

November 2011

WE'RE ON THE WEB!
[http://community.iaap-hq.org/
IAAPHQ/SEWisconsin/Home](http://community.iaap-hq.org/IAAPHQ/SEWisconsin/Home)

SE Wisconsin Chapter IAAP

The Commentary

2011-2012
SE Wisconsin Chapter
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Officer's Message

By: Christina Miller, SE WI Chapter Vice-President

Hello Southeast Wisconsin Chapter!

Thank you to all of you that attended our November meeting!! Nicole Francis drew 38 people (with the help of GTC teachers). What a privilege it was to learn what we did in one hour!

Our theme this year is **"Making the Leap to Remarkable."** When I see the logo, I see someone taking a leap of faith marked with steady determination and with the hope of reaching the destination, that destination being "remarkable." This is what I would like to convey to each and every one of you this year. *You have the opportunity this day and every day to work toward meeting your goals and dreams. But how does your IAAP membership tie into your career goals and dreams? **The answer lies within you!***

You are the only one who can determine what your goals are, and you are the only one who can move to meet those goals. So my question to you is, **"What goals would you like to achieve this year with our chapter - to make your mark to remarkable?"** Are there any? I may have opened up a Pandora's Box, but I think it is worth asking the question.

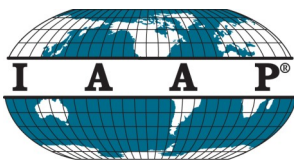
When I look back, I know that I did not have a goal or direction marked out until I made it a goal of mine to get out of my comfort zone and learn new things in this field—things that I could only practice and get better at by my involvement in the chapter (and for free I might add). Have you always wanted to do event planning? You can do that with us. Do you like to investigate? Help out on the newsletter committee.

I understand volunteering is a time commitment. I work at a church, and I know what it takes to commit to volunteer work. With the demands of our culture, one can ask "How do I find more time?" That answer also lies within you! Now, don't get me wrong... I have that demand as well. I have a part-time job with full-time demands, a family to tend to, children to raise, a house to maintain, and I am not even going to college full-time like some of you are right now. Even I have to admit that sometimes there just isn't time to do what I want to do. That is why I go back to my goals and prioritize and manage them each day. It helps me choose which battle to focus on daily.

With the time remaining in our chapter year, I challenge each of you to see what this chapter can do for you by marking your goals and moving to meet them. Isn't that why we're here in the first place? **How will you make your Leap to Remarkable?** My hope in you is that we all make it to next year as a remarkable chapter.

That is why **my goal this year** is to meet with each and every one of you. I want to meet you where you are now, and learn where you want to be five years from now. I want to hear what you think the chapter can do for you and what you would like to see in our chapter in the near future. I want to see the greatness in our chapter, where are we now, and where we want to be. **You are that voice.** If you have not responded to the email I have sent you yet, you can expect a call from me sometime soon. I am looking forward to a meet-n-greet with each of you. See you soon.

I will be meeting with each of you soon to listen to the voice of our chapter – you.



International Association of
Administrative Professionals®
SE Wisconsin Chapter



SE WI Chapter IAAP
cordially invites you to our

Holiday Party and Presentation

Mindfulness In The Office

by *Diana Luepke, CAP*

December 1

6:00 p.m. to 9:00 p.m.

Villa D' Carlo Restaurant

5140 Sixth Street

Kenosha, WI *Villa D' Carlo parking is in
Harborview Office Center rear parking lot.*

Please R.S.V.P. with

- **NUMBER OF ATTENDEES**
and
- **CHOICE OF MEAL, SIDE, and POTATO**
(See BOTH sides of enclosed "Kindly Reply" Card)
(Pay for your own individual meal)

by November 25

R.S.V.P. ONLY

- **Include "Kindly Reply" Card in
self addressed stamped envelope.**
(Meals are preordered - Late mail responses only: 262-417-3624)
Be sure to include choice of side salad, meal, and potato)

Mindfulness In The Office: Our work lives can easily leave us feeling overwhelmed and disconnected. Our intellectual understanding of the need to bring greater emotional intelligence, focus or creativity into our jobs often doesn't hold up against the strong pull of old habits and crisis management. Diana will present a variety of mindfulness techniques that offer practical and powerful ways not only to remain focused on these goals, but to literally train the mind over time to cut through our mental clutter, reduce stress, handle conflict more effectively, and appreciate our jobs more.



Photo by Justin Raiboff

Please watch your mailbox for a formal invitation to our December 1 Holiday Party at the Villa D' Carlo. If you would like to respond now you may, or respond with the hard copy that will come in your mail. We are looking forward to a fun, informative, and delicious evening. We hope you will join us!



KINDLY REPLY BY
November twenty-fifth

*You are cordially invited to
SE WI Chapter IAAP's*

NAME

NAME

() NUMBER OF ACCEPTS () REGRETS

*Holiday Party
Villa D' Carlo*

*December 1st at 6:00 PM
5140 Sixth Avenue, Kenosha, WI*

PLEASE COMPLETE BOTH SIDES

- name/s
- number of accepts/regrets
- choice of meal, side, and potato

KINDLY REPLY BY NOVEMBER 25

BY EMAIL: CM111ER@LIVE.COM

OR PHONE: 262-417-3624.

- CHOOSE ONE MAIN COURSE**
- CHICKEN MARSALA: 6 oz. Chicken Breast 16.95
*sautéed in Marsala Wine with Onions and fresh Mushrooms.
Served over Fettuccine.*
- PASTA PRIMAVERA: Fresh vegetables 16.95
*in a White sauce made with Romano and Roquefort Cheese.
Served over Spaghetti.*
- LASAGNA: Noodles layered with ground Italian 16.50
*Sausage, Mozzarella Cheese, sliced hard-boiled Eggs and
topped with Red Sauce.*
- CAESAR SALAD with BROILED CHICKEN 9.50
- CHOOSE ONE SIDE SALAD**
- Dinner Salad Cold Kidney Bean Salad Cold Pasta Salad
- CHOICE OF POTATO**
- Baked Potato French Fries



NUT SALE!

You've been asking and your customers are anxiously waiting— and we are almost ready to send out all the information you need. You should be getting your order forms and pricing lists along with product listing by the end of this week, Friday November 18.

Watch your email and your mailbox for all you will need to
Sell Those Nuts!!!

**Not what we say
about our
blessings, but how
we use them, is the
true measure of our
thanksgiving.**

- WT Purkiser

**Who does not
thank for little
will not thank for
much.**

- unknown

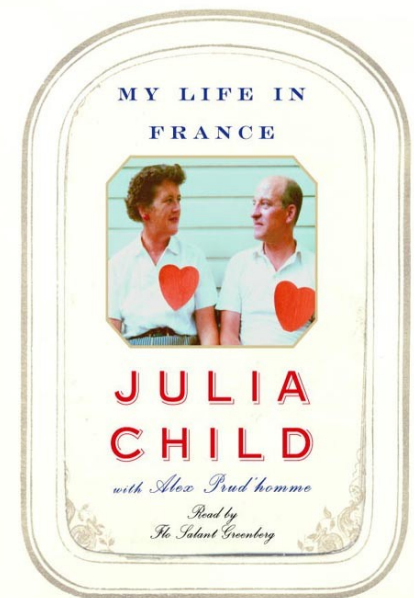
10 Career Lessons from Julia Child

Tuesday, 27th September 2011 (by [April Dykman](#))

<http://www.getrichslowly.org/blog/2011/09/27/10-career-lessons-from-julia-child/>

My Life in France chronicles Julia Child's life from the year she arrived in France in 1948, knowing nothing about the French culture or language, nor the cuisine she would so famously present to America in her ground-breaking cookbook, ***Mastering the Art of French Cooking***, and her television show, *The French Chef*.

Here are the top 10 career lessons you can learn from Julia Child:



Invest in yourself. Julia didn't speak French when she arrived in France. In fact, she says her French seemed to get worse the more she tried to use it and she was surprised the French could understand her at all. "...my inability to communicate was hugely frustrating," she wrote. One night after a party of mostly French speakers, she'd had it. She declared she was going to learn to speak the language no matter what it took and signed up for a language class that met for six hours each week, plus homework.

Follow your passion. Julia's friends, both French and American, thought her early interest in cooking was a little nutty. It wasn't a middle-class hobby, in fact, far from it: they didn't understand how she could enjoy shopping, cooking, and serving food all by herself. But Julia, encouraged by Paul, ignored them and pursued her passion.

You're never to old to learn something new. Julia was 36 years old when she started learning a new language. She didn't enroll in culinary school until age 37. Julia had a constant thirst for knowledge and didn't rest until she'd mastered or learned whatever it was that piqued her curiosity.

Cultivate enthusiasm. Julia's words about food and learning to cook practically jump off the pages. While reading it, I couldn't decide if I wanted to keep reading or go cook something. Her passion is infectious, and it was something she purposefully cultivated while observing her cooking professor, Chef Bugnard. "It was a remarkable lesson," she wrote. "No dish, not even the humble scrambled egg, was too much trouble for him...I was delighted by Bugnard's enthusiasm and thoughtfulness. And I began to internalize it."

Accept that doing anything well requires hard work. Julia wasn't satisfied to take culinary classes or write recipes off-the-cuff — her kitchen was her laboratory. While in culinary school, she'd come home from class and spend hours working out the hows and whys of what she'd learned that day. When writing recipes, she'd test every ingredient and measurement, experimenting with mayonnaise until she was certain no one could possibly have written more on the subject than she had. "I had never taken anything so seriously in my life — husband and cat excepted — and I could hardly bear to be away from the kitchen," she wrote.

Nix the self-deprecating scripts. When a recipe fell flat, Julia didn't excuse it with self-deprecating comments. "I don't believe in twisting yourself into knots of excuses and explanations..." she wrote. These types of admissions only draw attention to your shortcomings (or your *perceived* shortcomings). Usually you're better than you think you are, and if something really goes wrong, Julia would advise you to suck it up and learn from your mistakes.

Solicit feedback from your audience. Julia was big on soliciting feedback. Paul was her main go-to, but while developing her recipes, she'd also send them to trusted friends and family members in America for testing. Did they have the ingredients at their local grocery? Were her instructions clear? Did they like her vocabulary? Julia wanted to bring French cooking to American audiences; she knew it wasn't about her. She made sure her audience would be able to follow her recipes — and actually cared about French cooking.

(Continued on next page)

10 Career Lessons from Julia Child—continued from previous page

Expand your skill set. Julia was passionate about teaching others to cook. But to do it well, she couldn't just be a good cook — she had to learn how to be a good teacher. "I decided that, though the cooking we'd done was fine, my presentation had not been very clear...I felt I'd have to teach at least a hundred classes before I really knew what I was doing," she wrote. Learning how to teach was helpful throughout her career, both for writing recipes and as the host of her own cooking show.

Subject beliefs to "the operational proof." In France, wrote Julia, cooking is a major art, which brings with it a certain dogmatism. But she wasn't satisfied to accept things at face value. She preferred to view everything as a theory until she'd tested it for herself. She checked her recipe on the page and in the oven, and she'd investigate the old wives' tales too. As you can imagine, it took a lot of time to perfect even one recipe. "I felt we should strive to show our readers how to make everything top-notch, and explain, if possible, why things work one way but not another," she wrote.

Know your worth. Publishing *Mastering the Art of French Cooking* wasn't easy. Julia's co-authors wanted to stay with an agent who hadn't replied to their communications in months, but thanks to a little networking, Julia secured a much better publishing company for their project. She knew its worth long before it was completed, writing, "Competition in this field is stiff, but we feel this may well be a major work on French cooking...and could continue to sell for years."

Julia's career savvy isn't what she's famous for, but it is what made her famous and allowed her to accomplish her life goal: bringing French food to American dinner tables and sharing her passion with the world.

*Which of these lessons can you use to make a positive change in your career or business?
What can you do today to take the first step?*



Private Quarters will donate 20% of total retail sales of more than \$500 to the IAAP Southeast Wisconsin Chapter. The goal is to achieve \$300 for the chapter.

IAAP SOUTHEAST WISCONSIN "SHARE THE COMFORT" FOR THE HOLIDAYS

**Open House on November 25 from 10 a.m. to 1 p.m.
Touch, feel, and see the products before you buy!**

RSVP to 312-835-5811 or heidicomfortzone@gmail.com to ensure a spot is reserved for you!

Have You Heard?

IAAP has now moved, effective November 2011, from a two rating system to a one rating system, with areas of specialty. **The base rating will be Certified Administrative Professional, the CAP rating. They will also offer a specialty in Organizational Management, the OM. As of November 2011, all active CPS ratings are now changed to CAP, and all active CAP ratings are now changed to CAP-OM.**

The new CAP exam will become a one-part exam, testing similar material to the current three-part exam. The OM exam will also be a one-part exam, testing similar material to the current Part 4 of the CAP exam. In the future, there could be a specialty in technology and software, or in medical administration, and more. At least one year's advance notice will be given prior to each specialty designation being available.

Please go to: <http://www.iaap-hq.org/certification/changes-faq> for more information.

Birthdays and Anniversaries

Happy Belated Birthday To:

Trish Carr—October 30
Christina Miller—November 8
Marie Hargrove—November 8

Upcoming Birthday

Muriel Andersen—November 24

Congratulations On Your IAAP Anniversary!

Marie Hargrove—3 years
April Webb—**26 years!**



~ Evaluate Your Soft Skills ~

In today's world we should be aware of the importance of our soft skills in the workplace. If you are not sure where your strengths or weaknesses lie, here is a chance to evaluate yourself. Go online to:

<http://www.bettersoftskills.com/>

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



Thanksgiving dinners take eighteen hours to prepare. They are consumed in twelve minutes. Half-times take twelve minutes. This is not a coincidence.

- Erma Bombeck

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: Muriel Andersen 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	Chair: Trish Carr Member:	Update chapter web site with chapter programs and IAAP news

Meetings and Events

Chapter Meeting Dates: First Thursday of each month

Chapter Meeting	Location	Speaker	Title of Program Summary
December 1 Holiday Party	Villa D'Carlo, Kenosha	Diane Luepke, CAP	Mindfulness in the Office Our work lives can easily leave us feeling overwhelmed and disconnected. Our intellectual understanding of the need to bring greater emotional intelligence, focus or creativity into our jobs often doesn't hold up against the strong pull of old habits and crisis management. Diana will present a variety of mindfulness techniques that offer practical and powerful ways not only to remain focused on these goals, but to literally train the mind over time to cut through our mental clutter, reduce stress, handle conflict more effectively, and appreciate our jobs more.
January 5	Racine	Peter Stein, VP of Human Resources, Educator's Credit Union	Leadership Challenge Discuss different leadership traits; ad, how they improve your business skills.
February 2	Kenosha	Kimberly Linares/ Michael Markovics Office Team	TBA
March 1	Racine	Nancy Arnold, CAP-OM	Exceptional Executive Support 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	The Power of Commitment—Are You a Chicken or a Pig? 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		TBA APD (Administrative Professional's Day)
May 3	Racine	Nancy McCulley, CAP	You Become What You Think About Most 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		Annual Meeting Guest Division Liaison Nancy McCulley, CAP to install next year's board.

SPECIAL THANKS TO OUR SPONSORS

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Massage Therapist



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Twin Disc is proud to be part of a corporate citizenry that has left its mark on the world. It is a tribute to this community and those who live and work here.

WE PUT HORSEPOWER TO WORK™



Serving Southeastern Wisconsin for Over 70 Years

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



Educators
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Federally insured by NCUA

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Business Management • Accounting



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