

International Association of  
Administrative Professionals®  
Milwaukee Chapter

# International Association of Administrative Professionals

## Milwaukee Chapter Newsletter

December 2010



President—Laura Larrabee  
Secretary—Kathy Day

Vice President—Kristi Sanders  
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 January 13, 2011

Klemmers  
10410 W. Oklahoma Ave.  
Milwaukee, WI

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

**Menu**  
Garlic Rubbed Sirloin  
Raspberry Chicken  
Caesar Chicken Salad

Dinner \$15.00 Members  
\$18.00 Non-Members

RSVP Contact:  
[kristisandersvp@gmail.com](mailto:kristisandersvp@gmail.com)

## President's Message



### New Beginnings

Here we are coming to the end of 2010.

Have you accomplished all you intended to at the beginning of the year. I know I haven't. Those closets that were going to be straightened out never were. The 30+ pounds I wanted to lose by exercise and a good food plan didn't happen either.

The one action that I did not intend was to be your President for this chapter year. As reluctant as I was to take this on, I have found that it is not as difficult as I had imagined. Many of the members have come

along-side to help me to accomplish my commitment to you.

We are starting 2011 with a bang. We want to grow our membership and that means help from all of you. Starting in January 2011 bring a guest to our meeting and if they join, you will receive a gift card. This program will be continued through May 2011. In June, all members who have guests who joined IAAP will be eligible for a \$100 gift card drawing.

Laura Larrabee  
President



*Be kinder than necessary  
as everyone you meet is  
fighting some kind of*



[www.iaap-milwaukee.org](http://www.iaap-milwaukee.org)



### Milwaukee Chapter Dinner Meeting Dates

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

**BE A BUSINESS PARTNER TO YOUR BOSS**

**LEARN TO MANAGE YOUR MANAGER**

### “Be a Business Partner to the Boss – the Practical Art of Managing Your Manager”

Do you see yourself as a trusted peer in a synergistic relationship with your boss? Today's professional administrative support involves much more than ticking off a daily list of duties handed down from a boss to a subordinate. Find greater fulfillment in working shoulder-to-shoulder with your manager toward common goals.

Speaker – Lynne Woida, CPS/CAP – Executive Assistant to President and CFO at J.W. Speaker Corporation

## **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/>*

## **2011 New Members Program**

**To become a Member Of Excellence—attain a minimum of 8 of the 11 criteria above.**

**One of these criteria is:**

**9. Recruit at least one new member.**

**January 2011 through May 2011**

**Bring guests and you will receive a gift card for each one that joins.**

**At the June 2011 meeting, your name will be entered with other members who had guests join IAAP for a \$100 gift card.**

### **CH..CH..CH..CHANGES**

*The January 2011 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](mailto:kristisandersvp@gmail.com)**

# Winter Storm Alerts

We are set up for alerts regarding bad weather and cancellation of chapter meetings this winter

Listen to WTMJ radio for closings and we will also list our closings on Channel 12 WISN television news

**January 13, 2011  
Dinner Meeting & Program**

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

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

**Remember the value that  
your guest will receive.**

**This price includes -  
“Be A Business Partner  
To Your Boss”**



**Menu  
Garlic Rubbed Sirloin  
Raspberry Chicken  
Ceasar Chicken Salad**

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

**RSVP Contact: [kristisandersvp@gmail.com](mailto:kristisandersvp@gmail.com)**

## ***MEMBER OF EXCELLENCE (MOE)***

**Another way to meet 8 of the 11 criteria for the Member of Excellence.**

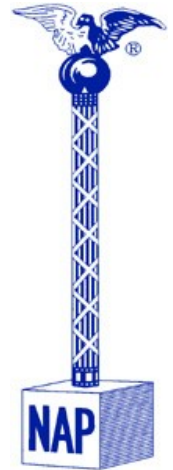
### **3. Attend non-IAAP professional education workshops, seminars and conferences.**

***By attending one of the meeting/workshops below, you will meet this criteria.***

## **MILWAUKEE COUNTY UNIT OF PARLIAMENTARIANS**

**Wisconsin Association of Parliamentarians**

**National Association of Parliamentarians**



Have you ever wondered how to run a meeting? Why is an agenda needed? How do I prepare and take the minutes of a meeting? What should be included in the Reports of Officers and Standing Committee Chairs? What are Special Committees and Orders? What is Unfinished Business?

If you have, we offer you a solution to those questions. We are hosting four workshops that will provide answers to the above questions. Whether you are new to parliamentary procedure or have been conducting meetings for a while, you will gain valuable information. All the workshops will be conducted by members of the Milwaukee County Unit who have been studying parliamentary procedure for several years. You may attend one workshop or as many as you would like.

**Where:** Mayfair South Bank Tower (US Bank building-next to the Cheesecake Factory)  
NE Corner of Mayfair Road and North Avenue

**When:** January 8, 2011 – Rules Governing Organizations (Deadline: January 3)  
March 12, 2011 – The Role of the Parliamentarian (Deadline: March 7)  
May 14, 2011 – Reports of Officers and Standing Committees (Deadline: May 9)

**Time:** Registration will be held from 8:30-9:00 AM, Workshop from 9:00 AM to Noon

**Price:** \$15 for the **first attended** workshop (includes \$5 membership dues to the unit)  
\$10 for the next attended workshops  
Advanced Payment deadline: Monday prior to the workshop (Walk-ins are welcome)

Please make checks payable to: **Milwaukee County Unit of Parliamentarians**

Send the form and payment to: Lyle Strahota, Unit Secretary/Treasurer, 5626 W Notre Dame CT, Milwaukee WI 53208-2510. If you have any questions, please contact Lyle at 414/476-4761 or e-mail him at:  
[lyleg1356@yahoo.com](mailto:lyleg1356@yahoo.com)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## 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.

If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest.

— Benjamin Franklin



## 5th Annual Trivia Night

**Where: Knights of Columbus  
1800 S. 92nd Street  
West Allis, WI**

**When: Saturday, March 5, 2011**

**Game Time: 6:45pm until 10:00pm**

**8 players per table—10 categories**

**10 questions per category**

**Create a Theme—Decorate your table**

**Prizes, Prizes, Prizes**

**\$20.00 per person or reserve a table of 8  
for \$120.00**

**Contact Fundraising Committee**

**Renee Boedecker at  
trivia2011@yahoo.com**

**Sign-up flyers will be available at  
the January meeting.**

**If you have any donations for  
prizes, please bring them to the  
meeting.**

**Volunteers needed to help run the  
Trivia Night.**

## More Tips For Employee Office Safety

Here are a few exercises which will help alleviate computer related injury.

### Finger and Wrist Stretches

Benefits: Loosens stiff fingers, hands and wrists. Completed daily for a few months, hands and wrists will become more flexible.

Starting with your right hand, extend your fingers up and pull all the way back, hold, and release. Alternate to left hand.



Take your thumb back towards you wrist. Then bring it forwards, stretching gently. Never force it.



## Your Head Is Not A Bowling Ball...

...but it weighs about as much – anywhere from 10-14 pounds. Craning your neck to view a screen too far away, bending it back to see a monitor too high, or bending it down to view a document on the desktop places strain on the neck and shoulders and increases risk of injury. Avoid bending your neck in any direction while working at the computer. Keeping your head straight could save your neck!



## Managing Your Office Health

- Adjust the workstation to meet your needs
- Take rest breaks often
- Do stretching exercises for hands, wrists, arms, and fingers
- Focus your eyes away from the monitor often
- Arrange work materials within easy reach
- Use good posture

**Carpal tunnel syndrome:** a repetitive strain injury caused by placing stress on the hands, wrists, or arms



## December / January Anniversaries & Birthdays

### Anniversaries

- Mary Burbach 55 years
- Sandy Armbruster 11 years
- Sarah Bates 4 years
- Tammy Hosch 2 years

### Birthdays

- Suzette Merkel 12/12
- Sandy Lumley 12/16
- Marion Gehl 12/20
- Pamela Johnson 01/06
- Roberta Fucile-Busateri 01/09
- Mary Brossard 01/19
- Jill Krynicki 01/29



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

*You will fulfill one of the requirements for MOE*

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

*LLarra7603@aol.com*