

Fox-C-Tales

From Our President

Happy October! I hope everyone has been enjoying all the wonderful weather we have been having the last few weeks.

We are off to a great start for this year's IAAP Chapter of Excellence. We have the first and second criteria already finished, with six more to go!

Our speaker this month is Diana Luepke from the IAAP - Downtown Milwaukee Chapter. She will be presenting: *Innovate! Design Thinking for Administrative Professionals.*

This month we also have the IAAP Wisconsin Division Fall Education Conference (FEC) being held in Madison October 28-29. The weekend includes: great speakers; seven recertification points; networking opportunities; some award presentations; and a lot of fun. Hope to see most of you there!

Lori Maki, CPS

President

Next Meeting

Join us on October 18 at West Wisconsin Diner (3011 West Wisconsin Ave., Appleton.) Reservations are due to Lori Maki before Noon on October 14. Please bring a guest!

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 Diana Luepke

7:00 – 7:30 – Business Meeting



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International Association of
Administrative Professionals®
Fox Cities Chapter



October Workshop

Discover meaningful solutions for your administrative challenges by using the methods of design thinking, an interdisciplinary, human-centered process.

Diana will decipher the meaning of design thinking and present 10 innovative personas to cultivate in your office and your life.

This workshop will include:

- Skills needed in administrative jobs of the future
- What is design thinking?
- Problem solving
- 10 personas for innovation

“Innovation distinguishes between a leader and a follower.” ~Steve Jobs

Diana Luepke, Speaker

Diana Luepke works as a Business Administrator at Conrad Schmitt Studios, where she assists the President with initiatives for marketing, sales, operations and administration.

She has over six years of experience in the administrative field and studies business, innovation and social change.

Diana has been an active member of the Downtown Milwaukee Chapter of IAAP for four years and served as the chapter's Vice President last year.

Member Spotlight: Mandy Vowell



Chapter Role: Newsletter Co-Chair

When Sharon Stein stepped down as our longtime Fox-C-Tales chair, she asked if she could “pass the baton” to me. I had taken care of final proofing and sending the newsletter to our members for the prior year. Because I work a lot of hours, I knew I could not take care of the newsletter alone. Annamarie Zimmerman, a VERY new member of the chapter at the time, stepped right up and said she would be willing to co-chair the position. Her input, willingness to work extra hours, and newsletter experience have been invaluable and appreciated. We appreciate feedback from all of you on the newsletter, and will be asking several of you for a bio similar to this one.

Beyond IAAP: My passions are people and traveling. I am also very involved in church activities, including hosting a small group study with my husband of 43 years in our home twice a month. Co-leading a Bible study for a group of ladies two semesters a year is something I have been privileged to do for several years.

“Trains and boats and planes,” as well as cars take me to some of my favorite places and people. I have been blessed to see many wonderful sights over the years.

On-the-Job: I have been the Executive Assistant to the Sr. VP and Finance Controller at Oshkosh Corporation for the past three years. I also support four other vice presidents in the corporate finance department. My role includes all the usual tasks of an administrative professional; involvement in preparing quarterly Security and Exchange Commission publications for the Company; and being the administrator for our global finance SharePoint site. Even though my responsibilities cause me to work long hours, I enjoy working with my co-workers and supervisors, and appreciate the variety of tasks that stretch me to be my best.

One of my professional goals for 2012 is studying for my CAP certification and sitting for the May exam. My peers in the IAAP Fox Cities Chapter have encouraged me to do this for the past couple of years. With my “over-the-top busy” schedule, I will need all the encouragement I can get. We will begin a small CAP study group at Oshkosh Corporation this fall and cheer each other on to the finish line!



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

West Wisconsin Diner, 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

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.

Fox Cities Chapter - IAAP

2010-2011 Officers

President: Lori Maki, CPS
 Vice-President: Ashley Baldwin
 Treasurer: Kathy Mason, CPS
 Secretary: Marie Kawczynski

Division Liaison: Kathi Princeton, CAP

Email us:

IAAPFoxCities@gmail.com

Find us on the Web:

www.IAAP-FoxCities.org



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 or contact Marie Kawczynski for an application (920) 720-8794.

Educational Opportunities

- IAAP Wisconsin Division Fall Education Conference in Madison, Wisconsin (October 28-29)
 - Register for the event on the Wisconsin Division website: www.IAAP-Wisconsin.org and plan to attend the workshops with an opportunity to receive seven recertification points, as well as a festive networking event.
- Educational Forum and Annual Meeting (EFAM) 2012 (July 22-25)
 - Hotel information is now available on the IAAP website for you to begin planning to attend the 2012 EFAM in Grapevine, Texas. Historic Grapevine, located between Dallas and Fort Worth. Join us in 2012!

The RTF needs all of you!

Please continue to help share the word about the Housing Subsidy for Admins in Need (HSAN) Program of the Retirement Trust Foundation. This important program provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. Assistance is accessible to all members within the six districts of IAAP. The next deadline date to submit applications is fast approaching -- November 15. If you or someone you know needs housing assistance and meets the housing requirements, please go to the RTF web site at www.IAAP-RTF.org for more information about the program and to find the application, or contact IAAP Headquarters and ask for the Controller's office for assistance. The RTF stands ready to help admins in need.