



# International Association of

## Administrative Professionals®

# Milwaukee Chapter Newsletter

August 2011

2010–2011  
Milwaukee Chapter  
Board Members

**Auditing**

Eileen Rauman CPS

**Bylaws**

Elizabeth Brucks

**Education/Certification**

Suzette Merkel

**Membership**

Laura Larrabee

**Nominating**

Shirley Tiedjen CPS

**Programs**

Tammy Hosch

**Public Relations**

Marlene Kollmeyer CPS/CAP

**Parliamentary Advisor**

Cassie Laskowski CPS

**Webmaster**

Debbie Wendlandt

### Mark Your Calendar

### Next Chapter Meeting



Klemmer's Banquet Center

10410 W. Oklahoma Ave.

Menu—Page 3

**NEW PRICING**

\$10.00—Members

\$18.00—Non-Members

**President—Kristi Sanders**

**Vice President—Kathy Day**

**Secretary—Donna Lenda CPS/CAP**

**Treasurer—Sandra Lumley**

## President's Message

Bon Jour,

This year's EFAM convention was held in Montreal Canada. I just returned yesterday and it was outstanding! Our programs and guest speakers were uplifting and inspiring. Our workshops were very helpful and educational. There was a busy schedule to follow the past 6 days, but also there was a whole lot of fun. We had time to see the city at the end of each day. Old Montreal was my favorite, as it took you back in time, felt like being in Europe. I have quite a few pictures to share. I was welcomed with open arms by fellow IAAP members who mentored me through the next 6 days. There were a lot of ideas shared and the brainstorming among other chapter president's was great. For our next chapter year my goal is to bring our members out of their comfort zone and have us meet other members we normally do not talk to, volunteer for a committee or a one

time event, get involved in community outreach events, etc.

I would like to see ALL of our members achieve the Member of Excellence award. It is achievable with the help of others. I want us all to work hard to achieve the Chapter of Excellence. We need to work as a chapter and get our name out in the workplace and community to help raise our membership numbers. We have a lot to offer as a chapter and as we work together we will have a successful year through personal growth and growth as a chapter. We have a lot of talent among our members and can share with other members by mentoring one another. We are a "team" and this year we will be better than we have ever been. We have great programs planned for this year, a new venue at the Klemmer's Banquet Center, delicious menu choices and a lowered meeting price. We will also be planning a Membership drive to help bring in new members, Winter retreat for "fun" to help us get to know one another better, an Executive night so our



"EFAM Convention Center in Montreal" - THE PALAIS DES CONGRÈS DE MONTRÉAL

employers can get to know IAAP and an APW event in April. We have some great incentives for chapter members and new incoming members as you will see by reading your monthly newsletters, attending monthly chapter meetings and volunteering. I look forward to serving as your president this year and lead our chapter as we "Take the Leap to Remarkable"!

See you in September,

Kristi Sanders, President



### 2011-2012 Chapter Officers

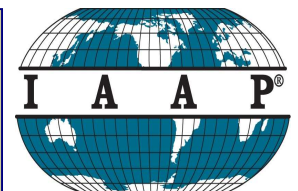
L to R:

Donna Lenda—Secretary

Sandra Lumley—Treasurer

Kathy Day—Vice President

Kristi Sanders—President



International Association of  
Administrative Professionals®

*Milwaukee Chapter*

## 2011-2012 Committee Chairs



**L to R:**  
**Laura Larrabee—Membership**  
**Marlene Kollmeyer CPS/CAP—Public Relations**  
**Shirley Tiedjen CPS—Nominating**  
**Elizabeth Brucks CPS—Bylaws,**  
**Tammy Hosch—Program**

**Pictured to the Right**  
**Eileen Rauman CPS—Auditing**  
**Suzette Merkel—Education/Certification**  
**Debbie Wendlandt—Webmaster**



## Your Committee Chairs

*What Works For  
You*

*Think about which  
committee you want  
to volunteer for..  
Commit 1/2 hour  
per year or more.*

### Eileen Rauman CPS

*Auditing Chair*

Eileen is now retired and is a Professional Merited Member of IAAP

### Elizabeth Brucks CPS

*Bylaws Chairman*

Elizabeth is employed as an Administrative Assistant with Grant Thornton.

### Tammy Hosch

*Program Chairman*

Tammy is employed with the Medical College of Wisconsin as Administrative Coordinator

### Marlene Kollmeyer CPS/CAP

*Public Relations Chair*

Marlene is employed with the Crisis Prevention Institute as Executive Administrative Assistant

### Laura Larrabee

*Membership Chair*

Laura is employed with Bechtel as a Training Coordinator

### Suzette Merkel

*Education/Certification Chair*

Suzette is employed with Pro-Health Care as an Executive Assistant

### Shirley Tiedjen CPS

*Nominating Chair*

Shirley is an Administrative Assistant with the Milwaukee Public Schools.

### Debbie Wendlandt

*Web Master*

Debbie is employed with Assurant Health as an Executive Assistant/Paralegal

*Our Job Opportunities  
area is available at no  
cost.*



## Your Employer Looking To Hire?

Is your employer looking for qualified administrative assistants? Contact your Human Resource department and talk up the IAAP Milwaukee Chapter webpage where Job Opportunities are listed. Let your employer know that they can use our area as another resource to recruit

professionals like you. This will also give you an opportunity to tell them what IAAP is and how we enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

For further information contact:

Laura Larrabee  
llarrabe@bechtel.com

www.IAAP-Milwaukee.org  
www.IAAP-HQ.org

**Milwaukee Chapter IAAP  
Presents on September 8, 2011**

**"Communicate by Design:  
Choose Your Words to Handle Difficult Situations"**

The No. 1 response to a difficult situation is AVOIDANCE. Most leaders avoid situations because they don't know what to say, or they don't want to create discomfort – for themselves or for others. In this session, we equip participants with a framework to address difficult situations confidently, professionally and respectfully. Our goal is that both the leader and the person(s) involved in the difficult situation emerge from the situation inspired to do better.



Presenter Kim Albrecht, a leadership coach, trainer and speaker, has more than 20 years of leadership experience. As a senior member of Impact Consulting Group's Living As A Leader team, Kim's extensive business background provides her with the ability and conviction to help apply the leadership concepts and models in practical ways in the workplace, supporting leaders at all levels.

Don't miss this great opportunity.  
Make your reservation today.

*To equip participants with a framework to address difficult situations confidently, professionally and respectfully*

**Milwaukee Chapter Meeting**

**Menu**

**Garlic & Herb Pasta**

**Breaded Tilapia**

**Mandarin Orange Chicken Salad**

**Dessert—Bananas Foster**

**Special Dietary Needs on Request**

**\$10.00 Members**

**\$18.00 non-Members**

RSVP to . . . . . [kdrsvpmilwiaap@gmail.com](mailto:kdrsvpmilwiaap@gmail.com)

**Give the gift of IAAP membership**

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: The **Gift of Membership**. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the **Gift of Membership**. You can either mail/fax in the **Gift of Membership** form or call Headquarters with your information, including payment, and the name and contact informa-

tion of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her **Gift of Membership**. It only takes a few minutes but gives a gift that lasts an entire year. Don't let another day go by. Give the perfect gift, the **Gift of Membership**.



[Gift a New Membership](#)

[Gift a Membership Renewal](#)

**10 Great Things Money Can't Buy**

1. Spending time with family or friends.
2. No lines at the grocery store checkout.
3. Knowing that somebody misses you.
4. Laughing so hard your side hurts.
5. Finding money in your coat pocket from last winter.
6. Waking up before your alarm and realizing that you still have a couple of hours left to sleep.
7. Getting an unexpected hug from someone you care about.
8. Accidentally overhearing someone say something nice about you.
9. Running into an old friend and realizing that some things never change.
10. Knowing that you've done the right thing, regardless of what other people think.



## 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 excel-

lence 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.



## IAAP Podcasts

Take advantage of these free podcasts stored on the IAAP-hq.org website.

### [Resumes That Get Results](#)

By: [Susan Fenner](#) Jul 20, 2011 3:28 PM

Posted in: [IAAP Podcasts](#)

Rob Hosking, Executive Director of OfficeTeam, a key business partner of IAAP, talks about resumes and how they have changed over the years and what it takes to get your information noticed and remembered by a prospective employer. OfficeTeam and Insights are sponsoring a session at the

2011 EFAM on using a colorful approach to working relationships using a special assessment tool.

### [Mobile Devices And The Office](#)

By: [Susan Fenner](#) Jul 13, 2011 11:22 AM

Posted in: [IAAP Podcasts](#)

Mobile devices have become ubiquitous. Let Annette Marquis from TRIAD Consulting tell you what it means for you as an admin, if you should be bucking for some of your own, and what's the upside and downside of this techno-invasion.

### [Writing For The Web](#)

By: [Susan Fenner](#) Jun 21, 2011 3:13 PM

Posted in: [IAAP Podcasts](#)

Learn from Kyle Crafton, Vice President of Digital Business at McMurry, who works with staff that is mostly virtual, how the nature of the web and its users will change your writing style, if you want to reach them.

See also:

["Lets Make A Deal"](#)

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*IAAP offers these podcasts free for both members and non-members.*

## Admins Play 'Let's make A Deal'

### [Admins Play 'Let's make A Deal'](#)

By [Jeanne McKenzie](#)

More admins are taking over the role of purchasing, negotiating with vendors, and tracking contracts and service agreements. Leanne Mackenzie tells us how to get great deals for our companies, what's nego-

tiabile and what can be leveraged, how to overcome an impasse, and more.

Posted in: [IAAP Podcasts](#)

