

Fox-C-Tales



From Our President

Welcome to the “Making the Leap to Remarkable” year for IAAP! We have a lot lined up for the Fox Cities Chapter this year – and are ready to get started.

Congratulations to our Chapter for attaining *Chapter of Excellence* for the third year in a row! Kudos to our members that achieved *Member of Excellence* as well – Jean Coon; Marie Kawczynski; Lori Maki, CPS; Kathy Mason, CPS/CAP; and Karen Strey, CPS.

The annual IAAP – Wisconsin Division Fall Education Conference (FEC) will be held October 28-29, 2011, in Madison. The weekend will include: great speakers; seven recertification points; networking opportunities; some award presentations; and a lot of fun. Be sure to sign up as soon as possible. Please look for an e-mail that was sent to all members with detailed information.

We hope everyone had a great summer!

Lori Maki, CPS

President

Next Meeting

Join us on September 20 at Wipfli LLP (2901 E. Enterprise Avenue, Appleton) as we take a look at Microsoft Office – Outlook 2010. Please RSVP to Lori Maki by Noon on September 15 if you are attending. Please bring a guest!

Agenda: 5:00 – 5:30 – Networking
5:30 – 6:00 – Dinner from Debe Cheesecakes and Catering
6:00 – 7:00 – Presentation by Lynn Staszak on Microsoft Office – Outlook 2010
7:00 – 7:30 – Business Meeting

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International Association of
Administrative Professionals®
Fox Cities Chapter



September Workshop

The September workshop will include:

- Explore the Outlook 2010 Ribbon
- Work with Backstage View
- Manage E-mail Conversations
- Use Quick Steps
- Discover Mail Tips
- Overview of New Calendar and Task Features

Our speaker, Lynn Staszak, has been

teaching adults to use Microsoft Office Word, Excel, PowerPoint, and Outlook since 1996. She currently holds the position of Technology Trainer III at Wipfli LLP.

"No one is more cherished in this world than someone who lightens the burden of another."

~Author Unknown

Lynn Staszak, Speaker

Lynn Staszak holds a Bachelor of Music degree in Piano Performance from Lawrence University. Upon graduation, a Rotary Scholarship took her to Mexico, where she worked with the Yamaha Music Education System for 8 years. Lynn spent the last 4 years of her Yamaha career in Miami, where she served as Assistant Music Director for Yamaha Music Latin America. Her travels have taken her to Japan, Costa Rica, and all except for Ecuador and Guyana.

Today, Lynn enjoys playing keys with the band at Green Bay Community Church, volunteering for the Fox Cities Performing Arts Center, reading, and watching old episodes of *Doctor Who*. She also works part-time as an Independent Beauty Consultant with *Mary Kay Cosmetics*.

Member Spotlight: Christa Wonser



Chapter Role: Website Coordinator

This year I was asked to be the Fox Cities Chapter's delegate at Educational Forum and Annual Meeting (EFAM) in Montreal, Canada. I was honored to be asked since I was a very new member of the Chapter. EFAM was fantastic! It was an educational adventure in every aspect. From culture to food, education to voting, there was something new to experience each and every day. There were wonderful speakers who taught us, who humored us, and who even drew breathtaking scenes with chalk. There was something for everyone and never a dull moment. It was a wonderful way to get my feet wet with the wonderful world of IAAP! This organization shows us how we can help each other and achieve our goal to be the best Administrative Professional possible. I am blessed to have found IAAP and a wonderful sisterhood.

Beyond IAAP: I've done many volunteer activities in the past, including time spent at St. Vincent DePaul, Christ the Rock Church, and St. Elizabeth's Outpatient Surgery. My desire to volunteer began at the early age of eight when I first became involved in a Halloween Unicef fundraiser.

On-the-Job: I am currently an Administrative Assistant for the Advanced Products department at Oshkosh Corporation. My role includes supporting the Vice President as well as engineers and designers in the department. I help with coordination of meetings, travel, correspondence, as well as assisting with purchase orders and vendors contacts. Basically whatever needs to be done, I do, which leaves me with an always changing role within my department.



Chapter Meeting Schedule

September 20, 2011

Wipfli LLP, Appleton
 "Outlook: Tips and Tricks," Lynn Staszak
 Contact: Lori Maki

October 18, 2011

West WI Diner, Appleton
 "Designed Thinking," Diana Luepke
 Contact: Lori Maki

November 15, 2011

West Wisconsin Diner, Appleton
 "Remarkable Communicator," Lynn Woida
 Contact: Lori Maki

December 20, 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

Your Exceptional Performance

As you strive to achieve your dreams, these behaviors can lay the foundation for your journey.

- Understand and practice empowerment.
- Think for yourself.
- Embrace integrity in all that you do.
- Create a to-do list as one of your first actions of the day.
- Never avoid necessary confrontation.
- Behave as if it is *your* business.
- Adopt the mantra: "If it is to be, it is up to me."
- Don't require the personal approval of others to function.
- Don't make it personal or take it personally.
- It's always about solving the issue at hand.
- Don't dwell on yesterday.
- Exercise tolerance.
- Check your ego at the door.
- Treat others as you would like to be treated.
- Think like a leader.
- Appreciate all those who have helped you.
- Define who you choose to be.

Check out more on these tips that are discussed in the book: *Let's Talk! More No-Nonsense Advice for Project Success* by Neal Whitten.

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.

Future Educational Forum and Annual Meetings (EFAM)

- 2012: Grapevine, Texas, July 22-25, Gaylord Texan Resort
 - Begin planning now for the 2012 EFAM in Grapevine, Texas. Historic Grapevine, located between Dallas and Fort Worth, will take you back in time. Visit Historic Downtown Grapevine with its collection of shops, restaurants and art galleries. When you're not attending EFAM, you can enjoy great attractions, fabulous shopping, outstanding dining, winery tasting rooms and a wide variety of outdoor recreational activities. Grapevine has something for everyone. Join us in 2012! (Hotel information coming soon to the IAAP website.)
- 2013: Anaheim, California, July 28-31, Anaheim Convention Center
- 2014: Milwaukee, Wisconsin, July 27-30, Milwaukee Convention Center
- 2015: Louisville, Kentucky, July 26-29, Kentucky International Convention Center