

# International Association of Administrative Professionals®

## Milwaukee Chapter Newsletter

February 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

### Mark Your Calendar

### Next Chapter Meeting



Klemmer's Banquet Center  
10410 W. Oklahoma Ave.

Menu—Page 3

**NEW PRICING**

**\$15.00—Members**

**\$18.00—Non-Members**

Meeting/Program only  
**\$5; reservation required**

### President's Message



Kristi Sanders  
President  
Milwaukee Chapter  
2011 Member of  
Excellence

Hello Members,

We started off 2012 with a pretty small group, but a quality meeting. I would like everyone this year to sign up for *Member of Excellence* on the IAAP headquarters website. If you need help with this let me know at the February chapter meeting. This is a wonderful tool to use for job evaluations and to improve your skills on the job.

Make sure you take advantage of our chapter website to keep informed and read your newsletter for upcoming webinars, etc. These are free and can be very helpful in furthering your

education regarding Microsoft Word, Excel, Power Point, etc.

We have increased our membership with 4 new members out of the 6 we need to increase by 5/31/12. We should be very proud of this as a chapter. Make sure to talk up IAAP at work, with friends and family. See me or any of the other officers to find out what tools we have available to help in recruitment.

We are looking for volunteers to help with the APW/65th Anniversary event in April. We will be holding a short meeting after the February chapter meeting if you want to learn more! We need all of our members to step up and help so the few who always volunteer do not get burned out. This should be a TEAM effort. We are in need of past pic-

tures and memorabilia. If you have items to display, please bring to our February and March chapter meetings.

I hope you are all getting the most out of our chapter meetings. If there is anything we can do to improve our efforts please let me or the officers know.

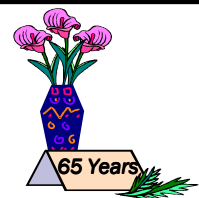
I look forward to seeing all of you in February!



Milwaukee Chapter—IAAP

Anniversary Celebration & APW Event

(Administrative Professionals Week)



We need volunteers for the APW Special Committee to help plan our APW event and 65th anniversary party. We will hold a 20-minute meeting for all interested immediately after the February 9th chapter meeting.

E-mail Kristi Sanders— [kristisandersvp@gmail.com](mailto:kristisandersvp@gmail.com)

## WISCONSIN DIVISION NEWS

**The Deadline for Division Nominations is January 31!** Have you considered taking a more active role in IAAP? Have you served at the chapter level and are ready for the next step? Nominations for division officer positions can be submitted to Julie Thomas, CAP-OM anytime up until the 31<sup>st</sup>. The forms were posted to the Wisconsin Division eGroup on October 23<sup>rd</sup>, so if anyone is interested, you can find everything you need there. You can also contact Julie or me and we will be happy to email you the forms.

**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 14<sup>th</sup> 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

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

## Cookie Cookbooks from Reimann Publishing

Our President, Kristi Sanders, is employed at Reimann Publishing as the Manager of the Visitor’s Center in Greendale. Reimann Publishing has created a cookie cookbook and is being used as a fund raiser for organizations. If you would like to purchase one, the books are available at the monthly chapter meetings.



**Please note:**

**Tune in to 620 WTMJ for weather closings in the event a storm should occur the same day as our chapter meeting.**

## Newsletter Editor Needed

Do you have experience creating newsletters? Do you want to use your creative knack to publish a newsletter? Do you want to learn how to create a newsletter? We are looking for a chapter member who wants to take over the monthly newsletter.

Requirements: A newsletter can be created with Microsoft Word or Publisher. Use your own format since the format of the newsletter does not have to be the same as the current one. Ideas for articles will be provided by the board members. They can write the text. You can add your own articles which are of interest to other administrative professionals. Help will be provided by the current newsletter editor.

If you have never worked on newsletters before, this is a great opportunity to do so and add it to your resume.

Contact: [llarrabe@bechtel.com](mailto:llarrabe@bechtel.com)

# Milwaukee Chapter IAAP

February 9, 2012

Topic: Working Across Generations

Presenter: MacArthur (Mac) Antigua of Public Allies

February 9, 2012

DINNER MEETING

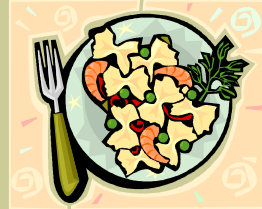
Baked Potatoe Bar & Salad Bar

Members: \$15.00

Non-Members: \$18.00

Respond to

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



*The deadline for  
dinner reservations  
is noon on Monday  
before the meeting*

## 2012 Milwaukee Chapter Programs

### FEBRUARY 9

Working Across Generations Within the Workplace—Identifying Characteristics and Contributions

Presented by Mac Antigua of Public Allies

### MARCH 8

“How to Make Yourself (Virtually) Indispensable”

Presented by Norma Seehawer of CareSource

### APRIL 12

Administrative Professionals Month— Executive Event

65th Anniversary Celebration—Milwaukee Chapter

### MAY 10

“Delegating Effectively:

Presented by Julie Kowalski of

Spizzerinctum.com

### June 10

Swearing In of Officers for 2012—2013 Chapter Yea

‘IAAP Bucks’ Auction



## "2011-2012 Milwaukee Chapter ""Bucks"" Points"

### **Points Attendance**

- 35 Wisconsin Division Fall Education Conference
- 35 Wisconsin Division Annual Meeting
- 15 Milwaukee Chapter sponsored Student Activity
- 10 Milwaukee Chapter Meeting or Sponsored Event
- 10 Milwaukee Chapter Board Meeting

### **Involvement**

- 40 "Serve as an Officer, Co-Chair, Parliamentary Advisor"
- 30 Serve as an active Member of a Committee
- 25 Provide a basket for a Fundraising Event or secure corporate sponsorship
- 20 Organize a MOE (Member Organized Event)
- 15 "Assist with Chapter Activities (i.e. serve as meeting ""greeter,"" sell raffle tickets, etc.) (points awarded per activity each time performed)"
- 10 Provide materials for Chapter Resource Library or article for Newsletter
- 10 Provide updated information for Chapter Members / Skills Directory
- 10 "Donate items for events (Trivia Night, Year-End Bucks Raffle, Non-Profit Event, etc.)"

### **Membership**

- 40 Recruit a new member (awarded when new member joins Milwaukee Chapter)
- 25 Mentor / buddy a new member
- 20 "Do a presentation on IAAP Membership, benefits, etc. to co-workers"
- 20 Renew your IAAP Membership
- 20 Join the Milwaukee Chapter as a Professional or Student Member
- 15 Bring a prospective member(s) or guest(s) to a Chapter Meeting
- 5 Provide names of prospective members and/or HR contacts

### **Professional Development**

- ??? "Other (Chapter Officers and Committee Chairs can award Bucks to members for volunteerism, extra efforts, etc.)"
- 40 Pass the CAP / CAP-OM Exam
- 40 Become a Member of Excellence
- 30 CAP / CAP-OM Exam
- 30 Recertify or CAP / CAP-OM

The more points you earn, the more bucks you will have to bid for the fabulous items at the June meeting auction.

## Tune in to WIIFM 'What's In It For Me'



### Contact:

Laura Larrabee CAP—llarrabe@bechtel.com

Berry Lynn Wilson CAP—blwilson1@att.net

Kathy Weyda CAP—kweyda@deloitte.com

## Testimonials—What IAAP Has Done For Me

Nancy Arnold, CPS/CAP

President—Wisconsin Division

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I have been in the administrative field since the mid-70s (of course I was 2 years old when I started!) and it's amazing how IAAP has enriched my life. The education, the leadership opportunities, and the networking are an invaluable part of my life now! My testimonial—IAAP's mission to enhance the careers of administrative professionals is evident every day in the workplace. I got my current position because of my skill set, my confidence, my college education, and my work ethic. My boss did say the most impressive part was my involvement in IAAP and to this day he often remarks that IAAP is what sets me apart from all the other admins in the organization.

Diane Johnson-Hung CAP

Administrative Assistant— WEA Trust Member Benefits

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I joined IAAP because I wanted to learn what others did and the ways they did it in their positions that were similar to mine. As times change , as well as the technology that's available, I wanted to be one of the first to hear and learn about it and IAAP does that for me.

Then I got an added bonus. Others wanted to hear about what I do and the way I do it too!



## Milwaukee Chapter Members

Talk up IAAP at work. Let your co-workers know what IAAP has done for YOU!!

Following, on the next page, is a Membership Application that you can use to recruit a new members. Let's Each One Reach One.



# 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. \_\_\_\_\_