

Fox - C – Tales



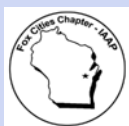
Fox Cities Chapter – IAAP

www.iaap-foxcities@gmail.org

March 2011

IN THIS ISSUE

- President's Message
- Birthday/Anniversaries
- Calendar of Events
- Have you Heard
- Recipe of the Month
- Office Team
- Health Tip
- Little Unknown Facts
- March Invite
- Sponsor Page



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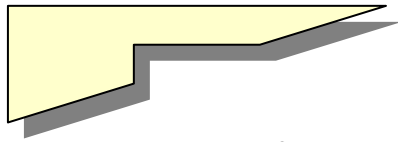
It's March and I'm sure everyone is ready for green grass, flowers blooming, and leaves on the trees. It's time for Spring!

At our March Chapter meeting we'll be learning about LinkedIn from Yolanda Ruzicka from Jacobs Engineering. Learn how LinkedIn can help you stay connected in the business world and help build your professional network along with millions of others with impressive credentials. LinkedIn provides the tools to help you find your next job, network with other business contacts, research clients and maintain relationships. LinkedIn is a great business networking tool that everyone can use.

Have a great month and look forward to those lovely springtime flowers blooming!

Lori Maki
President

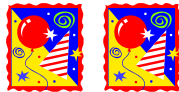




Thought for the Day

"Each day comes bearing its own gifts.
Untie the ribbons."

....Ruth Ann Schabacker



IAAP ANNIVERSARIES

Julie Genske	3/9
Lisa Hildebrand	3/1
Kristy Albrecht CPS/CAP	4/10
Cathy Brazee	4/8
Jean Coon	4/3
Marie Kawczynski	4/8
Kathy Mason CPS/CAP	4/8
Mary Kay VanHandel	4/1



Mark your calendars for these
upcoming events.

IAAP Calendar

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

March 15, 2011 – Fox Cities Chapter
Meeting at Kimberly Clark

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

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, Karen Strey
CPS, Kathy Mason CPS/CAP*



Kathy Mason and Kristy Albrecht have
received their CAP designation.



Karen Strey CPS (L) presented Kathy Mason
and Kristy Albrecht with a gift from the
chapter.

Congratulations



“Give to the world the best you have and the best will come back to you.”

-Madeline Bridges



Submitted by Karen Strey CPS

Taco Soup/Chili

- 2 15-ounce cans Chili Beans (Pinto Beans, Chili Peppers, Onions & Garlic in Zesty Tomato Sauce)
- 1 14-ounce can Mexican Fiesta Diced Tomatoes
- 1 26-ounce can Black Beans, drained
- 2 cans whole kernel corn, drained
- 1 package Spicy Taco Seasoning
- 1 package Taco Seasoning
- 1 46-ounce can Tomato Juice
- 1 ½ pounds (approx) ground beef or ground turkey (browned)
- 1 package Ranch dressing (dry)
- 1 small onion, chopped

OPTIONAL: 2 quart size bags of frozen tomatoes, drained of excess water & blended.

In large soup kettle, combine other ingredients. Heat and serve. Add additional tomato juice or water to achieve desired thickness.



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Is My Face Red?

Overcoming Embarrassments at Work

Whether it’s a foot-in-the-mouth faux pas, wardrobe malfunction, glaring error or dumb mistake, we’ve all had embarrassing experiences at work. Although such moments can be humbling, it is possible to bounce back, overcome the incident and gracefully move on. Following are some [real-life workplace bloopers](#), recounted by executives interviewed by OfficeTeam, as well as advice for overcoming these types of slipups.

Recovering from a Slip of the Tongue

“I answered the phone using the wrong company name.”

“I called my boss ‘my love’ by complete accident.”

It’s not uncommon to trip over your own tongue. When it happens, correct yourself, apologize and laugh it off. Dwelling on the gaffe will only make matters worse.

Avoid such blunders in the first place by slowing down, focusing on the subject at hand and taking a few moments to organize your thoughts. If you feel rushed or nervous, a deep breath or two will help you regain your composure.

Getting Past a Clothing Calamity

“My trousers tore in front of my team members.”

“I conducted a training session with my zipper down.”

When issues arise with clothing, remain calm and discreetly fix the problem. If others have noticed, a quick joke or light-hearted comment could help diffuse any awkwardness.

To prevent wardrobe malfunctions, check your work attire for stains and tears before leaving the house. But also realize that a clothing calamity — such as spilled coffee on your

blouse — can sometimes occur despite your best efforts.

Making Amends When a Mistake Involves Others

“I spilled coffee all over my boss.”

“I sent an offer letter to the wrong candidate.”

When a mistake upsets or offends a colleague, client or customer, it’s essential that you immediately own up to your gaffe. Do not minimize or make light of it; simply apologize and offer to correct the situation, if possible. You may even want to follow up with those involved to explain the steps you’ll take to avoid a similar mistake in the future.

To prevent such situations in general, don’t multitask or rush. People are more prone to mistakes when they’re distracted, preoccupied or acting in haste.

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.

HEALTH TIP



Stop thinking about weight.... and start thinking about your

2011 Personal Fitness Plan

Often we use the numbers on the scale as the only measurement of physical fitness-but being health takes into consideration so much more than weight.

Health is not just about the weight and body mass index (BMI). It’s about how fit you feel. There is a direct correlation between health and physical activity...you have to make exercise a priority.

According to the US Department of Health and Human Services, adults need a minimum of 30 minutes of cardiovascular exercise or 15

minutes of vigorous exercise 5 days a week along with 2 days of strength training.

These are the minimum guidelines to maintain your current fitness level. If you want to become more fit you have to surpass these guidelines.

Set long-range goals - How fit do you want to be? Do you want six-pack abs, to run a marathon, to walk up two flights of stairs without feeling out of breath or lose enough weight to fit into the clothes you wore last year? Set a goal and write it down.

Create an action plan - Be realistic and create a series of small daily goals that move you toward your final goal.

Small steps, like walking an additional 1,000 steps a day, make a big difference. If you are diligent, really stick with your exercise and are careful about what you eat, you will succeed. It just takes consistency and time.

Small changes count - Choosing fruit instead of candy or chicken instead of steak will add up to healthy changes. You have to psychologically change the things you do to make a lifestyle change. If you think about every food and exercise choice with your health in mind, it is easier to make changes.

Little Unknown Facts

The Main Library at Indiana University sinks over an inch every year because when it was built, engineers failed to take into account the weight of all the books that would occupy the building.

In Shakespeare’s time, mattresses were secured on bed frames by ropes. When you pulled on the ropes the mattress tightened, making the bed firmer to sleep on. That’s where the phrase, “goodnight, sleep tight” came from.

The term “the whole 9 yards” came from W.W.II fighter pilots in the Pacific. When arming their airplanes on the ground, the .50 caliber machine gun ammo belts measured exactly 27 feet, before being loaded into the fuselage. If the pilots fired all their ammo at a target, it got “the whole 9 yards.”



Networking: Linked In

Date: Kimberly-Clark Corporation
Location: 2100 Winchester Rd
Neenah, WI * **see directions**
Time: 5:15-5:30 Networking
5:30-6:00 Dinner
6:00-7:00 Presentation
7:00-7:30 Business Meeting

Food: Jimmy John’s Box dinner – Please choose one:

Pepe-Applewood smoked ham and provolone cheese, garnished w/lettuce, tomato, and mayo

Bootlegger-Roast beef, turkey breast, lettuce, tomato, and mayo

Vegetarian-Layers of provolone cheese separated by real avocado spread, alfalfa sprouts, sliced cucumber, lettuce, tomato, and mayo

Italian Night Club-Genoa salami, Italian capicola, smoked ham, provolone cheese, topped w/ lettuce, tomato, onion, mayo, and Italian vinaigrette
Comes with chips and a cookie

Cost for members \$11

Cost for non-members \$12

Includes meal and choice of soda or water

TOPIC: Networking: Linked In
Learn how LinkedIn can help you stay connected in the business world and help build your professional network along with millions of others with impressive credentials. LinkedIn provides the tools to help you find your next job, network with other business contacts, research clients and maintain relationships. This presentation will teach you everything you need to know to fully utilize LinkedIn’s powerful networking tools.

SPEAKER: Yolanda Ruzicka graduated from college with a BS degree in Chemical Engineering. Yolanda has over 24 years’ experience in process engineering. She was employed at Simons Engineering in Atlanta for ten years, and is currently employed with Jacobs Engineering in Green Bay, where for

the past ten years, her title has been Process Engineer/Process Department Manager/Engineering Project manager. Yolanda presently manages projects that are about \$25M in total installed cost.

(One recertification point has been applied for.)

RSVP if you are attending to Laurie Hoelzel by Thursday, March 10, 2011
lhoelzel@kcc.com

*Directions to Kimberly Clark
Take Highway 41 to Winchester Rd/County Rd II. Travel west on Winchester Rd/County Road II for approximately 1-1/2 miles where you will see the entrance to the Kimberly-Clark campus. There is a traffic light at the campus entrance. Turn right into the campus and follow the road around to the right for approximately 1/2 mile where you will see a large parking lot (follow the signs for West Office One). You may park anywhere in the lot except in the “reserved” parking. You may also park in the guest parking spaces.

NOTE: It is the policy of the Fox Cities chapter that members or guests who fail to cancel dinner reservations before 10:00 a.m. on Tuesday, March 15 will be billed for that dinner.

www.iaap-hq.org

www.iaap-wisconsin.org

www.iaap-foxcities.org

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2010-2011**

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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		X	X	X	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	X	X					Met
Participate in IAAP web community	X											Met
Annual calendar & marketing plan		X										Met
Annual budget & monthly statements*	X	X	X	X	X	X	X	P	P	P	P	P
Maintain full slate of officers & four chairs	X											Met
Leadership/succession officers/chairs training			3									
Delegate to WDAM & delegate /proxy to Int												
Member on Div or Int committee/officer												N/A
Have a seminar, APD or Exec event								P				P
Apply for Avery or IAAP chapter award							X					Met
Have 15 members & 80% retention (20)	X	X	X	X	X	X	X					P
Conduct at least one recruitment meeting								P				P
Have a member recruitment meeting*								P				P
New member orientation		X		X								Met
12% membership increase												
Sponsor new prof. or student chapter												N/A
Strategic plan & member survey					SP							P
<p>*This year #7 and #15 are mandatory requirements for the Chapter of Excellence recognition program. Let's continue to make our Chapter a Chapter of Excellence for this year! What can you do to help us on this journey?</p>												