

December 2011

**WE'RE ON THE WEB!**  
<http://community.iaap-hq.org/IAAPHQ/SEWisconsin/Home>

**SE Wisconsin Chapter IAAP**

# The Commentary

## 2011-2012 SE Wisconsin Chapter IAAP Board

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## Officer's Message

By: MaryBeth Kallio, CAP-OM, SE WI Chapter Treasurer

Thanksgiving holiday is over, and now we are in the middle of the holiday rush of December. Life gets so busy and frenzied during this time of year. I have to stop and remind myself to be thankful.

I read an article that quoted Ralph Martson. *"Make it a habit to tell people thank you. To express your appreciation, sincerely and without the expectation of anything in return."* Not only is this a good thing for me to do throughout the year, it reminds me of the last chapter meeting at Villa D' Carlo in Kenosha. Diana Luepke, CAP spoke with us regarding Mindfulness. In line with Ralph Martson's view of expressing appreciation and thankfulness, these topics inspired me to thank each of my family members personally for being in my life. I made a personal call or spoke to them in person. At first it felt awkward for me and at the same time it felt right.

Now I would like to express my appreciation for my IAAP membership. I am thankful to have the opportunity to serve the SE WI IAAP Chapter members in the Treasurer's role. During the first six months I have learned to prepare a budget for our chapter, follow up with deposits, issue checks, and every month report to the chapter and board members regarding our finances. This means having all the deposits, withdrawals up to date. I also have filed an EZ 990 form for our chapter, paid the liability insurance, and participated in the treasurer's on-line group.

I was able to take on the role of the key contact person for our annual nut sales for our chapter. This was a great experience for me; the hardest part was updating the price list to the 2011 prices. Thank you everyone for making this year a success. In addition, I was able to send out the ad notices to our sponsors for 2011. Unfortunately, only four companies decided to renew their ads with us. That is ok. This means we have opportunity to grow our sponsorship with new companies. If you know of a company that would like to place an ad with us via our website or newsletter, please contact me.

I encourage all members to consider this time to be thankful and tell the people in our lives how you appreciate them. To get more out of your IAAP membership, consider joining a committee for the remainder of the chapter year and/or help out with the APD event that will take place in April. Meanwhile, **Happy Holidays everyone!**



International Association of  
Administrative Professionals®  
SE Wisconsin Chapter



# Exploring Your Values

Speaker: Peter Stein, VP of Human Resources  
Educator's Credit Union, Racine, WI

**Thursday January 5, 2012**

6:00 pm Networking/Light Supper (\$7.50)

6:30 pm Presentation

7:30 pm Business Meeting

## **Gateway Technical College**

Racine Building, Michigan Room  
1001 South Main Street, Racine, WI

- \* What are Values?
- \* How do our Values relate to Leadership?
- \* Discover your Personal Values.
- \* Learn how Personal Values relate to your work.

RSVP by Tuesday January 3, 2012  
to Sandy Weber at:

Phone: 262-564-2750

Email: [catloverx2@wi.rr.com](mailto:catloverx2@wi.rr.com)



Peter Stein has over 25 years of experience in Human Resources for both National and International companies, and is currently Vice President of Human Resources at Educators Credit Union in Racine. His specialties are in the areas of Organizational Development, Staffing, Benefits, and Leadership Development. Peter attended Ohio State, where he received a Bachelor of Arts degree in Communications, and Central Michigan University, where he received his Masters of Arts in Human Resources.

## December 1, 2011 Holiday Meeting

What a wonderful time it was at our December 1 Holiday Meeting. We had nine members and eight guests join us. We had the opportunity to network, share some holiday cheer, enjoy an excellent meal, and build on our professional skills.

Christina Miller did an excellent job organizing this event and sharpened her event planning skills – from finding an appropriate location for us to meet, negotiating room rental fees, budget management, marketing (the beautiful invitations mailed out), project management, as well as her soft skills being a self-starter and team player, detail and deadline oriented, calm under pressure, and verbal and written communication. All these skills were honed. Are you worn out, Christina? Volunteering in our chapter provides you with valuable skills you can apply in the workplace. This will be an excellent example for Christina to use with her current employer or future career opportunities.



Our speaker, Diana Luepke, CAP, shared with us great tips on being **Mindful in the Office**. She provided excellent tools to use for reducing stress and appreciating your job more, maintaining focus and clarity, and communicating and handling conflicts effectively. With companies reducing staff size and remaining employees taking on an increased workload, these tips are very helpful and timely.

I would also like to share this was my first visit to Villa D'Carlo Restaurant, and I must say the holiday decorations in their main dining area are fabulous. I didn't want to leave the winter wonderland they created.

Happy Holidays!

Heidi Hoefler, CAP  
President, IAAP Southeast Wisconsin

## Brain Power and Brain Bashers

At a musical recital five students (John, Kate, Larry, Mary and Nick) performed five musical pieces. Two by Bach, two by Mozart and one by Vivaldi. There were three violinists and two pianists. Each student performed only one piece, and played only one instrument. Find the order of the students, their respective instruments and the composer, with the following conditions:

1. The composers were not played consecutively. Vivaldi was played last and Mozart was played first.
2. There was one piano piece that was played between two violin pieces, and two violin pieces between the first and last piano piece.
3. There were no piano pieces by Mozart.
4. Kate played third.
5. Nick played the piano, and immediately followed John, who played a piece by Mozart.
6. Mary did not play a piece by Vivaldi.

Click on Brain Bashers above to check out their web site.

Answers are at the end of this newsletter—no fair peeking!

Check out this website to see  
**50 ways to Boost Your Brain Power!**  
You will be amazed and have fun  
at the same time!

## Illinois Division Offering Online CAP Study Group January-April 2012!

**Exam Dates** May 5, 2012, November 3, 2012

**Registration Deadlines** February 15, 2012, August 15, 2012

**Created By:** [Herman, Marie](#) On Tue, Nov 29, 2011 12:15 PM The Illinois Division of IAAP is proud to announce that we are offering an online study group to prepare for the Certified Administrative Professional exam, led by yours truly! :) The group will meet on Monday nights from 7:00 - 9:00 p.m. Central Time via webinar from January 9, 2012 to April 30, 2012. Space is limited to 20 people and priority will be given to Illinois Division members until Dec. 16, at which time any remaining spaces will be opened up to anyone else. Cost is only \$50 and \$25 of that will be rebated following successful completion of the study group (which means you stick with it all the way to the end!). No refunds will be given once the study group begins.

Group participants will be expected to fully commit to this process. There will be a lot of reading and homework assigned that must be completed between sessions. You will need to purchase two text books as part of this process. You will need to have computer speakers and preferably a microphone headset for interaction (though you can type questions in the computer chat window if necessary).

Additional information will be posted on the Illinois Division site shortly - [Illinois Division](#) The registration link is already up.

If you need more information about the study group in general, contact Marie Herman at [president-elect@iaap-illinoisdivision.org](mailto:president-elect@iaap-illinoisdivision.org).

If you are having trouble registering, contact Lisa Olson at [treasurer@iaap-illinoisdivision.org](mailto:treasurer@iaap-illinoisdivision.org).

This will be a lot of work, but a lot of fun! Join us! Challenge yourself in the new year by pursuing your CAP certification!

## Fundraisers Update



### NUT SALE

The SE WI Chapter annual nut sale was a success!

We had five people submit orders for nuts. One person had over \$950 worth of nuts sales. The product was available for pick up on Saturday, December 10.

The dollar amount the chapter made will be announced at the January 2012 chapter meeting.

## 5 Ways to Stay Positive Every Day

Written by [George P.H.](http://www.pickthebrain.com) <http://www.pickthebrain.com>

What do bestselling self-help authors Maxwell Maltz, Tony Robbins and Rhonda Byrne have in common? Their works, though published decades apart, all promote positive thinking as a fundamental aspect of personal growth.



It makes sense: optimism keeps you happy, provides the energy to overcome challenges and is attractive to others. This is something countless successful people, from Winston Churchill to Will Smith, have talked about.

But if you're like most of us, staying positive consistently is tough. Even the boost people get from self-improvement books and classes tends to wear off quickly. After that, it's back to the old, negative thought patterns.

That's why I've been collecting ways to help people feel good and stay upbeat day in, day out. I'm going to share 5 of them in this post.

### Keep a Journal of Gratitude

I found this exercise in an old book on Zen living; it's one of my favorites to this day. Just take a little notebook and start writing down the things you're grateful for. Start with the obvious and work from there.

Be grateful for having food, water and a roof above your head. If you woke up at 5 A.M. and can't go back to sleep, be grateful for getting to see the sunrise. If you're facing a challenge, be grateful for the opportunity to learn from it.

You don't have to write every day, but make sure you open your journal at least once a week. It can be very easy to indulge in self-pity, blame and anger; appreciating what you have will help you stay positive.

### Things Get Better

When you're struggling, grieving or suffering from heartache, the pain can feel unbearable. Even in everyday life, the weight of a million little things can be heavy.

But always remember the proverb: "This too shall pass." Your negative feelings won't last forever; there's a light at the end of every tunnel. It might not happen today or tomorrow, but you'll feel better eventually.

When you understand and accept the volatile nature of life, it's a lot easier to stay calm and relaxed – even in the hardest of times.

### Mental List of Awesomeness

Having high self-esteem keeps anxiety at bay, improves personal relationships and encourages optimism. If you don't appreciate yourself enough – or are feeling down – try making a mental list of awesome stuff you've done recently.

"Went for a jog instead of watching TV"; "cooked for my girlfriend"; "made an awesome presentation at work." Make a written list if you want, and don't be modest!

*(Continued on page 6)*

## 5 Ways to Stay Positive Every Day—continued

(Continued from page 5)

You'll find that, as you go over your awesome actions and choices, you start to feel great about yourself. It's hard not to when you remind yourself how amazing you are!

### What's The Worst That Could Happen?

Paolo Coelho was right when he wrote: *the fear of suffering is worse than suffering itself*. It's easy to become worried over the little things: the human mind can blow things way, way out of proportion. To stop that from happening, always ask yourself: **what's the worst that could happen?**

Chances are, "the worst" isn't that bad. You'll be fine if you don't ace tomorrow's presentation. You can retake tomorrow's exam in September. That cute girl (or boy) won't eat you if you screw up this date.

Sure, it would be better if things went according to plan, but sometimes they don't. When you're no longer afraid of **any** outcome, you can focus on having fun and getting things done. Don't wind yourself up for no reason!

### Reach Out and Help Someone

We live in a culture that encourages egotism. Even our buzzwords – self-help, self-promotion, self-esteem – reflect our obsession with ourselves. But if you want to feel great about yourself, try giving to someone else.

Donating a few dollars to charity can change someone's life. Calling your mom for a few minutes will make her week. Buying food for a sick friend will help more than you can imagine.

It takes very little to help someone out. When you make a big difference with just a few minutes – or dollars – you'll always remember how important and amazing you are. With an attitude like that, it's hard to be anything but positive.



**Muriel Andersen, CAP-OM  
SE WI IAAP Chapter Secretary**

*We would like to do a member spotlight in our newsletter, helping us to get to know each other better. So, since I am now doing the newsletter, I thought who better to start with than me?!*

## Member Spotlight

I have been a member of our chapter since 2004. I have served the chapter as hostess, treasurer, vice president, and now as secretary along with assisting on various committees.

I have worked at Shepherds Ministries in Union Grove, Wisconsin for 21 years as Administrative Assistant to the President. My work is never dull—we are a residential, vocational, and educational facility for adults with intellectual disabilities. I enjoy my friendships with many of our clients and count it a privilege to work alongside them.

In November 2010 I took the CPS/CAP exam—and passed! I learned so much and realized many benefits in my job as the result of my certification. I would highly recommend studying and sitting for the exam in May 2012. If you would like to know more about the experience, please contact me. I would love to tell you more.

My outside interests include singing with my church choir and with Choral Arts Society of Southeast Wisconsin, gardening, word puzzles ([Brain Games](#) are my favorite), making my own greeting cards, playing piano, and anything associated with a good deal—flea markets, estate sales, and garage sales.

## Meetings and Events

Chapter Meeting Dates: First Thursday of each month

Chapter Meeting	Location	Speaker	Title of Program Summary
January 5	Racine	Peter Stein, VP of Human Resources, Educator's Credit Union	<b>Exploring Your Values</b> Discuss different leadership traits and how they improve your business skills.
February 2	Kenosha	Kimberly Linares, Division Director Jon Rademacher, Staffing Manager Robert Half—Gurnee	<b>Using Social Media to Advance Your Career</b> Receive a crash course in using social media to advance your career. An introduction to Facebook, Twitter, and LinkedIn, outlining the professionals of these technologies.
March 1	Racine	Nancy Arnold, CAP-OM	<b>Exceptional Executive Support</b> Includes tips on how to provide those extras that your boss might not expect or be very appreciative of.
April 12	Kenosha	Lynne Woida, CAP-OM	<b>The Power of Commitment—Are You a Chicken or a Pig?</b> What are you committed to at home? At work? Within IAAP? Share in a practical and fun way to explore the Power of Commitment within your professional and personal circumstances. Lynne will identify three hallmark qualities of commitment, how to put them into practice in everyday life, and how to use those qualities to overcome obstacles. Expect some audience participation, but we promise you won't be required to oink or lay an egg.
April 25	TBD		<b>TBA</b> <b>APD (Administrative Professional's Day)</b>
May 3	Racine	Nancy McCulley, CAP	<b>You Become What You Think About Most</b> The studies of brain plasticity and mental imagery are proving that you can change your course in life. We'll talk about ways to make this happen using your current situation and goals.
June 7	Kenosha		<b>Annual Meeting</b> Guest Division Liaison Nancy McCulley, CAP to install next year's board.

## Upcoming Conferences

**March 4-7, 2012**

*Spring Conference, Las Vegas, NV., Harrah's Las Vegas*

**May 18-19, 2012**

*WI Division Annual Meeting, Stevens Point, WI*

**July 22-27 2012**

*Education Forum and Annual Meeting (EFAM), Grapevine, TX, Gaylord Texan Resort*



There are many opportunities to be involved with our chapter. Please contact Heidi Hoefler if you are interested in serving on any of the following committees. She would be delighted to hear from you!

2011/12 Committees	Chair/Members	Description
APD (Administrative Professional Day) Committee	Chair: Members (3): Karen Faraca	Plan and prepare for next year's APD event in April. Begin meeting in November to develop plan for event.
Audit Committee	Chair: Members (2):	Review and audit the financial activity of the chapter at the end of the IAAP year.
Buddy Committee	Chair: Christina Miller Member:	To help new members learn about IAAP and our members. Activities to include contact new member and meet in person as a brief intro. Will contact new members about upcoming chapter meetings and invite to attend, at meetings introduce new member to chapter board and members, sit with new member at meeting.
Bylaws and Standing Rules Committee	Chair: Member:	Review, update and present proposed changes to the members annually. Keep the members and the Board informed of proposed changes to the Division and International Bylaws and Standing Rules.
Certification Committee	Chair: Marilyn Holden Member:	Share information with the members regarding certification and recertification, examinations, study materials, and study groups. Coordinate study group(s) as needed
Membership Committee	Chair: Members (3): April Webb,	Brainstorm and introduce innovative ideas and suggestions to increase awareness of IAAP SE WI chapter, provide membership information to first time visitors, and formulate a plan to retain current members. Contact area Members at Large and invite them to join our chapter. Plan the annual new member orientation and IMPACT meeting. Monitor membership expirations and offer the 3-month payment plan. Keep chapter roster updated. Remind chapter members of pending renewals, transfer to merited status when retiring, etc.
Newsletter Committee	Chair: Muriel Andersen Member:	Create monthly newsletter, adding and deleting items to keep members informed of chapter news.
Nomination Committee	Chair: Members (2):	Identify and seek qualified candidates to fill chapter officer positions. Committee responsibilities begin in January and is active through April.
Points Reward Program Committee	Chair: Members (4):	Chairperson to track monthly points earned for members and committee members to assist with year end "Reward" event.
Web Master	Christina Miller Heidi Hoefler	Update chapter web site with chapter programs and IAAP news



	CHAPTER CRITERIA	COMPLETED
1	Chapter submits <b>annual meeting calendar</b> with education and/or training topics to the members with a copy to the division by 10/01.	done
2	Chapter submits <b>budget and annual financial review/audit report</b> to the members with a copy to the division by December 31.	done
3	Chapter holds at least one <b>Membership Drive</b> between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1.	
4	Chapter holds at least one <b>New Member Orientation</b> between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25.	
5	Chapter develops and updates <b>business plan</b> . Chapter submits business plan to members with a copy to the division by April 30.	
6	Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the <b>Division Annual Meeting</b> held in the current IAAP fiscal year.	
7	Chapter sends a delegate or submits a proxy to the <b>International Education Forum and Annual Meeting</b> held in the current IAAP year.	
8	As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for <b>Member of Excellence</b> .	



	MEMBER CRITERIA A Member of Excellence will attain a minimum of 8 of the following 11 criteria:	COMPLETED
1	Hold a current IAAP Certification (i.e. CAP, CAP-OM).	
2	Download, sign and date the Member of Excellence Commitment form.	
3	Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.	
4	Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.	
5	Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification	
6	Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work toward becoming a Member of Excellence.	
7	Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.	
8	Conduct a public presentation, program or training at least 60 minutes in length. (Presentation does not need to qualify for recertification points).	
9	Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.)	
10	Recruit at least one new member.	
11	Integrate IAAP membership and involvement into annual performance plan or review.	

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- Our What's Your Score? program offers a free credit report, score and the tools to help you improve.

Educators membership is open to anyone who has attended school in Southeastern Wisconsin in addition to education, healthcare and government related employees and their families.

Federally insured by NCUA.

## Answers to Brain Bashers

1. John played Mozart on the violin.
2. Nick played Bach on the piano.
3. Kate played Mozart on the violin.
4. Mary played Bach on the violin.
5. Larry played Vivaldi on the piano.