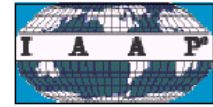


SWANI Scope



INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®

SOUTHERN WISCONSIN AND NORTHERN ILLINOIS CHAPTER
An IAAP "Chapter of Excellence"

April 2012

2011 – 2012 SWANI Officers

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Mark Your Calendars

April 17, 2012

SWANI Chapter Meeting

April 24-30, 2012

Administrative Professionals
Week

May 18-19, 2012

Wisconsin Division Meeting

*"Nothing can stop the man with the
right mental attitude from achieving
his goal; nothing on earth can help
the man with the wrong mental
attitude."*

Thomas Jefferson

Please join us for the **April SWANI Meeting!**

Networking @ 5:30

Program @ 6:00

Business Meeting @ 7:00

Dinner to follow Business Meeting

When: **Tuesday, April 17, 2012**

Where: Rhyme Business Products
1405 Riverside Drive
Janesville, WI 53546

Cost: \$15 per person (The cost of dinner includes tip
for services.)

Dinner: The Speakeasy Restaurant
19 North High Street
Janesville, WI 53548

1. Market Salad - Dried cranberries, goat cheese, roasted grape tomato and fennel, a pinch of fresh mint leaf and tossed with spinach. Recommend our raspberry or honey vinaigrette.
2. Build Your Own Burger - Enjoy your 1/2 pound burger your way. Select 3 toppings, plus get lettuce, tomato, and raw onion.
3. The Loaded Smuggler - Sliced turkey breast, bacon, avocado, provolone, basil aioli, lettuce, tomato, on whole wheat bread.
4. Grilled Veggie Wrap - Grilled fennel, roasted red peppers, artichoke, herbed cream cheese and fresh spinach.

Program: **What Can I Do to Make Your Job Easier?**
by Curt Terry, Client Manager

For the April SWANI Meeting, we will be meeting at the Speakeasy at 5:30 p.m. We can hang out in the New York Room until 6 p.m. when we will carpool to Rhyme Business Products. [Read about Rhyme Business products on page 3]

When RSVPing, please indicate if you will be attending the demonstration at Rhyme Business Products (so we know if we need to wait for you before carpooling!!) and what meal you want us to order for you. We will be returning to Speakeasy at 7 p.m. for dinner and program.

Please RSVP to Kim Rebarchek by Friday, April 13.



Virtual Assistants

The concept of virtual administrative assistants seems to be becoming more & more popular. Here are some websites that offer virtual assistant opportunities or just to learn more about how it works.

Being a VA could be an excellent opportunity for someone who wants to work out of their home, be their own boss, have a more flexible schedule, etc. How much they want to work makes a difference in their salary. I found some of these sites very interesting.

Virtual Assistants

<http://www.virtualassistants.com/>

Virtual Assistant Advice

<http://www.virtual-assistant-advice.com/index.html>

These sites have information and job postings for all sorts of freelance work.

EWomanWeb.com

<http://www.ewomanweb.com/virtualassistantjobs.shtml>

E lance.com

<https://www.elance.com/>

Freelance.com

<http://www.freelance.com/en/>

Freelance Switch

<http://freelanceswitch.com/>

"The freedom to move forward to new opportunities and to produce results comes from living in the present and not the past."

Brian Koslow

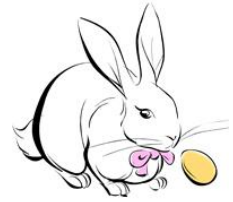
"Why does the Easter Bunny bring chocolate?"

I was asked this by my 8 year old and I didn't know how to answer. Actually, I didn't know why a bunny brings eggs either.

So, I did what every parent does... I asked others & I searched for it on the internet! Come to find out, no one I asked had any good answer to how the Easter bunny tradition started, only that they have fond memories from their childhood.

It wasn't easy to find good answers on the web, but most websites seem to imply similar answers. In an effort to stay away from the religious believes... this sums it up:

The Easter Bunny is not a modern invention. The symbol originated with the pagan festival of Eastre. The goddess, Eastre, was worshipped by the Anglo-Saxons through her earthly symbol, the rabbit. The Easter bunny has its origin in pre-Christian fertility lore. The Hare and the Rabbit were the most fertile animals known and they served as symbols of the new life during the spring season.



The Easter bunny was introduced to American folklore by the German settlers who arrived in the Pennsylvania Dutch country during the 1700s. The arrival of the "Oschter Haws" was considered "childhood's greatest pleasure" next to a visit from Christ-Kindel on Christmas Eve. The children believed that if they were good the "Oschter Haws" would lay a nest of colored eggs.

The children would build their nest in a secluded place in the home, the barn or the garden. Boys would use their caps and girls their bonnets to make the nests.

The first edible Easter bunnies were made in Germany during the early 1800s. The first bunnies were not made of chocolate; they were made of pastry and sugar.

From the earliest times, the egg was a symbol of rebirth in most cultures. Eggs were often wrapped in gold leaf or, if you were a peasant, colored brightly by boiling them with the leaves or petals of certain flowers.

German settlers believed a white hare would leave brightly colored eggs for all good children on Easter morning. Early American children built nests of leaves and sticks in their gardens for the Easter Hare to fill with colored eggs. By the 19th century in America, the Easter Hare had become the Easter Bunny delighting children with baskets of eggs, chocolates, candy chicks, jelly beans and other gifts on Easter morning.

Happy Easter everyone!

Aimee Bierman, CAP

Read the complete article:

<http://www.phancypages.com/newsletter/ZNewsletter2599.htm>

Fundraiser Update

A new fundraiser for SWANI will be introduced at the April meeting and is just in time for Mother's Day shopping! Come to the meeting & check it out!

SWANI on Facebook?

We need your feedback on whether or not SWANI should have it's own Facebook page.

Please bring ideas to the meeting or contact a board member privately (Pros, cons, should we or shouldn't we, etc.)

Your input is appreciated.

IAAP New Membership Campaign: 70/70!!!

We have reached 70 years as an association!

From now till the end of the year new members can join IAAP at the chapter, division and international level - all for one \$70 price.

You know how great our chapter is! So for our April meeting please consider bringing a guest with you! Expose them to IAAP!!

Our April meeting is always special as it falls so close to Administrative Professionals week and celebrations abound!

Help our chapter grow by sharing! It's shouldn't be a secret!

Note: there is still a one-time \$15 processing fee!

About Rhyme Business Products...

In 1945, William "Punk" Rhyme, owner of Rhyme Drug Store, started selling and servicing business machines within his store and Rhyme Supply Company was born. Rhyme Supply Company, as we were formerly known, was a business founded on integrity and a commitment to always deliver on its promises, to co-workers and customers. This company-wide commitment has been at the core of our business for over 65 years.

Over time, Rhyme has continually grown and expanded to our current 8 locations in Green Bay, Janesville, Madison, Milwaukee, Oshkosh, Portage, Richland Center and Wausau. Rhyme has been a Sharp Dealer for almost 30 years and is one of the oldest Sharp Dealers in the United States. Office Dealer Magazine has recognized Rhyme as one of the Top 100 Dealers in the United States, because of our commitment to our customers and their success as well as to our employees and their continuing education and growth.

Since our opening, the way business communicates has continually evolved and this will accelerate in the years to come. Having a business partner that understands is more important than ever before. At Rhyme, we strive to keep businesses at their competitive best by integrating the appropriate technology to meet their needs.

Have you ever watched a TV show where the characters flipped through the "computer" in midair? Have you seen shows where they draw the plans right in front of their face? We will be meeting Curt Terry at Rhyme Business Products to see how these things happen first hand! Curt will show us all the latest and greatest in technology and provide demos of how it all works! Rhyme Business Products will help you streamline your workflow, introduce you to evolutionary technology, provide you with 24/7 online ordering of office supplies, assure you of environmentally responsible programs, and help you accomplish more from your network resources.

Here's a picture of us with our firemen hosts at the Beloit Fire Station during last month's meeting.

(Left to right: Bill, Nancy, Mary, Mandy, Sally, Lisa, Kim, Roxanne, Norm, Aimee)

