

Fox-C-Tales

From Our President

It's February and we are already gearing up for our April Administrative Professionals Day (APW) event on April 17, 2012. Our speaker for the event will be Julie Kowalski. The event will be at the Bridgewood Conference Center in Neenah.

Our March meeting will be held at the Radisson Paper Valley on March 20, 2012. Our speaker will be Jamie Rose, speaking about on-line security. This should be an interesting topic since almost everything is done on-line and the need for security has risen.

The Wisconsin Division Annual Meeting (WDAM) will be held May 18 and 19, 2012, at the Holiday Inn Convention Center in Stevens Point, Wisconsin. This is a great conference to go to and catch up on your certifications and learn something new. They will be offering four recertification points. More info will be available in early April.

We are currently looking for businesses or individuals to advertise in our newsletter. If you know anyone that is interested please let Carol Thiel know and she will get you the information. Carol's email address is on page five of this newsletter.

I hope everyone is working on their Members of Excellence. Let's all continue to make the leap to remarkable!

Lori Maki, CAP



Contents

Special Interests

From Our President	1
Chapter Meeting Schedule	3
IAAP Information	5
Business Sponsorship	5

Highlights

March Meeting	2
Member Spotlight	2-3
Bulletin Content Submissions	4
Admins: The Pulse of the Office	4
IAAP Core Values	4





March Meeting

March 20, 2012 at the Radisson Paper Valley, Appleton

Agenda: 5:00 – 5:30 – Networking

5:30 – 6:00 – Dinner

6:00 – 7:00 – “Online Security” Presentation by Jamey Rose

7:00 – 7:30 – Business Meeting

Jamey Rose will speak about the issues all of us face in today’s technological world. We may not have even considered these issues prior to this informational session on the following topics:

- Browser exploits
- Unsafe images and files
- Safe password construction
- Website tracking
- Cell phone vulnerabilities

“Every success is built on the ability to do better than good enough.” ~Author unknown

March Meeting: Presenter

Jamey Rose is the Director of Technology and Facility as well as the Information Security Officer for the Fox Cities Performing Arts Center. He leads the organization in all aspects of information security including policy, compliance and technology. Jamey is an industry expert in network security and security compliance.

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

-IAAP

Member Spotlight: Karen Strey, CAP



Many of my childhood times were spent at Azco, Inc. (yes, that blue building with the yellow and black sign on Highway 41, near Menasha), where my Dad spent 33 years of his working life. Little did I know then, these memories shaped my future. You see, my Dad often went back to work at night, and my sister and I had the privilege of going with him (it was really my mother’s ploy to get us out of the house). Well, these nights meant that we got to do our homework on the big conference room in the board room, search through desks and find lots of different-colored highlighters to use, and have a treat of either hot chocolate or soda from the vending machine in the back shop where Dad always enjoyed showing us daughters the latest welding projects they were working on. Besides spending lots of hours at the office, my Dad often spoke very highly of his secretary, and what a great job she did for him. It was these memories and those comments that made me decide that I would be just like Alice (Dad’s secretary) someday.

After high school, I went to Concordia University Wisconsin (in Mequon, WI), initially for Accounting (I was going to follow Dad’s footsteps and become a CPA), until I got knee-deep into Accounting classes, and decided that wasn’t for me. But, have no fear, Concordia had a full-line of secretarial courses, and I graduated four years later with my Bachelor’s Degree in Business and my Associates in Secretarial Science.

I started my career as a secretary at M&I Data Services in Brown Deer, Wisconsin, where I spent 14 years working for many different bosses and departments, watching the company grow from 4,000 employees to 14,000, and learning much about the world of data processing.

It was during this time that I heard about, joined, and became actively involved in IAAP, all thank you to our chapter. One Friday, members of the chapter gave a presentation to the Appleton West Rotary Club on PSI (now IAAP). My Dad, a long-time member of the club, was intrigued by the program, and quickly passed along the information to me. Especially interested in the CPS (now CAP) program (since it was so related to the CPA degree), I contacted the Milwaukee Area Technical College, immediately enrolled in the classes, passed the exam, and joined the Milwaukee Chapter of PSI.

Continued on Page 3



Once I passed the exam, I quickly joined and chaired committees, and worked my way up to presidency of the Milwaukee Chapter. I then went on to serve as Vice President, President-Elect, and President of Wisconsin Division, and am currently serving as Certification Chair of the chapter.

After my Mother passed in 2002, it became apparent that I really enjoyed Appleton more than Milwaukee, and it was time to relocate back to my childhood home. I was fortunate to be able to transfer with Metavante (formerly M&I Data Services), and joined their 401(k) Services division as a participant recordkeeper in January 2003. In layman's terms, this meant that I was responsible for producing the quarterly statements for retirement plans (yes, the ones you get every quarter from your employer) and doing testing to make sure that the plans were in compliance with the IRS regulations. All this really meant is that I spent many, many, hours at the office as we were very short staffed and that this wasn't my calling.

It was time for another change as Metavante decided to close that division, and in January 2006, I became employed by M&I Wealth Management in downtown Appleton. Metavante is a subsidiary of M&I, so I was very grateful to be back in the M&I family.

I am very fortunate to work for a great boss, who is the regional manager for Northeast Wisconsin, and a great group of people. My job responsibilities vary widely from day to day, and I am starting to go through many systems and procedural changes as M&I transitions to BMO Harris Bank (M&I was purchased by Bank of Montreal out of Ontario, Canada, who also owns Harris Bank a year ago). It is my strong organizational skills and all the invaluable skills I've picked up through IAAP over the years that has prepared me to embrace these changes with open arms.

Outside of work and IAAP, I'm very passionate about chasing that little white ball around the golf course. Being a fourth-generation golfer on my mother's side, you can definitely say it is in my blood. I'm fortunate to be able to join my Dad and play at Butte des Morts three times a week during the season, and also run our couple's golf league with him.

When not on the golf course, I can be found coordinating my church's stamp club where we make cards to send to the shut-ins of our congregation, and spending time in Mequon visiting my sister and brother-in-law, and my 7-year old niece, Callie. Callie has picked up the passion for Irish Dancing, and so I try to watch her perform as often as possible, including at Irish Festival. I also am an avid reader, and enjoy taking Zumba classes.



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



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.

Bulletin Content Submissions

Please submit bulletin content via email prior to the last business day of each month to Mandy Vowell and Annamarie Zimmerman, Co-Chairs of the Bulletin Committee: mvowell@oshkoshcorp.com and azimmerman@oshkoshcorp.com, respectively.

Admins: The Pulse of the Office

Mark your calendar today to join us on April 17, 2012 for this year's Administrative Professionals Week event at the Bridgewood Conference Center in Neenah, sponsored by the IAAP – Fox Cities Chapter.

This year's event will feature "Leadership Soft Skills: Highly Functioning & Engaged Teams" – presented by Julie Kowalski of SpizzerinctumSM Group LLC.

Good leaders are made, not born! Do you know what it takes to be a leader regardless of your title? Have you mastered the "soft skills" required for success?

This highly interactive and dynamic presentation will walk you through the top soft skills required for success as an Administrative Professional and explore how to leverage your communications in order to be more effective. We will also learn what "employee engagement of team members" really means and how we as Administrative Professionals can engage others. We will create our own personal list of actions that we can use to fully engage others on our team, based on their and our own unique personalities.

This is a phenomenal opportunity for you to not only interact and engage with others and learn from a leader in the field, but also to roll up your sleeves and participate in energizing small group discussions and exercises. This presentation is a must for every administrative professional!

Julie Kowalski will focus on effective leadership skills and will share not only the top leadership competencies, but also the differences between a leader and a manager. She brings over 20 years of first-hand business experience of what it takes to effectively lead. Julie has provided her insight and value through her consulting role to a wide variety of business owners, executives, managers and employees.

She has spent her career helping employees create self-sufficient and streamlined processes which lead customers to be delighted and staff to be rewarded with success. Julie was honored by bestselling author Seth Godin (*Purple Cow: Transform Your Business by Being Remarkable*) through his inclusion of her as one of the "World's Most Creative Thinkers."

Julie Kowalski's energy and enthusiasm are contagious! She doesn't just talk about things, she gives solutions.



Fox Cities Chapter - IAAP

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, CPS, CAP 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 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 with questions or to submit artwork in JPEG format.

Thank you for your support!



WELHOUSE & ASSOC
Private Money Management

Mark P. Welhouse
 CLU, ChFC, RHU, REBC

3601 Commerce Ct, Suite 4 www.wa-advisor.com
 Appleton WI 54911-8441 Fax: (920) 731-9000
 Phone: (920) 731-8000 Mark@wa-advisor.com

Mary Kay's Baskets
 Custom Made Baskets and Classes



Mary Kay Van Handel
 Basket Weaver

W6951 Brackenwood Lane
 Greenville, WI 54942-8790
 920-831-0169



INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS™
Fox Cities Chapter

NEWSLETTER ADVERTISING AGREEMENT
Includes Website Ad @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 cthiel@new.rr.com, or call Carol at 920-996-3283 for additional information.**

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