

Fox - C – Tales



Fox Cities Chapter – IAAP

www.iaap-foxcities.org

January 2011

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2010-2011 Officers

President.....Lori Maki,
CPS

Vice-President.....Ashley
Baldwin

Treasurer.....Kathy Mason,
CPS

Secretary:.....Marie
Kawczynski



Division Liaison: Kathi Princeton CAP

E-mail: foxcitiesiaap@gmail.com



Happy New Year!

The holidays seem to go by so fast and then January is upon us. This month, the Fox Cities Chapter will be celebrating their 50th anniversary with an event at Liberty Hall in Kimberly on January 18, 2011. We are so excited about this accomplishment. We have our IAAP International President, Mary Ramsay-Drow, CPS/CAP as our speaker for the evening presenting on “Passion and Purpose”. Everyone is invited to bring a guest and see what IAAP is all about.

Our February meeting will feature Lynn Staszak presenting “Microsoft Office 2007 – PowerPoint”. Lynn will be showing us new tips and tricks of PowerPoint.

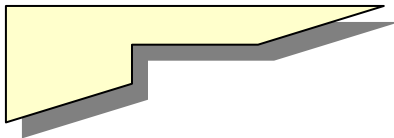
Lori Maki, CPS
President

Congratulations
Fox Cities Chapter on
50 years

NEWS FLASH!!

Kathy Mason, CPS
and
Kristy Albrecht, CPS
received news that they obtained their
CAP designation.

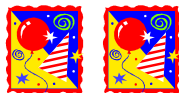
Congratulations!!



Thought for the Day

Vision without action is just dreaming. Action with vision just passes time. But, if we can combine the right vision with the right actions. We can change the world.

- Joel Barker, *The Power of Vision*



BIRTHDAYS

Florence Brewster 1/2

IAAP ANNIVERSARIES

Karen Gregersen 1/1



*Don't waste time waiting for inspiration.
Begin, and inspiration will find you.*



Mark your calendars for these
upcoming events.

IAAP Calendar

- January 11, 2011** – Fox Cities Board meeting, Wisconsin Avenue Diner
- January 18, 2011** – Fox Cities Chapter 50th Anniversary Celebration, Liberty Hall. Speaker Mary Ramsay-Drow, CPS/CAP, IAAP International President
- February 15, 2011** – Fox Cities Chapter meeting at Wipfli LLP.
- March 6-9, 2011** – IAAP Spring Conference, Tampa, FL – Bounce Back-Bounce Higher
- 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 showcasing 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, Kristy Albrecht
CPS/CAP and Office Team



International Education Forum and Annual Meeting locations

- July 24-27, 2011 Montreal, Quebec
Montreal Convention Center
- July 22-25, 2012 Grapevine, TX
Gaylord Texan Resort
- July 28-31, 2013 Anaheim, CA
Anaheim Convention Center
- July 27-30, 2014 Milwaukee, WI
Milwaukee Convention Center
- July 26-29, 2015 Louisville, KY



A donation of the proceeds from our December raffle was made to Harbor House in the Fox Cities IAAP Chapter's name.



Submitted by Kristy Albrecht, CPS/CAP

Cream of Potato & Bacon Soup

- 1 lb. of bacon, diced
- 2 cups of celery, diced
- 2 cups of onions, diced
- 3 cups of water
- 8 cups of 1/2" diced raw potatoes (I use more)
- 3 tsp garlic powder
- 2 tsp white pepper (black is ok, too)
- 1 tsp salt
- Dash of nutmeg
- 3 TBS chicken soup base

8 cups of milk (I use whole milk)
4 TBS roux (recipe: melt 1/4 lb butter, stir in 1/2 cup flour, cook mixture for about 10 minutes over medium heat, stirring constantly. I also stir in 8 oz. sour cream)

In large kettle, brown bacon until crisp – DO NOT drain grease. Add diced potatoes, celery, onion, 3 cups water, garlic powder, salt, pepper, and chicken base. Cook until potatoes and vegetables are tender (about 20 minutes on medium heat). Then add milk and bring to a boil. Add roux and whisk it continually while bringing temperature back down. Add a few dashes of nutmeg. Top bowl of soup with mozzarella cheese.

+++++

Avoiding E-mail Overload

How many e-mails are too many? According to a recent survey commissioned by e-mail provider Intermedia, workers start to feel stressed when their inboxes grow by more than 50 messages a day. Only 6 percent of professionals said they could stand more than that amount.

Whether your daily average is north or south of 50, chances are you occasionally feel overwhelmed by the number of e-mails you receive. Without an effective system in place, just keeping up with the flood can steal valuable hours away from your other work priorities.

Here are some tips for dealing with the deluge:

- **Don't rush to respond.** When bombarded with e-mail, your first reflex is likely to answer the messages right away. After all, what better way to reduce the list of unanswered mail? But interrupting what you're doing to respond to each e-mail as it comes in can prevent you from every fully focusing on critical tasks. The best strategy is to briefly scan the content of e-mails, immediately

responding only to those that are urgent. Then, before you leave at night, get back to people about less important issues.

- **Keep it clean.** Periodically delete or archive old information to help you locate files more quickly and to avoid reaching the maximum size limit set by your network administrator.
- **Step away from the keyboard.** E-mail is best suited for quick questions and answers. If a conversation is likely to be extensive or in-depth, save some typing time by calling your contact or stopping by his or her desk instead.
- **Create a second account.** Ask friends and family members to use a separate e-mail address to reach you with personal messages. This will help you stay focused on business correspondence during your workday.
- **Respect others' time.** Before sending someone an e-mail, ask yourself whether it's essential that he or she receive the information. If you don't inundate others' inboxes with non-critical communication, they'll likely have the same respect for you.

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.



Our thoughts determine our responses to life. We are not victims of the world. To the extent that we control our thoughts, we control the world.



HEALTH TIP



DAILY EXERCISE HAS THE POWER TO...

- **Reduce the risk of heart disease by improving blood circulation throughout the body**
- **Keep weight under control**
- **Improve blood cholesterol levels**
- **Prevent and manage high blood pressure**
- **Prevent bone loss**
- **Boost energy level**
- **Help manage stress**
- **Release tension**
- **Improve the ability to fall asleep quickly and sleep well**
- **Improve self-image**
- **Counter anxiety and depression and increase enthusiasm and optimism**
- **Increase muscle strength, increasing the ability to do other physical activities**
- **In older people, help delay or prevent chronic illnesses and diseases associated with aging and maintain quality of life and independence longer**



Fox Cities Chapter members attending the 2010 FEC sharing a moment with International President, Mary Ramsay-Drow CPS/CAP, Kristy Albrecht CPS/CAP, Lori Maki, CPS, Mary Ramsay-Drow, CPS/CAP, Karen Strey, CPS, Kathy Mason CPS/CAP and Marie Kawczynski



50 Year Anniversary Celebration

Date: January 18, 2011

Location: Liberty Hall
800 Eisenhower Dr
Kimberly, WI

Cost: \$20.00

Time: 5:00 - 6:00 Networking
6:00 Dinner
7:00 Program

Speaker: Mary Ramsay-Drow, CPS/CAP
Mary is the current IAAP International President.

RSVP to Lori Maki, CPS at Wipfli LLP, 2901 E. Enterprise, Appleton WI 54913 by Friday, January 14, 2011 at lmaki@wifli.com or call (920)-832-2433

www.iaap-hq.org

www.iaap-wisconsin.org

www.iaap-foxcities.org

REMINDER

The Nominations Committee is issuing the call for nominations for 2011-2012 Wisconsin Division Officer candidates.

Will this be the year you take the leap out of your comfort zone and step up to serve on the board? Serving on the Division board is a fantastic experience; don't miss this opportunity for growth and professional development.

Submission deadline is January 31, 2011

If interested contact Pat Falkenhagen CPS at 920-617-7412 or pat.falkenhagen@nsight.com or www.nsight.com

You can also ask Karen Strey CPS or Sharon Stein regarding their experiences as Division officers.

International Board of Directors 2010-2011

President-Mary Ramsay-Drow, CPS/CAP
President-Elect-Tamra Goodall, CPS/CAP
Vice-President-Karlena Rannals, CPS/CAP
Secretary-Antonette Smith, CPS/CAP
Treasurer-Judith Yannarelli, CPS/CAP



Happy New Year



Advertising sponsorship page is fairly new to our publication of the Fox-C-Tales. Please help thank these businesses for their support of IAAP®. If you, or someone you know, are interested in purchasing space please contact Nancy Dearth at ndearth@rawhide.org.



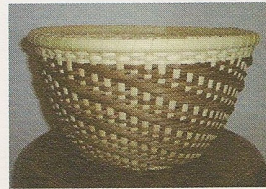
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Mary Kay's Baskets

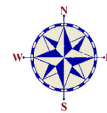
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Mary Kay Van Handel

Basket Weaver

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



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CLU, ChFC, RHU, REBC

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Appleton WI 54911-8441
Phone: (920) 731-8000

www.wa-advisor.com
Fax: (920) 731-9000
Mark@wa-advisor.com

Chapter Criteria (need 14 of the 19)	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	MET! ☆
Seven meetings offer recertification points		X		X		P	P	P	P	P		P
One member earn CPS and/or CAP (you!)					X							Met
Sign commitment agreement	X											Met
Six newsletters or e-newsletters		X	X	X	X							
Participate in IAAP web community	X											Met
Annual calendar & marketing plan		X										Met
Annual budget & monthly statements*	X	X	X	X								
Maintain full slate of officers & four chairs	X											Met
Leadership/succession officers/chairs training			4									
Delegate to WDAM & delegate /proxy to Int												
Member on Div or Int committee/officer												
Have a seminar, APD or Exec event								P				
Apply for Avery or IAAP chapter award							P					
Have 15 members & 80% retention (20)	X	X	X	X								
Conduct at least one recruitment meeting								P				
Have a member recruitment meeting*								P				
New member orientation		X		X								
12% membership increase												
Sponsor new prof or student chapter												
Strategic plan & member survey					SP							

*This year #7 and #15 are mandatory requirements for the Chapter of Excellence ("COE") recognition program. What can you do to help us continue to make our Chapter a COE?