



International Association of
Administrative Professionals®
Swani Chapter

SWANI Scope

October 2010



Thanks to everyone who
donated hats for the
YWCA Care House.

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Join Us at the October Meeting!

Tuesday, October 19

Networking @ 5:30 p.m.
Dinner @ 6:00 p.m.
Program @ 6:30 p.m.
Where: Mercy Hospital, 1st Floor
1000 Mineral Point Avenue
Janesville, WI

Cost: \$10

Menu: Chicken Cordon Bleu with Rice, Vegetable, Salad,
Dessert, Drink

Program: Dr. Gartland, Mercy Health System, will present
a program on Stress Management

SWANI Gives Back: Cash Donations for Oncology
Department Flowers (donations are appreciated, but strictly
voluntary!)

Interesting Websites, Useful Information...

Is technology making our lives more difficult?

We always hear about how
much technology has improved our
lives and makes our jobs easier, but
what about all the irritating tasks it
has also created for us? *Yahoo! Hot-
Jobs* article, "How technology makes
work more annoying," explores some

RSVP Please...

Please RSVP to Lisa Skarlupka at
lskarlupka@blackhawk.edu by
Tuesday, October 12.



Regular Features:

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Other Special Events, page 4
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of these new aggravating trends in the
workplace. As an admin, what new
technologies or counter-productive
practices annoy you the most? Let us
know in the OfficePro discussion group.

**PASSION &
PURPOSE**

SWANI CHAPTER

Future Trends...

By Susan Fenner, PhD, IAAP Staff

One of my favorite publications is *The Futurist* magazine, published by The World Future Society. Here are some trends they predict will shape tomorrow's world.

- * U.S. unemployment will peak the first half of 2010 and it will take at least until 2015 to get back to the pre-recession level.
- * Kids become aware of brands as young as two or three. Ten percent of the millennial generation are compulsive shoppers.
- * Rapidly growing service jobs are replacing positions lost in other areas. They are often part-time and pay half the wages of manufacturing jobs.
- * Within 10 years, the U.S. will follow Europe's lead, reducing the work week so jobs and income can be divided among more people.
- * Every U.S. generation lives longer and remains healthier than the one before. In 2011, some 10,000 Americans will turn 65 every day. One in four will rely on government programs in retirement; only half will be able to maintain their current standard of living.
- * In 2000, Latinos made up 12.6% of the U.S. population. By 2050, they will account for 24.5%.
- * Privacy is eroding with the Internet and the move to cloud computing (online systems that can be accessed from any computer). Increased surveillance is more accepted. Two outcomes – encryption and more criminals apprehended.
- * Time is becoming the world's most precious commodity. U.S. workers spend 10% more time on the job than a decade ago.
- * Nearly half of Americans ages 25 and older (92 million) take part in some continuing education, much of it on the Internet. Motorola estimates it reaps \$30 in profits from each dollar it spends on training.

One-third of Americans who retire are back on the job two years later.

- * About 80% of companies worldwide have employees who work at home, up from 54% in 2003. In 2008, 35 million U.S. workers telecommuted at least one day a month.

* The definition of "family" is changing, with the fastest growing segment being single adults living alone. More grandparents are raising their grandchildren; same-sex households are gaining new acceptance.

* Within five years, the retirement age will be moved back to 70 for early retirement and up to 72 for full benefits. One-

third of Americans who retire are back on the job two years later. Seventy percent of Baby Boomers expect to continue working well into their 70s because they are healthy and like to be active. Two-thirds doubt that anyone with a middle-class income can financially afford to retire.

- * Gen Xers and Millennials worldwide are the most entrepreneurial generations in history. Millennials thrive on challenge, opportunity, and training. They are always looking for the next career move. Companies will have to adjust to this new value system...and will.
- * Job security and high pay are not the motivators they once were. Some 48% of respondents said they work for "a feeling of real accomplishment."

What does this mean for us? How, how long, and where we do work is rapidly changing. The workplace is accommodating multiple generations that must learn to appreciate each other's values. The concept of family, aging, and retirement is morphing and will require us to reconfigure our expectations for the future.

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.

October—Cash for Oncology Flowers Donations

November—Caritas

December—Shoebox 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...

 Happy fall y'all!!

As our temperatures drop the leaves are turning color and falling to the ground, our kids are back into the swing of school and homework. Football season is underway and hockey too! Even though my allergies are kicking my butt, this is my favorite time of year.

Thank you to those of you who joined us at the September meeting at HHFFRRRGGH Inn. Jeff Messer, Experiential Learning Coordinator, Blackhawk Technical College taught us about the

Personality Index. His presentation was fun and enlightening.

In sync with our international theme "Passion & Purpose", we collected donated hats for the YWCA CARE House. They accept them regularly so if you forgot to bring them or if you weren't able to join us, feel free to bring them to the October meeting and give them to Kim or Lisa. We will be collecting 'cash for Oncology/Flowers' at our October meeting. We will be at Mercy this month with Dr. Gartland as our speaker for the evening.



I hope you have had a chance to check out our chapter website? If not, please do so at www.iaap-swani.org.

I look forward to seeing you at our October 19th meeting!

Sally Keena
SWANI Chapter President



Earth, Wind, Fire, Water... What Are You?

September Meeting Recap

Jeff Messer, Blackhawk Technical College's Ed-Venture Program Coordinator, was brought back by popular demand! An Ed-Venture is composed of a mix of physically and mentally challenging elements designed to provide a metaphor for how individuals and teams handle risk, challenge of change, and fear. Each of the elements – portable, low, and high – can be used in a variety of scenarios to target the goals your organization seeks to accomplish.

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

Since using the low and high elements requires a trip to Blackhawk Technical College, he dug a little deeper into his bag of tricks and presented "Back to Nature" – a personality analysis. Through several different activities, we learned if we were fire, earth, wind, or water.

While there are many facets to each personality and many different

ways to measure each, here is a quick explanation of the breakdown:

Fire personalities: Learn by and through experiences. Would rather figure it out than ask for help.

Constantly look for excitement and love to be in places where there are lots of exciting people. See life as a big game or party and want to make sure that as much excitement as possible is taken in. ie: Nancy Arnold and Mary Hesse.

Earth personalities: Non-conforming by nature. Think in abstract terms and always curious. Take time to analyze things. Ponder and struggle over decisions to be certain mistakes aren't made. Inventive and like to explore new ways to do things. ie: Laura Manke (she also tied with Water).

Wind personalities: Stable and dependable by nature. Stick to detailed tasks and see them through. Because of this, others gravitate

towards when a job needs to be done. Highly responsible and believe that work comes before play. Neat, orderly, and well organized. ie: Aimee Bierman, Mandy Doersam, Tammy McElwee, and Kim Rebarckek.

Water personalities: Respond well to encouragement and seek opportunities where everyone can be successful – where there are no losers. Not highly competitive. Spiritual things are very important. Great motivational skills; best known as a communicator. Seek sincere people and value unity and integrity in relationships. ie: Brenda Groninger, Sally Keena, Lisa Skarlupka, and Margaret Pickard.

This was a fun, interactive evening where we gained a new appreciation for why we do the things we do and why the things others do make us happy or bug us entirely.

Birthdays, IAAP Anniversaries, & Other Special Occasions

Birthdays

Ruth Hantke October 17
 Ana Fe Kangas October 21
 Brenda Groninger October 30

IAAP Anniversaries

Mary Hesse Joined 2000
 Roxanne Matteson Joined 2002
 Tim Phillips Joined 2003

CORRECTION— NEW MEMBER!!

In last month's Scope, Michelle Kahl's name was incorrectly listed as Melissa Kahl. Apologies to Michelle and welcome!



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

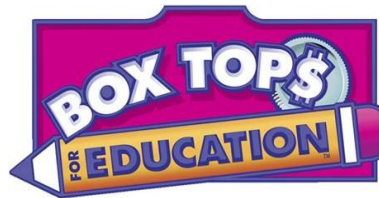
Notable and/or Fun Dates

World Teacher Day October 5
 National Poetry Day October 15
 Sweetest Day October 16
 Monster Mash Day October 20
 National Nut Day October 22
 United Nations Day October 24
 Halloween October 31

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...

- October 17-20— International Fall Conference, Louisville, KY
- October 19—SWANI Meeting
- October 22-23—Wisconsin Division Fall Education Conference (FEC), Green Lake
- October 25—Deadline for the Scope
- November 16—SWANI Meeting

It's not too early to start thinking about Montreal in July, 2011! That's the site for the International Education Forum and Annual Meeting (EFAM). The hotel block is already open—check out the IAAP website (look under "Events").

Wisconsin Division's Education Forum and Annual Meeting (May 13-14) will be held at the Brookfield Sheraton (adjacent to Brookfield Square Mall), so save the date!



Casual Corner...

Halloween Trivia

- Pumpkins also come in white, blue, and green!
- Halloween candy sales average about 2 billion dollars annually.
- The Count Dracula Society was formed in 1962.
- Tootsie Rolls were the first wrapped penny candy.
- Brown bats have a life span of 32 years.
- In the first year, Ouija boards outsold Monopoly in Salem, Massachusetts.



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.

You ARE a “Member of Excellence” - Now Prove It!

Every person who joins IAAP is a “Member of Excellence”. You demonstrate a dedication to the profession by committing to and joining a professional organization. IAAP gives you the opportunity to prove (to yourself, to your executive, to your organization) that you are a Member of Excellence. It’s part of the of “Pathways to Excellence” Program. There are eleven criteria and you need to meet eight of them in order to qualify.

The criteria include a variety of activities—everything from writing an article for an IAAP publication (like the Scope!) to attending IAAP events (to include SWANI meetings!). You get credit for holding a degree or certificate, having the CPS or CAP rating, paying your dues on time, and even signing a statement of commitment to the program.

“applying for the
“Member of Excellence”
doesn’t cost you a
dime!”

Achieving the “Member of Excellence” designation could be that special something on your resume or self-evaluation that sets you apart from your peers. It could influence a promotion, a raise, or a bonus. And unlike achievements like degree or the CPS/CAP exams, applying for “Member of Excellence” doesn’t cost you a dime!

So consider participating in IAAP’s recognition program. Wisconsin Division also rewards the chapter with the highest percentage of members who qualify for this special distinction. It would be great to see SWANI receive this award!

If you would like to receive the criteria, commitment form, and the list of documentation that needs to be kept, email Sally Keena. She will send you a pdf document with everything you need.



International Association of
Administrative Professionals®
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:

www.iaap-swani.org

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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 (Sep/Oct and Apr/May) - **still need someone**
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 - can use one or more
Membership - can use one or more
Fundraising - can use one or more

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"/>										
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"/>									
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"/>
Annual budget & monthly statements	<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	<input checked="" type="checkbox"/>										
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											
Have 15 members & 80% retention											
Conduct at least one recruitment meeting											
Conduct new member orientation											
12% membership increase											
Sponsor new professional or student chapter											
Strategic plan & member survey											

As of the beginning of October, SWANI Chapter has met 5 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?

