

International Association of Administrative Professionals®

Milwaukee Chapter Newsletter

April 2012

2011-2012
Milwaukee Chapter
Board Members

President—Kristi Sanders
Vice President—Kathy Day

Secretary—Donna Lenda CPS/CAP
Treasurer—Sandra Lumley

Auditing

Eileen Rauman CAP

Bylaws

Elizabeth Brucks

Education/Certification

TBD

Membership

Laura Larrabee CAP

Nominating

Shirley Tiedjen CAP

Programs

Tammy Hosch

Public Relations

Marlene Kollmeyer CAP-OM

Websmaster

Debbie Wendlandt

IN THIS ISSUE

- 2 65th Anniversary Invitation
- 3 Banquet Menu
- 4 Division & International News
- 5 Administrative Tools
- 6 New Member Application

President's Message



Kristi Sanders
President
Milwaukee Chapter
2011 Member of
Excellence

Spring is in the air!

I am sure you have all been out enjoying the beautiful weather that is upon us. At this time we are planning our APW/65th Anniversary/Executive Night event. Please be sure to download the executive invitation that has been emailed to you and invite your employer to this exciting event. Our guest speaker will be very entertaining and we have a delicious menu planned and an exciting venue to celebrate the last 65 years for the IAAP Milwaukee Chapter.

On another note, I will be stepping down as President at the end of this chapter year. Also, sadly I will not be renewing my IAAP membership. My new position as Manager of the Greendale Visitor Center has taken me on another path. I will become a member of the Greendale Village Business Association (GVBA) to become more involved in the village events, marketing and tourism. This has been a very exciting opportunity and I want to give it all

my energy to excel in my position. I have enjoyed my years with IAAP and the Milwaukee Chapter. I have given it my best efforts and tried my best to make a positive difference as President.

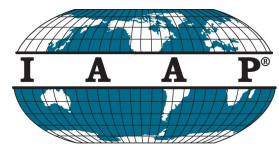
At this time we will be looking for a member to step up and volunteer for President of the 2012-2013 chapter year. It is a lot of work, but very rewarding. The job takes someone who is organized, enthusiastic, passionate and overall a good leader. I know we have quite a few members who fill the qualifications. I hope that someone will step forward for this great opportunity. Please see Shirley Tiedjen if you are interested. I am available for the remainder of the chapter year to guide you to success in this position. Please see me at the April or May chapter meeting if you are interested.

We are enjoying success with new membership this year. I am so happy that our chapter has continued to grow during my time as President. I will miss all of you, but will come back as a guest from time to time.

Also we are gearing up for the Wisconsin Division Annual Meeting (WDAM) in May.

Please watch for the brochure coming shortly via email. If you plan on attending, please email me and let me know so I have a count for the event. We have volunteered to give the inspirational message and to make centerpieces for the banquet dinner on Saturday evening. This will be a fun event.

If you plan on donating items for our Auction Night in June, please bring these items to the April and May chapter meeting. Kathy Day will be collecting these items. We will not have a guest speaker at the June meeting, but the Auction in its place where we will have a chance to bid on items using our IAAP bucks earned this chapter year. Kathy Day emailed all of you the list of IAAP bucks so you have a chance to see what you have earned so far.



International Association of
Administrative Professionals®
Milwaukee Chapter

**Milwaukee Chapter
Invites you to
Celebrate Our
65th Anniversary
April 1947 – April 2012**



**Networking 5:15 p.m.
Dinner: 6:00 p.m.
Business Meeting &
Program: 6:45 p.m.**

Reservations

Contact:

Kathy Day

Email:

**kdrsvpmilwiaap@
gmail.com**

**Reservation Deadline
April 6**

Cost

Dinner & Meeting

\$15.00 IAAP Member

\$18.00 Non-members

Meeting/Program only

\$5; reservation required



**International Association of
Administrative Professionals®**

Executive Night At Milwaukee Chapter IAAP Presents

AlGene P. Caraulia

“*Whose Job Is This?*”

**Understanding Accountability,
Responsibility & Authority**

Thursday, April 12th

**Klemmer’s Banquet Center
10401 West Oklahoma Avenue, Milwaukee**

Everyday we hear about accountability, responsibility and authority. Often, these words are interchanged. For some, they all mean the same thing.

This presentation is intended to explore a greater meaning regarding the ideas of accountability, responsibility and authority; defining and understanding the meaning and the implications of this meaning on us.



AlGene is the Executive Director of Operations at the Crisis Prevention Institute (CPI) in Milwaukee. Prior to re-joining CPI, he served as the principal organization development consultant for Aperture Group Consultants, LLC and University Hospital Health System in Cleveland, OH.

**Don’t miss this educational opportunity!
Make your reservation *today*.**

April 12, 2012

Banquet Menu

- **Chef Carved Beef Roast with**
 - **Raspberry Chicken**
 - **Rosemary & Garlic Roasted Potatoes**
 - **Green Beans Almondine**
- **Orange Mandarin Salad w/Dried Cranberries and Feta Cheese (cheese will be served on the side)**
- **65th Anniversary Cake**



Members: \$15.00

Non-Members: \$18.00

Respond with your choice to: kdrsvpmilwiaap@gmail.com

UPCOMING CHAPTER PROGRAMS

MAY 10

“Delegating Effectively:

Presented by Julie Kowalski of

Spizzerinctum.com

June 10

Swearing In of Officers for 2012–2013 Chapter Year

‘IAAP Bucks’ Auction



IAAP Mission Statement

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

IAAP 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.

WISCONSIN DIVISION NEWS

Mark Your Calendars for the Wisconsin Division Annual Meeting and Fall Education Conference:

1. Wisconsin Division Annual Meeting (WDAM) – May 18-19, 2012 at the Holiday Inn Convention Center, Stevens Point. The division board met on January 14th and we are gearing up to host a remarkable event! Our educational presentations in May will be centered on a “Lean Office – Doing More With Less” theme, so if that appeals to you, make plans to join us! We will again offer online registration, so watch for more information.
2. Fall Education Conference (FEC) – October 19-20, 2012 at the Osthoff Resort, Elkhart Lake. Mark your calendars and plan to attend the fall conference at the beautiful Osthoff Resort!

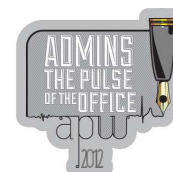
If you have never attended a Wisconsin Division event, plan to do so this year.

INTERNATIONAL NEWS

Administrative Professionals Week & Day 2012

Administrative Professionals Week (April 22-28, 2012)

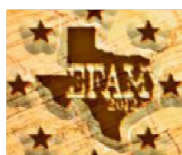
Administrative Professionals Week and Administrative Professionals Day (Wednesday, April 25) call attention to the important workplace role of administrative professionals. The theme of the 2012 Administrative Professionals Week is “Admins, the pulse of the office.”



This year marks the 60th anniversary of Administrative Professionals Day and Week, which began in 1952 as "National Secretaries Week" by the National Secretaries Association (now known as the International Association of Administrative Professionals) in conjunction with public relations executive Harry Klemfuss and a consortium of office product manufacturers. It was established as an effort to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers. IAAP remains the sole official sponsor of this annual event.

Over the six decades since the start of Administrative Professionals Week, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. But admins have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time and under budget. Admins are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more traditional role as the gatekeepers for many customers, clients and employees. Quite simply, admins are the pulse of the office.

EFAM (Educational Forum & Annual Meeting) July 21-25, 2012 Grapevine, Texas—Gaylord Texan Hotel & Convention Center



The Gaylord Texan will be the perfect place to relax, shop and enjoy yourself during EFAM. Take advantage of this great opportunity to participate in educational workshops, be a part of the annual business meeting (and be amazed by parliamentary procedure as you have never seen it before!), have some great big Texas fun and be inspired to be an even better administrative professional. Check it out here [EFAM](#)

From: Julie Thomas (2010-2011 Wisconsin Division President)
Subject: Happy Leap (To Remarkable) Day!

*What remarkable things are you doing this year?
Make a list.*

Recently I told a couple of IAAP friends that I would post a reply to Lynne's post if I could think of something remarkable that I'm doing this year. How often do we discount our efforts like that without even noticing? This now strikes me as kind of funny because if another member said that to me, I would tell them that of course they're doing remarkable things and help them list those things. So here is the list of remarkable things I'm doing this year:

- I sent in the recertification of my CAP-OM last week
- I submitted my MOE today
- I am preparing for a 5 year accreditation site visit at work that will take place on May 22
- I will start planning for the 2014 EFAM in Milwaukee
- I will continue to be an active member, attending as many chapter, division and Int'l events as I can
- I will continue to talk to other members at meetings, making a true effort to network and get to know people

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ADMINISTRATIVE ASSISTANT REFERENCE TOOLS

This is being created for all members to use to aid in their career. Please feel free to contribute any professional website names, free training websites, egroups/blogs, books, links to articles, etc. that you feel would be appropriate and helpful to others. Besides listing the titles/names, please provide a brief description and submit to Laura Larrabee by the end of the 2nd week of each month for publishing.

Here are a few to start with:

Linked-In E-groups:

- **MeExcel** - find solutions for MS office program help
- **Administrative Assistant** - Various solutions for a multitude of soft skills, work issues, employment, etc., and linked articles to review and comment on.
- **DeskDemon** - Various solutions for a multitude of soft skills, work issues, employment, etc., and linked articles to review and comment on.
- **ASAP - American Society of Administrative Professionals** - Various solutions for a multitude of soft skills, work issues, employment, etc., and linked articles to review and comment on.
- **AdminSecret** - Various solutions for a multitude of soft skills, work issues, employment, etc., and linked articles to review and comment on.
- **Administrative Assistants and Secretary's of the World** - Various solutions for a multitude of soft skills, work issues, employment, etc., and linked articles to review and comment on.

Websites:

www.bookboon.com - Download PDF's of free-ebooks regarding textbooks, business, and travel guides. It includes MS Office programs for 2010/2007/2003.

www.toodledo.com - Organizer application for To-Do-Lists for cell phones, email, calendars. It can import other task manager items and is free.

www.gcflearnfree.org/ - Free online classes w/videos, Learn To Go free mobile apps, get CEU's for many programs including MS Office, Reading, and Math; learn at our own pace. It has 750 free online lessons and over 250 videos. It was created by Goodwill Community Foundation.

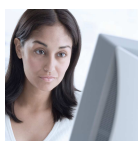
MSoffice-tutorial-training.com - Free ebooks, videos, tutorials, templates, clip art, tips, tricks, etc. for MS Office programs for 2010/2007/2003. There are courses offered with a small fee along with CEUs supplied also.

www.freeofficetutorials.com - Free Intro. to Advanced courseware for Word, Access, Excel, and PowerPoint.

Enjoy checking these all out.

Submitted by Berry Lynn Wilson CAP

Technology Tips & Tricks

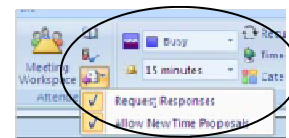
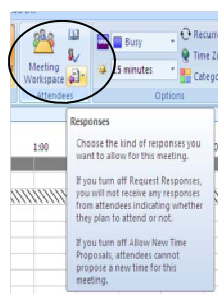


Here is a helpful tip to use in Outlook 2007.

Do you need to send a meeting invitation to a very large group of people? If you don't want all the accept and decline responses to clog up your email inbox, here's how you can turn off those responses for this particular invitation.

Once you have the invitation set up with all the information loaded including the people you want to invite, look at the Attendees Tab. (It's the one showing three people sitting around a table.) On the right side of the tab are three buttons. The lowest

button is for responses. Hover over this button and review the information provided. Click the button to uncheck these options and then send the meeting invitation to the attendees.



Now, when the attendees accept or decline your meeting invitation, you won't receive an email message from each attendee in your inbox. This will mean fewer messages for you to have to sort through and delete!



Membership

APPLICATION

Please check one: New Reinstatement

Send all mail to: Home Office
 Send all e-mail to: Home Office

Last Name _____ First Name _____ M.I. _____

Home Address _____

Job Title _____

City _____ State _____ Zip _____

Company Name _____

Country if not U.S. _____

Work Address/PO Box _____

Home E-mail _____

City _____ State _____ Zip _____

Gender _____ Birth Date (mm/dd/yy) _____

Business Phone _____ Country if not U.S. _____

Check here if you do **not** wish to receive nonassociation mail.
 I would like an IAAP member pin: Yes No
 (new members only)

Home Phone _____ Fax _____

How did you hear about IAAP?
 Website Mailing Seminar/Workshop
 Office Pro IAAP Member Other: _____

Business E-mail _____

Type Of Membership

Select the membership option that best serves your needs

Select One	Type	Processing Fee	Annual IAAP Dues	Optional Air Mail for OfficePro \$27*	Chapter Dues	Division Dues	Total
<input type="checkbox"/>	Professional	\$15	+\$83	+\$ _____	+\$ 25	+\$ 10	-\$ _____
<input type="checkbox"/>	Student	\$15	+\$50	+\$ _____	+\$ _____	+\$ _____	-\$ _____
<input type="checkbox"/>	Associate	\$15	+\$180	+\$ _____	NA	NA	-\$ _____

* Optional airmail is for members outside the United States, U.S. territories, Puerto Rico, Virgin Islands of the U.S. and Canada

Dues for members of the association include \$25 for a subscription to OfficePro which may not be deducted from total dues.

Milwaukee _____ 106140 _____ 106000 _____
 Name of IAAP Chapter _____ Chapter No. _____ Division No. _____ Recruited By _____

IAAP Student Chapter Name & Number _____ Advisor _____ Recruiter ID No. _____

Method Of Payment

Payment required prior to processing

Check Attached (payable in U.S. Funds) or Credit Card (complete below)

Visa MasterCard Discover American Express

Credit Card No. _____ Expiration Date _____

Signature of Cardholder (must be signed) _____ \$ Amount _____

Print Name of Cardholder _____

Headquarters Use Only

ID _____
 Mbr Type _____ Status _____
 Join Date _____ Exp Date _____
 Chapter No. _____
 Division No. _____
 Total Paid \$ _____
 Processing \$ _____ IAAP Dues \$ _____
 Chapter \$ _____ Division \$ _____
 Prepay Acct. # _____ Prepay Amount \$ _____
 Source Code _____ Check No. _____