

# International Association of Administrative Professionals®

## Milwaukee Chapter Newsletter

March 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

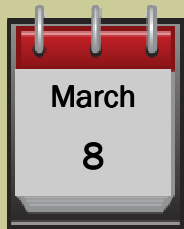
Marlene Kollmeyer CAP-OM

### Webmaster

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

#### Professionalism

As administrative professionals it is important that we are always conscious of following through when submitting written documents for placement on our website, meeting notes, articles, etc. Always spell check your document and check the membership roster for correct name spelling, etc. We need to remember that we are members of a professional organization and this reflects on our chapter and us as individual members of the chapter. Also be courteous of others when you receive an email and need to respond in a time frame if needed. Some emails are not read or responded to in a timely manner. When an officer or member is reaching out to you it is very important to be respectful of what is being asked of you and when they need to hear back to keep things running smoothly and on time for proper flow of information. This can be very frustrating for members who are reaching out with questions, etc. Being respectful of others is very important to keep positive feelings within the chapter.

It is also important that as members we are reaching out to the IAAP websites to stay informed of important happenings within the IAAP

community. We have a lot that can be happening at one certain time and if we take ownership to stay informed individually it is a lot easier for the officers and committee chairs if we take ownership of ourselves and to know what is expected of us at any given time.

When we are called upon to help out with newsletter articles it is important to help out our newsletter committee so we can publish a successful newsletter. We have to work together as a team and give of ourselves to be fair as a chapter to not leave these responsibilities up to just a few members who always give of their time in commitment to the chapter.

We are being asked as members to reach out to coworkers and others to help our chapter grow. Keeping yourselves informed will help in the venture. Attend chapter meetings and ask questions to be a better professional member. We have committed officers, board and committee members who are working hard to make our chapter *Remarkable* this chapter year.

If you have not submitted for Member of Excellence, please do so. It is an achievable recognition and we have asked our members to take part in this program. If you have questions please ask and once again check out our website for MOE requirements.

Networking is a time to connect with other members, share your job duties and accomplishments, success stories, problems you may have on the job, etc. Communication as a professional is key. We have quite a few resources available to all chapter members. Be the best you can be so you can become a *RE-MARKABLE* professional.

Become more involved at chapter meetings and volunteer for events as they come up so you can get to know your chapter members. We are a chapter and we all need to help so other members do not become burned out. Become part of the chapter team and give of your time and talents. It is not a lot to ask, but you need to ask yourself "Who is doing all the work to make this chapter a success if I am not volunteering to help out?". We have some members who continually give of themselves to make YOUR chapter a success.

We are always learning and will make mistakes, but we will learn from our mistakes to be better professionals. The more you give the more you will get as members.

So let's all try to be better professionals this chapter year!



## Milwaukee Chapter IAAP

March 8, 2012

**Topic: How To Make Yourself (Virtually) Indispensable**

**Presenter: Norma Seehawer of CareSource**

March 8, 2012

### DINNER MEETING

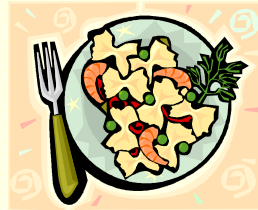
- **Portabella Ravioli Marsala**
- **Mahi Mahi encrusted with Macadamia Nuts served with Pineapple Salsa**
- **Mandarin Orange Chicken Salad**
- ***New York Style Cheesecake***

Members: \$15.00

Non-Members: \$18.00

Respond with your choice to:

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



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

## UPCOMING CHAPTER PROGRAMS

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 Year  
'IAAP Bucks' Auction

*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)*

# 2012—2013 Officer Nominations Of the Milwaukee Chapter

Milwaukee Chapter IAAP

February 9, 2012 Membership Meeting

Nominating Committee Report

It is with great pleasure I can inform you: President Sanders, Vice President Day, Secretary Lenda, and Treasurer Lumley have agreed to continue serving in their position for the 2012-2013 Chapter Year.



If there are members in the organization who would like to run for any of these positions, please let me know.

Ms. Lenda stated she would be happy to not serve a second term if somebody else is interested.

Quoted directly from the approved May 2011 Bylaws – the Secretary shall:

- Keep the minutes of all Chapter and Board of Director meetings and such other meetings as may be called.
- Have available at all meetings up-to-date copies of the International, Division, and Chapter Bylaws, Standing Rules and Procedures.
- Conduct the correspondence of the Chapter in accordance with the direction of the President and/or the Board of Directors.
- Countersign checks drawn on the Chapter's account. The Secretary shall be bonded with premiums paid from Chapter funds. May not countersign any check made payable to the Secretary; any such checks must be countersigned by the President and the Treasurer.
- Perform such other duties as may be assigned by the Board of Directors, the Chapter, or as prescribed the Chapter Procedure Manual for Officers.

Attached is the IAAP Nominating Form for Secretary. Please consider volunteering for this position.

Thank you.

Shirley K. Tiedjen, CAP

Nominations Chair

2011-2012 Member of Excellence



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

## 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 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 conference at the beautiful Osthoff Resort!

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

## Cookie Cookbooks from Reimann Publishing

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 for \$10 at the monthly chapter meetings from Kristi Sanders, President.

## 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)



## Role Modeling and Positive Reinforcement

**Your Word—Don't say something if you have no intention of following through. Your credibility hangs heavily on your word. If you flake on your promises, all leaders take a hit in the eyes of whomever you spoke. We need to live up to the image of a leadership with values and principles to remain good role models.**

**Encouragement—Choose to be enthusiastic at work today. If you encounter anyone who is being critical or negative, spread some sunshine their way. Your enthusiasm can positively affect others. Misery might love company, but enthusiasm is contagious! Help others catch**



## 70th Anniversary Membership Campaign 70/70



Congratulations for reaching 70 years as an association! The hard work and dedication of you, the members, have made IAAP the premier association for administrative professionals for the last 70 years. Continue your success for another 70 years by increasing membership at the chapter, division, and international level with IAAP's new membership campaign: 70/70.

### Chapter/Division Recruitment

70/70 is an optional program for chapters and divisions to use to recruit new members at a reduced membership rate. From now until December 31, 2012, new members can join IAAP at the chapter, division, and international level all for one \$70 price. For every new member that joins, the chapter/division receives \$5 in dues (rather than their regular dues amount). That means if the chapter/division decides to opt-in to the membership campaign, when a new member joins the chapter/division, that chapter/division agrees to reduce their dues to \$5 for this year.

### 70/70 Incentives—Individual Members

Individual members who recruit two new members will receive a commemorative 70th anniversary pin, available only through participation in this membership campaign.

Chapters that recruit seven new members will receive recognition at the 2013 EFAM, as well as a choice between a \$70 Web Community credit or a \$70 discount on 2013 EFAM registration for a delegate.

Divisions that recruit fourteen new members will receive recognition at the 2013 EFAM, as well as a choice between a \$70 Web Community credit or a \$70 discount on 2013 EFAM registration for a delegate.

## Milwaukee Chapter Members

The **70th Anniversary New Member Application** on the next page.

Let's Each One Reach One.



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

## Testimonials—What IAAP Has Done For Me

Jennifer Boulter

Milwaukee Chapter

Before joining IAAP Milwaukee Chapter 3 years ago, I was afraid to try new things.

Afraid of rejection, afraid of failure. When I joined IAAP in 2009, I have obtained new skills. IAAP has helped me become more outgoing, not to be afraid to try new things, and not to be afraid of failure. The saying, "You never know until you try" is true today.

Thank you IAAP for assisting me in many ways. You ladies have been amazing in giving me knowledge on what a prospective employer is looking for in a candidate and what companies are hiring.



# New Membership APPLICATION

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

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Home Address/PO Box \_\_\_\_\_  
 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) \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_ Country if not U.S. \_\_\_\_\_  
 Business Phone \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Business E-mail \_\_\_\_\_

Check here if you do **not** wish to receive nonassociation mail.  
 I would like an IAAP member pin:  Yes  No  
 How did you hear about IAAP?  
 Website  Mailing  Seminar/Workshop  
 OfficePro  IAAP Member  Other: \_\_\_\_\_

## IAAP 70th Anniversary Membership

Select One	Type (See DEFINITIONS at right)	Processing Fee	Annual IAAP Dues	Optional Air Mail for OfficePro \$27	Total
<input type="checkbox"/>	Professional (AMAL)	\$15	+70	+ _____	=\$ _____
<input type="checkbox"/>	Professional (DMAL)	\$15	+70	+ _____	=\$ _____
<input type="checkbox"/>	Professional (Chapter Member)	\$15	+70	+ _____	=\$ _____

### DEFINITIONS:

**AMAL**—Association Member-At-Large; which means you're a member of IAAP at the international level only and not affiliated with a local chapter or a division.

**DMAL**—Division Member-At-Large; which means you're a member of IAAP at the international level and the division level only, and not affiliated with a local chapter.

**Chapter Member**—Means you're a member of IAAP at the international level, the division level, and you are also affiliated as a member of a local chapter in your area.

Promotion Period Ends 12/31/2012.  
 Dues for members of the association include \$25 for a subscription to *OfficePro* which may not be deducted from total dues.  
 \*Optional airmail is for members outside the United States, U.S. territories, Puerto Rico, Virgin Islands of the U.S. and Canada.

Click here or go to [www.iaap-hq.org/70for70/participants](http://www.iaap-hq.org/70for70/participants) for a complete list of participating chapters and divisions. Only participating chapters and divisions are eligible for this promotion.

Milwaukee \_\_\_\_\_ 106140 \_\_\_\_\_ 106000 \_\_\_\_\_  
 Name of IAAP Chapter \_\_\_\_\_ Chapter No. \_\_\_\_\_ Division No. \_\_\_\_\_

Recruited By \_\_\_\_\_ Recruiter ID No. \_\_\_\_\_

### Method Of Payment

Total Enclosed in U.S. dollars \_\_\_\_\_  
 Check or Money Order Number \_\_\_\_\_  
 Credit Card:  Visa  MasterCard  Discover  American Express  
 Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Name as it appears on card \_\_\_\_\_  
 Authorization Signature (required for processing) \_\_\_\_\_

Headquarters Use Only	
ID _____	
Mbr Type <b>PR</b> _____	Status <b>NEW</b> _____
Join Date _____	Exp Date _____
Chapter No. _____	
Division No. _____	
Total Paid \$ _____	
Processing \$ _____	IAAP Dues \$ _____
Chapter \$ _____	Division \$ _____
Prepay Acct. # _____	Prepay Amount \$ _____
Source Code _____	Check No. _____

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 816-891-6600 | Fax: 816-891-9118 | E-mail: [membership@iaap-hq.org](mailto:membership@iaap-hq.org) | Website: [www.iaap-hq.org](http://www.iaap-hq.org)