

International Association of Administrative Professionals® Milwaukee Chapter Newsletter

May 2012

2011-2012

Milwaukee Chapter
Board Members

President—Kristi Sanders
Vice President—Kathy Day

Secretary—Donna Lenda CPS/CAP
Treasurer—Sandra Lumley

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Eileen Rauman CAP

Bylaws

Elizabeth Brucks

Membership

Laura Larrabee CAP

Nominating

Shirley Tiedjen CAP

Programs

Tammy Hosch

Public Relations

Marlene Kollmeyer CAP-OM

Webmaster

Debbie Wendlandt

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President's Message



Kristi Sanders
President
Milwaukee Chapter
2011 Member of
Excellence

Thank you members for a fabulous APW / Executive Night & 65th Anniversary event! I wanted to share below the message I read in recognition of APW at our event. I had some members request a copy and thought I would share with all.

Are You a Professional?

How you look, talk, write, act and work determines whether you are a professional or an amateur. Society does not emphasize the importance of professionalism, so people tend to believe that amateur work is normal. Many businesses accept less-than-good results. Schools graduate students who cannot read. You can miss 15% of the driving-test answers and still get a driver license. "Just getting by" is an attitude many people accept. But it is the attitude of amateurs.

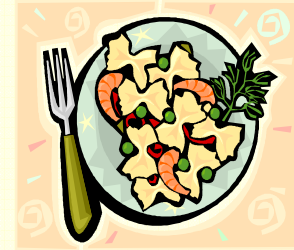
- **"Don't ever do anything as though you were an amateur."**
- **"Anything you do, do it as a Professional to Professional standards."**
- **"If you have the idea about anything you do that you just dabble in it, you will wind up with a dabble life. There'll be no satisfaction in it because there will be no real production you can be proud of."**
- **"Develop the frame of mind that whatever you do, you are doing it as a professional and move up to professional standards in it."**
- **"Never let it be said of you that you lived an amateur life."**

- **"Professionals see situations and they handle what they see. They are not amateur dabblers."** ⇒ A professional remains level-headed and optimistic. An amateur gets upset and assumes the worst.
 - **"So learn this as a first lesson about life. The only successful beings in any field, including living itself, are those who have a professional viewpoint and make themselves and ARE professionals" – L. Ron Hubbard** ⇒ A professional handles money and accounts very carefully. An amateur is sloppy with money or accounts.
 - ⇒ A professional faces up to other people's upsets and problems. An amateur avoids others' problems.
 - ⇒ A professional uses higher emotional tones: Enthusiasm, cheerfulness, interest, contentment. An amateur uses lower emotional tones: anger, hostility, resentment, fear, victim.
 - ⇒ A professional persists until the objective is achieved. An amateur gives up at the first opportunity.
 - ⇒ A professional produces more than expected. An amateur produces just enough to get by.
 - ⇒ A professional produces a high-quality product or service. An amateur produces a medium-to-low quality product or service.
 - ⇒ A professional earns high pay. An amateur earns low pay and feels it's unfair.
 - ⇒ A professional has a promising future. An amateur has an uncertain future.
- The first step to making yourself a professional is to decide you ARE a professional.
- Are you a professional?

May 10, 2012

Dinner Meeting Menu

- **Chicken Chardonay / Pasta**
- **Baked Cod Almondine**
- **Grilled Shrimp Salad**
- ***Brownie Ala Mode***



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

For a weekend of top shelf education and networking specific to career-minded Admins.

2012 Wisconsin Division Annual Meeting

Lean Office - Doing More With Less
May 18 & 19, 2012

Stevens Point, WI (Holiday Inn Convention Center)
Room Block now open.
[Brochure and Registration Forms](#)

Save the Date !

2012 Wisconsin Division Fall Education Conf
October 19–20, 2012
Elkhart Lake, WI (Osthoff Resort)

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

INTERNATIONAL NEWS

Posted in: [IAAP Podcasts](#) – All are still available on IAAP website and are FREE to all members.

Robert's Rules Made Simple

By: [Susan Fenner](#) Apr 09, 2012 2:53 PM

It doesn't have to be so hard. Let Susan Leahy, who's made a business simplifying Robert's Rules, provide some interesting insight.

Cyber Security

By: [Susan Fenner](#) Feb 21, 2012 1:49 PM

Colonel Cedric Leighton is a specialist in terrorism and cyber security. Featured on Fox Business News, CNN, MSNBC and regular analyst for DC's Capital Insider, he talks about security concerns and the steps that can be taken to avoid data and information theft.

Becoming A Star In A Supporting Role

By: [Susan Fenner](#) Feb 09, 2012 3:56 PM

2012 Spring Conference keynoter Bonnie Curtis served as an assistant to Steven Spielberg for 15 years and now produces her own award-winning films. Learn how to create a great team with a single vision and outstanding results.

Admins In Transition

By: [Susan Fenner](#) Feb 01, 2012 4:26 PM

Titles may not have changed – yet – but the job certainly has. Rebecca Pace tells you how to leverage your new responsibilities to garner more respect and use your influence to get results.

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](#)

Wisconsin Division Annual Meeting—Join Us!



Event: Wisconsin Division Annual Meeting (WDAM)

Dates: Friday and Saturday, May 18 & 19, 2012

Location: Stevens Point – The Holiday Inn Convention Center. It's the perfect location for a remarkable weekend of business, education, and networking.

Education: Our quality educational presentations will be centered on —The Lean Office for Remarkable Results|| theme. Make plans to join us!

Registration Brochure: The full registration brochure is available on the division Web site and in the Wisconsin Division eGroup; chapter presidents have also been notified via e-mail.

Your division board is working hard to bring you a great event, so we hope you can join us. We look forward to seeing you for a fun and —Remarkable|| experience! \

Milwaukee Chapter is giving the inspirational message and making centerpieces for the banquet. Taste of Home® will be donating a gift basket on behalf of the chapter.

Holiday Inn Convention Center is located directly off Interstate 39 and Highway 51, two miles from Stevens Point, and approximately 20 miles from Central Wisconsin Airport. This location is also two miles from Green Circle Trail and the Museum of Natural History, three miles from Stevens Point Brewery, and 25 miles from the Iola Classic Car Show.

Hotel amenities include the Splashpoint (an indoor water area with a three-story slide, water geysers, a plunge pool, whirlpool, and game room), exercise room, lobby bar, and Rudy's Red Eye Grill, the on-site restaurant and bar with live music Thursday through Saturday evenings. The hotel also offers room service, laundry facilities, dry cleaning, a gift shop, safety deposit, a business center, and free parking.

All 127 rooms feature satellite TV, in-room movies, coffeemakers, hairdryers, high-speed Internet access, free local calls, and individual climate control.

ADMINISTRATIVE ASSISTANT REFERENCE TOOLS

www.allthingsadmin.com - Training, mentoring, free webinars, and other resources for the administrative professional.

www.businessmanagementdaily.com - Variety of business articles on human resources, office management, office technology, and workplace communication for Administrative Professionals. Many blogs are also listed.

www.eatyourcareer.com - Great resource for both free and reasonably-priced career growth tools for the savvy administrative professional.

www.switchboard.com - Use this to find a company address, a company name if you only have the address or the city and state. You can also find phone numbers if you only have the company name and the city and state it is in.

If you have some great blogs, websites, e-books, etc. pertaining to the administrative field, don't forget to forward them to Laura Larrabee llarrabe@bechtel.com to include in our next newsletter.

Grammar Tips & Tricks

Do you know when to use the correct version of the following look alike and sound alike words?

Affect and Effect: As a verb, affect means to influence or act upon, or to pretend. "The rain may **affect** your mood." Effect can be used both a verb and a noun. As a noun, it means the result or outcome. "The **effects** of the earthquake will be felt for years to come." As a verb, effect means to accomplish or bring about. "The new officers will **effect** many changes to the chapter."

Complement and Compliment: As a verb, complement means to fill out or complete, to supply what is lacking. "The fabrics she selected for the sofa and the chairs

complement each other." Compliment means a remark of approval. "Mary gave me a **compliment** on my new hairstyle."

Principal and Principle: The word principal means the highest in rank, chief, or main. "The person of the highest rank at my high school is the **principal**." A principle is a fundamental truth, a basic law or doctrine, or a rule of conduct. "A public official should be a person of high **principles**."

To submit a tip for a future newsletter issue, email llarrabe@bechtel.com



Milwaukee Chapter 65th Anniversary



Do not take anything as being forever,
because forever is only as long as today.

Know that the people who are the richest
are not those who have the most,
but those who need the least.

That we are at our strongest when life is at
its worst, and at our weakest when life no
longer offers a challenge.

That it is wiser not to expect, but to hope,
for in expecting you ask for
disappointment, whereas in hoping, you
invite surprise.

That unhappiness doesn't come from not
having something you want, but from the
lack of something inside that you need.

That there are things to hold and things
to let go, and letting go doesn't mean
you lose, but that you acquire that
which has been waiting around the corner.

Most of all...
Remember to use your dreams as a way
of knowing yourself better, and as an
inspiration to be a shining star.

To be a Shining Star, you must shine
your own light, follow your own path,
and don't worry about the darkness,
for that is when the stars shine brightest!

Sources: Nancy Sims & Unknown



**Milwaukee Chapter
65th Anniversary
April 12, 2012**



65th Anniversary of Milwaukee Chapter — Original Charter signed on April 16, 1947

C H A R T E R



APRIL 16, 1947

We, the undersigned, accept this charter and do hereby constitute the MILWAUKEE Chapter of the National Secretaries' Association. We have read the National Constitution and By-Laws and hereby subscribe to all the provisions therein.

- | | |
|---|------------------------------|
| <i>Dorcas M. Murray, President</i> | <i>Eleanor V. Levens</i> |
| <i>Calvin L. Belknap, Vice Pres.</i> | <i>Delores Michiel</i> |
| <i>Catherine L. Schmidt, Rec. Secy.</i> | <i>Norothy E. Morrison</i> |
| <i>Albetta J. Wilson, Com. Secy.</i> | <i>Elena Podolabek</i> |
| <i>Betty C. Ungrodt, Treas.</i> | <i>Florence C. Puy</i> |
| <i>Janet E. Adler</i> | <i>Adelaide Rihm</i> |
| <i>Bernadine P. Brown</i> | <i>Rosalie H. Rosenstock</i> |
| <i>Suzanne M. Bartling</i> | <i>Leone A. Skonie</i> |
| <i>Marybetha's Busch</i> | <i>Violet K. Southworth</i> |
| <i>Norothy Berg</i> | <i>Janne Grogan</i> |
| <i>Lain M. Carney</i> | <i>Mary Lou Watts</i> |
| <i>Lenore A. Christensen</i> | <i>Lorraine Weyher</i> |
| <i>Margarette Dief</i> | <i>Elizabeth Whaley</i> |
| <i>Kath D. Diddle</i> | <i>Edwina Dreyer</i> |
| <i>Mrs. Aveline Wenzel</i> | <i>Virginia McVaneck</i> |
| <i>Frances Patricia Fetherston</i> | <i>Frederic M. Thelen</i> |
| <i>Jane Fetherston</i> | <i>Gertrude Staffers</i> |
| <i>Harriet Gass</i> | <i>Dorothy Taylor</i> |
| <i>Hedding, Gless</i> | <i>Jane Seibel</i> |
| <i>Carla K. Hender</i> | <i>Patricia Hanson</i> |
| <i>Flora M. Hammer</i> | <i>Sabina M. Thiessen</i> |
| <i>Luella Grogan</i> | <i>Helen E. Rieckhofer</i> |
| <i>Anna M. Jacobs</i> | <i>Hazel Blesner</i> |
| <i>Josephine Kelly</i> | <i>Loretta C. Feller</i> |
| <i>Norothy Mae Ludwig</i> | <i>Virginia Peterson</i> |
| <i>Esther F. McCuen</i> | <i>Gladys Burquist</i> |
| <i>Capitola Scott</i> | <i>Margaret C. Theys</i> |
| <i>Lucy C. Hornburg</i> | <i>Esther C. Abrahamson</i> |
| <i>Kay Kettner</i> | <i>Beat Louise Miller</i> |
| <i>Phyllis Ann Bude</i> | <i>Sylvia Lette</i> |
| <i>Elena Doehlke</i> | |



2012—2013 SLATE OF CANDIDATES

Elections will be held at the May 10th meeting.

The Nominations Committee is pleased to announce the Slate of Candidates for IAAP Milwaukee Chapter Officers. Special thanks and appreciation to the Nominating Committee for all of their hard work for putting together the slate of candidates. The candidates are:



PRESIDENT **Kristi Rae Sanders**



Kristi Rae Sanders is currently serving as Chapter President and is seeking a second term of office. She is currently employed as Communication and Fundraising Coordinator at The Greendale Visitor Center. My job includes coordinating group tours to the village, managing the fundraising program, supervising the front desk, leading historic tours and planning village events. Kristi is married to William, a Senior Master Sargeant of Security Forces with the 128th Air Refueling Wing, Air National Guard. They have three sons; Curtis, Michael and Beau.

VICE PRESIDENT **Kathy Day**



September 2012 will begin Kathy Day's 25th year as a member of the Milwaukee Chapter. She is currently serving as Chapter Vice President and is seeking a second term of office. She has been on many committees, chaired three committees (more than once), and has held two officer positions. Kathy is also the past and, in September, will be the president of the Milwaukee County Unit of Parliamentarians. Kathy has been a student of Robert's Rules of Order Newly Revised since 1997. She also has been the chapter's Parliamentary Advisor several times.

TREASURER **Sandra Lumley**

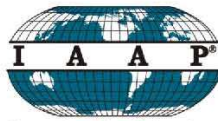


Sandra Lumley has been a member of the Milwaukee Chapter since February 2009 and currently is serving as Chapter Treasurer and seeking a second term of office. She is employed at Children's Hospital of Wisconsin—Community Service Division as an Intake Specialist. When Sandra is not working on school activities, she enjoys spending time with family and friends and crafting.

SECRETARY **Crystal Stinemates**



Crystal Stinemates has been a member of the Milwaukee chapter since October 2011 and is currently seeking the office of Secretary. Crystal grew up on a small dairy farm in central Wisconsin. She came to Milwaukee to attend college and graduated from Alverno College with a degree in Business & Management with two minors: Art and Computer Studies. Crystal worked in the accounting department at the Boys & Girls Clubs of Greater Milwaukee for two and half years. Now Crystal has been with Interfaith Older Adult Programs for over 12 years, the first five in accounting and the last seven as the Office Manager; with this position change came many new experiences, including supervising four staff. She was editor of the company newsletter for five years and the United Way campaign coordinator for seven. Outside of work, she does photography, practices Reiki, and teaches classes at her church.



International Association of
Administrative Professionals®

Milwaukee Chapter



ATTENTION ALL MEMBERS!

Get Involved in 2012-13 — Make that leap to remarkable and get the most out of your membership! Participate on a committee at whatever level you are available. Expand on current skills or learn new skills to enhance your career! Your chapter depends on participation to survive!

Review the Committees listed below and follow-up with one the current contacts of your interest or let President Sanders know of your interest for next Chapter Year 2012-13.

2011-2012 Milwaukee Chapter Standing Committees

Bylaws and Standing Rules

Education/Certification

Membership

Program

Public Relations

Special Committees

Auditing

Nominating

Fundraising

Other tasks to consider:

Membership Roster

Coordinator:

Contact: Berry Lynn Wilson CAP
blwilson1@att.net

Creates and publishes a membership roster twice per chapter year.

Newsletter Editor:

Contact: Laura Larrabee CAP
llarrabe@bechtel.com

Creates and publishes Chapter newsletter monthly (ten times per chapter year).

Auditing:

Contact: Eileen Rauman
CAP

Eileen.rauman@att.net

Makes semiannual audits of the Chapter's books and submits written reports to the membership.

Bylaws and Standing Rules:

Contact: Elizabeth Brucks
eliz0607@yahoo.com

Maintains conformity in Chapter Bylaws and Standing Rules with International and Division Bylaws and Standing Rules; drafts, proposes, correlates, and submits amendments and resolutions of Bylaws and Standing Rules for review and recommendations to the membership for approval; then prepares as necessary for submission to either Division or International or both.

Fundraising:

Contact: Kristi Sanders
Kristisandersvp@gmail.com

Coordinates the Chapter's fundraising events and makes recommendations to the Board of Directors for donations to Chapter, Division, and International fundraising projects.

Education/Certification:

Contact: Kathy Day
kdartpro@gmail.com

Focuses on disseminating information regarding IAAP's CAP certification programs (including recertification), work with the Membership Committee and local educational institutions to promote student membership in IAAP, and administer the granting of scholarships or financial incentives/assistance, as funds allow.

Membership:

Contact: Laura Larrabee
CAP or Berry Lynn Wilson
CAP

llarrabe@bechtel.com
blwilson1@att.net

Focuses on recruitment and maintenance of membership; processes requests for membership and disseminates the news to Chapter members as appropriate; and prepares a complete roster of all members.

Nominating:

Contact: Shirley Tiedjen
CAP

tiedjesk@yahoo.com

Annually coordinates and prepares a slate of Chapter officers for the membership to vote on near the end of the each chapter year for the following chapter year. Also coordinates candidate paperwork for Division and International officer positions if necessary.

Program:

Contact: Tammy Hosch
thosch@mcw.edu

Arranges appropriate monthly programs and educational activities for the membership.

Public Relations:

Contact: Marlene Kollmeyer
CAP

mkollmeyer@
crisisprevention.com

Promotes IAAP by presenting the professional image of the association through promotion of Chapter participation in community activities and special events; and prepares and distributes the official newsletter for the Chapter.



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. _____