



International Association of Administrative Professionals®

Milwaukee Chapter Newsletter

January 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

FEC was educational and a whole lot of fun!

Attending from our chapter were myself, Kathy Day, Eileen Rauman, Elizabeth Brucks, Marlene Kollmeyer, Laura Larrabee and Jennie Piotrowski. We all dressed up as a scarecrow patch as you can see in the picture above.

14 chapters attended in total with a large turnout of over 59 members.

Our weekend started with registration on Friday at 12pm. We put our names in bags that were titled with MOE criteria. Our names were put in each one we have completed so far this year. A name will be drawn for a prize later in the program from each bag. After the welcome and introductions we broke up into two groups either Ed Venture with Jeff Messer which was worth 1.5 certification points or Market Like a Pro with Ann Dahlke, CPS/CAP which was worth 1.5 certification points. The Ed Venture workshop was interactive with team building and leadership skill activities. We had a lot of fun and learned that working together and taking our time always resulted in positive re-

sults. After a break we switched and went either to Market Like a Pro with Heidi Hoefler, CPS or Ed Venture with Jeff Messer for the afternoon segment. The Market workshop was a presentation with an interactive activity that included making a marketing brochure. After the afternoon segment we took a break and returned for the 50/50 drawing. Laura Larrabee won. Congratulations Laura! For dinner we enjoyed a Mexican buffet that was very good. After dinner we had International Officer Recognition. For the evening we all dressed in costume and played Minute to Win It games for play money to be used at the auction later in the evening. That was a lot of fun. Our members dressed up as a Scarecrow Patch and we all won gold medals for the group costume. Don't we all look cute in the picture above? The festivities ended about 9:15pm followed by an invitation to Nancy Arnold's room for conversation and more fun. Saturday morning started off with breakfast buffet in Geier's Grill that was delicious. We had a very nice time visiting with members from other chapters. Our morning workshop started off with MS Office Tips and Tricks presented by T3 Training, Heather Ferrise and Mary Gaspervich. The workshop included:

The Serenity of Shared Features, So You Think You Know Word, Power Tips for Power Users of PowerPoint, Excel Enthusiasm and Office Tricks from the Trenches. This was approved for 3 certification points. This was found to be very educational and we were able to ask questions during the presentation. We all walked away a little smarter. This was followed by a Recognition lunch with a P2E Award Presentation. The Milwaukee Chapter did not complete the Chapter of Excellence, but we were awarded with a very nice card from Nancy Arnold for participating for the 2010-2011 chapter year. After lunch we attended a Certification Update session presented by Lynn Woida, CPS/CAP which was followed by Building Trust presented by Kathleen Princeton, CAP. Both were very educational. Our conference ended with another 50/50 raffle drawing that Laura Larrabee also won. Once again, congratulations Laura! Thank you Wisconsin Division for a very educational and enjoyable FEC!

Take the Leap to Remarkable!



Hunger Task Force – November Food Drive



SHIRLEY K. TIEDJEN, CAP
Nominations Chair
2011 Member of Excellence

A great big thank you to those for donating food, and cash donations totaling \$100 which included the proceeds from our 50/50 raffle at the November meeting.

Kathy Day	Donna Lenda CAP-OM
Lori Ehlke (Guest)	Eileen Rauman CAP
Rita Otto-Krebs CAP	Shirley Tiedjen CAP
Marlene Kollmeyer CAP	Karina Van Doren
Laura Larrabee CAP	Kathy Weyda CAP

Joy House Collection

Thank you to all members who participated in these worthwhile charitable events. Your generosity will help benefit our community.

Joy House received additional supply donations from Eileen Rauman CAP and Shirley Tiedjen CAP and a monetary donation from Tammy Hosch at the November membership meeting.

Cookie Cookbooks from Reimann Publishing

Cookie cookbooks were bought by Elizabeth Brucks, Laura Larrabee CAP, Joanne Larson CAP-OM, Vera Ryder and Kathy Weyda CAP.

These cookbooks were brought by Kristi Sanders from Reimann Publishing where she is the manager of Visitor Services.



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 January 12th chapter meeting.

E-mail Kristi Sanders— kristisandersvp@gmail.com

Milwaukee Chapter IAAP

January 12, 2012

2012 Administrative Compensation Trends & Hiring Outlook:

Landing Your Next Job In The Current Economy

Presented by: Tammy Hink of Robert Half, Inc.

January 12, 2012

DINNER MEETING

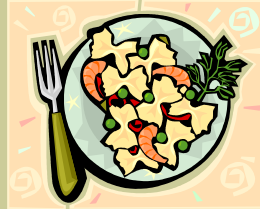
Soup, Salad & Sandwich Bar

Members: \$15.00

Non-Members: \$18.00

Respond to

kdrsvpmilwiaap@gmail.com



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



Newsletter Editor Needed

To replace the current editor who is being transferred to another assignment in Florida.

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: kristisandersvp@gmail.com

HAPPY NEW YEAR

Our chapter is an amazing, talented group of professionals. If you haven't already, we encourage you to get involved in the chapter in some way—volunteer to help on a committee—put your name forward to chair a committee. You will be glad you did!

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



What Has IAAP Done For Me?

By Lynne Woida CAP-OM, Wisconsin Division Vice President

That's a loaded question! Since you likely don't have time for a 1,000-word dissertation, I'll work at listing the benefits succinctly. I'll preface my bullet points with a blanket testimonial that I wouldn't be where I am professionally OR personally without taking advantage of my IAAP affiliation. That may sound over the top, but I'm sure you'll agree after perusing my list of WIIFM (What's In It For Me):

Professional Benefits:

- Access to thousands of quick tips and tricks in technology, soft skills, business administration, time and project management, trends analysis, public presentation and negotiation skills, and supervisory experience
- Professional certification, including 29 transferable college credits
- Extremely low-cost (or free) continuing education in multiple fields of study, especially cutting-edge learning. It's quite heady to be the first in your organization or department to know/learn about software, hardware, or business processes on the horizon.
- A powerful, international network of professionals in hundreds of industries - it's not what you know, but WHO you know sometimes!
- Employer acknowledgment of professional development, from a nod to a 29% incremental base salary raise since 2007, as well as qualification for a 15% annual bonus since 2010
- Increased job satisfaction, even in a not-so-perfect work environment
- Management or c-level perspectives on economic/business impact of quality employees on a company's bottom line.
- Ability to secure a new, higher-paying position after only a 3-week search in one of the worst employment markets in 60 years

Personal Benefits:

- Increased confidence and satisfaction with my profession and myself
- Many friends (and even more casual acquaintances) across the state & country
- Opportunities to travel
- Who wouldn't be happy with a low-cost education "scholarship", a better job, a pat on the back from an employer, and a bigger paycheck? So I guess all the bullets above would naturally make me a happier person in general. Just sayin'.

Many of the benefits have spanned personal, professional, and educational categories, but the beauty is that I'll have this knowledge, skill set and personal network indefinitely - all compliments of IAAP and the involvement of hundreds of people in my same circumstances to help one another. I'm determined to pay it back and pay it forward. What's in it for you?

Lynne Woida, CAP-OM
Executive Assistant to the Presidents & CFO
J.W. SPEAKER CORPORATION
Germantown, Wisconsin