

International Association of Administrative Professionals®

Milwaukee Chapter Newsletter

September 2011

2010–2011
Milwaukee Chapter
Board Members

Auditing

Eileen Rauman CPS

Bylaws

Elizabeth Brucks

Education/Certification

TBD

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

EFAM 2011-Montreal, Canada—Delegate Report

Montreal was beautiful and EFAM was a very educational eye opener. I arrived very early on Saturday morning to a very busy schedule. Saturday I toured the city on my way to register at the Montreal Convention Centre. This process went very quickly, they are so organized. Saturday evening I attended the First Timer Orientation and met other attendees. On Sunday morning I met some of our division members at breakfast so it was nice to connect and learn how the schedule will work. We started the day out with the Parliamentarian meeting for delegates, facilitated by our very own Jeff Neurauter, followed by the opening business session. I attended the office expo and attended the District Caucus for Great Lakes. I then attended the candidate forum followed by our evening of welcome. This was an event held in the convention centre foyer with DJ, dancing, networking, a glass of wine and a great time. The photo above was taken with the Canadian Mounties. They were gracious enough to pose for hundreds of pictures. On Monday the voting polls opened. This process went very smoothly with the help of all the IAAP volunteers. Our leadership luncheon was delicious and our guest speaker was Bob Abrames who gave his presentation titled Lead, Follow or Get Out Of the Canoe. His story was

inspirational, full of humor and very entertaining. Following our luncheon, I attended the Delegate Briefing Session which was followed by the second half of the business session. On Tuesday we started off with our first guest speaker, Clinton Kelly, from the show What Not to Wear. He was awesome and even called some attendees out of the audience to critique what they were wearing. We laughed a lot and learned even more. My first educational workshop I attended was Cool New Software which was very informational followed by Avery Software Solutions and See Ourselves As Others See Us. The afternoon was packed with networking, learning and leadership skill building. Our evening Keynote speaker was Sam Glenn. He presented A Kick In The Attitude: Recharge Your Work And Life. He started off his presentation with a chalk painting on canvas. It was beautiful and turned out to be a lighthouse, ocean scene and mountains by the time he was completed followed by his presentation. He was so funny and had all of us rolling in the aisles! Wednesday morning started off with workshops to include Move To The Cloud With Google, Let Me See Your Body Talk and Reduce Your Stress With Music And Humor. The afternoon was followed by the



Wisconsin Division Delegation

EFAM banquet. We enjoyed a delicious meal and heard Mary's farewell speech and was introduced to our new IAAP International President, Tamra Goodall. Cassie Laskowski and I presented Mary with a check for \$500 in donation to the Retirement Trust Fund. This was a huge honor for Cassie and me. The chalk drawing that Sam Glenn created was auctioned off for over \$4,000 and the monies were donated to the IAAP Research and Educational Foundation on Mary's behalf. Thursday morning I attended the Leadership workshop before catching my flight home. All in all this was such a great experience and I was honored to attend on behalf of the Milwaukee Chapter.

Respectfully,
Kristi Sanders
President
IAAP Milwaukee Chapter

Vice President's Message



Kathy Day,
Vice President

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

Welcome. I hope you enjoy this new chapter year. Our focus this year will be on keeping our wonderful current members and gaining new, excited members. You may have noticed when you checked in at the head table, Kristi and I have created a wallet card for each of you with the IAAP Standards of

Integrity. If you did not pick one up, they will be available at the literature table.. We wanted you to have something to carry with you and reflect on now and then

Currently, we don't have an education/certification chair so in the interim, I will be filling in the void. The deadline for the November CAP/CAP-OM exam is past but the next deadline is February 15 for the May exam. Next month, I should have a set of the new manuals available for those who may be interested in looking at them.

One last thing, the deadline for dinner reservations is at noon on the Monday before the meeting. If that Monday is a holiday, then it will be noon on Tuesday. Any reservations received after that, will only have the salad choice. It is unfair to expect the staff here at Klemmer's to have to make last minute updates. They plan several days ahead of time for every meal they make.

Enjoy this

'Leap to Remarkable' Year!

Joy House Collection

Dear Fellow Milwaukee Chapter IAAP Member,

A great big thank you to: Elizabeth Brucks, CPS, Marleen Kollmeyer, CPS, Laura Larrabee, Donna Lenda, CPS/CAP, Gloria Lueck, CPS, Sandy Lumley, Kristi Sanders, Shirley Tiedjen, CPS, Karina Van Doren, and Kathy Weyda, CPS for donating school supplies and cash donation of \$30.50 at the September 8th membership meeting.

We collected two large boxes of school supplies which included #2 and colored pencils, glue sticks, bottle of glue, large pink and pencil cap erasers, sharpies, filler paper, scissors, large and small crayons, composition books, pencil pouches, black and blue pens, pocket folders, highlighters, ruler, junior legal pads, correction tape, mechanical pencils, 4x4 post it pads, spiral notebooks, index card, scented markets,

report covers and insertable index cards.

It is not too late - we will be collecting supplies again at the October 13th meeting. A representative from the Joy House will be attending our meeting as a guest of President Kristi Sanders. She will be sitting at the table where I will be collecting supplies and also have a brochure available telling you more about the Joy House.

Joy House is part of the Milwaukee Rescue Mission that offers safety to homeless women and children. Over 40% of the women are fleeing from domestic violence. Joy House offers residence, training programs, child care and educational programs. Most of the children are MPS students.

I know the children appreciate everything donated because

I have received thank you notes with pictures of smiling children from prior years. These donations allow the children to attend school without the stigma of being homeless.

If you have any questions, please contact me at (414) 778-0786 during the evening or weekends, or via email at: tiedjesk@milwaukee.k12.wi.us.

Thank you, your generosity is greatly appreciated.

You will receive IAAP bucks for donating to this cause.

SHIRLEY K. TIEDJEN, CPS

Nominations Chair

2011 Member of Excellence



It's not too late to donate. Please bring your donation to the October meeting.

September and October

All the 50/50 raffle proceeds will be used as a donation to the Joy House

November

The proceeds will be donated to the Hunger Task Force.

50/50 Raffle

Milwaukee Chapter IAAP

October 13, 2011

"Social Media: The New Business Communication Tool"

Presented by Felicia Vastalo, MLS



Felicia Vastalo, MLS
Medical College of Wis

What is the point of Twitter? Why would you want to be LinkedIn? What should you post on Facebook?

This practical presentation is designed to dispel myths and answer your questions about using social media tools for business and for personal purposes. You'll learn how to join in

the Twitter, Facebook, or LinkedIn conversations and what value online social media communication can have for you.

Currently, Felicia is a librarian at the Medical College of Wisconsin. Throughout Felicia's 10-year career in libraries, she has worked in variety of environments including law firms, colleges and now a medical library. Throughout her career, she has been active in research and providing training in technology including the use of social media in business and professional development.

*Learn how to join in the
Twitter, Facebook, or
LinkedIn conversations
and what value it can
have for you.*

Milwaukee Chapter Meeting

Menu

Portobella Ravioli Marsala

\$10.00 Members

Sliced Ham dinner

\$18.00 non-Members

Chicken Ceasar Salad

Special Dietary Needs on Request

RSVP to . . . kdrsvpmilwiaap@gmail.com

HUNGER TASK FORCE

The chapter will be holding a Hunger Task Force food drive in November. Please bring your non-perishable food donations to the November 10th chapter meeting.



Shirley Tiedjen CPS will head this up and deliver the food. If you wish to volunteer to help Shirley, or if you have any questions, you can contact her at: tiedjesk@milwaukee.k12.wi.us



2011-2012 CHAPTER PROGRAMS

Take advantage of these programs which compare to seminars at 10 times the cost.

SEPTEMBER

Living as a Leader—
Communication by Design”
Presented by Kim Albrecht

OCTOBER 13

Social Networking
Presented by Felivia Vastalo, MLS
Of Medical College of WIS

NOVEMBER 10

Parliamentary Procedure
Presented by Kathy Day CPM
Vice President IAAP—Milwaukee

JANUARY 12

“2012 Administrative Compensation Trends & hiring Outlook: Landing Your Next job in the Current Economy:

Presented by Tammy Hink of Robert Half, Inc.

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

MAY 10

“Delegating Effectively:
Presented by Julie Kowalski of Spizzerinctum.com

BEING A BETTER PERSON

Being a better person is a process

No matter how good someone is, they can't be perfect overnight. So the important thing is that you grow every day. Make growing a habit and you will see significant progress when you look back. Begin every day with the mindset that “today is a good day”. Believe that you will accomplish your dreams, and you have never been closer to accomplishing those dreams until today. If you begin the day with the right mindset every day, you will achieve great things. As you plant the seed to future success, the words you speak will reflect the prosperity consciousness you possess.

TAKE RESPONSIBILITY - Before anything else, you should realize that the one who is responsible for your life is you. Don't blame other people or external conditions for how you live your life. No matter how bad the situation might be, it's you who decides how to respond.

CHOOSE TO GROW - After taking the responsibility for your life, the next thing you should do is deciding that you want to grow. Choose to grow rather than staying where you are. Choose to be a better person every day.

DON'T EXPECT INSTANT RESULTS - While you should make room for growth, you should also have realistic expectations. If you expect too much, you might get disappointed and discouraged. It takes time to grow so don't lose heart if you still couldn't become the person you want to be.

BUILD POSITIVE HABITS - Doing small things consistently can make a big difference. Choose a simple activity that helps you grow and do it every day. For example, you may choose to read for half an hour every day. Or you may allocate time to meditate every day. The important thing is that you do it consistently.

FACE YOUR FEAR - Your fear limits your growth. Because of that you need to identify, face, and conquer your fear. Not allowing your fear to take control of your life. Fear can only hold you back from discovering your full potential. Let go of fear and pursue a worthy cause. Remember that on the other side of fear, is freedom.

HAVE QUALITY INPUT - Your input determines your output. That's why you need to feed your mind with positive and uplifting thoughts every day. Listen to motivational audio and video programs. Read

inspiring books. Read quotes by great people.

BE AROUND POSITIVE PEOPLE - The people around you have great influence on you. They can make or break your life. The effect of being around negative people is so draining. It is important to protect yourself from negativity and to surround yourself with people who you can look up to and learn from.

FIND ROLE MODELS - It's much easier to achieve something if you have role models that become examples for you. Instead of having a lot of abstract ideas of what you want to be, you have concrete examples in front of you. So find people with positive traits you admire and let them inspire you.

FIND MENTORS - Mentors are even more important than role models. A mentor is someone who can guide you through the walk of life. Mentors can help you grow much faster because you don't need to repeat the mistakes they have made. No longer do you need to find the right path yourself. No longer do you need to find truth the hard way.

Source: www.lifeoptimizer.org

Make growing a habit and you will see significant progress when you look back.

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.



Milwaukee Skyline

Projecting a Professional “Can-Do” Attitude

(reprinted from —Let Me See Your Body Talk presentation)

by Merelle Rodrigo ~ Session #551 at EFAM 2011)

There is very little difference in people, but that little difference makes a big difference. The little difference is attitude. The big difference is whether it is positive or negative. A positive attitude, the kind that is rooted in confidence, faith and enthusiasm is a professional person's constant companion, his or her trademark, his or her way of life. Optimism is one key characteristic

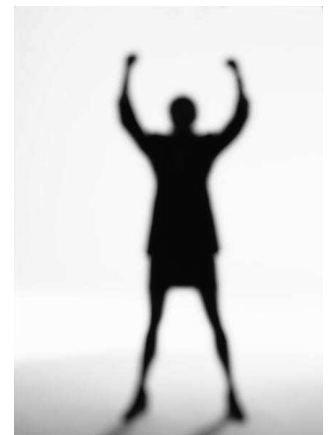
demonstrated by a Professional Administrative Professional. An optimist is a person who undertakes a seemingly impossible task in a spirit of immeasurable enthusiasm, unbounded determination, unbeliev-

able excitement, indestructible confidence, uncompromising thoroughness and untiring persistence. The pessimist preaches limitations, liabilities and losses; the optimist promotes progress, prosperity and plenty. The optimist lives on the peninsula of infinite possibilities; the pessimist is stranded on the island of perpetual indecision.

To the optimist, all doors have handles and hinges; to the pessimist, all doors have locks and latches. The optimist pleasantly ponders how high his kite will fly; the pessimist woe-fully wonders how soon his kite will fall. Be an optimist and shadows will fall behind you, cheerfulness will walk beside you, opportunities will rise in front of you, and doors will open for

you. Raise your sights and you will trigger success.

The pessimist finds fault; the optimist discovers a remedy. The pessimist seeks sympathy; the optimist spreads cheer. The pessimist criticizes circumstances; the optimist changes conditions. The pessimist imagines impending peril; the optimist sees signs of prosperity. The pessimist disparages; the optimist encourages. The pessimist creates loneliness; the optimist finds friends. The pessimist nibbles at the negatives; the optimist is nourished by the positive. The pessimist builds barriers; the optimist removes roadblocks. The pessimist invents troubles; the optimist enriches the environment.



Earn A 'Member of Excellence' Credit

If you love to write or if you find an article that you think would be a great contribution to our newsletter, please send your submissions to the newsletter editor.

Article submissions are always due by the second Friday of each month for publication in the next newsletter.

All photos of IAAP functions and/or meetings are also welcome. Please submit them as digital prints via e-mail.

Send to: llarrabe@bechtel.com



**THIS SPACE AVAILABLE
FOR YOUR ARTICLE**

*Waiting for
your
photographs*

