

International Association of
Administrative Professionals®
Milwaukee Chapter

International Association of Administrative Professionals

Milwaukee Chapter Newsletter

October 2010



President—Laura Larrabee
Secretary—Kathy Day

Vice President—Kristi Sanders
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 November 11, 2010

Klemmers
10410 W. Oklahoma Ave.
Milwaukee, WI

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

Menu
Pork Tenderloin w/Raspberry
Glaze
Breaded Tilapia
Grilled Shrimp/Spinach Salad

Dinner \$15.00 Members
\$18.00 Non-Members

RSVP Contact:
kristisandersvp@gmail.com



President's Message



Nonesuch
Secretarial Agency

This is an exclusive secretarial agency that was from the the latest mystery novel I read by PD James, *Original Sin*. Although it is fictional, we are members of this elite group.

Nonesuch – what does this mean – there is none other like it. We can imagine that this agency has the best of the best employees and can offer these talented employees to companies looking for someone to come in and fill a temporary assignment.

Do you have extraordinary skills? I say yes, we all do. Whether you are unemployed and working as a temporary employee, or have a full-time

position, you have had to sell yourself and demonstrate to others that you are the best-of-the-best.

Being a member of IAAP demonstrates to others that you have made a commitment to become the best professional administrative assistant you can be. You are setting aside valuable time to further your education and increase your skills.

So, when you are interviewing for a new job, or your Annual Review has come due, sell yourself. Tell them you belong to IAAP and how this has made you the professional you are today.

Laura Larrabee
President



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



www.iaap-milwaukee.org

Milwaukee Chapter Dinner Meeting Dates



September 9, 2010
October 14, 2010
November 11, 2010
December—No meeting
Happy Holidays

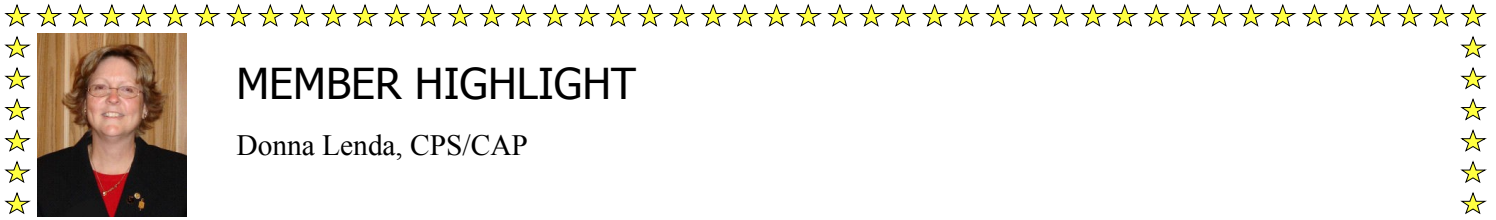
January 13, 2011
February 10, 2011
March 10, 2011
April 14, 2011
May 12, 2011
June 9, 2011

How To Expand Your Sphere of Influence November Presentation by Sandra J. Christensen



When we're not the person "in charge", we sometimes feel powerless. But even without direct power, you can have influence over the decisions and actions of others. Discover three keys to expanding your sphere of influence with clients, colleagues, customers, volunteers—and even bosses.

Sandra Christensen is an experienced speaker, adult educator, and instructional designer who has presented training programs across the U.S. She is currently a continuing education instructor for Cardinal Stritch University and Alverno College. She draws on her experience from a varied background as a medical assistant, nursing home administrator, as an advocate for people with disabilities, a writer and an entrepreneur.



MEMBER HIGHLIGHT

Donna Lenda, CPS/CAP

★ Donna has been an administrative professional for over 30 years. Currently, she works at Godfrey & Kahn, a law firm in downtown Milwaukee, as a legal secretary on the Securities Team. She supports three terrific attorneys, mostly with document production and revisions. Prior to Godfrey & Kahn, Donna worked at Deloitte & Touche and Arthur Andersen, both public accounting firms, where she was responsible for a wide variety of duties including document production, taking care of several calendars, meeting planning and billing.

★ Donna has been married to Mark for 30 years and they have a 24-year-old son, Josh. In addition to spending as much time at their cabin in Manitowish Waters as her vacation time allows, Donna has an intense passion for making hand-stamped greeting cards and other items, which she sells at fall craft fairs. She also enjoys fishing (when the weather is nice) and word puzzles, and is an avid reader.



Recipes from Kristi Sanders.....

At this time I have been laid off about 1.5 months and I am really enjoying cooking from scratch. I have quite a few cook-books and I try to make a really nice meal a couple nights a week. I prepared the recipe below last week. It was so quick to prepare and very good!!! I will share a soup recipe with you each month that I try and really enjoy.

Cream of Cauliflower Soup *Makes 5 servings*

- 2 tsp olive oil*
- 1 white onion, chopped*
- 1 head cauliflower, broken into florets*
- 3 cups chicken broth*
- 3/4 cup evaporated milk*
- 1/4 tsp freshly grated nutmeg*
- 1/8 tsp ground white pepper*
- 1/4 tsp salt*
- Parsley for garnish*

Heat the oil in a large nonstick saucepan over medium high heat. Add the onion and cook, stirring constantly, until tender, about 5 minutes. Add the cauliflower and cook, stirring, until heated through, about 5 minutes. Add the broth; bring to a boil. Reduce the heat to medium low and simmer, covered, until the vegetables can be easily mashed, about 10 minutes.

Use a potato masher to hand puree the cauliflower, leave small chunks for texture. Over low heat stir in the evaporated milk, nutmeg, pepper, and salt; heat to serving temperature. For additional flavor and color, at this time add a couple handfuls of shredded carrots if you like. Serve garnished with a parsley leaf.

Bon Appetite!

CH..CH..CH..CHANGES

The November 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

IAAP Milwaukee Chapter Team	VOLUNTEER For Fall 2010	Sell Brats, Hot Dogs, Chips, Soda, Water, Cookies, and Cup Cakes.
Saturday October 30 Sunday October 31	Brat House Fundraiser	Sentry Food Store 5321 S. 108 St. Hales Corners, WI

Team Time for Members.

Volunteer times:

Saturday, October 30th, from 9:00 to 2:00 and 2:00 to 6:00.

Sunday, October 31st, from 9:00 to 2:00 and 2:00 to 6:00.

Two door prizes every day.

Family members welcome to volunteer. Members first.

Husband, father, son, or friend for grilling brats and hot dog.

Sentry supplies all products: food and utensils.

IAAP Milwaukee Chapter to split profit with Sentry.

Bake Sale donations needed—Contact

<mailto:Renee.Boecker@yahoo.com> or <mailto:Eftja@hotmail.com>



November 11, 2010 Dinner Meeting & Program

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

Networking—5:30pm

Dinner—6:00pm

Program—7:00pm

Menu

Pork Tenderloin w/ Raspberry Glaze

Breaded Tilapia

Grilled Shrimp/Spinach Salad



Dinner \$15.00 Members

\$18.00 Non-Members

RSVP Contact: kristisandersvp@gmail.com

CPS/CAP Study Review Questions

We want to encourage anyone who is thinking about taking the exams for the CPS/CAP. When you go to www.iaap-hq.org and click on Certification, you can find sample questions. You will find that you may know many of the answers from your work experience. Here are some sample CPS questions.

Office Systems & Technology

The most cost effective method of reproducing fewer than 50 copies of a one-page advertising flyer would be to use a

- A) a commercial printer
- B) spirit duplicator
- C) convenience copier
- D) laser printer

The process of recording and reducing paper documents or computer-generated information onto film for long-term storage is known as

- A) micrology
- B) micrographics
- C) reprographics
- D) micrography

Office Administration

Files which contain information needed by an organization for day-to-day business of the company are files that are

- A) active
- B) archival
- C) mobile
- D) official

Procedures to be followed in the event of a fire, flood, earthquake or power outage are known as a

- A) healing plan
- B) safety plan
- C) preservation plan
- D) disaster recovery plan

Management

Increasing the number and variety of tasks included in a job is known as job

- A) enlargement
- B) Expansion
- C) Domain
- D) Amplification

The willingness to exert significant effort toward a company goal, conditioned by the ability of that exertion to satisfy some individual requirement is called

- A) motivation
- B) hygiene
- C) incentive
- D) self-actualization

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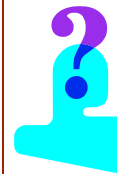
IAAP Mission & Vision

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.

5th Annual Trivia Night



Where: Knights of Columbus
1800 S. 92nd Street
West Allis, WI

When: Saturday, March 5, 2011

Game Time: 6:45pm until 10:00pm

8 players per table—10 categories or questions
10 questions for category

Create a Theme—Decorate your table
Prizes, Prizes, Prizes

\$20.00 per person or reserve a table of 8 for
\$120.00

Contact Fundraising Committee
Renee Boedecker at trivia2011@yahoo.com

Look for flyers at the November meeting

**MEMBER OF EXCELLENCE
WAYS & MEANS**

- 3. Attend non-IAAP professional education workshops, seminars and conferences.**

Here is one way you can fulfill this requirement.

MILWAUKEE COUNTY UNIT OF PARLIAMENTARIANS
(Wisconsin Association of Parliamentarians)
(National Association of Parliamentarians)

Kathy Day CPS (Secretary) is a member of and a Certified Parliamentarian. This organization offers workshops on Saturdays from 9:00am to Noon at the Mayfair South Bank Tower located NE corner of Mayfair Road & North Avenue.

When: November 13, 2010 (How to Run a Meeting)
January 8, 2011 (Rules Governing Organizations)
March 12, 2011 (The Role of the Parliamentarian)
May 14, 2011 (Reports of Officers & Committees)
Price: \$15 first attended workshop (includes \$5 membership)
\$10 thereafter for each workshop.

Contact: Kathy Day at stormartpro@aol.com for information

- 5. Pay membership dues on or before anniversary date.**

This is a mandatory requirement to receive credit towards the Member of Excellence.

- 1. 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).**

We are always looking for articles to print in the chapter newsletter. Any topic pertaining to our chapter or for the benefit of our members will be accepted. Maybe there is a solution to a problem or you want to share some computer tips, web searching, a good experience you had at work that you can credit to your skills.

Send articles to: Laura Larrabee at LLarra7603@aol.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.**

Tips For Employee Office Safety

It is very important for each employee to protect themselves from office accidents. The correct use of office tools is crucial. A person who tries to open a box with a paper cutter stands a real chance of being severely injured. The correct tool would be a box opener.

Jewelry, hair and anything else that can be caught in office machinery should be taken care of properly. Long hair needs to be tied back. Loose articles of clothing and jewelry need to be paid close attention to so they don't get stuck in anything.

When lifting an item everyone must remember to bend at the knees. If something is too heavy to lift, then they must ask for help.

Some other great **tips for office safety** are make sure all book shelves are fasten correctly to the walls. A person could be severely injured if a book shelf fell on them. Another necessary must have for any office is a first aid kit. A simple cut could become infected and cause a lot more damage in the long run, but could have been prevented with a simple band aid.

November Anniversaries & Birthdays

Anniversaries

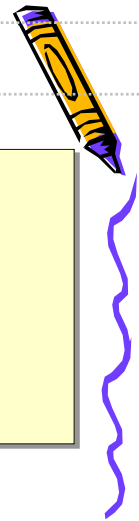
- Elizabeth Horstmeyer CPS 33 years
- Donna Lenda CPS/CAP 26 years
- Berry Lynn Wilson CPS 18 years
- Pat Szolwinski 11 years
- Jean Grzegorik 11 years
- Arline Bloom 10 years
- Pamela Johnson 9 years
- Theresa Sommer CPS/CAP 5 years

Birthdays

- Jennifer Boulter 10/01
- Tammy Hosch 11/01
- Theresa Sommer CPS/CAP 11/09
- Rita Otto-Krebs 11/11
- Barbara Piotrowski 11/11
- Elizabeth Horstmeyer CPA 11/13
- Kristi Sanders 11/19
- Donna Lenda CPS/CAP 11/23
- Judith Eft 11/25
- Linda Janick 11/28
- Laura Larrabee 11/28

Disabling Accidents in an Office

- Falls
- Strains and Overexertion
- Struck By or Striking Objects
- Caught in or Between Objects
- Material Storage



Staying Neutral...

Keeping your body's joints in a mid-range of motion while working at the computer is known as "neutral posture." When your arms are relaxed at your sides and not reaching they are in neutral posture. Wrists that are kept straight (not bent down, up, or to either side) are also in neutral posture. Maintaining neutral posture will not only keep you safer, it can make you more comfortable and productive!



! Ergo Tip #8

I A A P Chapter of Excellence 2009-2010



Submissions are WELCOME for the next Newsletter by November 11th

You will fulfill one of the requirements for MOE

Article suggestions, questions and feedback are gladly received at

LLarra7603@aol.com