



International Association of  
Administrative Professionals®  
Swani Chapter

# SWANI Scope

January 2011



Thanks to everyone  
who participated  
in the Shoebox  
Auction !

## Join Us at the January Meeting!

### INSIDE THIS ISSUE:

<b>Popular New Years Resolutions</b>	<b>2</b>
<b>SWANI Gives Back</b>	<b>2</b>
<b>Special Formatting for Blank Cells</b>	<b>3</b>
<b>Boxtops for Education</b>	<b>4</b>
<b>Resource and Websites</b>	<b>5</b>

Tuesday, January 18

**Networking** @ 5:30 p.m.  
**Dinner** @ 6:00 p.m.  
**Program** @ 6:30 p.m.

**Where:** To Be Determined  
(details will be emailed)

**Cost:** TBD

**Menu:** TBD

**Program:** Ergonomics in the Office

### RSVP Please...

Please RSVP to Lisa Skarlupka at  
[lskarlupka@blackhawk.edu](mailto:lskarlupka@blackhawk.edu) by  
**Tuesday, January 11**  
*Negative responses appreciated*

### SWANI Gives Back: Charity TBD

The board and the newsletter editor apologize for the limited information on the January meeting, but due to vacation schedules, the information was not available in time for the early distribution of the Scope.



### December Wine Tasting and Shoebox Auction

The December event at the beautiful and historic Northleaf Winery in Milton was so much fun! For those of you who couldn't join us, we received a warm welcome from the owners of the winery, followed by a personal tour. We learned a lot about the history of the building and the wine making

process. After the tour, we enjoyed tasting the different varieties of wine and hearing the stories of how the flavors and names came about.

The shoebox auction was fun as always. Even though we had a small crowd, the shoe-

boxes were a big hit! We had fun bidding and then discovering what great treasures were inside. Thanks to everyone!

### Regular Features:

- Sally Says..., page 3
- Birthdays, Anniversaries, and Other Special Events, page 4
- Upcoming Events, page 4
- Casual Corner, page 5
- Officer/Committee Chair Listing, page 6
- Members' Tasks, page 6
- Chapter of Excellence Scoreboard, page 7

**PASSION & PURPOSE**

SWANI CHAPTER

# Some of the Most Popular New Year's Resolutions - Are They Yours, Too?

Check out some of the most popular New Year's Resolutions year after year, according to the website USA.gov:

*(Control & Click to view resources available if any of these are also YOUR resolutions!)*

[Drink Less Alcohol](#)

[Get a Better Education](#)

[Get a Better Job](#)

[Get Fit](#)

[Lose Weight](#)

[Manage Debt](#)

[Manage Stress](#)

[Quit Smoking Now](#)

[Save Money](#)

[Take a Trip](#)

[Volunteer to Help Others](#)



And according to About.com (Pittsburgh edition), the Top Ten resolutions are:

1. Spend More Time with Family and Friends
2. Fit in Fitness
3. Tame the Bulge
4. Quit Smoking
5. Enjoy Life More
6. Quit Drinking
7. Get Out of Debt
8. Learn Something New
9. Help Others
10. Get Organized

**Need Help With Your Resolutions? Check out these websites for advice:**

<http://www.mygoals.com/about/NewYearsTips.html>

[http://www.ehow.com/how\\_12077\\_new-years-resolutions.html](http://www.ehow.com/how_12077_new-years-resolutions.html)

<http://www.time.com/time/health/article/0,8599,1950511,00.html>

**And just for fun:**

<http://www.newyearfestival.com/funny-new-year-resolutions.html>

## 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.

**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 New Year SWANI members!

I hope all your holidays were happy ones. Thank you to everyone who joined us at the North Leaf Winery. It was a great time. Also, thank you from the Friends of Traxler for the generous donation. What a pleasant surprise! I wish you all a happy, healthy 2011. What is your new year's resolution? Does it have to do with your health? Maybe you're planning a new fitness routine? Or maybe you are striving to achieve the standing of IAAP "Member of Excellence" this year. Please take a look at



the criteria. Some of you are well on your way and might not realize it. Whatever your resolve for 2011, best of luck to you in sticking with it! We have more great programs lined up for our monthly meetings. Please join us when you can.

Happy New Year!  
Sally Keena, President

## Special Formatting for Blank Cells (Excel 2007)



Sometimes it is handy to have special formatting applied to blank cells. For example, I keep a log tracking purchase orders that my boss had to sign. I included a column for date signed and to make the outstanding ones stand out a little more clearly in the list, I applied bright yellow conditional formatting to the blank cells in that column. Another time I use this type of formatting is if I have sent out invitations. I have the column marked for yes or no for attending, and I know that the blank cells are people who haven't replied yet. Again, I highlight these bright yellow so they stand out. I can also use filters to show only those rows that have blank cells in that column.

To set up this conditional formatting, first select your cells, then click Conditional Formatting on the Home Ribbon. Next click Highlight Cell Rules, then More Rules (at bottom). Choose the second item at top Format Only Cells That Contain on the pop up window that comes up. In the bottom half of that window click the drop down next to Cell and change it to Blanks (note the option for non-blanks as well - that might prove useful to you someday). Modify your formatting to yellow fill or whatever you want and click OK.

Voila! The cell now is bright yellow if you have no data typed in it. Go ahead and type something and you will see that the yellow formatting goes away. Delete the text you type, and the yellow formatting comes right back.

Now that you know about this functionality, I'll bet you will find plenty of uses for it!

Marie Herman  
Two Rivers Chapter

# Birthdays, IAAP Anniversaries, & Other Special Occasions

## Birthdays

Roxanne Matteson December 13  
 Lisa Skarlupka December 29  
 Aimee Bierman January 1  
 Susan Hughes January 14  
 Darlene Becker January 16  
 Mary Hesse January 20



## IAAP Anniversaries

Lisa Huber Joined 2004  
 Jennifer White Joined 2009



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

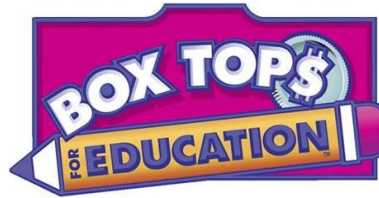
## Notable and/or Fun Dates

New Years Day Jan 1  
 Fruitcake Toss Day Jan 3  
 Bubble Bath Day Jan 8  
 International Skeptics Day Jan 13  
 Martin Luther King Day Jan 17  
 National Pie Day Jan 23  
 Beer Can Appreciation Day Jan 24  
 Spouse's Day Jan 26  
 Fun at Work Day Jan 28

## 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 and Other Chapter News...

- January 18—SWANI Meeting
- February 15—Deadline to Apply for the May Exams
- February 15— SWANI Meeting
- April 27—Administrative Professionals Day
- May 13&14— WI Division Education Forum and Annual Meeting (Brookfield, WI)

**Ideas Wanted:** Do you have ideas for next year? If you know a speaker, want to hear a particular topic, or have a place in mind where SWANI could hold a meeting, email any of the officers and let them know! The board is always looking for new ideas to keep the meetings interesting and fun.

**NOMINATIONS CHAIR NEEDED:** The chapter needs someone to serve as the Nominations Chair to identify leaders for the 2011-2012 IAAP year. If you are interested, let one of the officers know. Thanks!



## Casual Corner... I'm Fabulous, And You?

By Todd Hunt

Have you ever worked for a boss who truly inspired you? Mine was Harry, the boss who changed my life. Harry was VP of marketing at an insurance company (a solid, safe company for an uptight guy like me). Harry was always fabulous. People would see him in the hall and say, "Hey Harry, how ya doin'?" I'm fabulous! Sometimes he was top notch. But usually he was fabulous.

There was a woman in our department who was even more uptight than I was. It annoyed her no end how Harry would run meetings without agendas...make employees write their own evaluations...ignore voice mail messages, that sort of thing.

"And how can he be fabulous all the time? That's just not statistically possible!" Well, I started to mimic his routine and drove her doubly nuts. When people asked how I was, I'd say, I'm fabulous! They'd laugh, "Oh Todd, you're just as bad as Harry." Soon I answered that way not only at work but anywhere anyone asked, "How ya doin' Todd?" I'm fabulous! I didn't realize how much it had become a part of me until years later. I had my own marketing company, and one day I was talking with a client. He asked, "How are you, Todd?"

Without thinking I answered, Pretty good. "Oh? Just pretty good? You're not fabulous??" Sorry -- spaced out. I'm fabulous!

My point is, nobody cares how you are. They really don't! They don't care if you have a boil. Or a goiter. Or a scab the size of a Pringle. That you keep picking at. And it just gets bigger. But you won't see a doctor about it because your sister had a bad experience in 1992, and she almost went broke trying to sue the incompetent so and so...they don't care! So just say, "I'm fabulous!" Even if you're not. You'll surprise them, and you'll brighten your day. You'll brighten yours too. Fabulous!

Harry was also full of stories. Optimistic day-brighteners, like the one about three people sitting in a living room. A brick wrapped in string and paper came crashing through their window. The first man grinned and said, "Look -- someone threw a note through our window!" A joyous woman knelt to examine the note and exclaimed, "Wait, there's a brick tied to it!" The third person was ecstatic. "What luck -- now we can finish the fireplace!"

Fabulous Indeed!



Business humorist Todd Hunt speaks to IAAP and other organizations that want to add fun to their meetings and send members back to work smiling, with tips to improve communication and success. Visit him at [www.ToddHuntSpeaker.com](http://www.ToddHuntSpeaker.com)

## Check Out These Resources and Websites!

### Free Podcasts Available from IAAP:

<http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Resources/Podcasts/Default.aspx>

The IAAP Web Community is a goldmine of educational opportunities – podcasts are offered in a variety of subjects. Recertification points are offered in many cases, too, depending on the subject and length of the podcast. If you haven't set up your profile yet, this is the perfect reason to join thousands of IAAP members already using the Web Community.

### Jane Boucher

<http://www.janeboucher.org/positive.shtml>

Jane Boucher writes and shares a multitude of articles; titles include "The Power of Praise", "Moving Forward After Losing a Job", "Give the Gift of Self-Esteem" and "Take Steps Toward Achieving Your Goals". She has a couple of assessment tests that you can take, too. One is "Does Your Job Fit Your Personality Profile" and another is "Find Out Your Company's People Potential".

### Websites for Fun Stuff!

The following websites were highlighted at the recent Fall Education Conference during the "Make Every Event Fun" workshop:

[www.officeplayground.com](http://www.officeplayground.com) (for stress toys and other fun office things)

[www.orientaltrading.com](http://www.orientaltrading.com) (trinkets, theme-colored items like plates, goodie bags, etc)

[www.wikipedia.com](http://www.wikipedia.com) (for trivia and facts about a lot of things)

[www.holidayinsights.com](http://www.holidayinsights.com) (fun and wacky holidays, months, today in history...)

[www.infoplease.com](http://www.infoplease.com) (tons of interesting things like where is the tallest building, what is the newest country, the psychology of color, plus games, puzzles, and so much more!)

Check out these podcasts  
and websites -if you  
know of more, email  
Nancy Arnold

PASSION &  
PURPOSE

SWANI CHAPTER



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](http://www.iaap-swani.org)

**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

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"/>								Need 3!
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"/>						Need 2!
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"/>							
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											
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											
<b>Conduct at least one recruitment meeting</b>											
Conduct new member orientation											
12% membership increase											
Sponsor new professional or student chapter											
Strategic plan (Dec) & member survey				<input checked="" type="checkbox"/>							

As of the beginning of January, 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?