

# The Commentary

**POWER**  
**of**  
**Commitment**  
SE Wisconsin Chapter

## 2009/10 SE Wisconsin IAAP Officers

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### VICE-PRESIDENT

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SE Wisconsin Chapter IAAP

May 2010

## Officer's Message by Muriel Andersen, Chapter Vice-President

Greetings Fellow Admins!

First of all, I want to thank you for the privilege of serving as your chapter vice-president for the past two years. I have enjoyed searching for interesting and valuable programs that will help you in your career and personal development. I trust that you have found the chapter program speakers to be informative and inspiring to you.

The program for May is a very special one that you won't want to miss. I believe we all are concerned about our environment and the impact it has upon us and of course how we can all impact our environment. We are privileged to have Mr. Jeff Neubauer, CEO of Kranz, Inc., Racine WI as our speaker for the May 6 chapter meeting. This gentleman is a leader in our community in developing "The Green Initiative."

Please make time in your busy schedule to attend our May program. You (and your managers) will most definitely profit from the information we will learn from his presentation.

Then we will have one more meeting in June to elect our new officers for 2010/11. The slate of officers will be presented in the June newsletter.

And last but not least, our continued well-wishes to our newsletter editor, Corinne Dombeck, who continues to regain her strength after a major health challenge. We will be glad to see her back and healthy very soon!

*Muriel Andersen*  
*Vice-President*



International Association of  
Administrative Professionals®

### Purpose

To provide information, education and training, and to set standards of excellence recognized by the global business community.

### 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.

**THURSDAY MAY 6, 2010**

Check it out!  
[www.kranzinc.com](http://www.kranzinc.com)

**PROGRAM TOPIC**  
**“The Green Initiative”**

\*Recertification points are available for this program.

**Presented by:**

**Jeff Neubauer, CEO Kranz, Inc., Racine WI**  
**(w/ Tim Short, Kranz Inc. representative)**



Kranz served its first customer in 1850. Today Kranz Inc. strives to be the Customer's Choice for sanitary maintenance and packaging systems through people who care, products that perform and ideas that work.

This presentation will be focused on promoting sustainability in the business community. It brings to light the consumption of our natural resources used in commercial buildings and the steps to becoming a healthier organization.

Kranz, Inc. promotes sustainability through its “Clean for Health” strategy, incorporating GreenGuard standards and Healthy Measures protocols for cleaning.

Through their holistic approach sustainability is a balance of people, profit and the planet.

Gateway Technical College  
Bio Science Bldg  
Room #120  
3520 - 30<sup>th</sup> Avenue  
Kenosha, WI

RSVP Deadline  
Noon, Tuesday, May 4th  
Contact Sharon Lunetta  
[lunettas1@mail.gtc.edu](mailto:lunettas1@mail.gtc.edu)

CANCELLATIONS must be received by noon May 5th to avoid dinner charges.

**Program Meeting Schedule**

<u>Schedule:</u>	<u>Cost:</u>
6:00 pm - Light Supper	\$7.50 - Members & Guests
6:30 pm - Program	No Charge to attend Meeting only
7:30 pm - Business Meeting	



## 2009/2010 SE Wisconsin Chapter IAAP PROGRAMS

Meeting Date	Location	Program Title	Speaker	Summary
May 6	GTC-Kenosha	The Green Initiative	Jeff Neubauer, CEO Kranz, Inc.	This presentation will be focused on promoting sustainability in the business community. It brings to light the consumption of our natural resources used in commercial buildings and the steps to becoming a healthier organization. Kranz, Inc. promotes sustainability through its "Clean for Health" strategy, incorporating GreenGuard standards and Healthy Measures protocols for cleaning. Through their holistic approach, sustainability is a balance of people, profit and the planet.
June 3	LOCATION TBD	Chapter Annual Meeting		Distribution of awards, certificates of appreciation, election & installation of 2010/2011 chapter officers

Board Meetings will be held at the Chancery (Racine) at 5:30 pm on the following dates:  
April 29<sup>th</sup> and May 27<sup>th</sup>.  
If you would like to attend, please contact MaryBeth Kallio CPS/CAP to make your reservation.



*Remember to wish a Happy Birthday to*

*April Webb—May 1  
Corinne Dombeck—May 12*



*Thank you to our administrative professionals for their commitment to IAAP!*

<i>Barbara Bruntzel</i>	<b>2009</b>
<i>Heidi Hoefler</i>	<b>2006</b>
<i>Alicia Jarrett</i>	<b>2008</b>
<i>Trish Martinez</i>	<b>2007</b>
<i>Deanna Zewen</i>	<b>2000</b>



WISCONSIN DIVISION  
ANNUAL MEETING &  
EDUCATION FORUM

Download Wisconsin Division Annual Meeting brochure:  
[www.iaap-wisconsin.org/IAAPHQ/WIDivision/Home](http://www.iaap-wisconsin.org/IAAPHQ/WIDivision/Home)

Registration deadline is April 30

May 14-15, 2010  
Bridgewood Resort  
Neenah, WI



The 2010/2011 International  
IAAP President Elect is our very own  
Mary Ramsay-Drow CPS/CAP of Milwaukee!  
Go Wisconsin!

Early-bird registration is open for this year's [Education Forum and Annual Meeting](#) in Boston July 18-21. Don't miss a fantastic EFAM with even more education.

EFAM gets started July 18 with the Sunday business session followed by the Evening of Welcome. This year we have a grand slam of a party planned for attendees.

Tuesday, July 20, we have two keynote speakers: **Vernice Armour** Tuesday morning and **Erin Brockovich** Tuesday evening with educational workshops sandwiched between these engaging speakers.

On Wednesday, July 21, there is a full day of educational workshops that ends with the banquet featuring the incoming president's speech by **Mary Ramsay-Drow, CPS/CAP**.

**COMPUTER TIPS**



Visit [www.exceltip.com](http://www.exceltip.com) for the answers to any puzzling questions you may have about Excel. Great site!

Paste this address in your browser to access Microsoft Office 2007 Information Rights Management. Learn how to protect sensitive or confidential documents. <http://office.microsoft.com/en-us/>

**2009/2010 SE Wisconsin Chapter IAAP Committees**

Committee	Committee Chair	Committee Member
APD Executive Night	Heidi Hoefler Consultant: Sandy Weber	MaryBeth Kallio CPS/CAP Theresa Burns Cheryl Norton Pam Depots Wendy Neave Barb Bruntzel
Audit		Deborah Ross-Corbett Tammy Shannon
Bylaws & Standing Rules	Pat LaBucki CPS/CAP	
Certification CPS & CAP	Debra Ruane	
Hostess	Sharon Lunetta	
Membership/Orientation	MaryBeth Kallio CPS/CAP	
Newsletter	Corinne Dombeck	
Nominating		
Programs	Muriel Andersen	
Publicity & PR	Deborah Ross-Corbett	Kathleen Sexton
Retirement Trust/R&E	Pat LaBucki CPS	
Scholarship	Sandy Weber CPS/CAP	Barb Bruntzel
Ways & Means Nuts Ads	Karen Fandrey CPS/CAP Pat LaBucki CPS/CAP	
Website	Trish Martinez	



The APD committee did a wonderful job putting together the April 21, Administrative Professionals Day event. We had plenty of meetings, emails and phone calls discussing the details. All the time and effort paid off. It was all about teamwork.

The vendor fair was well mixed with professional services, beauty products and home products from aprons to kitchen utensils. Also I musn't forget the range of door prizes that were donated. Different this year, we had a choice of two different breakout sessions to attend. Each sessions was very informative.

My many thanks go to the APD committee and all their hard work that it took to make this event happen. Thank you to all the participants. Without you taking the time to attend and participate it would not have been a success.

*MaryBeth Kallio CPS/CAP, Chapter President*

**We're on the Web!**  
<http://community.iaap-hq.org/IAAPHQ/SEWisconsin/Home/>

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- Juice bar
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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.

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**The Healing Hands South**  
1211 Washington Avenue  
Suite 211  
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By Appointment  
262-886-5858

Alicia Cramer  
Nationally Certified  
Massage Therapist



PHONE: 262-534-8888

*Angie S. Stevens, D.C., S.C.*  
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1701 DUPAGE AVE., SUITE 415 RACINE, WI 53405

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George R. Seater, Jr.  
President/CEO



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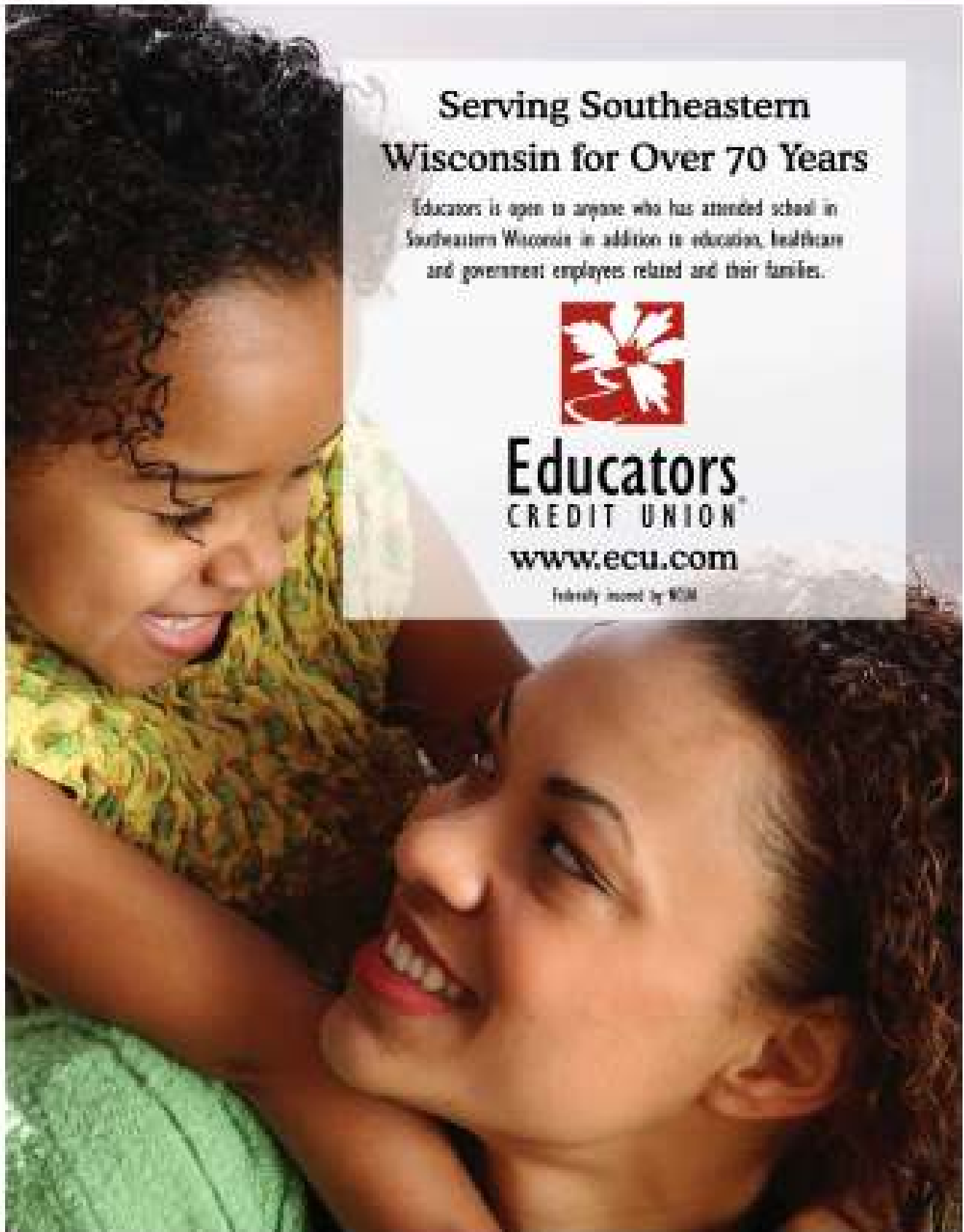
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At Lincoln Lutheran, we have celebrated aging since 1954.  
Our sole purpose is to honor God by serving people.

We are privileged to serve older adults in Southeastern Wisconsin  
by providing housing, skilled nursing care, rehabilitation, assisted living  
and a wide variety of community services.

### Communities

#### Senior Community

**The Arkium**  
2500 N. Main Street  
(414) 633-1000

A graceful apartment complex  
offering independent living.

**Bay Pointe at the Arkium**  
Assisted Living Apartments  
2500 N. Main Street  
(414) 633-1000

An assisted living apartment  
complex offering as much  
independence as desired with  
assistance when and if needed.

#### Assisted Living Center

**Schmidt Homes**  
18444 S. Nicholson Road  
Oak Creek  
(414) 761-1218

The assisted living center offers  
assistance to those who want to  
maintain their independence, but  
need a little help with daily  
activities.

#### HUD Subsidized Senior Apartments

**Lincoln Manor**  
6500 16th Street  
(414) 633-0444

**Lincoln Village**  
6100 Lincoln Village Drive  
(414) 633-0444

**Lincoln Village North**  
2515 Ruby Avenue  
(414) 633-0444

**Timothy Terrace**  
2170 Center Street  
(414) 633-0444

These apartments are profession-  
ally managed, secure, comfortable  
and affordable.

#### Skilled Nursing Centers

**Becker Strong Center**  
8001 16th Street  
(414) 633-1486

Care is provided for those with  
Alzheimer's Disease, Dementia,  
and other forms of memory  
impairment.

**Lincoln Village**  
1700 C.A. Becker Drive  
(414) 633-0772

Specialist in short-term

### Programs

#### Adult Day Services

Offers personal care, medical supervision,  
activities, and a hot meal for older  
adults.

(414) 633-6330

#### Friendship Centers

Offers social, recreational and educational  
activities coordinated through corporate  
churches throughout Racine.  
(414) 638-1708

#### HomeCare

Offers non-medical in-home supportive  
services.

(414) 638-2770

#### Meal on Wheels

Hot, nutritious meals are delivered to 604  
homebound adults, Monday-Friday.

(414) 633-6917 (city)  
(877) 633-6917 (invoiced)

#### Senior Dining Program

A special meal for men and women age 60  
and spouses of any age at risk rates.  
(414) 634-2114 (770)

#### Skill Base

Help for seniors live to maintain their  
homes and independence services.

(414) 633-1516

#### Harmony Club

Offers help and support for dependent  
adults or for those caring for an older  
someone at home.

(414) 633-6108



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better work, better life

### Better work, better life.

If you are motivated to make a positive change, we want to give you the resources you need to shape and achieve your personal and professional goals and improve your situation — at work, at home, in business, and in life. To that end, we offer life skills, career development and specialized expertise. We seek new, more effective training methods and partner with the best advisors. We use technology to create real advantages. And we continually invest to maintain our reputation as innovators. We want you to truly benefit from working with us and we are confident that we will inspire you to achieve better work, better life.

### Our core values.

We apply our core values to support, nurture and provide the maximum benefit to our talented, committed people. These are the beliefs that underlie our culture:

- Integrity
- Service
- Accountability
- Dignity & respect
- Operational excellence
- Growing talent
- Financial responsibility

### Our quality mission.

The Adecco mission is to provide superior service to our associates and clients through best-in-class matching of associates to client positions. We achieve our mission by:

- Listening to the needs and feedback of our clients and associates, learning from what we see and hear, and fulfilling their expectations with superior service.
- Never being satisfied with what we see and always striving to provide more.

If you are looking for a Staffing partner w/ the tools, technology, network and connections that a GLOBAL LEADER can offer but with a local and boutique approach ... call Adecco in Racine today! 262-634-5572 ask for Marianna Hattusaker (Branch Manager). Let us show you what sets us apart from our competition!