

International Association of  
Administrative Professionals®  
Milwaukee Chapter

# International Association of Administrative Professionals



## Milwaukee Chapter Newsletter

June 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 June 9, 2011

Klemmers  
10410 W. Oklahoma Ave.  
Milwaukee, WI

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

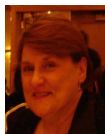
#### Menu

Chicken ala Klemmer (King)  
Garlic & Herb Pasta  
Grilled Shrimp/Spinach Salad

Dinner \$15.00 Members  
\$18.00 Non-Members

RSVP Contact:

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



## President's Message

### Passing The Torch

I want to thank everyone who worked alongside of me to carry out the duties of your President this past year. I have learned that when I made the actual commitment, the impetus carried over and the real job of the President came easily.

Thank you to all the board members that make the chapter what it is today. We have lots to offer our members and visitors with our excellent educational programs. Thanks to all the super volunteers.

I hope that everyone of you has come away with more knowledge, confidence and self-worth to carry over to your job.

I'm confident that Kristi Sanders will do a fantastic job as your new President with Kathy Day as her Vice President. Donna Lenda has returned (Yay) to be the new Secretary and Sandy Lumley (one of our newer members) has jumped in to be our Treasurer. With members like these we will continue to have a bright future.

—-Laura Larrabee



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

### Milwaukee Chapter Dinner Meeting Dates



June 9, 2011

Summer Break  
September 8, 2011  
October 13, 2011  
November 10, 2011  
December TBA



## June Chapter Meeting June 9, 2011

Remember all the fun we had last year?  
It's that time again

### IAAP BUCKS Auction Night



## Our 2011—2012 Milwaukee Chapter Slate of Candidates



### President

Kristi Rae Sanders

Kristi joined IAAP in May of 2008. She has served as Vice President in 2009-10 and 2010-11 chapter years. She has been industrious and creative in her role as demonstrated by her speaking abilities and new ideas for the chapter. Kristi is employed at Reiman Publications.



### Vice President

Kathleen Day, CPS

Kathy joined in September of 1987. In the past she has served as the Committee Chair for the Bylaws Committee and the Newsletter Committee. She also served as the Parliamentary Advisor for 2009-10 chapter year and she is a Certified Parliamentarian. She is currently serving as the Secretary for the chapter. Kathy is a contract employee.



### Secretary

Donna Lenda, CPS/CAP

Donna joined in October of 1984. She obtained her CPS in 1987; the CAP was obtained in 2000; recertified in 2005 and 2010. She has served in several offices; 2009-10 Secretary, Corresponding Secretary and Recording Secretary and when there were separate offices for the position. She also has been Committee Chair for both the Scholarship Committee and the Program Committee and served on the Public Relations Committee. Donna is a legal secretary serving three lawyers at Godfrey & Kahn.



### Treasurer

Sandra Lumley

Sandra joined IAAP in February of 2009 and has been an enthusiastic and committed member of our chapter by serving in ad-hoc roles to various projects and is always ready to greet new people with her engaging personality. Sandra is an Administrative Support Specialist at Children's Hospital & Health Systems.

## June Chapter Meeting Program

### Installation of Officers

### IAAP Bucks Auction

**June 9, 2011  
Dinner Meeting & Program**

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

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

**Menu**

**Chicken ala Klemmer (King)  
Garlic & Herb Pasta  
Grilled Shrimp/Spinach Salad**



**Dinner \$15.00 Members  
\$18.00 Non-Members  
RSVP Contact: [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/>



**Keeping the Motivator Motivated  
by Jane Boucher  
Executive Coach / Certified Speaking Professional (CSP)**

How do you manage your motivation? Do you even think about it? It is difficult for your employees to be enthusiastic about their productivity when they perceive doubt in their leader. It's that simple.

Giving praise, encouraging and motivating others will, in and of itself provide you with motivation. There is nothing like the hum of productivity and the smiles of satisfied employees to help you love the job you have. But there are a few other suggestions to help you stay fresh and motivated, especially in an economy that will distract you.

Set your own goals. Take time to jot down where you want to be on your job in the next few months or years. Read these goals periodically to help keep you motivated and focused.

Stay informed. A wealth of information is available through seminars, cassettes, CDs, books, professional magazines, the Internet and your local library. Sign up for a class that is work-related or enroll in a course that allows you to explore a subject that has always interested you. You can appoint an employee to give you updates and reports in targeted areas.

Sweep away negative cobwebs from your thoughts. Having hassles on the job, car troubles, the post-holiday blahs? Sometimes your mind can become cluttered with life's little annoyances. They seep into the job before you know it and prohibit you from being the motivator you are. Clear your mind by quiet meditation or reading inspirational books. Take time to help a community organization or simply enjoy a stroll in a park for a mind clearing, energy boost. Take a time-out in between work and family to change gears and mentally clear your mind. Stop at the gym or walk home and stop by the local drug store to get your blood pressure checked. You can be just as proactive in your life as you are in business management.

Associate with positive people. Stay motivated by being around other motivators. Allow yourself to be inspired by fellow successful managers. Share your concerns, stimulate your thinking and allow others to help you enlarge your capacity to enjoy the work you do.

Jane Boucher  
Executive CoaVisit Jane at [www.janeboucher.com](http://www.janeboucher.com) or  
[www.janeboucher.org](http://www.janeboucher.org)

You have express permission from the author, Jane Boucher, to reprint and distribute this article.

For more articles by Jane, go to  
<http://www.janeboucher.org/positive.shtml> ch / Certified Speaking Professional (CSP)

## 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.

***You can't go back and  
make a new beginning  
but you can start now  
and make a new  
ending!***

***—Maria Robinson***

**There will be no meetings in July and August during the summer break.**

**Enjoy the summer.**

**The next meeting after June will be September 9, 2011.**

**This will begin the 2011-2012 chapter year.**

**Kristi Sanders, President  
Kathy Day, Vice President  
Donna Lenda CPS, Secretary  
Sandra Lumley, Treasurer**

**Come back refreshed and ready to start a new year of educational programs for  
Administrative Professionals**

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.”

### June 2011 Anniversaries & Birthdays

#### Anniversaries

- Gloria Lueck CPS 31 years
- Kathy Weyda CPS 27 years
- Cassie Laskowski CPS 26 years
- Mary Ramsay-Drow CPS/CAP 23 years
- Judith Eft CPS 7 years
- Jane Nawrocki 3 years

#### Birthdays

- Jennie Piotrowski 06/01
- Shirley Tiedjen CPS 06/08
- Kathy Weyda CPS 06/16
- Berry-Lynn Wilson CPS 06/21
- Mary Burbach CPS 06/23
- Debbie Wendlandt 06/28

**May 30—Memorial Day  
June 14—Flag Day  
June 20—Father’s Day**

**and something to think about.....  
June 26—Forgiveness Day**



*Submissions are WELCOME for the next Newsletter*

*You will fulfill one of the requirements for MOE in 2012*

*Article suggestions, questions and feedback are gladly received at*

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