



# SWANI Scope



Thanks to everyone who donated gifts of money to support the Oncology Flower Fund at Mercy Hospital.

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## Join Us at the November Meeting!

Tuesday, November 16

### RSVP Please...

Please RSVP to Lisa Skarlupka at [lskarlupka@blackhawk.edu](mailto:lskarlupka@blackhawk.edu) by Tuesday, November 9

**Networking** @ 5:30 p.m.  
**Dinner** @ 6:00 p.m.  
**Program** @ 6:30 p.m.  
**Where:** Bushel & Peck's  
 326 State Street  
 Beloit, WI  
**Cost:** \$10 (cash bar available)  
**Menu:** Buffet with roast beef, side dish, salad, and dessert  
**Program:** **Workplace Violence and Conflict Resolution with Deputy Paul Kremer**



**SWANI Gives Back: Caritas** (see description below)

### November's "Give Back" Charity is Caritas

**Caritas** serves families that live north of Rockford, Illinois and south of Janesville. Families may come to Caritas once a month for emergency food and clothing. The center provides money for some prescriptions medications and bus tokens for

trips to the Rock County Job Center or rides home from Caritas. The center has been serving about 25 families every day and has been seeing a lot of new faces lately.

Donations of clothes (new or gently used), cash, food, diapers, and toiletries are accepted.



# Bad Break Room Behavior Can Leave a Lingering Impression article courtesy of Office Team

Bringing lunch to work has become an everyday occurrence for more and more workers because of the downturn. If you're among this group, mind your manners in the company kitchen. Workers polled in a recent survey by OfficeTeam said the most annoying break room behavior is leaving a mess for others to clean up. Taking a coworker's food without asking came in second, followed by leaving expired or spoiled items in the refrigerator.

You may think your actions in the break room go unnoticed...

You may think your actions in the break room go unnoticed, but subtle behaviors can send a message about your consideration for others — or lack thereof. Here are five additional tips for minding your manners in the break room:

**Remember mom's advice.** If you spill something in the microwave or on the counter, wipe it up. It's also common courtesy to refill anything you've emptied in the kitchen, such as the coffee pot, utensils or a napkin dispenser. Leaving empty food containers or coffee mugs in the sink also is inconsiderate because it limits the amount of room colleagues have to clean their dishes or wash their hands.

**Spare the air.** You may love the smell of your famous "seafood surprise," but your neighbors probably don't share your enthusiasm. Avoid bringing extremely pungent foods to the office that could offend your colleagues' olfactory senses.

**Stake your claim.** Label your food with your name and the date. This will let people know the items are not department leftovers up for grabs and make it clear when the item should be taken home or thrown away.

**Get the hint.** Schedule alerts on your calendar so you'll remember to take home or toss out leftovers or groceries you've stored in the office fridge. You'll also help free up space for coworkers.

**Do a little dirty work.** Clean up around the break room even if someone else created the mess. By simply picking up a piece of trash or wiping the table, you'll set an example for others to follow and create a more pleasant and potentially safer environment for your colleagues. If you see an ongoing issue with break room etiquette, consider asking management to implement a staff policy or reinforce the rules of conduct.

*OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 320 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*

## 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.

**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...



Wow – November already?

Time flies when...life is SO busy! Remember to vote next Tuesday, November 2, 2010. It's your right. Exercise it!

Thanksgiving will soon be here and then the holidays and then the start of another new year. What are you thankful for? I'm thankful for being part of a wonderful IAAP chapter with a great core group of members. Thank you all, for all that you do. I'm thankful that my children are healthy. I'm thankful that I have a safe, warm home (especially these last few blustery days & nights) to go to at the end of my work day...just to name a few.

We had an enjoyable evening at our

October meeting. Dr. Gartland talked to us about stress management and reminded us (several times) that we all need to "take time" for ourselves – to take care of ourselves. We had our own stress relief with complementary chair massages provided by Tonya Swanson. Ah...if you'd like her contact information, let me know.

Also at the October meeting, I briefly talked about the great resources that are available to us on the IAAP web community. We also have our chapter website up and running. I challenge you to register and get your profile created before our November 16th meeting.



Get started <http://www.iaap-hq.org/> and if you have questions along the way feel free to ask me. If I don't know the answer, I'll help you find it.

I look forward to seeing all of you at our November 16<sup>th</sup> meeting.

Sally Keena  
SWANI Chapter President

## FEC Recap and Looking Ahead ~ It's Not Too Early To Get Ready for EFAM

### FEC—What Is That??

The Wisconsin Division held the annual Fall Education Conference (FEC) in Green Lake on October 22 and 23. It was a wonderful weekend of education, networking, and fun! For those of you who have never been to a division event, please consider attending one sometime in your IAAP lifetime. It's an experience you may never forget!

We practiced "purposeful networking" during our meals and had attendees sit with different people they might not have met otherwise. Table topics provided conversation starters and everyone really enjoyed it.

Six and a half hours of educational presentations were included over the two-day event. Topics included Conflict Resolution, 50 Websites in 60 Minutes, The PeopleMap System, and Making Every Event Fun.

Friday night we played "IAAP Squares" (aka Hollywood Squares), with contestants answering trivia questions about IAAP and the state of Wisconsin. After the games, an auction was held and players bid on various items with their "Prize money".



### Montréal 2011 – Be there!

It's not too early to begin thinking about next year's Education Forum and Annual Meeting. Be prepared by getting your passport early. If you already have yours, great. If not, here are a few handy links to help you know what you'll need to get your passport, where to go and how to make the process as painless as possible.

[Government site on passports](#)

[Step-by-step video](#)

[Go Nomad on passports](#)

[USPS passport site](#)

# Birthdays, IAAP Anniversaries, & Other Special Occasions

## Birthdays

Tammy McElwee November 30



## IAAP Anniversaries

Brenda Groninger Joined 1988

Gloria Huschka Joined 1993



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

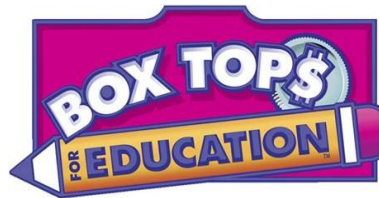
## Notable and/or Fun Dates

- All Saint's Day November 1
- Sandwich Day November 3
- Marooned Without a Compass Day  
November 6
- Veterans Day November 11
- Clean Your Refrigerator Day  
November 15
- Great American Smokeout  
November 18
- Thanksgiving November 25
- Buy Nothing Day  
November 26

## 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...

November 5 & 6—Certification Exams

November 16—SWANI Meeting

December 21—SWANI Meeting (start thinking about your shoeboxes!)

February 15—Deadline to Apply for the May Exams

### Shoobox Raffle at the December Social Event:

Last year the shoobox raffle was a hit! We decided to do it again. If you would like to donate a shoebox to the raffle, here's all you have to do:

Find a shoebox or a box similar in size. Fill it with items that are related in some way (think of a theme or group of items or a potpourri of items — be creative!). Then wrap your shoebox and you want to, wrap it in a way that gives a hint at what's inside. Bring it in December and we'll raffle it off to the highest bidder.



## Casual Corner...

### Ten Interesting Ways to Use Leftover Turkey ~~

If you are lucky enough to have some leftover turkey, you can stretch your food dollar by using the remaining cooked turkey to prepare an entrée, pizza, chili, soup, sandwich or salad. Click on the links below to prepare these delicious recipes and take full advantage of the value of turkey. The entrée recipes can provide another family dinner, helping to cut the grocery bill. The Monte Cristo or Reuben sandwiches may be sliced into quarters or strips and served as bite-size appetizers during holiday parties. The chili and soup are great cold weather recipes to serve to sports fans watching weekend games. The number one favorite – flavorful Turkey, Mandarin and Poppy Seed Salad is low in fat and cholesterol – a perfect formula for balancing healthy fare with good value. Your grocery bill may be further trimmed by making use of the entire turkey.

Try One of the Following Recipes!

10. [Thai Grilled Pizza](#)
9. [Turkey Monte Cristo](#)
8. [Easy Cheesy Turkey Enchiladas](#)
7. [Turkey Cranberry Croissant](#)
6. [Turkey Reuben Sandwich](#)
5. [Turkey Pot Pie](#)
4. [Slow Cooker White Turkey Chili](#)
3. [Creamy Creole Turkey Bake](#)
2. [Using It All Turkey Soup](#)
1. [Turkey, Mandarin and Poppy Seed Salad](#)

These and dozens more turkey-day recipes are available at this website – [www.eatturkey.com](http://www.eatturkey.com)



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

## Resource Articles Available on the IAAP Website

The following resource articles are available to you on the IAAP website ([www.iaap-hq.org](http://www.iaap-hq.org)). Click on “Research/Trends”, then “Workplace Issues and Best Practices” for these:

[Suggestions for Scheduling a Supervisor's Time](#)

[Preparing for a New Exec](#)

[Working for a Top-Level Executive](#)

[How to Develop a Work Station or Desk Manual](#)

[What to Do if There's Not Much to Do at Work](#)

[Planning Great Graphic Design](#)

[Get Familiar with "Intellectual Property Assets"](#)

[Simplifying Your Life at the Office](#)

[Minute-taking, Shorthand, Speedwriting](#)

[Standards of Integrity for Administrative Professionals](#)

Click on “Tips for Employers/Managers” for these:

[How to Work More Effectively with Your Administrative Assistant](#)

[Wise Employers Invest in Training for Admin Staff](#)

[How to Develop a Training Assessment for Admin Staff](#)

[How to Attract Qualified Administrative Candidates](#)

[12 Ways to Keep Good People](#)

[The Real Reasons Why Employees Leave](#)

[IAAP Advances Administrative Excellence](#)

Check out these articles - share them, too!



**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**

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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 (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"/>									
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"/>								
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"/>									
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 & member survey											

As of the beginning of November, 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?