

# Fox-C-Tales

## From Our President

Our Administrative Professionals Week (APW) Event held on April 17 at the Best Western Bridgewood Resort Hotel & Conference Center in Neenah was a huge success! Ninety attendees participated in the event's networking, education, dinner, and door prizes. Two new members were inducted into the IAAP – Fox Cities Chapter, and our 50/50 raffle winner left the event with \$197.50, which also means it was a good night for our scholarship fund.

The Wisconsin Division Annual Meeting (WDAM) will be held on May 18 and 19 at the Holiday Inn Convention Center in Stevens Point, Wisconsin. This is a great conference to go to and learn something new while obtaining four recertification points. Be sure to visit the IAAP – Wisconsin division website for more information.

Have you gone through the criteria to become a IAAP Member of Excellence yet? You may already have made it. Check out Page 3 for more details.

We are well on our way to achieve the IAAP Chapter of Excellence designation again this year with five out of eight criteria checked off our list.

Happy Administrative Professionals Week!

*Lori Maki, CAP*

President



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## May Meeting

May 15, 2012 at Kimberly-Clark Corporation, 2100 Winchester Road, Neenah

Agenda: 5:00 – 5:30 – Networking

5:30 – 6:00 – Dinner

6:00 – 7:00 – “Setting and Achieving Goals” Presentation by Laura Lenhart, CPA

7:00 – 7:30 – Business Meeting

Live Your Life On Purpose!

Whether you’re trying to advance your career or achieve something significant in your personal life, at some stage you will need to set goals and make progress toward achieving them. But just being able to set a goal is not enough. Promising yourself that you’ll do something is easy, actually doing it is a lot harder.

Learn how to capture a vision for your future, how to concentrate your efforts and how to walk into your future with confidence and clarity.

*“If you want to be who you haven’t been, you must do what you haven’t done.”*

*~Author unknown*

### May Meeting: Presenter

Laura Lenhart, CPA serves as the Vice President of Finance and Operations for the Fox Cities Performing Arts Center located in Appleton, Wisconsin. As a member of the executive team reporting to the Executive Vice President she oversees Finance; HR; IT; Event Management; Front of House; Theatrical Productions; and Physical Plant Operations. Laura is also an instructor for the Art Administration Master’s program at Drexel University. Laura serves on the CFO Arts Consortium, Women’s Fund and Road Labor Subcommittee of the Broadway League.

*“Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.”*

-IAAP

## Did You Know?

- We are offered many great (and free) resources when we receive our monthly e-edition of *OfficePro Express*! The April 12 issue is full of information you can use every day.
- Tying in with our March meeting theme of electronic security, there is a great article on the need for mobile phone security software. As you read this article, there are hackers “mining” for data on smart phones. Any one of us could be the next victim. The writer of the article predicts the invasion of viruses on smart phones will increase dramatically and soon rival the infection rate realized over the internet. The dangers inherent in some of the free apps now available were exposed and several software options are listed in the article.
- Those of you going to EFAM may want to read the article on “How to Attend a Conference as Yourself.” It addresses the awkwardness we sometimes experience when in a room full of strangers with whom we have no real connection or history. *OfficePro* is hosting a discussion group on this topic. You will find the link in the e-article by clicking on the image on Page 4.
- There is also a podcast available that offers a simplified explanation of “Robert’s Rules of Order”, and a couple of articles on interviewing.
- In honor of Administrative Professional Week, a free one-hour webinar is available on April 24: “Business Etiquette: The New Rules in a Digital Age.” Be sure to sign-up soon if you are interested, as this one will fill up quickly.



Happy Administrative Professionals Week!



## Member of Excellence

All you need are 8 out of these 11 to become an IAAP Member of Excellence:

1. Hold a current IAAP Certification
2. Download the Member of Excellence Form (or ask Kathy Mason for a copy)
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)
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 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 (mandatory requirement)
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
9. Attend a minimum of eight IAAP chapter, division, or international sponsored meeting, programs, or events (any combination). These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review



## Chapter Meeting Schedule

### September 20, 2011

Wipfli LLP, Appleton  
 "Outlook: Tips and Tricks," Lynn Staszak  
 Contact: Lori Maki

### October 18, 2011

West Wisconsin Diner, Appleton  
 "Designed Thinking," Diana Luepke  
 Contact: Lori Maki

### November 15, 2011

Paper Valley Hotel, Appleton  
 "Remarkable Communicator," Lynn Woida  
 Contact: Lori Maki

### December 13, 2011

Mark's East Side, Appleton  
 Christmas Party  
 Contact: Ashley Baldwin

### January 17, 2012

West Wisconsin Diner, Appleton  
 "Resumes and Interviewing," Bobbi Miller  
 Contact: Marie Kawczynski

### February 21, 2012

Wipfli LLP, Appleton  
 "Effective Writing," Lori Maki  
 Contact: Lori Maki

### March 20, 2012

Radisson Paper Valley, Appleton  
 "Online Security," Jamey Rose  
 Contact: Ashley Baldwin

### April 17, 2012

Bridgewood Conference Center, Neenah  
 "Administrative Professionals Week"

### May 15, 2012

Kimberly-Clark, 2100 Winchester Rd., Neenah  
 "Setting and Achieving Goals," Laura Lenhart  
 Contact: Ashley Baldwin

### June 19, 2012

Mark's East Side, Appleton  
 Annual Meeting

### July & August 2012

No meeting

Click on the image below  
to read this issue on your computer!



## IAAP Core Values

**Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

**Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.

**Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

**Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

**Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

## Newsletter Submissions

Please submit your content via email prior to the last business day of each month to Mandy Vowell and/or Annamarie Zimmerman, Co-Chairs of the Bulletin Committee: mvowell@oshkoshcorp.com and azimmerman@oshkoshcorp.com, respectively. We will then incorporate your content into the next newsletter.

## IAAP – News

Mark your calendars now and plan to attend the following scheduled events:

1. **IAAP – Wisconsin Division Annual Meeting (WDAM)** – May 18-19, 2012 at the Holiday Inn Convention Center, Stevens Point. Hotel registration is open now at [www.holidayinn.com](http://www.holidayinn.com). [group code “IIA” to receive our negotiated rate of \$99 for single/double and \$159 for a suite] The event brochure is on their website.
  - This year’s meeting theme is “The Lean Office for Remarkable Results.”
  - Among the weekend’s highlights is the business meeting and 2012-13 officer installation.
  - On the educational front, we have arranged for Marie Herman, CWID, ATM-S, Illinois Division President-Elect, to facilitate a workshop on Friday afternoon entitled “Becoming the Lean, Mean Office Queen (King)”.
  - Diana Luepke, Downtown Milwaukee Chapter, will present “Getting More Done with Less: Strategic Administration and the Art of Resource Management” on Saturday afternoon.
2. **IAAP – Wisconsin Division Fall Education Conference (FEC)** – October 19-20, 2012 at the Osthoff Resort, Elkhart Lake. Mark your calendars and plan to attend the fall conference at this beautiful venue.

## Celebrations

Please join us in congratulating the following IAAP – Fox Cities Chapter members as they celebrate their membership anniversary and/or birthday this month:

### Membership Anniversary

|                     |            |
|---------------------|------------|
| Mary Kay Van Handel | April 2005 |
| Molly Gaffney       | April 2011 |
| Tina Kosik          | April 2011 |
| Kathy Terwelp       | April 2011 |
| Annamarie Zimmerman | April 2011 |
| Jean Coon           | May 2003   |
| Marie Kawczynski    | May 2008   |
| Kathy Mason, CAP-OM | May 2008   |

### Birthday

|                         |        |
|-------------------------|--------|
| Rebecca Weber           | May 11 |
| Kristy Albrecht, CAP-OM | May 14 |
| Lori Maki, CAP          | May 14 |

We have many missing birthdates. If you would like to be included in this celebration, please send your information to Mandy Vowell and/or Annamarie Zimmerman.

## IAAP – Fox Cities Chapter

### 2010-2011 Officers

President: Lori Maki, CAP  
 Vice-President: Ashley Baldwin  
 Treasurer: Kathy Mason, CAP-OM  
 Secretary: Marie Kawczynski

Division Liaison: Kathi Princeton, CAP

### Email us:

IAAPFoxCities@gmail.com

### Find us on the Web:

www.IAAP-FoxCities.org



We are a "Chapter of Excellence" again this year. Let's Make the Leap to be an even more REMARKABLE chapter by ensuring a high percentage of our members become "Members of Excellence"!

There is still plenty of time to meet the requirements, and to meet eight of the requirements will not take much time or effort.

Contact Kathy Mason, CAP-OM with any questions regarding the requirements.

## Making the Leap to REMARKABLE

The Fox Cities Chapter was chartered with twenty members on December 10, 1960 in Appleton, Wisconsin. Special chapter activities include awarding a scholarship to a Fox Valley Technical College student and hosting a seminar during Administrative Professionals Week.

The administrative profession is an evolving one. As times change, jobs and roles change. Today's office professionals are expected to master all types of new technology and office equipment. Expansion into the international marketplace calls for new business practices. Corporate restructuring is causing a shift in responsibilities. Office professionals are now handling duties of former middle managers.

In these times of changing business practices, office professionals may need additional training in supervisory skills, time management, communication, etc.

Increase your value by investing in your future. Make an investment in yourself and in your career.

- Professional and Personal Education and Development Resources
- Professional Certification
- Enhance Leadership Skills
- Explore Opportunities in a Supportive Environment
- Local and International Networking Opportunities
- Advance Your Career
- *officePRO* Magazine
- World-Class Website
- Affinity Programs and Services

### Joining IAAP

Download an application online at: [www.IAAP-hq.org](http://www.IAAP-hq.org) or contact Marie Kawczynski for an application (920) 720-8794.

## Business Sponsorship

The Fox Cities Chapter IAAP® can be a valuable partner with organizations. By placing an ad in our monthly bulletin and on our web page, the products and services of businesses and organizations will be introduced to administrative professionals in many different environments and office situations.

The rates to place an ad/logo in the Fox Cities Chapter Newsletter and on the Fox Cities Chapter website for one year are:

|               |               |          |
|---------------|---------------|----------|
| Full Page     | (8 ½" x 11)   | \$100.00 |
| Half Page     | (8 ½" x 5 ½") | \$ 75.00 |
| Quarter Page  | (5 ½" x 4 ¼") | \$ 50.00 |
| Business Card | (3 ½" x 2")   | \$ 30.00 |

The agreement can be found on the following page. Email Carol Thiel at [clthiel@new.rr.com](mailto:clthiel@new.rr.com) with questions or to submit artwork in JPEG format.





**INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS™**  
*Fox Cities Chapter*

**NEWSLETTER ADVERTISING AGREEMENT**  
**Includes Website Ad @[www.iaap-foxcities.org](http://www.iaap-foxcities.org)**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

The above account/agency agrees to place ad/logo in the Fox Cities Chapter Newsletter and on their website at the rate indicated. If special placement is not indicated, the advertisement will be placed at IAAPs discretion. The prices below will cover one (1) year.

|               |               |          |
|---------------|---------------|----------|
| Full Page     | (8 ½" x 11)   | \$100.00 |
| Half Page     | (8 ½" x 5 ½") | \$ 75.00 |
| Quarter Page  | (5 ½" x 4 ¼") | \$ 50.00 |
| Business Card | (3 ½" x 2")   | \$ 30.00 |

TERMS OF INVOICE: Payment is appreciated at the time of signing the agreement. However, Fox Cities Chapter IAAP will invoice if necessary with payment in full required within 30 days.

Unless otherwise noted, the account/agency will supply to IAAP camera-ready advertisement(s) and all accompanying artwork/photographs. **Artwork may be submitted via e-mail in JPEG to Carol Thiel at [clthiel@new.rr.com](mailto:clthiel@new.rr.com)**, or call Carol at 920-996-3283 for additional information.

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FOR THE ACCOUNT (Please sign above and print name alongside signature)

DATE

Please return this form, ad copy (unless emailed) along with **check made payable to: Fox Cities Chapter IAAP:**

Mail To: Carol Thiel  
3411 Northridge Lane  
Appleton, WI 54914

**PLEASE MAKE A COPY FOR YOUR RECORDS**