

# Fox-C-Tales

## From Our President

Welcome to 2012!

It's officially January and a new year is upon us. Has everyone kept their new year's resolutions? Let's make the leap to remarkable by keeping up with those resolutions.

At our January Chapter meeting, we learned about resumes and interviewing from Bobbi Miller's presentation entitled: Job Search Has Changed... Have You? Bobbi talked about how the resume has changed so much in the past few years. Everything is all electronic and can be checked for certain words to move on the next level. She told us to be as honest as we can, because the employer wants to know the "real" you. Bobbi provided us with lots of resume and interviewing tips and trends. She spoke about the importance of networking and shared market data on labor.

Be sure to read Kristy Albrecht's article on attaining your CAP certification on page 4. It's a great article on how she was able to attain the certification.

We have attained 4 out of 8 criteria for the Chapter of Excellence Award for this year. We are well on our way to getting the Award again!

Let's all continue to work on our Member of Excellence Awards. It's really easy to get if you put the time and effort in to it. I have already attained mine. Have a great month!

*Lori Maki, CAP*

## Next Meeting

February 21, 2012 at Wipfli LLP, Appleton

Agenda: 5:00 – 5:30 – Networking

5:30 – 6:00 – Dinner

6:00 – 7:00 – "Effective Writing" Presentation by Lori Maki, CAP

7:00 – 7:30 – Business Meeting



## Contents

### Special Interests

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

### Highlights

February Meeting	2
Member Spotlight	2
Bulletin Content Submissions	3
Ten Good Reasons	3
Do Something For Your Career	4





## February Meeting

At our February meeting we'll be discussing Effective Writing, presented by our Chapter President, Lori Maki, CAP. We'll learn the basics of effective writing - sentence construction, common sentence problems, spelling, word usage, punctuation, etc. We'll also go thru writing a document in four easy steps, analyzing the situation, develop strong claims, support your claims effectively, use deductive or inductive logic, use three-part structure, be direct or indirect as needed, order information in lists, and use appropriate formality. We'll be learning how to send a proper e-mail, letter, memo, and a report.

One recertification point has been requested.

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

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### Lori Maki, Speaker

Lori Maki, CAP is the Office Coordinator and Senior Administrative Assistant for the Manufacturing and Distribution group at Wipfli, LLP.

Lori handles administrative duties for the Audit Team, oversees the day-to-day administrative information for the office, and is a member of the Proofers' Group. She is currently the Fox Cities Chapter President and has been an IAAP member for over five years.

## Member Spotlight: Kathy Mason



**Chapter Roles:** Treasurer and Membership Co-Chair

I am in the third year as membership co-chair with Marie Kawczynski and second year of my two-year term as chapter treasurer. I enjoy both positions and have found them to be rewarding and challenging. I would encourage each of you to think about stretching yourself personally and professionally by filling a leadership position in the chapter. Co-chairing a committee with someone or actively participating as a committee member is a great way to start. Also, consider “making the leap to remarkable” by running for chapter president, vice president, secretary or treasurer. Watch for more information about these positions and the upcoming election.

**Beyond IAAP:** On a personal note, my husband and I have been married for 17 years, and we have one child who is a sophomore in high school and will be driving soon. I enjoy watching my son's sporting events, particularly his rugby games. In my spare time, I am our church's Sunday School Coordinator, and once a month my son and I are part of a team that serves the evening meal at the Emergency Shelter in Appleton. I am an avid reader, and I enjoy fishing, playing Scrabble®, working on puzzles of all kinds, and watching drag racing.

**On the Job:** I am the Senior Executive Assistant to the Group President - North Atlantic Consumer Products at Kimberly-Clark (“K-C”). I am thrilled to have celebrated 20 years with K-C this year.

I began my career at K-C in September 1991 in a temporary capacity as an order processor with the Customer Service team. In December 1991, my temporary status ended when I accepted an invoice coder position with the Neenah Paper Customer Service team. Six months later, I took a legal secretary position in the Legal Department. In February 1997, I accepted a position as Executive Assistant I supporting the Vice President – Taxes. He retired in early 1998, and I was promoted to Executive Assistant II to support the newly-appointed Vice President – Taxes. I was promoted to my current role in April 2010. My role is very challenging and rewarding. I enjoy it immensely, and I work with great people.



## Ten Good Reasons

Here are ten good reasons to attend IAAP Chapter functions:

- You are important to the Chapter; your absence will be felt
- It's vital to support your teammates. You might need them to support your ventures in the future
- You never know when and where opportunity will be knocking
- Your presence is essential for relationship building
- Valuing IAAP activities is imperative for future growth
- We owe it to fellow members to participate
- Joining IAAP at the Chapter level is a commitment to the group
- Get a full return on the investment
- There's always something new to learn and experience
- Voice your concerns and give suggestions before the Chapter is committed to a course of action. Create, don't just critique

## 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](mailto:mvowell@oshkoshcorp.com) and [azimmerman@oshkoshcorp.com](mailto:azimmerman@oshkoshcorp.com), respectively.



## 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

West Wisconsin Diner, 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



## Do Something For Your Career --- Today!

Now, you're probably asking yourself how you start this adventure.

I highly encourage you to read the [CAP Exam Guide](#) so you know what is expected of you as you start on this journey.

**Step 1:** Fill out the exam application [CAP Exam Application](#), Job Function and Employers Statement (pages 6 & 7 from the [CAP Exam Guide](#)), and send all with appropriate fees by the due date.

**Step 2:** Time for your study material. Metcalf Educational Services study materials are one tool to prepare for the exam. If you want to purchase from Metcalf, go to [www.capreview.com](http://www.capreview.com) for some study material options.

On a side note, when my study partners and I were studying for our exam, it was prior to the November 2011 changes. We purchased four study review materials from Prentice Hall. The exam and materials have changed a bit. I'm confident this is a more relevant exam that you'll be studying for. (Kathy Mason, CAP-OM, Lori Maki, CAP, and I can tell you stories about the relevancy of the exam and study materials prior to November 2011!)

These study materials are meant to be resources in addition to current on-the-job knowledge you already possess.

The exam is written from current college text books. A bibliography of those books is on page 12 of the [CAP Exam Guide](#).

With cost being a factor, we went to our local libraries and checked out the college texts. The library will have to contact colleges and borrow the books from them, so the turnaround time from request date to actually getting the college text books could be weeks.

**Step 3:** Studying for your CAP is a commitment, but well worth it!

Starting in January, we tried to meet once a week for our May exam. As the date approached, we sometimes met twice a week. Our meeting spot was a public library.

We all studied the same material for the week, and then when we met we reviewed what we had studied, whether talking about the material or taking review tests/answering sample questions together.

What worked well for us was finding out how we each came to the answer of a certain question. Sharing our thoughts on the subject at hand was invaluable to me.

**Step 4:** Being as prepared as you can be, it's time to take the exam. Good luck!

You don't receive the results immediately. I think it takes about 30-45 days before you receive your results in the mail.

When you pass your CAP in May, you may want to jump right in and sit for the OM exam [OM Exam Guide](#) that takes place in November. You have your studying pattern down pat, so now it's time to review some new material.

I couldn't have successfully finished the CAP testing process from start to finish if it weren't for my two study partners, Kathy Mason, CAP-OM and Lori Maki, CAP.

Attaining my CAP-OM rating was rewarding for me. What I treasure most about the experience was gaining new friends in Kathy & Lori.

If you are planning on sitting for an exam in May, please let the Fox Cities chapter members know so we can support you in any way.

I really appreciate the opportunities this chapter has provided me, and the friendships I've made along the way.

Best wishes for continued success,

*Kristy Albrecht, CAP-OM*

### CAP Benefits

If you are wondering why I have CAP-OM behind my name, read on...

The Certified Administrative Professional (CAP) rating is the industry-recognized standard of proficiency.

Here are a just a few of the benefits:

- You'll improve your professional qualifications
- Increase your skills and knowledge
- Raise your self-esteem by taking and passing the exam
- Possibly obtain college credit
- Potentially get up to a seven percent increase in salary

Learn more from Kristy Albrecht, CAP-OM on this page.

## 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, 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.



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**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 [cthiel@new.rr.com](mailto:cthiel@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**