

March 2009

**Officer's Message**



Deanna Zewen CPS, Treasurer



At the end of 2008, I had an opportunity to leave my position with We Energies and take retirement. I chose to take that road for a new adventure in my life. Many of you know me and understand that I am a firm believer in life-long learning and pushing myself and others to grow and expand their abilities. My journey with IAAP has fulfilled that ambition. In just a few short months I will have completed my last position as an officer in this wonderful organization. I have been blessed with great opportunities to learn, grow and lead during my membership. As I ease into my merited membership status I hope that I have been able to teach others to step forward and lead the team.

During my nine years of membership I have met so many wonderful people, travelled to places I wouldn't have gone without a reason such as IAAP, faced challenges and growth I didn't experience during my working career. With the challenges I learned how to work as a team member and eventually become a leader. Thank you for those opportunities.

This is my last Officer's Message. Among my many hopes is that I continue to see all of you at future meetings, in leadership roles, at Division or International events. Thank you everyone for being my peer and friend.

Respectfully submitted,

**Deanna Zewen CPS**  
**Treasurer**

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**Mission**

To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.

**Vision**

To inspire and equip all administrative professionals to attain excellence.

**SE WISCONSIN IAAP CHAPTER MEETING**  
**Thursday, March 5, 2009**

**ETHICS:**  
**WHAT YOU DO WHEN NO ONE IS LOOKING\***

\*Recertification Points Available

Remember to bring your **Dress for Success** donations to tonight's meeting.

**Patricia Clason, Director of the Center for Creative Learning in Milwaukee, WI** applies thirty years of business and personal growth experience to the wisdom and research of Dr. Louie Larimer JD, author of the *Ethical Type Indicator*. The result? Insights on why a code of ethics just isn't enough, why laws alone don't do any good and an understanding of the perspectives that affect how we make the ethical decisions of life. Identify and understand the underlying ethical principles you use in confronting and resolving ethical or moral dilemmas and learn a twelve step process for ethical decision making.



Schedule:

6:00 pm - Networking / Dinner  
 6:15 pm - Pre-program Presentation  
 6:30 pm - Program  
 7:30 pm - Business Meeting

Cost:

\$7.50 Members & Guests  
 No Charge to attend Meeting Only

A short pre-program presentation will include  
**Empowering Women**  
 given by  
*Jamie Racine*  
 Interim Director, The Empowering Women's Center

Location:

Gateway Technical College-Kenosha Campus  
 Bioscience Building-Executive Training Room  
 3520 - 30th Avenue, Kenosha WI

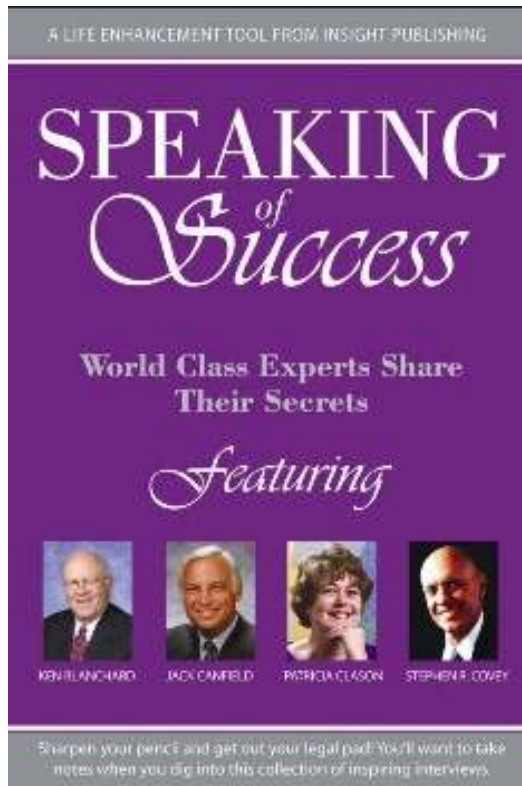


Visit our website at:  
[www.iaap-sewisconsin.org](http://www.iaap-sewisconsin.org)

**RSVP Deadline:**

**Noon, Tuesday, March 3, 2009**  
**Please contact Christina Miller at**  
**262.909-6488 or Cmi11er@aol.com**

*CANCELLATIONS must be received by*  
*noon March 4th to avoid dinner charges.*



Our March Speaker, Patricia Clason, will have her newest book with her for sale and signing, *Speaking of Success*.

Do you want to:

- ~Unlock your potential
- ~Turn your life around
- ~Remove mental blocks to success
- ~Be the success you were meant to be

If your answer is yes to any one of these, you need to read her book! Those who choose to travel the road of success must also travel the road of continuing education. Success is about being prepared. Every time you read a book that contains the experiences of successful people, you are advancing on your personal road to success, as you define it!

The authors of this book will help you expand your horizons and gain a whole new perspective on how to achieve success.

You owe it to yourself to learn what the successful people in this book know. There's no time like the present. A rewarding experience awaits you.

## March is National Ethics Awareness Month

What is your Ethics Awareness Quotient?

Take the test. True or False . . .

1. Every person in our company knows the values our company is based upon and can easily name them (without reading a value statement).
2. Our vision and mission statements are simple, clear and in alignment with our corporate values.
3. Our company has a corporate code of ethics to guide decision making.
4. We have an ethics officer or someone designated to assist others in ethical dilemmas.
5. Our customers know our values and ethics.
6. Company literature reflects our values and ethics, or actually includes our values statement.
7. Corporate culture in our company reflects our values.

If you answered false to even one question, you need to make March your Corporate Ethics Awareness Month. Take action on increasing your Ethics Awareness Quotient. Attend the March 5th SE WI Chapter IAAP meeting with professional speaker and business coach Patricia Clason to create a plan for developing your ethical virtuosity.



## Dress for Success ~ Donation Drive

Donate your suit to Dress for Success and help another woman gain employment and journey towards self-sufficiency!

What would you wear to a job interview? That is exactly the type of clothing Dress for Success is looking for to distribute to our clients. Your fabulous suits and other professional apparel could furnish another woman with the confidence to enter or return to the workplace, make a great first impression and land a job that could change her life.

To suit our clients in style, Dress for Success currently accepts new or nearly-new and **cleaned:**

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We are particularly in need of **larger-size suits and apparel.**

**Sorry, they cannot use:**

- Suits and dresses that are not interview-appropriate
- Sportswear or casual clothes
- Evening wear
- Jewelry
- Belts
- Used cosmetics
- Used pantyhose
- Men's clothing

To be sure that the suits or accessories you wish to give to Dress for Success are appropriate, ask yourself whether you would feel comfortable wearing them on a job interview. If the answer is yes, then the clothing would be perfect for us - and for a woman taking her first step towards self-sufficiency!

**MEETING REMINDERS:**

**March 5**

Impact Meeting

**April 23**

Membership Dues waived

APD Event with an Impression Management Workshop

Where: Maple Crest Country Club, Kenosha WI  
 Time: 4:00 pm - 6:00 pm (Workshops / Networking / Hors d'oeuvres)  
 6:00 pm - 7:30 pm (Panel Discussion)  
 7:30 pm (Wrap Up / Door Prizes)  
 Cost: \$25.00

<b>Date</b>	<b>Topic</b>	<b>Location</b>
April 2nd	Building Trust Mary Ramsay Drow CPS/CAP, International Vice-President	GTC-Racine
June 4th	SE Wisconsin Chapter Annual Meeting Election & Installation of Officers	GTC-Kenosha

**Upcoming Events**

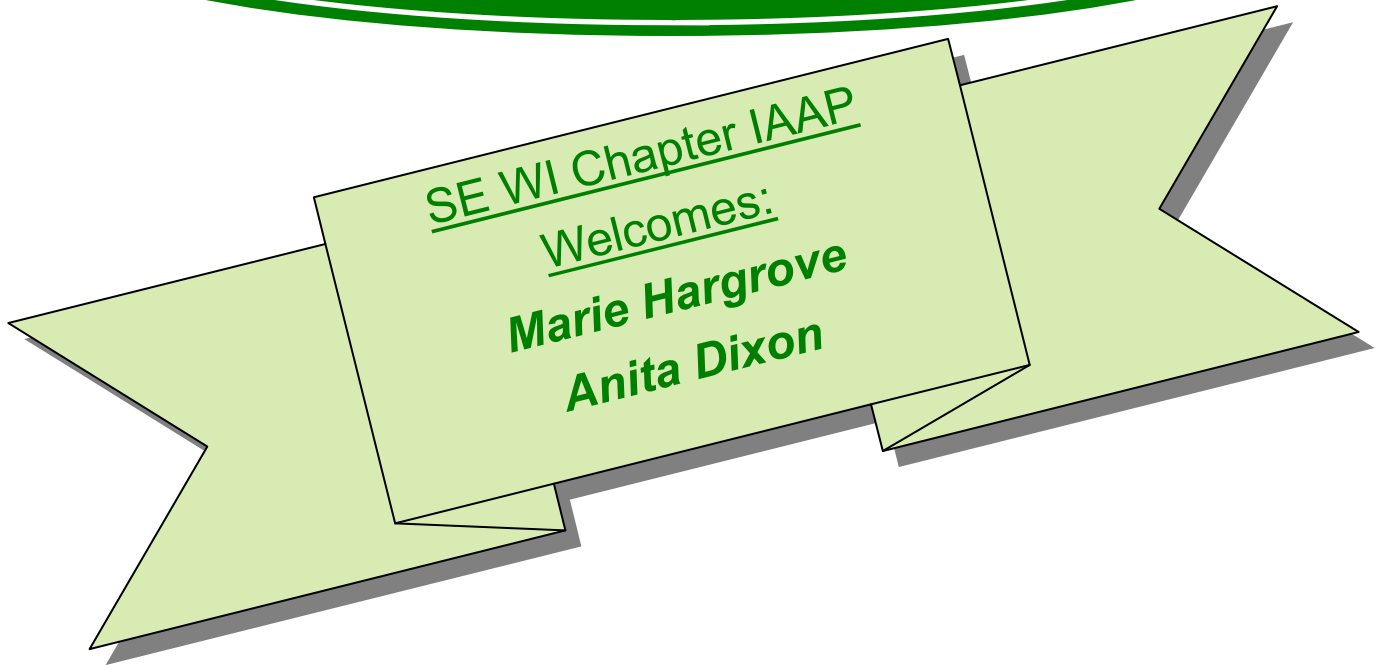
- ⇒ Administrative Professionals Day is April 22. *We are celebrating April 23 with an Impression Management Workshop.*
- ⇒ The first session of CPS and CAOP exams is May 1 & 2. The deadline to apply was February 15. See below for the next testing session.
- ⇒ The Annual Division Meeting in Wausau, WI is May 15 and 16. Don't forget to book your reservations now.
- ⇒ The SE WI Chapter annual meeting is June 4. This is when you can vote for the 2009-10 board members. If you are interested in becoming a board member contact Marilyn Holden who is also our chair of the Nominating Committee.
- ⇒ The International Convention and Education Forum in Minneapolis Convention Center, Minneapolis, Minnesota takes place July 26-29.
- ⇒ In October, we have the Certification Conference at the Marriott Waterfront in Portland, Oregon.
- ⇒ November 6 and 7 are the fall CPS/CAOP exams. Contact Marilyn Holden, chair of Certification of CPS & CAOP, if you are interested in a study group to prepare for the exams.

**2008-2009 Committees**

<b>Committee</b>	<b>Chair</b>	<b>Committee</b>	<b>Chair</b>	<b>Committee</b>	<b>Chair</b>
APD/Executive Night	<b>OPEN</b>	Membership/Orientation	Kathryn Woods	Retirement Trust/R&E	Dolores Rosplack
Audit	Tammy Shannon Karen Simpson	Newsletter	Corinne Dombeck	Scholarship	Sandy Weber
Bylaws & Standing Rules	<b>OPEN</b>	Nominating	Marilyn Holden	Ways & Means - Ads	Pat LaBucki
Certification CPS & CAP	Marilyn Holden	Programs	Muriel Andersen	Ways & Means - Nuts	Karen Fandrey
Hostess	Tammy Shannon Christina Miller	Publicity & PR	Sandy Weber	Website	Trish Martinez



# SE WI Chapter Morsels



## Birthdays & IAAP Anniversaries

### March

#### *Happy Birthday*

- 7 Tammy Shannon
- 18 Nancy Johnson
- 25 Kathleen Sexton
- 25 Mary Beth Kallio CPS

#### *Happy Anniversary*

- 1999 Kathleen Packard CPS
- 2004 Laurie Lewis
- 2007 Mary Beth Kallio CPS
- 2008 Brenda Putze

***If you have items for The Commentary, please submit them to  
 Corinne Dombeck at [office@love-inc.net](mailto:office@love-inc.net).***

***The next deadline is March 12th.***

***Your contributions and comments are always welcome!***

“There is nothing so useless as doing efficiently  
that which should not be done at all.”

PETER F DRUCKER

## What is Ethics?

By Manuel Velasquez, Claire Andre, Thomas Shanks, S.J., and Michael J. Meyer

A few years ago, sociologist Raymond Baumhart asked business people, “What does ethics mean to you?” Among their replies were the following:

“Ethics has to do with what my feelings tell me is right or wrong.”

“Ethics has to do with my religious beliefs.”

“Being ethical is doing what the law requires.”

“Ethics consists of the standards of behavior our society accepts.”

“I don’t know what the word means.”

These replies might be typical of our own. The meaning of “ethics” is hard to pin down, and the views many people have about ethics are shaky.

Like Baumhart’s first respondent, many people tend to equate ethics with their feelings. But being ethical is clearly not a matter of following one’s feelings. A person following his or her feelings may recoil from doing what is right. In fact, feelings frequently deviate from what is ethical.

Nor should one identify ethics with religion. Most religions, of course, advocate high ethical standards. Yet if ethics were confined to religion, then ethics would apply only to religious people. But ethics applies as much to the behavior of the atheist as to that of the saint. Religion can set high ethical standards and can provide intense motivations for ethical behavior. Ethics, however, cannot be confined to religion nor is it the same as religion.

Being ethical is also not the same as following the law. The law often incorporates ethical standards to which most citizens subscribe. But laws, like feelings, can deviate from what is

ethical. Our own pre-Civil War slavery laws and the apartheid laws of present-day South Africa are grotesquely obvious examples of laws that deviate from what is ethical.

Finally, being ethical is also not the same as doing “whatever society accepts.” In any society, most people accept standards that are, in fact, ethical. But standards of behavior in society can deviate from what is ethical. An entire society can become ethically corrupt. Nazi Germany is a good example of a morally corrupt society.

Moreover, if being ethical were doing “whatever society accepts,” then to find out what is ethical, one would have to find out what society accepts. To decide what I should think about abortion, for example, I would have to take a survey of American society and then conform my beliefs to whatever society accepts. But no one ever tries to decide an ethical issue by doing a survey. Further, the lack of social consensus on many issues makes it impossible to equate ethics with whatever society accepts. Some people accept abortion but many others do not. If being ethical were doing whatever society accepts, one would have to find an agreement on issues which does not, in fact, exist.

What, then, is ethics? Ethics is two things. First, ethics refers to well based standards of right and wrong that prescribe what humans ought to do, usually in terms of rights, obligations, benefits to society, fairness, or specific virtues. Ethics, for example, refers to those standards that impose the reasonable obligations to refrain from rape, stealing, murder, assault, slander, and fraud. Ethical standards also include those that enjoin virtues of honesty, compassion, and loyalty. And,

ethical standards include standards relating to rights, such as the right to life, the right to freedom from injury, and the right to privacy. Such standards are adequate standards of ethics because they are supported by consistent and well founded reasons.

Secondly, ethics refers to the study and development of one’s ethical standards. As mentioned above, feelings, laws, and social norms can deviate from what is ethical. So it is necessary to constantly examine one’s ethical standards to ensure that they are reasonable and well-founded. Ethics also means, then, the continuous effort of studying our own moral beliefs and our moral conduct, and striving to ensure that we, and the institutions we help to shape, live up to the standards that are reasonable and solidly-based.

This article appeared originally in *Issues in Ethics* IIE VI NI (Fall 1987)





Stress in many forms is common in society . . .

### 3 Ways to Improve Your Memory

#### Play Games

Play games that require you to remember previous moves and conceptualize future moves and combinations. Chess is a great example, as is checkers. In fact, counting cards in blackjack will improve your memory, too—just don't do it when you're at a casino table.

#### Look Around

Pay attention to details wherever you go, particularly when the situation involves multiple stimuli. Scan a new environment for a few seconds, and then look away and see how many details you can remember: the number of people, other items like paintings, pictures, etc. The more you do it, the better you'll become.

#### Find Time to Teach

Teach while you learn. Improving your memory isn't just about taking in information; sometimes, sharing it with others is just as important. Whether you're helping a friend study for a test or reading to your children, you're more likely to retain information the more you repeat it.

### Escape the STRESS web To your Health November, 2008 (vol. 02, Issue 11)

Life is challenging. Day after day, you must manage your time to meet the demands of your job, family and personal life. Your relationships keep creating new challenges that can be stressful, and dealing with unexpected, unpleasant circumstances may cause you distress as well.

Stress in many forms is common in society, and it's a problem because it can rob you of your health, happiness and potential for greater success.

Stress affects nearly everyone, but some people handle it better than others. And the simple truth is the people who are good at dealing with stress live healthier and happier lives compared to people who struggle with stress. The good news is if you are one of the many people who get caught up in life's sticky web of stress, you can get untangled and stay untangled. Keep these seven tips in mind the next time you're feeling the pressure:

**Stay clear of the drama.** You don't have to get caught up in chaos just because everyone else is up to their necks in it. As Rudyard Kipling writes in his poem "If," if you can "keep your head

when all about you are losing theirs and blaming it on you," you'll be able to keep your cool under pressure and tackle your challenges much more effectively.

**Define your higher purpose.** More than a goal or a set of goals, *purpose* is a driving force that gives your life meaning and direction, preventing you from drifting aimlessly. It also gives you a reason to pick yourself up when life knocks you down. What drives you forward each day? Dedicated service to others? Making a difference in the world? Discover your purpose and then work to achieve it.

**Lighten up!** When was the last time you worried about something that never actually happened? Many of the things your worry about won't occur, and worrying cannot help those problems that invariably do take place.

**Develop present-time consciousness.** Focus your attention on the activity in which you are currently involved. Don't allow your mind to dwell on any previous problems or possible challenges. Present-time consciousness allows you to be more efficient and productive, and also helps you

eliminate unnecessary stress.

**Override your pride.** Think of a time in your life when you insisted that you were right and another person was wrong. Did this really bring you more happiness, or did it just create more stress for both of you? The next time you find yourself in a similar situation, find the best way to move forward with as little stress as possible.

**Say or do the opposite of what you are feeling.** When someone or something pushes your hot buttons, you may feel justified to react with anger, but this negative reaction only brings more stress to the situation. A better approach is to stop yourself from overreacting and instead say or do something positive that can defuse the situation.

**Appreciate life's little detours.** Like it or not, you will be knocked off course occasionally. Most often this is a blessing in disguise. Each time you have to pick yourself up to get back on track, you learn important lessons and develop new skills that will help you in life.

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