

# Fox - C – Tales



## Fox Cities Chapter – IAAP

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June 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: [iaapfoxcities@gmail.com](mailto:iaapfoxcities@gmail.com)**

Welcome to June! Looks like we are finally getting some warmer weather to enjoy the outdoors. My family and I had a wonderful Memorial Day weekend up in Oconto camping with friends (along with very little rain.☺)

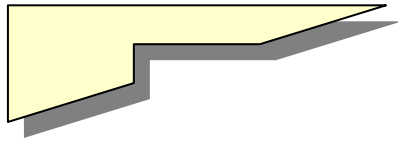
The Fox Cities Chapter has had a great year! We will attain Chapter of Excellence for the third year in a row! Congrats to all members in helping us achieve that. We have had many educational programs all year and hope to continue that momentum next year. We also celebrated our 50th anniversary this past year as well.

We had four members attend the Wisconsin Division Annual Meeting (WDAM) on May 13 and 14, 2011. It was a wonderful weekend to learn something new, catch up with old friends, and make new ones. We started the weekend off listening to our International President, Mary Ramsey-Drow, CPS/CAP talk about "Passion and Purpose". Then we learned about business writing and the seven traits of effective writing and the major forms of writing so we all can be better writers.

Saturday started off with the Business Meeting and Recognition Lunch, then Nancy Arnold, CPS/CAP presented "From Stepford to Sensational!". Nancy is our new Wisconsin Division President for the upcoming 2011-2012 IAAP year. This presentation was about learning from our mistakes to better adapt to change, contribute to new initiatives, and take on new roles. Our keynote speaker was Kinza Christenson who presented "Building a Motivated Team". Kinza really had the crowd going and a delight to listen to.

The theme for the upcoming IAAP year is "Making the leap... to remarkable". The co-coordinators for the 2014 EFAM in Milwaukee will be Julie Thomas, CPS/CAP and Nancy Arnold, CPS/CAP. The Wisconsin Division Fall Education Conference is tentatively set for the last weekend in October in Madison.

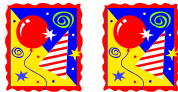
Have a great summer!  
Lori Maki, CPS – President



### Thought for the Day

"Creativity is allowing yourself to make mistakes. Art is knowing which ones to keep."

.....Scott Adams



### IAAP ANNIVERSARIES

Florence Brewster	6/1
Nancy Dearth	6/1
Lori Maki, CPS	6/7
Rebecca Weber	6/1

### BIRTHDAYS

Laura Braun	6/29
Laurie Hoelzel	6/21
Debbie Hunt	6/26
Ida Thibodeau	6/23



Mark your calendars for these upcoming events.

### IAAP Calendar

**June 21, 2011** Fox Cities Chapter Meeting, George's Steak House  
**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.

### Thank You

Thank you to this month's contributors: Sharon Stein, Lori Maki, CPS, Carol Thiel, Karen Gregersen, Marykay VanHandel and Mandy Vowell.



Friendship, like a beacon of light, can lead you along the road of life.



### STRESS RELIEVER

Yesterday is history. Tomorrow a mystery. Today is a gift. That's why it's called the present! Live and savor every moment.....this is not a dress rehearsal!!!!

I've seen the previous message, in various forms, as a footnote on many emails I've received recently. It is a great reminder. We all need to take time to "live and savor every moment."

This not only applies to our personal lives, but to our workplaces. We strive so hard to get ahead that we forget sometimes what is really important. There is so much tension and stress in our lives.

How can we relieve tension and manage stress?

First we need a positive mental attitude:

- When you are positive, you are usually more energetic, highly motivated, productive, and alert.
- A positive employee contributes to the productivity of others.
- Co-workers like you when you are positive.
- The kind of attitude you transmit to management will have a great deal to do with your future success.
- Don't let the environment control you. If you transmit a positive attitude, it will eventually help others to be more positive.

Then just a few things you can do to help start feeling better about yourself, your job, and your relationships:

- Take time to tie up loose ends in your life. Unfinished business can cause us to feel uptight and discouraged. We may feel like a failure.
- Face up to errors we have made by apologizing and trying to resolve the situation. Everyone does things they regret. This can cause stress every time we think about what happened or what we did. Once we attempt to resolve the situation, we can again feel peace.
- Seek to find a solution or source of unpleasant circumstances. We may prefer to avoid conflicts. Yet sometimes openly discussing a situation is the best way to get rid of tension.

So, let's all slow down and take some time for ourselves. Think about the things in our lives that are causing us to be stressed and unhappy and then develop good habits so we can "live and savor every moment."

Happy Summer!  
Submitted by Carol Thiel



"Wisdom gives us balance, strength, and insight. None of these is a natural trait: each is a by-product of wisdom."



## Recipes of the Month

### Hershey Bar Dessert

#### **Ingredients:**

20 large marshmallows  
½ cup milk  
4 regular size Hershey bars with almonds  
1 tub Cool Whip (regular size)  
1 bag Graham crackers (about 8 full crackers)  
1/3 cup melted butter

Melt marshmallows in milk, add Hershey bars – cook until melted, then cool. Add Cool Whip. Mix Graham crumbs with melted butter. Put ½ crumbs in bottom of 8 x 8-inch pan. Add filling, put remaining crumbs on top and refrigerate.

Submitted by Karen Gregersen

### Rhubarb-Cream Cheese Bars

Pre-heat oven to 350°

#### Crust:

2-1/2 cups flour                      ¼ tsp cinnamon  
1-3/4 cup oatmeal                    1/8 tsp nutmeg  
2-1/4 cup brown sugar    1-1/2 cups butter  
Mix all dry ingredients, add melted butter and blend with pastry blender until coarse and crumbly. Put ½ of the mixture in bottom of 9 x 13 pan. Pat down.

**Filling:**

2 – 8 oz cream cheese + 1 - 4 oz cream cheese

1-3/4 cup sugar

3 eggs

1-1/2 cups rhubarb

Beat until smooth and creamy, add rhubarb by hand, and pour on top of crust.

Sprinkle the remainder of the crumbly mixture on the top of the filling. Bake at 350° for 1 hour or until top is golden brown and set.

Submitted by MaryKay VanHandel

**Crock Pot Indian Chicken**

The spices and soup cook together and make delicious gravy. This is an easy to make/low fat/high protein favorite at our house!

**Ingredients:**

10 boned and skinned chicken thighs

2 tsp. Curry (adjust for your personal taste)

2 tsp. Garam Masala

1 can of Cream of Celery soup

**Directions:**

Wash and pat dry the thighs. Put the soup in a bowl and blend it well with a fork or whisk.

Add a layer of chicken to the crock pot. Sprinkle each thigh with both spices. Spread a thin layer of soup on each piece. Add another sprinkle of spices. Repeat the steps, ending with spices. Cover and cook on high for an hour, then reduce the heat. The cooking process may vary slightly as not all crock pots are created equal.

Submitted by Mandy Vowell

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**Looking for a Job When You Still Have One**

Everyone knows conventional wisdom says it's easier to get a job if you have a job. That may be true, but launching a job search when you're already employed can be tricky. Here are some dos and don'ts to consider:

- **DO get organized.** Set aside blocks of time that you can devote to your search, like nights and weekends or during your lunch break. Be careful not to search on your employer's time. After all, you're still being paid to work for your current company.
- **DON'T talk about your search at work.** Telling your coworkers — even those you are close to — about your job search is risky. Chances are good the information will get back to your boss one way or another.
- **DO be careful where you post your resume.** If you don't want your current firm to accidentally find your resume when searching for new hires, post it on a job site where you can keep your employer and contact information confidential.
- **DON'T use company resources.** No matter how convenient it may be, don't use the company's office supplies and equipment. It's not only an inappropriate and unethical use of company resources but also an easy way for colleagues to find out about your job search. Along the same lines, avoid using the office's email and phone systems to reach out to hiring managers. Many employers monitor Internet usage and review phone call logs.
- **DO pay attention to how you dress.** If your normal work attire consists of jeans and sneakers, showing up to the office in a suit is likely to cause suspicion and speculation. Avoid the attention by

bringing a change of clothes for after-hours interviews.

- **DON'T make excuses when meeting with hiring managers.** Most hiring managers will understand that accommodations may have to be made for you to attend an employment interview. Try to schedule meetings for either the beginning or the end of the day, or during your lunch hour. If a prospective employer can't interview you during those times, take a personal day.
- **DO register with a staffing firm.** Consider partnering with a recruiter, who can work discreetly on your behalf to distribute your resume and uncover job opportunities.
- **DON'T burn bridges.** Even if you can't wait to leave your current position, remain professional, focused and productive. When you do finally move on to a new position, your current manager will become a reference, so it's advantageous to remain on good terms.

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## HEALTH TIP



### HEAT EXHAUSTION

**Happens When: You overheat.** Normally, when you get hot and sweat, the sweat evaporates, moving heat from your skin into the air so you cool down. But on humid days the evaporation process slows because the air is filled with moisture, making overheating-with symptoms that include nausea, dizziness and weakness.

**Prevent it: Drink water throughout the day** (don't wait until you're really thirsty). don't exercise outside during the hottest part of the day (noon to about 1-ish). And wear lightly colored loose clothing (tight outfits can trap sweat and prevent it from evaporating).

**Treat it: If you start feeling nauseated,** dizzy or weak, get out of the sun ASAP and place a cold compress on your forehead. Reach for a sports drink (like Gatorade) to restore electrolytes including sodium. Or drink water and eat a salty snack like pretzels. If you throw up, become disoriented, or feel like you may pass out, call 911. You may have heatstroke, which can be life-threatening.

Taken from *Woman's Day*

### Little Unknown Facts

- Workplace Hazard: Beavers sometimes get crushed by the trees they gnaw down.
- Carpenter's pencils are square so they don't roll off roofs.
- Windmills originated in Iran.
- There are 412 doors in the White House.
- The *Mayflower* was dismantled by the Pilgrims and turned into a barn.
- 

Retrieved from the *Unstoppable Bathroom Reader*.

## FAREWELL

I have been a member of the Fox Cities Chapter since 1978. I joined the organization when it was known as the National Secretaries Association which was established in 1942 and in 1991 became known as the Professional Secretaries International and finally in 1998 changed the name to International Association of Administrative Professionals. This provides an insight to the changes within our profession during the past 69 years. The name of the organization was changed to reflect more of the job titles used by administrative support staff in today's workplace. When I first joined NSA I was still using a typewriter to complete my daily tasks and when I retired from my job in 2009 I was completing all my work on a computer. The Fox Cities Chapter and IAAP has provided many meaningful programs that assisted me in my daily work routine, it provided insight into the many aspects of the work environment and the inner workings of an organization. When I joined in 1978 I never thought I would one day be President of the chapter or be a part of the Division Board. Both of these ventures gave me courage to meet many other challenges within my employment and my personal life.

I personally can't say enough about IAAP and what the organization stands for. I have met and made many friends during the 33 years as a member and I think that will be my greatest treasure as I move forward in my retirement years.

As I say farewell to each of you I will remember all the good and wonderful things we have done together – the raising of funds through our brat fries, the candy sales, and attending Division meetings, plus so much more!

God Bless each of you and I plan on staying in touch.

Sharon

# Thank You!



From the desk of Lori Maki –

Sharon Stein has submitted her resignation to the Chapter as of June 1. Her leadership, hard work, and dedication to our IAAP Chapter have been outstanding and she will be dearly missed by everyone.

Sharon,

We will all personally miss your smile, wisdom, and of course the great newsletters. Thank you for all the work you put into them every month. We hope that you will be able to still come to a few of our future meetings. We know we would all like to see you again.

Best wishes from the entire Fox Cities Chapter!



## Fox Cities Chapter Meeting

### "YEAR IN REVIEW"

**Date:** Tuesday, June 21, 2011

**Location:** George's Steak House  
2208 South Memorial Dr.  
Appleton, WI

**Times:** 5:15-5:45 Networking  
5:45-6:15 Dinner  
6:15-7:00 Business Meeting

**Food:** We will order off of a limited menu

**Topic:** Year In Review

**RSVP** with the # attending (bring a guest) and your sandwich and dessert choice to Ashley Baldwin by Thursday, June 16, 2011  
abaldwin@foxcitiespac.com

**EFAM News**

We have a delegate registered for the Toronto EFAM in July. Christa Wonsler, one of the chapter's newest members, has agreed to represent our chapter. Thanks, Christa!

[www.iaap-hq.org](http://www.iaap-hq.org)

[www.iaap-wisconsin.org](http://www.iaap-wisconsin.org)

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**International Board of Directors  
2010-2011**

President-Mary Ramsay-Drow, CPS/CAP  
President-Elect-Tamra Goodall, CPS/CAP  
Vice-President-Karlana Rannals, CPS/CAP  
Secretary-Antonette Smith, CPS/CAP  
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"Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development."

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