

# The Commentary

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

## 2009/10 SE Wisconsin IAAP Officers

### PRESIDENT

MaryBeth Kallio CPS/CAP  
262.902.9693  
seiaapmbk@yahoo.com

### VICE-PRESIDENT

Muriel Andersen  
262.878.5620 x1253  
mandersen  
@shepherdsministries.org

### TREASURER

Christina Miller  
262.909.6488  
cmiller@live.com

### SECRETARY

Marie Hargrove  
262.898.2244  
mhargrove@unitedwayracine.org

SE Wisconsin Chapter IAAP

April 2010

## Officer's Message by Christina Miller, Chapter Treasurer

Greetings from your treasurer, and Happy Easter everyone! I am very glad we have "jumped ahead" finally. It is just one of the reminders that spring (and warmer weather) is on its way. I am a big outdoors person, and this winter was too long for me.

It is also another reminder that our annual **APD** is very much on its way as well. Be sure to attend and celebrate with us on April 21<sup>st</sup>. I am excited to see what this year's event will bring.

I hope you have benefited much from hearing the speakers we have had so far this year. This month,

take advantage of the opportunity to get tips on your resumé from Office Team and hear the presentation on "**How to Recession-Proof Your Career.**"

In May we will be privileged to have Mr. Jeff Neubauer with us, president of Kranz, Inc., Racine. His topic is very timely: "**The Green Initiative.**"

Then one more meeting in June which will be our **annual meeting and election/installation of new officers** for 2010-2011. Lots more to go yet for the year!

I have had a wonderful time being your treasurer for 2009/2010. I hope to be able to continue being so next year as well, if you choose to vote for me. This position and responsibility has given me some leadership skills and the beginning confidence to move forward when the time is right.

I want to thank you for the opportunity to serve as your treasurer, for your support, prayers, and mentoring through the course of the year. In the meantime, thank you. I look forward to serving as your treasurer for another year, if you deem me up to the task.



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 APRIL 1, 2010

APRIL IS RECRUITMENT MONTH—BRING A GUEST!  
DIVISION & CHAPTER FEES WAIVED FOR NEW MEMBERS!

PROGRAM TOPIC

How to Recession-Proof Your Career

\*Recertification points are available for this program.



Presented by:

**OFFICETEAM**<sup>®</sup>

Specialized Administrative Staffing

A Robert Half Company

**Resumé reviews by Office Team will be available from 6:00-6:30 pm.**  
**Bring your resumé & take advantage of this great opportunity!**

Given the turbulent economy, many professionals are doing their best just to keep their careers afloat. Whether you're concerned about your current position or looking for a new one, now is the time to take action to raise your visibility and "recession-proof" your career. In this presentation, you'll learn strategies for:

- ⇒ Staying motivated and productive on the job
- ⇒ Becoming an indispensable asset to your employer
- ⇒ Landing a job in a tough economy
- ⇒ Improving your marketability to ensure ongoing career success.

Gateway Technical College  
Michigan Room  
Room #110  
1001 Main Street  
Racine, WI

RSVP Deadline  
Noon, Tuesday, March 30  
Contact Sharon Lunetta  
[lunettas1@mail.gtc.edu](mailto:lunettas1@mail.gtc.edu)

Program / Meeting Schedule

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

CANCELLATIONS must be received by noon March 31<sup>th</sup> to avoid dinner charges.

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



Experience the

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

## CONTROL YOUR DESTINY

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International Association of Administrative Professionals®  
SE Wisconsin Chapter

**Networking**

Invites you to Celebrate  
Administrative Professionals Day®

**Vendors**

**Seminars**

Wednesday, April 21, 2010

Gateway Technical College

Racine Conference Center – Racine Building 1<sup>st</sup> Floor

1001 S. Main Street • Racine WI 53403

4:00 p.m. to 7:30 pm

**Raffle**

**Appetizers**

Mark Your Calendars!

**Door Prizes**

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### Choose Your Seminar!

#### Address Your Stress

Jarrod Mikulecky BSK, CN, CPT  
Kinesiologist, Nutritionist, & Certified Personal  
Trainer (NASM)

#### Financial Planning and Investing in Today's Economic Environment

Dean Cooper, CFP®

For further information, please contact:  
Heidi Hoefler, APW Committee Chairperson: [iaapsewi\\_apd@yahoo.com](mailto:iaapsewi_apd@yahoo.com)

*Registration Form and details will be mailed to you soon!*

## 2009/2010 SE Wisconsin Chapter IAAP PROGRAMS

Meeting Date	Location	Program Title	Speaker	Summary
April 1  RECRUITMENT MONTH Chapter/Division dues waived	GTC-Racine	How to Recession -Proof Your Career	Office Team	Given the turbulent economy, many professionals are doing their best just to keep their careers afloat. But whether you're concerned about your current position or looking for a new one, now is the time to take action to raise your visibility and "recession-proof" your career. In this presentation, you'll learn strategies for staying motivated and productive on the job, becoming an indispensable asset to your employer, landing a job in a tough economy and improving your marketability to ensure ongoing career success.
April 21 APD EVENT	GTC-Racine	Control Your Destiny		Seminars, vendors, networking, raffle, appetizers, door prizes
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:  
March 25<sup>th</sup>, 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.

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

*Marilyn Holden—join date April 2002*

*Nancy Johnson—join date April 2002*

*Debra Ruane—join date April 2009*

*Kathleen Sexton—join date April 2008*

# POWER of Commitment

Wisconsin Division

**The purpose of the Wisconsin Division Annual Meeting and Education Forum** is to conduct the business of the Division and provide members with educational sessions, professional development, networking, and team building. Proposed changes to Bylaws and Standing Rules may be presented for consideration and Division officers are elected for the following year. Chapters designate a delegate and an alternate to represent the chapter during the business meeting, but all members are encouraged to attend. Committee and officer reports are presented as well as an International update by Janine RiesmersmaCPS/CAP, International Secretary. Special recognition and acknowledgements will also be made.

WISCONSIN DIVISION  
ANNUAL MEETING &  
EDUCATION FORUM

May 14-15, 2010  
Bridgewood Resort  
Neenah, WI

Read the latest WI Division Newsletter  
and download the Wisconsin Division  
Annual Meeting brochure:  
[www.iaap-wisconsin.org/IAAPHQ/  
WIDivision/Home](http://www.iaap-wisconsin.org/IAAPHQ/WIDivision/Home)

## ADMINISTRATIVE PROFESSIONALS WEEK April 18-24, 2010

### A Large and Growing Profession

- 4.2 million administrative assistants and secretaries, along with 1.4 million supervisors of office and administrative support staff, were employed in the United States in 2006 (U.S. Dept. of Labor).
- 476,000 administrative professionals are employed in Canada, including 365,670 secretaries, 26,390 executive assistants and 84,140 clerical supervisors (Statistics Canada).
- 362,000 administrative assistant and secretarial positions will be added in the U.S. between 2006 and 2016, representing growth of 8.5 percent. More than 82,000 office supervisor positions will be added. (U.S. Dept. of Labor).

### Salaries Are Not Rising This Year

- The recession has hit everyone and the admin profession is no exception. Most salaries of those in the administrative profession are stagnant or taking a salary cut this year.
- \$37,240 - Average 2006 annual earnings of U.S. executive secretaries and administrative assistants (U.S. Dept. of Labor)
- - 3.7 percent - Expected average decrease in starting salaries for an administrative assistant in 2010 (OfficeTeam 2010 Salary Guide).
- 0.8 percent - Expected average increase in the salary of a entry-level administrative assistant (OfficeTeam 2010 Salary Guide)

## HSMAI's Affordable Meeting Mid-America—FREE!!! April 14-15, 2010



Here is an opportunity for all of you who plan meetings for your organizations. This conference will be on April 14-15, 2010 at Navy Pier, Chicago. Attendance is **free** if you are a meeting planner (you need to provide information on past meetings planned to qualify as a meeting planner).

There will be over 320 exhibitors (hotels, inns, resorts, CVB's, convention centers, airlines, conference cen-

ters, transportation companies, trade publications, DMC companies, unique meeting sites, software providers, entertainment companies, event rental companies, audio visual companies and other suppliers who service the industry). Anticipated attendance is 1,200. This conference is presented by Hospitality Sales & Marketing Association International. The con-

ference program consists of 18 seminars, all of which are designed to give you a wealth of fresh ideas and insights that will serve you well throughout the year.

Check out the registration brochure on the link below. Excellent conference topics!

<https://events.jspargo.com/AMMid10/public/Content.aspx?ID=10845&sortMenu=107000&exp=3%2f16%2f2010+7%3a17%3a59+AM>

## Microsoft Office Tips & Tricks—PC Mag.com

### Zoom in and Out

You can use the scroll button on your mouse to zoom in and out of documents quickly. Just hold down the Ctrl key and roll the [scroll wheel](#) forward to get a closer view of the document, or roll it back to shrink it.

### Line Breaks without Bullets

When you're creating a bulleted or numbered list in Word or [PowerPoint](#), you might want an item to appear on the list without a bullet. You can start a new line without a bullet by pressing Shift-Enter. The next time you press the Enter key, the new line will continue the bulleted or numbered list. Another useful trick: In Excel, you can press Alt-Enter to start a new line within a cell.

*I highly recommend attending this event at least once for meeting planning knowledge. If you plan small meetings or corporate sized meetings and events, you can take away industry knowledge, network, and meet with vendors directly related to the meeting industry. It's a FREE conference if you are a meeting planner. All you need to do upon registering is detail the meetings you have recently planned and you're in!*

*Heidi Hoefler CPS*



**cometdocs**  
Free Online File Converter

**COMPUTER TIP**

I used this website just last week to convert a PDF to a Word file. Works great AND it's free!

Bookmark this site and use it next time you need to convert a document to another format.

**IT'S SO EASY!**

*Muriel Andersen,  
Chapter VP*

[www.cometdocs.com/](http://www.cometdocs.com/)

**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	

**From:** Scott, Jerry  
**Sent:** Friday, March 05, 2010 12:26 PM  
**To:** Muriel Andersen  
**Subject:** RE: SE Wisconsin IAAP March 4, 2010 - Just checking

Hi Muriel, I must thank the IAAP and MaryBeth for a wonderful welcoming experience last night. Participation and feedback were great. Thank you all for the opportunity and the beautiful gift.

Jerry Scott  
Hr/Affirmative Action Officer  
City of Racine  
City Hall  
730 Washington Avenue Room 204  
Racine, WI 53403

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

The SE Wisconsin Chapter IAAP would like to THANK the following sponsors



- Largest weight room in Racine
- Huge cardio deck
- Lap pool & therapy pool
- Basketball & volleyball
- Exciting group exercise classes
- Whirlpool, steam room & sauna
- Kids playroom
- Spacious & clean locker rooms
- 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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Alicia Cramer  
Nationally Certified  
Massage Therapist



PHONE: 262-594-8888

*Gregory S. Thstrup, D.C., S.C.*  
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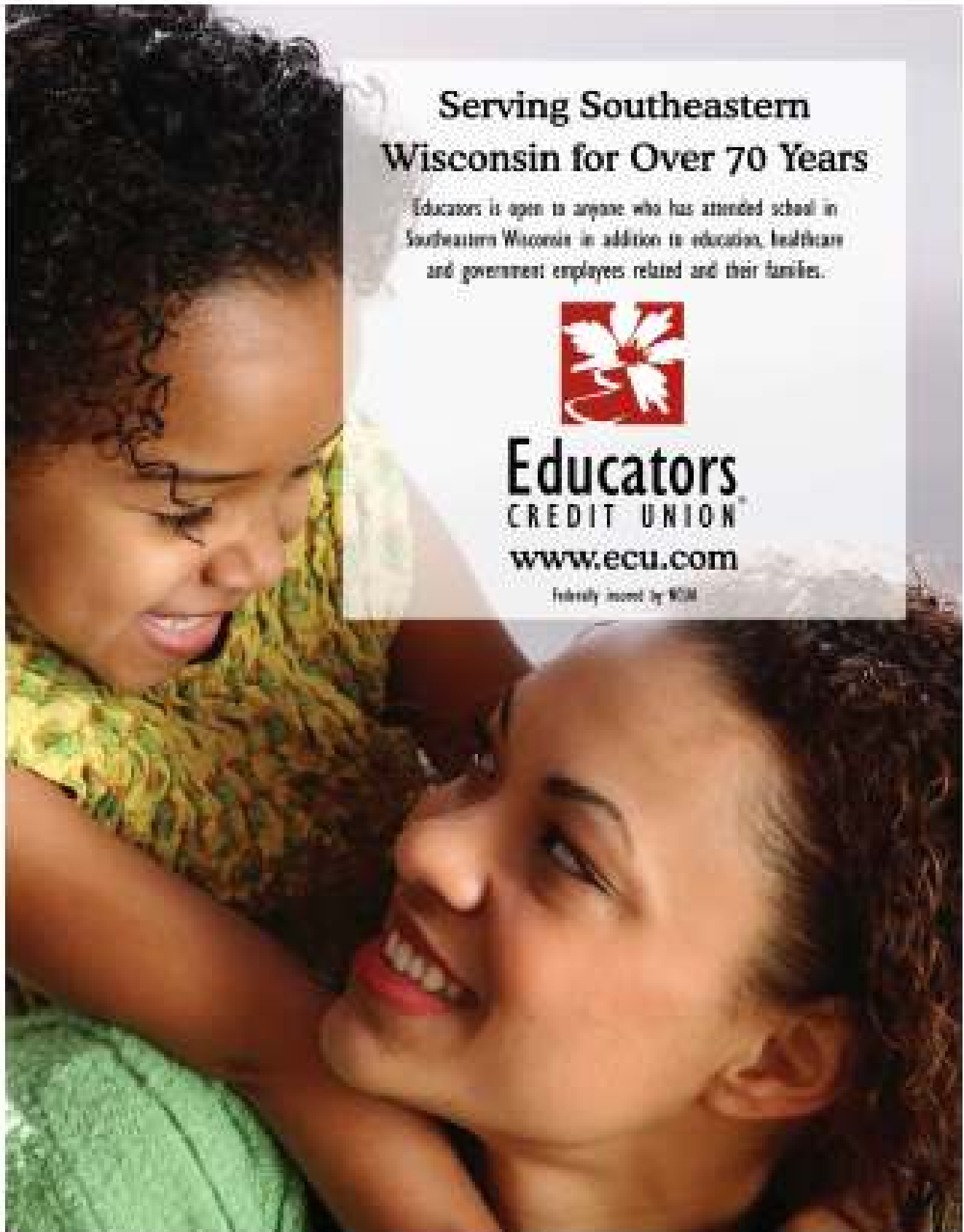
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GREENFIELD, WI 53022  
262-934-9992

**RACINE**  
100 W. WASHINGTON ST. SUITE 200  
RACINE, WI 53406  
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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**  
2919 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 menu for members 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) 633-6168



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## Careers that work!

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- Business Management
- Accounting



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# The SE Wisconsin Chapter IAAP would like to THANK the following sponsors



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!