

Fox - C – Tales



Fox Cities Chapter – IAAP

www.iaap-foxcities@gmail.org

May 2011

IN THIS ISSUE

- President's Message
- Birthday/Anniversaries
- Calendar of Events
- Have you Heard
- Web Sources & Resources
- APW Pictures
- Recipe of the Month
- Office Team
- Health Tip
- Little Unknown Facts
- May Invite
- Sponsor Page
- Chapter of Excellence



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



Welcome to May! Hopefully, we'll see some beautiful May flowers the next few weeks from all the April showers.

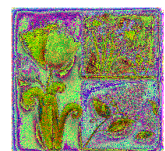
Our Chapter had a wonderful turnout for our Administrative Professionals Week (APW) Event even though we had about 9" of snow on the ground by the end of the evening. Lynne Woida, CPS/CAP did a great presentation on "Be a Business Partner to Your Boss - The Practical Art of Managing Your Manager". This year we had a lot of vendors show their wares and services as well.

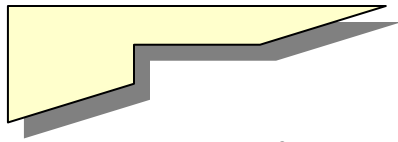
A special thank you to our APW Committee, headed by Carol Thiel. They did a fantastic job getting ready for the event. The committee was Carol, Debbie Hunt, Karen Gregerson, Ida Thibodeau, Kathy Mason, CPS/CAP, Jean Coon, and myself.

Our May presentation will be Microsoft Office 2007 - Excel by Lynn Staszak. She'll be basing her presentation based on the knowledge of the participants and interests. So come learn a lot about Excel!

Have a great month!

Lori Maki, CPS
President

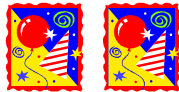




Thought for the Day

"Order and simplification are the first steps toward the master of a subject. The actual enemy is the unknown."

.....Thomas Mann



IAAP ANNIVERSARIES

Laura Braun	5/10
Florence Brewster	6/1
Nancy Dearth	6/1
Lori Maki, CPS	6/7
Rebecca Weber	6/1

BIRTHDAYS

Rebecca Weber	5/11
Kristy Albrecht CPS/CAP	5/14
Lori Maki CPS	5/14
Laura Braun	6/29
Laurie Hoelzel	6/21
Debbie Hunt	6/26
Ida Thibodeau	6/23



How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving and tolerant of the weak and strong. Because someday in life you will have been all of these.

-George Washington Carver, scientist (1864-1943)



Mark your calendars for these upcoming events.

IAAP Calendar

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

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

May 17, 2011 – Fox Cities Chapter Meeting Microsoft Office 2007-Excel at Wipfli LLP

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.

Deadline for June Bulletin is June 3, 2011.

Thank You

Thank you to this month's contributors: Sharon Stein, Lori Maki, CPS, Kathy Mason, CPS/CAP

Life is not waiting for the storms to pass...It's about learning how to dance in the rain....



The Value of One Member

Ten little members standing in a line.
One disliked the president, then there were nine.
Nine Ambitious members offered to work late.
One forgot her promise, then there were eight.
Eight creative members had ideas good as heaven.
One lost enthusiasm, then there were seven.
Seven Loyal members got into a fix.
They quarreled over programs, and then there were six.
Six members remained with spirit and rive.
One moved away, then there were five.
Five steadfast members wished there were more.
One became indifferent, then there were four.
Four cheerful members who never disagree—
'til one complained of meetings; then there were three.
Three eager members! What do they do?
One got discouraged, then there were two.
Two lonely members; our rhyme is nearly done.
One joined a bridge club, then there was one.
One faithful member was feeling rather blue—
Met with a neighbor, the there were two.
Two earnest members each enrolled one more—
Doubling their number, and then there were four.
Four determined members just couldn't wait—
'til each won another, and then there were eight!
Eight excited members signed up 16 more.
In another six verses, there'll be a thousand twenty-four!



Happy Spring

Happy
Spring

WEB SOURCES & RESOURCES

Want to Find a Rhyme?

www.rhymezone.com

Finding the Time - www.mindtools.com

Travel Tips for Women -

www.womentraveltips.com

Know your Ergo -

www.healthycomputing.com

Food Safety Tips - www.foodsafety.gov

The Executive Assistant's Toolbox

www.eatoolbox.com

The Effective Admin

www.theEffectiveAdmin.com

AdminAssist

<http://www.adminassist.ca/>



The 2011 APW event was a success despite the weather.



Welcome New Members



Our new members, Molly Gaffney, Mary Marchant, and Kathy Terwelp were installed by Marie Kawczynski and Kathy Mason CPS/CAP

Annamarie Zimmerman and Tina Kosik are also new members and will be installed at the next meeting.



Recipe of the Month

Submitted by Sharon Stein

Pan-Fried Pork chops and Blackberries Recipe courtesy Paul Deen

Ingredients:

- 4 3/4 " thick bone-in pork chops
- The Lady and Sons House Seasoning (see recipe below)
- 4 Tblsp butter
- 1/3 cup canola oil
- 1/2 cup dry white wine
- 2 cups blackberries
- 1 Tblsp honey

- 1 Tblsp thyme leaves
- Lemon wedges for serving

Directions:

Sprinkle the chops with a generous amount of seasoning. Heat a large skillet over high heat. Add the butter and oil and swirl until the butter is melted. Sear the chops, in two batches if necessary, until golden, about 2 minutes per side. Transfer the chops to a paper towel-lined plate.

Remove the skillet from the heat, add the wine, and return to the heat. Simmer, scraping up the brown bits, until the wine has mostly evaporated, 4-6 minutes. Whisk in the blackberries and honey and cook until the berries are soft and falling apart 5 to 7 minutes. Add the thyme and adjust seasoning.

Reduce the heat to low and add the pork chops, overlapping them in the pan. Baste the chops well with the sauce, cover, and cook until warmed through. 1 to 2 minutes. Serve with lemon wedges.

The Lady and Sons House Seasoning:

- 1 cup salt
- 1/4 cup pepper
- 1/4 cup garlic powder
- 1/4 cup onion powder

Combine all the ingredients. Store in an airtight container at room temperature for up to 6 months.

OFFICETEAM®

Specialized Administrative Staffing

Clear the Clutter, Enhance Your Image

The desks of many administrative professionals seem to be magnets for clutter. Particularly if you're stationed in a central location, your desk can become the drop-off point for incoming mail, outgoing packages, office supplies and all manner of paperwork. On top of all that, there are your own stacks of work to be done, papers

to file, invoices to process and documents to distribute.

But cleanliness should be a priority for administrative professionals who are concerned about their professional image. In a [survey](#) by OfficeTeam, 83 percent of respondents said the appearance of an employee's workspace at least somewhat affects their perception of that person's professionalism. In addition, a messy desk can become a time sink as you spend precious time looking for missing items. If your desk has become a disaster area, now's the time to clear out the mess and get organized. Here are some tips for getting — and staying — clutter-free.

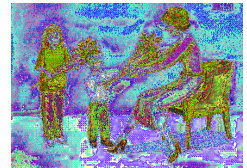
- **Get a fresh perspective.** Sit in your visitor chair for a view of what others see when entering your cubicle or office. This will help you develop a clean-up plan and prioritize what to do.
- **Pare down.** Keep only the materials needed for your current project on your desk, and clear these items after the assignment is completed. Store supplies you need in drawers or file cabinets close at hand, and move things that are used less frequently into storage.
- **Go paperless.** Print documents only when necessary. Electronic calendars, task lists or email alerts can help you remember deadlines, appointments and meetings.
- **Cut back on knickknacks.** If your desk is crowded with photos, promotional items and other objects, start with a clean slate. Choose just two or three framed photos to display, put staplers and similar equipment in desk drawers and get rid of all those stress balls and pen cups.
- **Practice daily maintenance.** Once you've cleaned and organized your desk, keep it that way with regular "spot cleanings." By spending just 10 minutes every day tidying your

workspace, you'll prevent clutter from accumulating and getting out of hand.

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.



**Happy
Mother's Day**



*May your Mother's Day be filled with joy right from the very start.
May every hour that passes bring more gladness to your heart...
May every moment hold the pleasures you are fondest of.
And may you know that every day you're thought about with love.*

HEALTH TIP



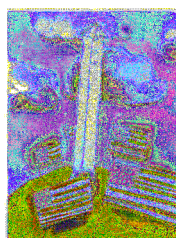
Sit Less + Move More = Live Longer

Researchers say several factors could explain the connection between time spent sitting and higher all-cause death rates. They noted that prolonged sitting has been shown to have metabolic consequences that

influence total cholesterol levels, fasting plasma glucose and resting blood pressure, among other factors. Reduced physical activity in general is also associated with obesity, which is a factor in numerous health problems, such as cardiovascular disease and even cancer. In addition, a sedentary lifestyle also leads to weaker muscles and bones, which can be especially troublesome as we age.

What You Can Do To Get Moving More:

- If you need to run an errand, consider walking instead of driving, or at least park farther away than you normally do.
- Rather than rely on the phone or e-mail in an office setting, get up and talk with the person with whom you need to communicate.
- Watch TV or read while using a treadmill or other exercise machine.
- Take a walk after dinner instead of heading straight for the couch.
- Try to do tasks that don't require sitting at the computer, such as reading printed materials or talking on the phone, while standing or pacing.
- Go window shopping instead of channel surfing. Put down the TV remote and take a walk down-town or around the mall.
- For a week, keep track of how many hours a day you sit, and try to shave minutes off your time each day to get well below six hours a day.



Memorial Day – May 30, 2011

Little Unknown Facts

- Egg whites will turn pink when left overnight in a copper bowl.
- Fred Astaire's feet were insured for \$650,000.
- Thomas Edison proposed to his second wife by Morse code.
- Tallest monument in the U.S.: The Gateway Arch in St. Louis, at 630 feet.
- A group of kangaroos is called a *troop*.



Fox Cities Chapter

May Meeting

Date: Tuesday, May 17, 2011

Location: Wipfli, LLP
2901 East Enterprise Ave.
Appleton

Times: 5:00-5:30 Networking
5:30-6:00 Dinner
5:00-7:00 Presentation-
Lynn Staszak – Microsoft Office
2007 – Excel

Food: We will be ordering from Debe Cheesecakes and Catering.

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 **\$10.00**
All others in attendance **\$11.00**

Topic: Microsoft Office 2007-Excel

- Features introduced in Excel 2007
- Excel tables
- Conditional formatting
- Sorting & filtering
- Formulas & functions (nesting functions, IF and VLOOKUP)
- Protecting worksheets
- Pivot tables (What is a pivot table and how does it work?)

Specific demonstrations and exercises will be chosen at the time of the meeting, depending on participant level and interests. (All topics may not be covered.)

(One recertification point has been awarded.)

RSVP with the # attending (bring a guest) and your sandwich and dessert choice to Lori Maki, CPS by NOON on Thursday, May 12, **2011 Call 920-832-2433 or lmaki@wipfli.com.**

www.iaap-hq.org

www.iaap-wisconsin.org

www.iaap-foxcities.org

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

Mission of IAAP

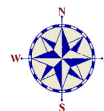
"Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development."

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.



Residential & Office Cleaning
920-722-8961

Free Estimates • Insured



WELHOUSE & ASSOC
Private Money Management

Mark P. Welhouse
CLU, ChFC, RHU, REBC

3601 Commerce Ct, Suite 4
Appleton WI 54911-8441
Phone: (920) 731-8000

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



Mary Kay's Baskets
Custom Made Baskets and Classes

Mary Kay Van Handel
Basket Weaver

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

