck and send cargo by ship? Have noses that run and feet that smell?

How can a slim chance and a fat chance be the same, while a wise man and a wise guy are opposites? You have to marvel at the unique lunacy of a language in which your house can burn up as it burns down, in which you fill in a form by filling it out and in which, an alarm goes off by going on.

English was invented by people not computers and it reflects the creativity of the human race, which, of course, is not a race at all. That is why when the stars are out they are visible but when the lights are out they are invisible.

PS. - Why doesn't 'Buick' rhyme with 'quick' ?

International Education Forum & Annual Meeting



**MONTRÉAL** 2011 July 24-27



PASSION &  
PURPOSE

SWANI CHAPTER

## Birthdays, IAAP Anniversaries, & Other Special Occasions

### Birthdays

Gloria Huschka      April 8



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

### IAAP Anniversaries

Laura Manke      Joined 1997  
Sally Keena      Joined 2003

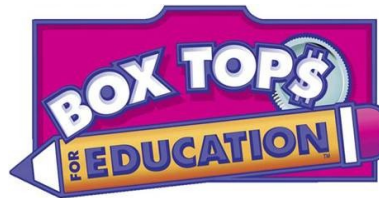
### Notable and/or Fun Dates

- April Fools Day      April 1
- Hug A Newsmen Day      April 4
- No Housework Day      April 7
- Look Up at the Sky Day      April 14
- National Zucchini Bread Day      April 23
- Easter      April 24
- Richter Scale Day      April 26
- Administrative Professionals Day      April 27
- Kiss Your Mate Day      April 28
- Hairstyle Appreciation Day      April 30

## BoxTops for Education—Collect and Donate Them!

### Avery teams up with IAAP on a community service project!

SWANI Chapter is collecting "Boxtops for Education" and donating them to a local school. Please consider joining us! Look for them on many popular products, to include Pillsbury, Betty Crocker, Ziploc, as well as Avery. Bring your boxtops to any chapter meeting.



As with all of the "SWANI Gives Back" causes, this is strictly voluntary, but any help is appreciated. The school(s) receiving the boxtops can exchange them for cash to purchase supplies and equipment that they might not be able to afford

otherwise.

The chapter will award a prize to the member who donates the most boxtops. Every member who donates will receive a small gift.

### Upcoming Events...

- April 19—SWANI Recruitment Meeting (special incentives for bringing guests!)
- May 13-14—Wisconsin Division Education Forum & Annual Meeting (Brookfield, WI)
- May 17—SWANI Meeting (Texas BBQ at Nancy's house)

### More Information About the April Event!

This year our April meeting will also be our recruitment meeting. What does this mean to you? It means we want to welcome a lot of guests and tell them about the value of IAAP membership. There will be chapter brochures and other materials for you to share with your coworkers, friends, and relatives. Every guest who attends will receive a goodie bag; every member who brings a guest will receive a small gift.

The event will be held at the Country Club of Beloit, so mark your calendars and plan to attend AND bring a guest or two! It promises to be a fun evening. We hope to see you there!



## Casual Corner...

Do you have a recommendation for a book, movie, music, recipe, or restaurant? Have a trivia question, quiz, or puzzle? Send an email to [AlohaNRA@aol.com](mailto:AlohaNRA@aol.com) for possible publication in a future issue of the Scope.

*By Kimberly Lorencic*

Admin Admin spring in my step,  
to the rescue all adept,  
with smiles and courage abound,  
I know I leave a positive mark for all around.

Admin Admin reaching beyond,  
days of yonder with aplomb!  
I can do anything, anything at all,  
because I am super powerful after-all.

Admin Admin mind like a tack!  
Don't dispel any myths, we like it like that,  
with piercing minds, and analyzing finesse,  
we will never leave anyone with a mess!

Admin Admin near and far,  
embrace the challenges,  
find the shining star!  
Stand tall and be who you are.

## Make Plans to Attend EFAM in Montreal!

The registration brochure is now available for the International Education Forum and Annual Meeting! What a great line-up of speakers and topics! Check it out — there's information on the IAAP website that will help you with every part of this international experience, including how to get your passport, how to ask your employer for support to attend, how to book your hotel and get a discount on your registration, what tours will be available, and who the candidates are for international office. It's all there! So check it out. SWANI does not yet have a delegate identified to attend — might it be you??



**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  
Demco  
608-728-4878  
Sallykeena@gmail.com

**VICE PRESIDENT**

Lisa Skarlupka  
Blackhawk Technical College  
608-757-7774  
lskarlupka@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

**Members' Task Sign-Up**

1. Assist with one of the community service projects - **Lisa Skarlupka, Kim Rebarchek, Nancy Arnold (can use more)**
2. Format & print membership roster (Apr/May) - **Nancy Arnold**
3. Contact local florists to include info on APD deliveries - **Margaret Pickart (can use more)**
4. Coordinate "goodie bags" for member recruitment event - **can use one or more**
5. Print "The Scope" and mail to members without email - **Roxanne Matteson**
6. Submit an article, website, etc. for "The Scope" - **can use one or more**
7. Submit "table topics" for chapter meetings - **Laura Manke (can use more)**
8. Collect "Boxtops for Education" at one or more chapter meetings - **Mandy Doersam (can use more)**
9. Assist one of the chapter committees:
 

Bylaws - <b>can use one or more</b>
Membership - <b>can use one or more</b>
Fundraising - <b>can use one or more</b>

If you are interested in helping out, contact Sally Keena. Thanks!



Chapter Criteria (need 14 of the 19)	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Met <input checked="" type="checkbox"/>
Six meetings offer recertification points	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
One member earn CPS and/or CAP (you?)											Need 1!
Sign commitment agreement	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Six newsletters or e-newsletters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Participate in IAAP web community	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Annual calendar & marketing plan	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
<b>Annual budget &amp; monthly statements</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Maintain full slate of officers & four chairs	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Leadership/succession officers/chairs tng											
Delegate to WDAM & delegate/proxy to Intl	Int'l done								Need Div		
Member on Div or Intl committee/officer	<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>
Have a seminar, APD or Executive event											
Apply for Avery or IAAP chapter award					<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
Have 15 members & 80% retention											On Track
<b>Conduct at least one recruitment meeting</b>											
Conduct new member orientation											
12% membership increase											
Sponsor new professional or student chapter											
Strategic plan & member survey				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

As of the beginning of April, SWANI Chapter has met 9 of the criteria (we need 14!) for our Chapter of Excellence (the two in **bold** are mandatory). What can you do to help us on this journey?