

International Association of
Administrative Professionals®
Milwaukee Chapter

International Association of Administrative Professionals



Milwaukee Chapter Newsletter

September 2010

President—Laura Larrabee
Vice President—Kristi Sanders

Secretary—Kathy Day
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
- Public Relations**
Mary Ellen Clegg
- Programs**
Marlene Kollmeyer CPS/CAP
- Parliamentary Advisor**
Cassie Laskowski CPS

Chapter Meeting
October 14, 2010

Klemmers
10410 W. Oklahoma Ave.
Milwaukee, WI

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

Menu
Mesquite Grilled Pork Chop
Baked Cod Almondine
Mandarin Orange Chicken
Salad

Dinner \$16.00 Members
\$17.00 Non-Members

RSVP Contact:
kristisandersvp@gmail.com



President's Message



One passion I have had in IAAP is how administrative assistants can learn new skills that can be added to their annual review and/or resume.

Please take the opportunity to grow personally and professionally. By coming to our meetings you are showing that you are looking for something different to advance your career. IAAP can offer that something. The September meeting was the first of nine where we offered an educational program. For just a few hours of your time each month, you will learn something new to take back with you to your job. We help with problem solving by networking with each other. You can offer your boss a way to maximize education funds. Instead of enrolling in a public workshop at upwards of \$150

to \$350, you can get more bang for your company's buck with the monthly programs.

We offer recertification points for those who are working to recertify for the CPS or CAP.

Volunteering to carry out a task for one of the committees also offers opportunities to grow.

I am not a financial wizard, but by volunteering to work on the Audit committee, which was a commitment of only two times a year, I learned to understand balance sheets.

Please come and join us in October. Peter Jaskulski who is a captain with the Milwaukee County Sheriffs Department will be our speaker.

Laura Larrabee
President



www.iaap-milwaukee.org

**Milwaukee Chapter
Dinner Meeting Dates**



September 9, 2010
October 14, 2010
November 11, 2010
December—No meeting
(Possible special event)

January 13, 2011
February 10, 2011
March 10, 2011
April 14, 2011
May 12, 2011
June 9, 2011

Tactical Communications October Presentation by Captain Peter Jaskulski



In recent years Tactical Communications has moved beyond law enforcement and is now being taught to customer service personnel, health-care workers, educators, students, and parents -- anyone who wants to protect themselves from verbal assault and physical violence.

Captain Jaskulski was appointed to the Milwaukee County Sheriff's Office in March of 1988. He was promoted to Sergeant in February of 1997 and to Captain in 2003 He has commanded the Sheriff's Airport Security Division, Patrol Division and Training Division He is currently assigned as the Administrative Captain in charge of operations at the County Correctional Facility Central.

CH..CH..CH..CHANGES

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

Unfortunately, it was assumed that a separate meeting notice and menu selection would be sent as was done in the past.

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

kristisandersvp@gmail.com



NETWORKING

by Kristi Sanders – Vice President

On August 21, 2010, I attended the 2010 Leadership Training workshop for President and Vice President this year and I came away with some great ideas for networking. Branching out and meeting new members is not always easy, especially if you are shy, but it can be very easy as I will explain. It takes approximately 10 minutes to meet someone new and during the 45 minute networking segment of our chapter meeting you could have the opportunity to introduce yourself to at least 3 new members each month.

Walking into a roomful of people can be a little intimidating and most of the time we find ourselves visiting with members we know each month. We have very friendly members and I challenge you to get to know as many as possible this next chapter year. With roughly 8 meetings from September through June this means the possibility to get to know almost all the current members who participate monthly.

At the Leadership Training workshop I introduced myself to Kathy Briggs, the president of the Chippewa chapter and within minutes had a common bond. In our introductions, I discovered that she is from Eau Claire, WI. My parents were born and raised in this city and I spent quite a bit of time there visiting relatives as I was growing up. We immediately started talking about familiar places. This led into great conversation. Within 10 minutes we were finding out about one another and I was networking.

When walking into a room it takes roughly 1 minute to absorb the room and have eye contact with someone you do not know. Walking up to them and introducing yourself formally takes another 30 seconds. You can start off by asking them how long they have been a member which can take another minute then share where you work and ask them the same which can take a few more minutes. Follow up by asking them what position they hold. If you feel comfortable you can share a little bit about your family etc. This can take a total of 10+ minutes and now you have gotten to know a new member in a short period of time. You will probably have something in common too which can lead into further conversation. Once you become comfortable with the technique, thank them for their time and find another member to introduce yourself to, or better yet, introduce them to someone you know before moving on to meet someone new.

Another way to meet other members is to become involved in a committee for the chapter year or offer to help out for a function or fundraising event, which is short term if you are unable to make a long term commitment.

As our new chapter year is beginning, I just wanted to share with you techniques that have worked for me. I look forward to meeting and getting to know all of you better this year.

See you at the September chapter meeting.

**IAAP Milwaukee
Chapter Team**

**VOLUNTEER
For
Fall 2010**

**Sell Brats, Hot
Dogs, Chips, Soda,
Water, Cookies,
and Cup Cakes.**

**Saturday
October 30
Sunday
October 31**

**Brat House
Fundraiser**

**Sentry Food Store
5321 S. 108 St.
Hales Corners, WI**

**Team Time for Members.
Signup sheets on dinner tables during the October 2010 meeting.**

Volunteer times:

Saturday, October 30th, from 9:00 to 2:00 and 2:00 to 6:00.

Sunday, October 31st, from 9:00 to 2:00 and 2:00 to 6:00.

Two door prizes every day.

Family members welcome to volunteer. Members first.

Husband, father, son, or friend for grilling brats and hot dog.

Sentry supplies all products: food and utensils.

IAAP Milwaukee Chapter to split profit with Sentry.

Bake Sale donations needed.

Signup sheets for bakery donations on tables during September and October meetings.

<mailto:Renee.Boecker@yahoo.com> or <mailto:Eftja@hotmail.com>



October 14, 2010 Dinner Meeting & Program

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

Networking—5:30pm

Dinner—6:00pm

Program—7:00pm

Menu

Mesquite Grilled Pork Chop

Baked Cod Almondine

Mandarin Orange Chicken Salad



Dinner \$16.00 Members

\$17.00 Non-Members

RSVP Contact: kristisandersvp@gmail.com

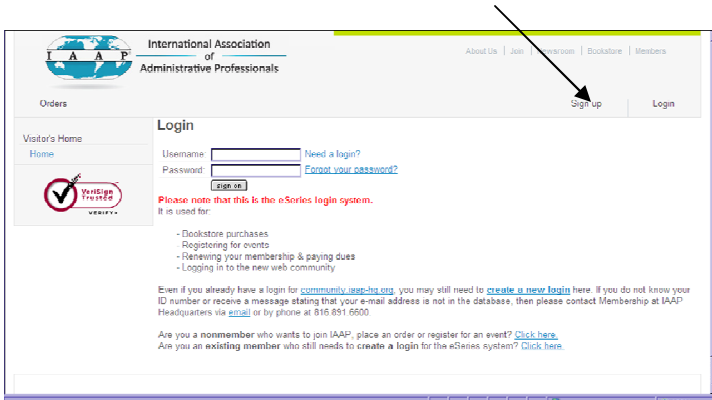
Get On the Web Community

Let's all get on the Web Community this year. The goal is to have 100% of our members become an online member of the IAAP-HQ.org site.

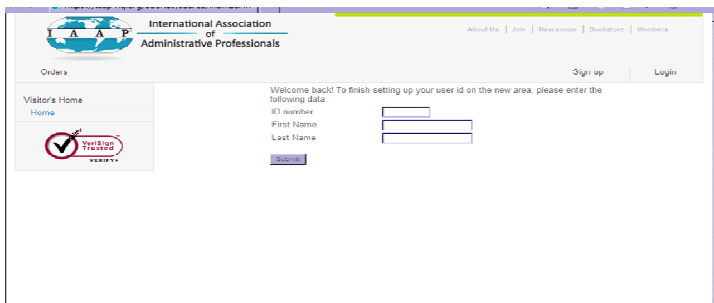
The website provides resources you can use in your position and provides news from headquarters and it is a way to see what other members are doing by accessing chapter websites in other states. For those bloggers, this is a dream come true.

When you visit the IAAP-HQ.org website you will need to create a user profile so you can access all of the information available for members only. Before you know it you will be making contacts and maybe reuniting with a friend you met at a conference. You can get connected with people who are career minded peers and stay informed about what is new in our profession.

When you go to www.iaap-hq.org, select Members sign-in and you will get to a Login page. Next, click on Sign up



The next page will ask for your information—all you need is your ID number (this is your member ID) and your name. Hit Submit key.



That is all there is to it. You will be directed to think of a password and you will also be able to change from having to submit your ID number to your' name if that would be easier to remember.

You can access the Milwaukee Chapter and Wisconsin Division through the iaap-hq.org site, or you can go directly to these pages.

www.iaap-milwaukee.org
www.iaap-wisconsin.org

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.

So.....

Bee an



Involvement &

Active

Achiever...with

Passion & Purpose

For the Milwaukee Chapter IAAP



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.**

September 2010 Birthdays and Anniversaries

Anniversaries

- Marion Gehl CPS/CAP 31 years
- Karen Vredevelde CPS 25 years
- Roberta Fucile-Busateri CPS 24 years
- Kathy Day 23 years
- Diane Wuteska 8 years
- Suzette Merkel 5 years
- Jennie Piotrowski 2 years

Birthdays

- Renee Boedecker 9/21
- Beth Kline 9/22
- Annie Tank 9/13



*Submissions are WELCOME for
the next Newsletter by October
11th*

*You will fulfill one of the
requirements for MOE*

*Article suggestions, questions
and feedback are gladly received
at*

LLarra7603@aol.com

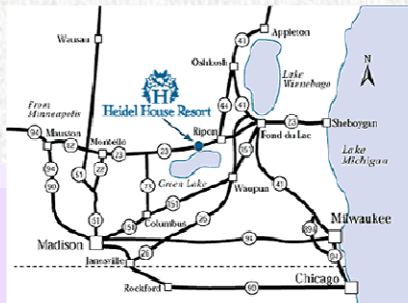
October 22-23, 2010

Wisconsin Division Fall Education Conference (FEC)



HOTEL **Heidel House Resort & Spa**
643 Illinois Avenue
Green Lake, WI 54941

920.294.3344
800.444.2812
920.294.6128 (fax)



Room Rates:
Single/double **\$99/night plus tax**
Triple **\$114/night plus tax**
Quad **\$129/night plus tax**

When calling, refer to the room block "International Association of Administrative Professionals October 21". Room rates guaranteed until September 21. If you are interested in extending your stay, the room rate will be subject to availability.

Check in after 3 p.m. Check out by 11 a.m.

Meals Included in Full Registration:

Friday Dinner:

Choice of **Chicken Picatta** (sautéed breast of chicken with capers, garlic, sun-dried tomatoes and wilted spinach) or

Beef Tips Cabernet (tender pieces of beef tenderloin braised in a roasted beef stock and cabernet reduction with roasted mushrooms and onion).

Both entrees served with Salad, Garlic Mashed Potatoes, Seasonal Vegetables, Rolls, Coffee, Tea, and Milk

Saturday Breakfast:

Breakfast service begins at 7:00 a.m. in Sunroom Restaurant. A coupon for breakfast will be included in the registration packets.

Saturday Lunch:

Choice of **Cashew Chicken Salad Croissant** (tender pieces of chicken, red grapes, celery, cashews, and arugula dressing served on a croissant with lettuce, tomato, and radish sprouts) or

Sunroom Sandwich (roast beef with horseradish sauce, onion marmalade, roasted bell peppers, and provolone cheese on a whole wheat roll). Both lunches served with Deli Salad, Fruit Garnish, Chips, Coffee, Tea, and Milk.

Attire:

Friday Afternoon and Saturday –Business Casual
Friday Evening –Casual

Fragrances:

The Wisconsin Division Board requests that all participants refrain from wearing perfume, cologne and other fragrances in order to promote a fragrance-free environment.

50/50 Raffle Ticket Sales:

4:45 p.m. –6:00 p.m. Friday
8:00 a.m. –9:00 a.m. Saturday
1 ticket for \$1 / 6 tickets for \$5
or the "Wendy Wingspan"
35 tickets for \$10!

Set Up Your IAAP Web Community Profile:

Bring your laptop or use one provided by the Division Officers.
4:45 p.m. –6:00 p.m. Friday
8:00 a.m. –9:00 a.m. Saturday

AGENDA

Friday October 22

1:00 p.m. -3:00 p.m. Conflict Resolution –Julie Thomas, CPS/CAP
3:00 p.m. -3:15 p.m. Break
3:15 p.m. -4:15 p.m. 50 Websites in 60 Minutes –Bev Butula
4:15 p.m. -4:45 p.m. Presentation of Division P2E Awards
4:45 p.m. -6:00 p.m. 50/50 Raffle, Set Up Your Web Community Profile
6:00 p.m. -7:00 p.m. Group Dinner/International Officer Reception
7:00 p.m. -9:00 p.m. IAAP (aka "Hollywood") Squares

Saturday October 23

7:00 a.m. Breakfast service begins, Sunroom Restaurant
8:00 a.m. -9:00 a.m. 50/50 Raffle, Set Up Your Web Community Profile
9:00 a.m. -12:15 p.m. The People Map System –Pat Swan, M.S.
12:30 p.m. -1:30 p.m. Networking Lunch
1:30 p.m. -2:00 p.m. Certification Update
2:00 p.m. -3:00 p.m. Make Every Event Fun! –Nancy Arnold, CPS/CAP
3:00 p.m. -3:15 p.m. 50/50 Raffle Drawing, Closing Remarks

Register online at <http://wisconsindivisionfec.eventbrite.com>
OR by mail: checks should be made payable to Wisconsin Division IAAP. Please mail to:
Wisconsin Division –IAAP, c/o Irene Scallon, 17 Greenhaven Circle, Madison, WI 53717-1413.

Registration Includes: Friday Sessions, Dinner, Evening Activity, Saturday Breakfast, Morning Seminar, Lunch, Afternoon Session

	Before 9/30	After 9/30
Registration	\$110	\$120

Individual Events: Friday Sessions, Dinner, Evening Activity
Saturday Breakfast, Morning Seminar, Lunch, Afternoon Session

Individual Events	\$60	\$70
	\$80	\$90