

Fox - C – Tales



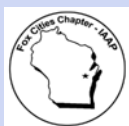
Fox Cities Chapter – IAAP

www.iaap-foxcities.org

February 2011

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Secretary:.....Marie Kawczynski



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E-mail: foxcitiesiaap@gmail.com



Happy February to everyone!

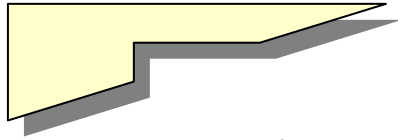
Our 50th Anniversary event was a very simple but elegant event. Everyone has a wonderful time see old friends and meeting new ones. Our speaker was fantastic, Mary Ramsey-Drow, CPS/CAP, our International President this year. Her presentation was about how we can get "Passion and Purpose" in our lives every day. She asked us to find our passion, sometimes it's obvious and other times to can be hidden, and just waiting for us to discover what really rocks our world!

We also had several VIPs that attended our event including: Julie Thomas, CPS/CAP, our WI Division President; Lynette Hieronimus, CPS, WI Division Secretary; Ann Dahlke, CPS/CAP, Wausau Chapter President; Kris Pool, CAP, WI Division MAL; and several other members from the Wausau and Green Bay chapters.

We are working very hard on finalizing our APW Event on April 19, 2011, at the Radisson. More details to come soon.

Have a great month and we'll see you at our February chapter meeting!

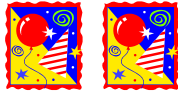
Lori Maki, CPS
President



Thought for the Day

Resist telling people how something should be done. Instead, tell them what needs to be done. They will often surprise you with creative solutions.

Taken from “*Life’s Little Treasure Book on Wisdom*” by Jackson Brown, Jr.



BIRTHDAYS

Anne Springer	2/01
Karen Strey CPS	2/11

IAAP ANNIVERSARIES

Ida Thibodeau	2/1
Mandy Vowell	2/1
Karen Strey CPS	2/1



Mark your calendars for these upcoming events.

IAAP Calendar

February 14, 2011– Valentine’s Day 

February 15, 2011 – Fox Cities Chapter meeting at Wipfli LLP. Speaker Lynn Staszak on Microsoft Office 2007-PowerPoint

March 6-9, 2011 – IAAP Spring Conference, Tampa, FL – Bounce Back-Bounce Higher

April 19, 2011 – Fox Cities Administrative Professional’s celebration – Raddison Paper Valley

April 24-30, 2011 Administrative Professional Week (APW)

April 27, 2011 Administrative Professional Day (APD)

May 6-7, 2011 – CPS/CAP Certification Exams

May 13-14, 2011 – Wisconsin Division Annual Meeting, Sheraton Brookfield, Brookfield, WI

July 24-27, 2011 (EFAM) Montreal Convention Center, Montreal Canada



Writers Wanted

Are you interested in show casing your writing skills? Submit articles, news items, book reviews, a recipe, quotes or humorous antidotes to be included in our newsletter. Together we can create a newsletter that our members can grow and benefit from.

Note: When sending articles please submit in WORD.

Submit to me at sloon@frontiernet.net.

Thank You

Thank you to this month’s contributors: Sharon Stein, Lori Maki, CPS



Lori Maki, CPS and Marie Juarez, Fox Cities Scholarship winner



Remember that not getting what you want is sometimes a stroke of good luck.



Stuffed Chicken Onion Rolls

- 3 Tbsp dried onion
- 4 oz. softened cream cheese
- 2 Tbsp softened butter
- 2 Tbsp chopped celery
- 2 cups cooked, chopped chicken
- ½ cup shredded cheddar cheese
- 2 (8 oz.) tubes refrigerated crescent rolls

Combine first 6 ingredients; stir to blend. Separate crescent rolls into 8 rectangles; pinch seams together. Cut each rectangle into two squares. Spoon 1 heaping tablespoon of mixture on each square; fold opposite sides together. Seal all seams well form into log shape. Place rolls on greased baking sheet; make two slashes on top of each roll with a sharp knife. Bake at 350° for 20-25 minutes or until browned and heated through. Makes 16 rolls.

+++++

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 320 locations worldwide, and offers online job search services at www.officeteam.com.

SIX SUREFIRE WAYS TO ANNOY YOUR PROFESSIONAL CONTACTS

Your professional network is invaluable, whether you're seeking a new job or hoping to advance in your current position. It's essential to not only focus on building a

strong group of contacts but also to maintain those relationships.

Following are six common mistakes administrative professionals should avoid if they don't want to leave a sour taste in the mouths of those they know:

1. Not staying in touch. The worst time to network is when you need a job. Instead, look for ways to stay in regular communication with your contacts. Send holiday cards, for example, or a congratulatory note if you've heard that a contact received a promotion. By keeping your connections strong, you'll find it easier to reach out to those you know – and receive their assistance – when you're in need.
2. Receiving but not giving. Offer your help before you're asked, and those in your network will be more likely to lend a hand the next time you require assistance. For example, you might send an article on a topic you know a contact would be interested in or invite someone to a networking event hosted by a professional association you belong to. Similarly, if you think two individuals in your network might benefit from meeting each other, invite them both to a lunch or introduce them through an online service such as LinkedIn.
3. Forgetting to say thanks. Any time a contact offers you help – by referring you to a hiring manager or providing feedback on your resume, for example – thank him or her with a personal note or small gift. Also be sure to offer your assistance in return.
4. Failing to follow through. Even seemingly minor oversights can have an impact on how willing an individual is to help you in the future. If you agree to introduce a contact to someone else in your network, for example, and never do so, that contact won't be eager to return the favor when you approach him or her for a similar favor.

5. Leaving contacts in the dark. The key to receiving help from members of your professional network is to approach them with a specific request. Instead of sending an e-mail that says, "I need help with my job search," you might try, "I seek an administrative assistant role in the nonprofit sector and am looking for job leads or referrals to others who may be able to help me with my search." Be targeted in your approach: You might send personalized messages to only those contacts who have previously worked for nonprofit organizations, for example.
6. Being a pest. If you have a request, reach out to the individual once and follow up a week or two later. If you don't hear back, move on to someone else. Using pressure tactics will only make the person less receptive to your requests – doing so could also damage your reputation.

Making a new contact is just the beginning of a professional relationship. Even the most stable network can collapse if it isn't properly maintained. Focusing on the quality of your connections will help you throughout your career.



"Remember that love weighs more than gold"

-Josephine Dodge Baskam Bacon

Things You May Not Know

- The name Jeep came from the abbreviation used in the army for the "General Purpose" vehicle, GP.
- The first toilet ever seen on television was on "Leave It to Beaver."
- The sentence "The quick brown fox jumps over the lazy dong." Uses every letter in the alphabet. (Developed by Western Union to test telex/twx communications.)

CELEBRATION OF 50 YEARS



International President,
Mary Ramsay-Drow CPS/CAP



Fox Cities Chapter members in attendance



HEALTH TIP



♥February is Heart Month♥

Heart Attack Symptoms

If you see or have any of these symptoms, call 9-1-1.

- ♥ Chest discomfort that lasts more than a few minutes. Uncomfortable chest pressure, squeezing, fullness or pain.
- ♥ Pain or discomfort in other areas such as one/both arms, back, neck, jaw or stomach.
- ♥ Shortness of breath.
- ♥ Breaking out in a cold sweat, nausea or light headedness.
- ♥♥ Symptoms vary for individuals, and especially between men and women.



Date: February 15, 2011
Location: Wipfli LLP
2901 East Enterprise Ave
Appleton
Time: 5:15:-5:30 Networking
5:30-6:00 Dinner
6:00-7:00 Presentation
7:00-7:30 Business Meeting
Food: *Please choose one:* Roast turkey, Roast Beef, or Hickory Smoked Ham
Please choose one: Chocolate Chip Cookie, Brownie, or Turtle Cheesecake. Drinks are included.

Cost: Fox Cities Chapter Members \$9.00
All others in attendance - \$10.00

TOPIC: Microsoft Office 2007 – PowerPoint
By speaker Lynn Staszak

We'll learn how to understand slide masters, use SmartArt instead of a bulleted list, apply and modify presentation themes, work with drawing objects, insert photos & videos, and add animation effects to your slides.

(One recertification point has been applied for)

Please RSVP with the # attending (you are welcome to bring a guest) and your sandwich and dessert choice to Lori Maki by NOON on Friday, February 11, 2011 Call 920-832-2433 or lmaki@wipfli.com

www.iaap-hq.org

www.iaap-wisconsin.org

www.iaap-foxcities.org

*"Let the beauty we love be what we do."
-Rumi*

International Board of Directors 2010-2011

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