



International Association of
Administrative Professionals®
Milwaukee Chapter

International Association of Administrative Professionals

Milwaukee Chapter Newsletter

February 2011



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Secretary—Kathy Day

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2010—2011
Milwaukee Chapter
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- Parliamentary Advisor**
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Chapter Meeting March 10, 2011

Klemmers
10410 W. Oklahoma Ave.
Milwaukee, WI

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

Menu

Herb Roasted 1/2 Chicken
Stuffed Flounder
Grilled Shrimp Spinach Salad

Dinner \$15.00 Members
\$18.00 Non-Members

RSVP Contact:



President's Message



Preparation

This appears to be the theme for the month of March.

The first day of spring begins in March; at least according to the calendar only. We may still be wearing our boots and winter coats; however this is the time for new beginnings.

Plan to attend our meeting in March as the program will better prepare you for your next performance evaluation.

This leads to preparing for your future when you leave your present place of employment. Remember, all these things that you learn now will prepare you to take on more and add to your skills and your resume.

Another way to prepare is to register for the seminar

'Let Me Pump You Up' with Susie Matthews on April 30th. Administrative Professionals Week
Prepare to protect your Family (article on Page 5).

Laura Larrabee
President



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



www.iaap-milwaukee.org

Milwaukee Chapter Dinner Meeting Dates



March 10, 2011
April 14, 2011
May 12, 2011
June 9, 2011



*****March Program*****

Improve Performance! Techniques For Better Performance Evaluations
By Carole Witkowski, Vice President of HR, Batteries Plus

Carole is a dynamic business leader with more than 17 years of HR experience. She is a coach, mentor and problem solver with a wealth of knowledge within the industry.

This program is designed to help you:

Better prepare for your next performance evaluation

Find simple ways to make performance evaluations more productive and positive

Keep you on track towards meeting your professional and company goals

Administrative Professionals Week special for you.

Attend this dynamic seminar on April 30th.

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 92nd 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 30th. Let Susie Mathews help you unlock your **Winning Performance!**

mkollmeyer@crisisprevention.com

CH..CH..CH..CHANGES

The March 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/>



March 10, 2011 Dinner Meeting & Program

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

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

Menu

Herb Roasted 1/2 Chicken
Stuffed Flounder
Grilled Shrimp Spinach Salad

Dinner \$15.00 Members
\$18.00 Non-Members

RSVP Contact: kristisandersvp@gmail.com



Certification

Professional Certification

IAAP sets professional standards through its Institute for Certification. Certification benefits include:

- Job Advancement – Gain a competitive edge for promotions and hiring
- Professional Skills
- Salary – Studies show that CPS/CAP holders earn more than those who do not have the certification
- Esteem
- College Credit
- Certification Seminars

The Milwaukee Chapter encourages pursuit of the CPS and CAP certification.

For further information on the CPS or CAP certification programs, contact [Sarah Bates](#) CAP, Milwaukee Chapter Education Chairman.

Future Certification Exam Dates & Deadlines

Exam Dates

May 6-7, 2011
November 4-5, 2011

Deadline Dates

February 15, 2011
August 15, 2011



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.

***What you do today
can improve all
your tomorrows.***

Ralph Marston

Read more: http://www.brainyquote.com/quotes_of_the_day.html#ixzz1Ezzbf4WA

DISASTER PREPAREDNESS

For your Family

Make a Plan



Meet with Your Family Members.

Review the information you gathered about community hazards and plans. Explain the dangers to children and work with them as a team to prepare your family. Be sure to include caregivers in your meeting and planning efforts.

Choose an Out-of-Town Contact—Ask an out-of-town friend or relative to be your contact. Following a disaster, family members should call this person and tell them where they are. Everyone must know the contact's phone numbers. After a disaster, it is often easier to make a long distance call than a local call from a disaster area.

Decide Where to Meet—In the event of an emergency, you may become separated from family members. Choose a place right outside your home in case of a sudden emergency, like a fire. Choose a location outside your neighborhood in case you can't return home.

Complete a Family Communication Plan—Your plan should include contact information for family members, work, and school. Your plan should also include information for your out-of-town contact, meeting locations, emergency services, and the National Poison Control Center (1-800-222-1222). A sample form for recording this information can be found at www.ready.gov or at www.redcross.org/. These websites also provide blank wallet cards on which contact information can be recorded and carried in a wallet, purse, backpack, etc. for quick reference. Teach your children how to call the emergency phone numbers and when it is appropriate to do so. Be sure each family member has a copy of your communication plan and post it near your telephone for use in an emergency.

Escape Routes and Safe Places—In a fire or other emergency, you may need to evacuate on a moment's notice. Be ready to get out fast. Be sure everyone in your family knows the best escape routes out of your home as well as where the safe places are in your home for each type of disaster (i.e., if a tornado approaches, go to the basement or the lowest floor of your home or an interior room or closet with no windows). Use a blank sheet of paper to draw floor plans of your home. Show the location of doors, windows, stairways, large furniture, your disaster supplies kit, fire extinguisher, smoke alarms, collapsible ladders, first aid kits, and utility shut-off points. Show important points outside such as garages, patios, stairways, elevators, driveways, and porches. Indicate at least two escape routes from each room, and mark a place outside of the home where household members should meet in case of fire. If you or someone in your household uses a wheelchair, make all exits from your home wheelchair accessible. Practice emergency evacuation drills at least two times a year, but as often as you update your escape plan.

Plan for those with Disabilities and Other Special Needs—Keep support items in a designated place, so they can be found quickly. For those who have home-health caregivers, particularly for those who are bed-bound, it is essential to have an alternate plan if the home-health caregiver cannot make it to you. In advance, provide the power company with a list of all power-dependent life support equipment required by family members. Develop a contingency plan that includes an alternate power source for the equipment or relocating the person.

Plan for Your Pets—Take your pets with you if you evacuate. However, be aware that pets (other than service animals) usually are not permitted in emergency public shelters for health reasons. Prepare a list of family, friends, boarding facilities, veterinarians, and pet-friendly hotels that could shelter your pets in an emergency.

Prepare for Different Hazards—Include in your plan how to prepare for each hazard that could impact your local community and how to protect yourself.

This space reserved for You.

Submit an article to our newsletter

and earn a point for your

MOE

Member of Excellence.

March 2011 Anniversaries & Birthdays

Anniversaries

- Sandra Jenkins CPS 39 years
- Linda Nemish 29 years
- Eileen Rauman CPS 13 years
- Elizabeth Brucks CPS 13 years
- Rita Krebs-Otto CPS 9 years
- Judith Purpora 2 years

Birthdays

- Elizabeth Brucks CPS 03/14
- Joanne Larson CPS 03/20
- Eileen Rauman CPS 03/24
- Sandra Jenkins CPS 03/26

March 9—Lent Begins
March 15—Spring Begins
March 17—St. Patrick's Day
March 27—Palm Sunday



Submissions are WELCOME for the next Newsletter by March 21

You will fulfill one of the requirements for MOE

Article suggestions, questions and feedback are gladly received at

llarrabe@bechtel.com