

# Fox-C-Tales

## From Our President

Welcome to November!

Several members attended the Wisconsin Division Fall Education Conference (FEC) in Madison October 28 and 29. We learned a lot from the seminars. The first one was EdVenture with Jeff Messer. We completed an exercise illustrating the importance of teamwork. We were placed in a circle and told to pass different objects to each other. We had to remember who threw them to us and who was before us. A slinky, a rubber chicken, and a hoola hoop were added to the mix. This exercise also reminded us how much we really do in a day.

The next seminar was "Market Like A Pro" by Heidi Hoefler, CPS (President of the Southeast WI Chapter). She taught us how to properly "market" our Chapters and get the word out effectively on how to join a local Chapter.

Friday evening, a costume party was held and we played the IAAP version of "Minute to Win It" games. There was a lot of laughter during the evening. The winner of a round of games received \$3,000 dollars; second place got \$2,000 dollars; and third place got \$1,000 dollars. After the games, an auction was held by Kathi Princeton, CAP, who made an awesome auctioneer. Everyone had a blast.

On Saturday, T3 Training taught Microsoft Office Tips and Tricks. Heather Ferrise and Mary Gaspervich were wonderful and many asked questions since we are power users of Microsoft Office.

The Saturday afternoon session was "Building Trust" presented by Kathi Princeton, CAP. She taught on how we can overcome trust issues and the secret to getting people to trust you. A total of seven re-certification points were awarded for the weekend.

Our December Chapter meeting has been moved to Tuesday, December 13, 2011 because of the Christmas holiday.

Happy Thanksgiving from my family to yours. Enjoy everything you are thankful for this year.

*Lori Maki, CPS*

President

## Next Meeting

**The Remarkable Communicator** November 15, Radisson Paper Valley Hotel  
333 W. College Avenue, Appleton

**Agenda:** 5:00 – 5:30 – Networking

5:30 – 6:00 – Dinner - Order from Menu: \$11 IAAP Chapter Member; \$12 guests

6:00 – 7:00 – Presentation by Lynne Woida

7:00 – 7:30 – Business Meeting



## Contents

### Special Interests

From Our President	1
Next Meeting	1
Chapter Meeting Schedule	3
IAAP Information	4
Educational Opportunities	4

### Highlights

November Workshop	2
Member Spotlight	2
Bulletin Content Submissions	3
Ten Good Reasons	3





## November Workshop

According to Business Week, only 7% of communication involves actual words. Some experts believe that up to 55% of communication is visual (body language, eye contact) and 38% is vocal (pitch, speed, volume, tone of voice).

For both senders and receivers, distractions and other barriers impede effective exchange of information and ideas. Have fun while learning from an interactive program regarding different styles and channels, including exercises to enhance your communication skills.

*“Reflect upon your present blessings, of which every man has many – not on your past misfortunes, of which all men have some.” ~Charles Dickens*

### Lynne Woida, Speaker

Lynne Woida, CPS/CAP has obtained administrative experience in multiple industries, and is currently the Executive Assistant to the Presidents and Chief Financial Officer at J.W. Speaker Corporation in Germantown.

As a charter member of the IAAP Downtown Milwaukee Chapter, she served in all officer positions and on various committees from 2006-2011. She has achieved the Member of Excellence designation for the last three years and considers it a privilege to be the 2011-12 Wisconsin Division Vice President.

## Member Spotlight: Laurie Hoelzel



### Chapter Role: Name of role

Can you believe that it's already November.....and that I have been a member of IAAP for a year? Time has passed quickly and I have enjoyed meeting so many friendly and talented women over the last year. I continue to look forward to the monthly meetings and have benefited both personally and professionally, from the educational topics and the networking the chapter programs provide.

### Beyond IAAP:

In my free time, I enjoy making jewelry, shopping, baking and outdoor activities. I've been happily married for 25 years and have a daughter (24) and a son (22). My husband owns and operates a construction company (Hoelzel Custom Builders) and I too work with him on our business – doing the bookwork either before or after my KC work schedule. My favorite “Get-a-way” is in the beautiful Northwood's of Boulder Junction Wisconsin – love the lakes, woods, pine trees, wildlife...and the air just seems purer and atmosphere so peaceful. Here's wishing everyone a very blessed and happy Thanksgiving with your families.

### On-the-Job:

I am currently an Executive Assistant for the Vice President of Consumer Sales and Customer Development at Kimberly-Clark Corporation. During my 21 years at Kimberly-Clark, I've held various positions. The first was in the Benefits Department working for the Secretary of KC's retirement and 401k plans (1990-1992); Health and Wellness Coordinator at the Kimberly-Clark Exercise Facility (1992-2003); Executive Assistant to the VP of Customer Supply Chain (2003-2009) and am enjoying my current role for the last two years. I have an Associate's degree in Office Management which I attained at Nicolet College in Rhinelander in 1982 and yes – I am still 29 and holding...for quite a while now! Throughout my career – I have always felt continuing education is important to stay current with today's technology and expand my skill level, as well as adding value and being valued at work. K-C offers many educational programs free of charge that I've been able to benefit from and I have attended many conferences and seminars held at various locations throughout Wisconsin & Illinois as well. My job is VERY busy and yet VERY rewarding. Working in Sales, the front end of the organization has provided me the opportunity to network with the 400+ team members that report to my boss. Some of my work responsibilities include coordinating customer meetings with senior leaders; coordinating commercial travel; corporate plane scheduling; executive calendar management and the list goes on. I'm also charged with leading monthly calls with the 28 administrative assistants on my team, providing them with best practice updates and educational and career development opportunities.



## 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, Co-Chair of the Bulletin Committee: [mvowell@oshkoshcorp.com](mailto:mvowell@oshkoshcorp.com).



## 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

Location TBD

"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 2012

No meeting

## Fox Cities Chapter - IAAP

### 2010-2011 Officers

President: Lori Maki, CPS  
 Vice-President: Ashley Baldwin  
 Treasurer: Kathy Mason, CPS, CAP  
 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. The requirements can be found in the spreadsheet to the right.*

*Contact Kathy Mason, CPS, CAP 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.

## IAAP Membership Can Help Your Career

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.

Criteria	Score
Hold a current IAAP Certification (i.e., CAP as prescribed by the new curriculum)	
Enter Certification Valid-through date in cell C3	0
Download the Member of Excellence Commitment form; sign and date the form	
Enter date signed in cell C5	0
Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words) and have it published in an IAAP publication (chapter, division or international level.) Recommending another author's article does not qualify.	
Enter date of post or date article published in cell C7	0
Attend at least one professional educational workshop, seminar or conference at least 60 minutes in length and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.	
Enter date of training in cell C9	0
Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college university or hold a Microsoft certification	
Enter date of degree or date MOS certification achieved in Cell C11	0
Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work toward becoming a Member of Excellence.	
<- Enter Membership Anniversary date in A13 and date dues paid in C13 ->	0
If you joined IAAP since June 30, 2011, enter your join date in A14	
Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's Advisory Board for the Office Administration Program	
	0
Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points)	
Enter date of presentation in Cell C18	0
Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.	
1	
2	
3	
4	
5	
6	
7	
8	
	0
Recruit at least one new member	
Enter Member's Name in Cell C31	0
Integrate IAAP membership and involvement into annual performance plan or review	
Enter Date of Performance Plan or Review into Cell C34	0
	0