



International Association of
Administrative Professionals®
Milwaukee Chapter

International Association of Administrative Professionals



Milwaukee Chapter Newsletter

April – May 2011

President—Laura Larrabee
Secretary—Kathy Day

Vice President—Kristi Sanders
Treasurer—Karina Van Doren
Asst. Treasurer—Jennifer Boulter

2010—2011 Milwaukee Chapter Board Members

- Auditing**
Eileen Rauman CPS
- Bylaws**
Elizabeth Brucks
- Education**
Sarah Bates CPS/CAP
- Fundraising**
Renee Boedecker
- Membership**
Mary Brossard
- Nominating**
Shirley Tiedjen CPS
- Programs**
Marlene Kollmeyer CPS/CAP
- Parliamentary Advisor**
Cassie Laskowski CPS

Chapter Meeting May 12, 2011

Klemmers
10410 W. Oklahoma Ave.
Milwaukee, WI

Networking—5:30pm
Dinner—6:00pm
Program—7:00pm

Menu
Salmon Filet w/Bearnaise
Sauce
Portobella Ravioli Marsala
Mandarin Orange Chicken
Salad

Dinner \$15.00 Members
\$18.00 Non-Members



President's Message Opportunity

The dictionary defines Opportunity as ; ‘a favorable or advantageous circumstance’ or ‘ a chance for progress or advancement’.
Reference
www.thefreedictionary.com

Opportunity is what IAAP offers to all administrative professionals. What opportunities could you take advantage of.?

The Milwaukee Chapter is the road to opportunity. Attending monthly meetings offers a means to help you become more effective in your job. Last month, Bev Butula, Law Librarian for Davis & Kuelthau, presented tips for finding information on the web. The admins were amazed at search engines that are available and how to use them. We learned how to

refine searches to get exact information, i.e.; 17 links— instead of thousands we usually get and have to hunt? Wow!

In May we will learn to *Solve the Problem of Problem People*. See below.

Take advantage of the events that are offered during Administrative Professionals Week. See page 2-3.

There is still time to sign up for the “*Let Me Pump You Up*” seminar with Susie Mathews.

Recertification points are given for all presentations.

Laura Larrabee
President



www.iaap-milwaukee.org

Milwaukee Chapter Dinner Meeting Dates



May 12, 2011
June 9, 2011



May Program “Solving the Problem of Problem People” Presented by Sandra J. Christensen

We all encounter problem people at some time—those difficult people who seem to delight in making our lives miserable. Despite our best attempts to be assertive, we may find ourselves frustrated, manipulated, or out-smarted by bullies, chronic complainers or know-it-alls. Our speaker, Sandra Christensen, promises practical and positive strategies for dealing with the problem people in your life. We’ll be discussing solutions for interacting with: the Raging Rhino, the Sly Fox, the Wise Owl, the Stubborn Mule, the Silent Clam, and the Puppy Dog.



ADMINISTRATIVE PROFESSIONALS WEEK April 24-30

Administrative Professionals Day 2011

The 2011 Theme for Administrative Professionals Day® is:

This year, celebrate all office professionals.

For Administrative Professionals Day 2011, we're veering away from the traditional celebration of the day which is centered on administrative professionals. The recession has hit everyone in the office. Downsizing has forced all of us to pull together and work harder, not just the administrative professionals in the workplace. IAAP recognizes the hard work and sacrifice from everyone. **This year, celebrate all office professionals.**

About Administrative Professionals Week

Since 1952, the International Association of Administrative Professionals has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

APW is always the last full week in April. In 2011, **Administrative Professionals Week is April 24-30** with Administrative Professionals Day on **Wednesday, April 27**.

Future Dates

Administrative Professionals Day

2011: April 27
2012: April 25
2013: April 24
2014: April 23
2015: April 22
2016: April 27
2017: April 26

Administrative Professionals Week

2011: April 24-30
2012: April 22-28
2013: April 21-27
2014: April 20-26
2015: April 19-25
2016: April 24-30
2017: April 23-29

**More
Administrative Professionals
Week**

programs on the next page.



ADMINISTRATIVE PROFESSIONALS WEEK April 24-30

Let Me “PUMP” You Up

Presented by Susie Mathews



The Milwaukee Chapter is proud to sponsor the *Let Me “PUMP” You Up* Seminar presented by Susie Mathews on Saturday, April 30, 2011 from 8:15 a.m. – 12:00 p.m. at the Knights of Columbus, 1800 South 92nd Street, Milwaukee.

NOW IS THE TIME! Retool, rethink, and relax. Susie takes a different direction in helping individuals rethink their career path. If you are ready to discover the importance of having purpose in your career, rather than just a job, and are willing to invest energy and effort into your future, join her for a fresh look at your life and your career.

You owe it to yourself to take advantage of this excellent opportunity to understand and apply your unique strengths, skills, talents and abilities which will unlock your personal satisfaction.

Make Administrative Professionals Week special for yourself. Attend this dynamic seminar on April 30th. Let Susie Mathews help you unlock your **Winning Performance!**

Contact: mkollmeyer@crisisprevention.com

Free OfficeTeam webinar: How to build better working relationships



Event Date:

Tue, 04/26/2011

Time: 11 a.m. PST

Registration:

<https://www3.gotomeeting.com/register/215583326>

In celebration of Administrative Professionals Week, join OfficeTeam and Insights on Tuesday, April 26, at 11 a.m. PT, for a free, informative webinar about identifying your preferred work style to help build effective working relationships. You'll learn more about the color energy that best describes you, how to collaborate with other work style types and tips for overcoming common conflicts in the workplace. Those who participate in the full webinar are eligible to earn one recertification point.

Free webinar from Adecco: Succeeding in the workplace



Event Date:

Thu, 04/28/2011

Time: 2 p.m. EST

Registration:

<http://www.adeccousa.com/Employees/Pages/admin-week-webinar.aspx>

Celebrate **Administrative Professionals Week** by attending our free webinar for CPS/CAP recertification credit - "Managing up: effective strategies for succeeding in the workplace" - on Thursday, April 28, at 2 p.m, ET. [Register here](#).

Our 2011—2012 Milwaukee Chapter Slate of Candidates



President

Kristi Rae Sanders

Kristi joined IAAP in May of 2008. She has served as Vice President in 2009-10 and 2010-11 chapter years. She has been industrious and creative in her role as demonstrated by her speaking abilities and new ideas for the chapter. Kristi is employed at Reiman Publications.



Vice President

Kathleen Day, CPS

Kathy joined in September of 1987. In the past she has served as the Committee Chair for the Bylaws Committee and the Newsletter Committee. She also served as the Parliamentary Advisor for 2009-10 chapter year and she is a Certified Parliamentarian. She is currently serving as the Secretary for the chapter. Kathy is a contract employee.



Secretary

Donna Lenda, CPS/CAP

Donna joined in October of 1984. She obtained her CPS in 1987; the CAP was obtained in 2000; recertified in 2005 and 2010. She has served in several offices; 2009-10 Secretary, Corresponding Secretary and Recording Secretary and when there were separate offices for the position. She also has been Committee Chair for both the Scholarship Committee and the Program Committee and served on the Public Relations Committee. Donna is a legal secretary serving three lawyers at Godfrey & Kahn.



Treasurer

Sandra Lumley

Sandra joined IAAP in February of 2009 and has been an enthusiastic and committed member of our chapter by serving in ad-hoc roles to various projects and is always ready to greet new people with her engaging personality. Sandra is an Administrative Support Specialist at Children's Hospital & Health Systems.

CH..CH..CH..CHANGES

The May meeting notice and RSVP are on the next page of this newsletter.

In an attempt to become Green, please use the active link for Kristi Sanders.

kristisandersvp@gmail.com

MEMBER OF EXCELLENCE (MOE)

A Member of Excellence will receive a certificate. If you achieve the MOE for five consecutive years, you will receive the Member of Excellence pin.

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

- 1. Sign the online Member of Excellence Commitment agreement.*
- 2. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication of 200+ words (chapter, division or international level).*
- 3. Attend non-IAAP professional education workshops, seminars and conferences.*
- 4. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft (MOUS) certification.*
- 5. Pay membership dues on or before anniversary date.*
- 6. Serve as a chapter, division or international officer, committee chair, or committee members, or serve as an RTF Trustee.*
- 7. Conduct a public presentation, program or training.*
- 8. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination).*
- 9. Recruit at least one new member.*
- 10. Be a current CPS and/or CAP holder.*
- 11. Integrate IAAP membership and involvement into annual performance plan or review at your job.*

More information available at <http://pathways.iaap-hq.org/IAAPHQ/Pathways/Programs/>



April 14, 2011 Dinner Meeting & Program

**Klemmers Banquet Center
10410 W. Oklahoma Ave.
Milwaukee, WI**

**Networking—5:30pm
Dinner—6:00pm
Program—7:00pm**

Menu

**Salmon filet w/Bearnaise Sauce
Portobella Ravioli Marsala
Mandarin OrangeChicken Salad**



**Dinner \$15.00 Members
\$18.00 Non-Members**

RSVP Contact: kristisandersvp@gmail.com



WI DIVISION ANNUAL MEETING

May 13-14, 2011

Sheraton Brookfield

375 S.Moorland Rd.

Brookfield, WI 53005

Join us for a great weekend of educational sessions,
professional development and networking!

5 recertification points have been approved for the
weekend.

More information and registration materials are now
available at:

www.iaap-wisconsin.org

Division Raffle Project

The Division Raffle is held annually during the Wisconsin Division Annual Meeting. Proceeds from this year's fundraiser will go the RTF Foundation in honor of outgoing International President, Mary Ramsey Drow, CPS/CAP.

Any Chapter, or individual member, wishing to make a donation to the raffle is welcome to do so. In the past, donations have ranged from themed baskets (voted the most popular idea at the Division Fall Education Conference) to gift cards, to handmade crafts, to fashion accessories (a designer purse last year was very popular), autographed footballs, Milwaukee Brewer tickets, electronic devices, picnic baskets, etc. Donations can be as simple as a CD, DVD, or book, a handmade ceramic piece or baby blanket to jewelry, to a basket filled with a variety of items. The more raffle prizes the better. Perhaps you want to tie in this year's IAAP theme: Passion & Purpose.

All donations are appreciated! Please contact the project Committee at either Gloria Huschka - catsmusictravel@yahoo.com or Cynthia Welch - welchch@uwec.edu to let them know of your donation. Please provide a description of the item for publicity purposes.

Either send your item(s) to the annual meeting with a Chapter member or deliver them to the Moorland V Room at the Brookfield Sheraton between 8:30 and 10 am on Friday (5/13) if at all possible. Don't worry if you can't make that block of time, donations will be accepted at any time. **Thank You!**

IAAP Mission & Vision

IAAP's Mission: Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

IAAP's Core Values:

- **Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability, and high ethical standards.
- **Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.
- **Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.
- **Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.
- **Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

**A professional is
someone who can do
his best work when
he doesn't feel like it.**

--Alistair Cooke



Web Search Tips

Here are just a few of the search engines that were presented by Bev Butula.

Bev's State Bar Article on Bing - <http://tinyurl.com/3schesc>

Vertical Engines advantages:

- * Industry specific
- * Eliminate "commercial" sites
- * Usually more authoritative in source
- * Various topics

Nice collection in Search Engine Watch - <http://searchenginewatch.com/2156351>

Vertical Search - <http://www.verticalsearch.com/>

Switchboard - www.switchboard.com

Whitepages - www.whitepages.com

Pipl - www.pipl.com

123 People - www.123people.com

Zoominfo - www.zoominfo.com

The 2010—2011 Milwaukee Chapter Roster has been updated and is now available on our web page www.iaap-milwaukee.org

Located in **For Members Only** area. You must use your login to access the roster.

See **Standing Rule** regarding confidentiality..

Milwaukee Chapter Standing Rule

"The roster of this Chapter is **CONFIDENTIAL**, and at no time and under no circumstances shall it be released by the Milwaukee Chapter or any of its members to any individual or organization.

It should be noted, however, that International does participate in mailings to IAAP's membership roster in total unless notified, in writing by the individual member, that the name be deleted from the list."

May 2011 Anniversaries & Birthdays

Anniversaries

- Shirley Tiedjen, CPS 21 years
- Barbara Piotrowski 17 years
- Kathleen Wieczorek 17 years
- Marlene Kollmeyer, CPS 13 years
- Debbie Wentlandt 8 years
- Kristi Sanders 3 years
- Beth Kline 2 years

Birthdays

- Linda Nemish, CPS 05/11
- Cassie Laskowski, CPS 05/21

April 28—Administrative Professionals Day

April 30—Let Me *Pump You Up* Seminar

May 8—Mother's Day

May 30—Memorial Day



Submissions are WELCOME for the next Newsletter by May 16

You will fulfill one of the requirements for MOE

Article suggestions, questions and feedback are gladly received at

llarrabe@bechtel.com