

International Association of  
Administrative Professionals®  
Milwaukee Chapter

# International Association of Administrative Professionals



## Milwaukee Chapter Newsletter

March 2011

President—Laura Larrabee  
Secretary—Kathy Day

Vice President—Kristi Sanders  
Treasurer—Karina Van Doren  
Asst. Treasurer—Jennifer Boulter

2010—2011  
Milwaukee Chapter  
Board Members

**Auditing**  
Eileen Rauman CPS  
**Bylaws**  
Elizabeth Brucks  
**Education**  
Sarah Bates CPS/CAP  
**Fundraising**  
Renee Boedecker  
**Membership**  
Mary Brossard  
**Nominating**  
Shirley Tiedjen CPS  
**Programs**  
Marlene Kollmeyer CPS/CAP  
**Parliamentary Advisor**  
Cassie Laskowski CPS

### Chapter Meeting April 14, 2011

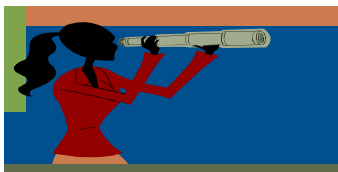
**Klemmers**  
10410 W. Oklahoma Ave.  
Milwaukee, WI

**Networking—5:30pm**  
**Dinner—6:00pm**  
**Program—7:00pm**

**Menu**  
Sirloin Steak  
Shrimp w/Vodka Sauce  
Ceasar Chicken Salad

Dinner \$15.00 Members  
\$18.00 Non-Members

RSVP Contact:  
[kristisandersv@gmail.com](mailto:kristisandersv@gmail.com)



## President's Message



### New Beginnings

Spring means new beginnings. You heard this phrase before and spent another year letting the old things push you forward instead of grasping the newness and leaping ahead where you have finally made your mind up to do something about advancing your career. Remember what it was like as a child; you were excited to learn new things. This is the kind of excitement you can hold to take that first step. IAAP is here to help you do that. Invest two hours of your time once a month and attend an education program through the Milwaukee Chapter. We present programs that will enlighten and refresh you so

that you can take something new with you to your job. Think how this will energize your career.

There also are opportunities to learn new skills. Public speaking is one of the greatest fears that most people have and presenting just a sentence or two to introduce someone can give you a boost in confidence. Working on a chapter audit will give you insights on how financial records are kept. Do you want to work with someone who is doing meeting planning? There are always members who work along side of you to help. All our members were new at one time and learned new skills. Take the leap forward.

**Laura Larrabee**  
President

*Be kinder than necessary  
for everyone is fighting  
some kind of battle.*



### Milwaukee Chapter Dinner Meeting Dates



**April 14, 2011**  
**May 12, 2011**  
**June 9, 2011**



## April Program—"Online Efficiency" Presented by Beverly Butula, Manager of Library Services Davis & Kuelthau, Attorneys At Law

The Internet is a valuable tool. The amount of information available online continues to grow exponentially. This session will address how to search the web efficiently and effectively. It will also discuss some commonly used search engines and worthwhile alternatives. Various websites of interest to improve your productivity will also be reviewed.

Note: From the gal who gave us 50 websites in 60 minutes.

**Administrative Professionals Week special for you.**

Attend this dynamic seminar on April 30<sup>th</sup>.

Let Susie Mathews help you unlock your **Winning Performance!**

***Let Me “PUMP” You Up***

*Susie Mathews*



The Milwaukee Chapter is proud to sponsor the *Let Me “PUMP” You Up* Seminar presented by Susie Mathews on Saturday, April 30, 2011 from 8:15 a.m. – 12:00 p.m. at the Knights of Columbus, 1800 South 92<sup>nd</sup> Street, Milwaukee.

Susie Mathews is the Founder and President of Winning Directions, a training and coaching firm that specializes in helping individuals and organizations understand that working with “Passion Means Performance.” For over ten years, she has been teaching strategies for life-long personal and professional success.

**NOW IS THE TIME!** Retool, rethink, and relax. Susie takes a different direction in helping individuals rethink their career path. If you are ready to discover the importance of having purpose in your career, rather than just a job, and are willing to invest energy and effort into your future, join her for a fresh look at your life and your career.

You owe it to yourself to take advantage of this excellent opportunity to understand and apply your unique strengths, skills, talents and abilities which will unlock your personal satisfaction. Registrations forms will be available at the March meeting. The cost of the seminar is (Early Bird Special by April 15) \$35 for IAAP members and \$40 all others.

Make Administrative Professionals Week special for yourself. Attend this dynamic seminar on April 30<sup>th</sup>. Let Susie Mathews help you unlock your **Winning Performance!**

**For a brochure go to Chapter Events at our webpage [www.iaap-milwaukee.org](http://www.iaap-milwaukee.org)**



We are advertising this seminar in the April edition of the *Wisconsin Woman* magazine. It comes out next week and is distributed at 400 different locations at clinics, grocery stores, drug stores, spa salons, healthcare facilities, etc.

***CH..CH..CH..CHANGES***

*The April meeting notice and RSVP are on the next page of this newsletter.*

*In an attempt to become Green, please use the active link for Kristi Sanders.*

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

## MEMBER OF EXCELLENCE (MOE)

*A Member of Excellence will receive a certificate. If you achieve the MOE for five consecutive years, you will receive the Member of Excellence pin.*

*A Member of Excellence will attain a minimum of 8 of the following 11 criteria:*

- 1. Sign the online Member of Excellence Commitment agreement.*
- 2. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication of 200+ words (chapter, division or international level).*
- 3. Attend non-IAAP professional education workshops, seminars and conferences.*
- 4. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft (MOUS) certification.*
- 5. Pay membership dues on or before anniversary date.*
- 6. Serve as a chapter, division or international officer, committee chair, or committee members, or serve as an RTF Trustee.*
- 7. Conduct a public presentation, program or training.*
- 8. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination).*
- 9. Recruit at least one new member.*
- 10. Be a current CPS and/or CAP holder.*
- 11. Integrate IAAP membership and involvement into annual performance plan or review at your job.*

*More information available at <http://pathways.iaap-hq.org/IAAPHQ/Pathways/Programs/>*



### April 14, 2011 Dinner Meeting & Program

**Klemmers Banquet Center  
10410 W. Oklahoma Ave.  
Milwaukee, WI**

**Networking—5:30pm  
Dinner—6:00pm  
Program—7:00pm**

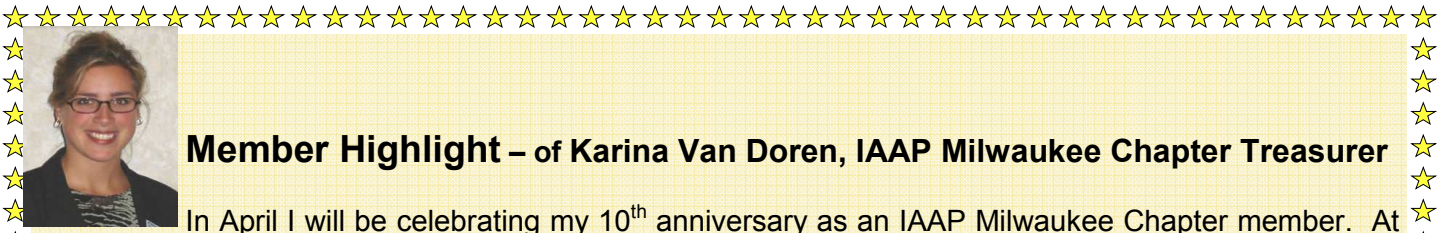
#### Menu

**Sirloin Steak  
Shrimp w/Vodka Sauce  
Ceasar Chicken Salad**



**Dinner \$15.00 Members  
\$18.00 Non-Members**

**RSVP Contact: [kristisandersvp@gmail.com](mailto:kristisandersvp@gmail.com)**



**Member Highlight – of Karina Van Doren, IAAP Milwaukee Chapter Treasurer**

In April I will be celebrating my 10<sup>th</sup> anniversary as an IAAP Milwaukee Chapter member. At the time I joined I worked as an Office Administrator at an engineering firm downtown. To coincide with continuing my education, I was looking for ways to enhance my leadership skills and network with people of the same profession. I found exactly what I was looking for when I came upon the IAAP website.

Ten years ago the IAAP Milwaukee Chapter consisted of approximately 120 members and meetings were held at the then Midway Motor Lodge (Hwy. 100 & Bluemound), which has since been built over. I remember Carol Rehak (who is now in the Downtown Milwaukee Chapter) was one of the first persons to approach me, and soon after, she recruited me as Co-Chair of the Public Relations Committee. I helped establish contacts and submit monthly press releases to local media sources, provided chapter meeting announcements and distributed the monthly newsletter to our members.

The next Chapter year I stayed on but chaired the PR Committee. I coordinated ads for special events, including Office Expos, Executive Breakfasts, Murder Mystery Evening, Administrative Professionals Day/Week events, and got an article published—written by Carol to the *Wisconsin Woman* magazine, featuring a photo of me at my desk promoting the administrative profession!

I was distant for a year to finish earning my Associate Degree in Management Development, transfer credits to Ottawa University and worked toward a BA in Business Administration, with a concentration in Marketing. Since I could apply my marketing skills from school, and PR skills from IAAP, I stepped back in as PR Chair once again for another two years. The position now involved creating the Chapter newsletter as well as all other previous duties. I enjoyed searching for interesting and useful information for the newsletter, and had experience preparing company newsletters for many years prior.

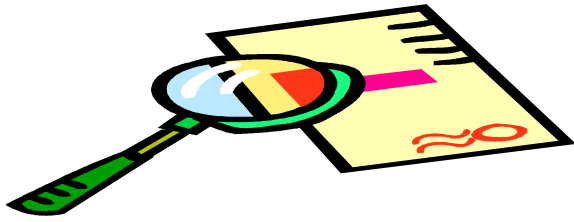
I was able to apply my leadership and organizational skills when I chaired the Membership Committee. Recruiting new members was as challenging as it is today, but I enjoyed welcoming and getting to know new members.

In 2008, I was leery, but agreed to be Vice President. The VP position involved coordinating meeting sites and dinner menus, and tracking attendance for the Business and Board Meetings. This position was lighter duty, which allowed me to focus my time on earning a Small Business Certificate, alongside my husband, in preparation for him to start up his eBay business.

In 2009 to 2010, and now the second half of the 2010-2011 Chapter year I'm serving as Chapter Treasurer. I enjoy and look forward to greeting each member at the monthly Chapter meetings. I was hesitant to take this position since accounting and math were never my strong areas in school, but I can apply the skills to my husband's business. After surviving the first year with ongoing support from Eileen Rauman, it's made me confident enough to step back in to take on the task again.

Throughout my membership with IAAP, I've attended the majority of Milwaukee Chapter Business and Board meetings. I've gladly participated in various volunteer events, including cashiering at Bastille Days, bagging at Kohl's over the holidays, participating in each of the Trivia Nights. I encourage you to take full advantage of the networking, leadership, continuing education and valuable opportunities offered through IAAP membership, and to be an "active" member! Based on how much effort you put in, the rewards of IAAP membership are endless.

**Corrections**  
The February newsletter listed March 27th as Palm Sunday. I apologize as the calendar I was using was printed incorrectly. Palm Sunday is celebrated on April 17th and Easter on April 24th.  
  
Editor



## 2011 New Members Program—Rescinded

~~When you bring a guest and they join IAAP, you will be awarded a gift card. In June, we will have a drawing from all who had a guest join for a \$100 gift card.~~

IAAP issued a Tax Compliance memorandum to all the chapters. The concern was that some of the chapters were not using their funds correctly. As we are a non-profit 503c organization, we must comply with the tax laws.

Giving gift cards to members for contests is not allowed, unless the contests are also open to non-members. Therefore, giving gift cards to members as recruitment rewards is not allowed.

**Note:** We did not violate this rule as there was no member, to date, that qualified for a reward.

**Registration is now open for the**

**Wisconsin Division  
Education Forum &  
Annual Meeting**

**May 13-14, 2011**

**Sheraton Hotel, Brookfield, Wisconsin**

**[www.iaap-wisconsin.org](http://www.iaap-wisconsin.org)**

**Event Registration Deadline is April 30th**

## 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 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.

**Do you want to know who  
you are?  
Don't ask. Act!  
Action will delineate and  
define you.**

**Thomas Jefferson**

Read more: [http://www.brainyquote.com/quotes/topics/topic\\_motivational.html#ixzz1FM8vQ0RL](http://www.brainyquote.com/quotes/topics/topic_motivational.html#ixzz1FM8vQ0RL)

## Are Your Spring Allergies in Bloom?

As you venture outside this spring to enjoy outdoor activities such as gardening, picnics, and sports, **here are several tips to help you avoid the sniffles:**

- When driving, keep your windows up to avoid letting airborne pollens inside.
- Check the pollen counts for your area and avoid outdoor activities on days when it's high or windy. To find out the pollen count for your area, check your local weather report or visit the National Allergy Bureau at [www.aaaai.org/nab](http://www.aaaai.org/nab).
- Select lower pollen areas for your family vacation, such as the beach or sea areas.
- Use a mask to filter out pollens when mowing or raking in the yard.
- Avoid drying your sheets and bedding outside so pollen doesn't collect on them.
- After being outside, take a shower and change your clothes to remove the pollen and mold from your skin and hair.
- Take allergy medications as prescribed by your doctor. If you need more relief from allergies, consider scheduling an appointment with an allergist or immunologist.



For more information on allergies, visit the American Academy of Allergy, Asthma and Immunology at [www.aaaai.org](http://www.aaaai.org).

The 2010—2011 Milwaukee Chapter Roster has been updated and is now available on our web page [www.iaap-milwaukee.org](http://www.iaap-milwaukee.org)

Located in **For Members Only** area. You must use your login to access the roster.

See **Standing Rule** regarding confidentiality..

### Milwaukee Chapter Standing Rule

“The roster of this Chapter is **CONFIDENTIAL**, and at no time and under no circumstances shall it be released by the Milwaukee Chapter or any of its members to any individual or organization.

It should be noted, however, that International does participate in mailings to IAAP's membership roster in total unless notified, in writing by the individual member, that the name be deleted from the list.”

### April 2011 Anniversaries & Birthdays

#### Anniversaries

- Linda Janick 16 years
- Karina Van Doren 10 years
- Joanne Larson CPS/CAP 5 years
- Jennifer Boulter 2 years

#### Birthdays

- Mary Ramsay Drow CPS/CAP 04/04
- Kathleen Wiczorek 04/10
- Sharon Miley 04/29

April 1—April Fool's Day  
April 15—Income Tax Due  
April 28—Administrative  
Professionals Day  
April 30—Let Me Pump You Up  
Seminar



Submissions are **WELCOME** for the next Newsletter by April 15

You will fulfill one of the requirements for MOE

Article suggestions, questions and feedback are gladly received at

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