



August 2011

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Chippewa Valley Chapter

# Newsletter

## From the President



President Kim Yeager

Welcome to the 2011-2012 Chippewa Valley Chapter IAAP year! At the July IAAP Education Forum & Annual Meeting, we ended the *Passion & Purpose* year and kicked off the *Making the Leap to Remarkable* year.

A big thank you to CVC members for trusting me to be your delegate at EFAM; I was honored to represent us there and took my voting responsibilities seriously. Amendment 1 did not pass, so there will be no changes regarding disbanding if a chapter falls below a certain number of members (see the EFAM article on page 4. At the end of August, I will be attending the incoming president and vice president training being held by the division board in Madison.

Congratulations to all chapter members for obtaining the 2010-2011 Chapter of Excellence award. Thank you for your participation in IAAP international, division and chapter activities, which allowed our chapter to qualify for the Pathways to Excellence award. We will receive \$150 toward renewal of our Web page. Also, congratulations to Linda Bockin, CPS; Kathleen Briggs; Michele Halterman; Pauline Spiegel, CPS; Cynthia Welch, CPS; and Kim Yeager, CAP, for obtaining the Member of Excellence award.

Final IAAP 2010-2011 tallies are: Members of Excellence: 1,602, up from 1,488; Chapter of Excellence: 212, up from 199; and Divisions of Excellence: 25, up from 20.

If you are interested in obtaining the 2011-2012 MOE award, but feel you will be short the requirements, please contact Kathy Briggs, committee chair. You also may contact any of the CVC officers for guidance and support.

I look forward to serving as your chapter president and encourage open and constructive communication. Remember, this is your organization, and in order to provide the opportunities you are looking for, you need to let us know what you would like.

Let's make the *Leap to Remarkable* and work together to make this a wonderful year.

*Kim Yeager*  
Chippewa Valley Chapter President

**Chapter Meeting**  
**Monday, Aug. 29**  
**Lakeland College, Rm 301**  
**770 Scheidler Road, Chippewa Falls**

5 p.m..... Networking dinner  
5:30 p.m. ....Program: Microsoft 2010 overview  
6:30 p.m. ....Business meeting

RSVP no later than noon  
**Monday, Aug. 29,**  
to beth.munson@att.net  
or 715-835-4254.

# 2011-2012 International Theme

We're placing a group order early this year for the international theme pin, which will reduce the shipping cost per person. The pins are 1" x .5" and cost \$5 each, plus shipping cost divided by the number of people who order (we'll let you know the exact cost after ordering). The plan is to get them ordered early enough to have them for delivery (and take payment) at our September meeting.

**Sept. 10** is the deadline to contact Beth Munson to be included in the group order. Call Beth at 715-835-4254 or email [beth.munson@att.net](mailto:beth.munson@att.net).



## 2011-2012 Chapter Officers

Chippewa Valley Chapter officers were installed at the June meeting.



Pictured from left to right: Kim Yeager, CAP, president; Beth Munson, treasurer; Lisa Kraszewski, secretary; and Pauline Spiegel, CPS, vice president.

## August Professional Development Program

Many offices have upgraded to Microsoft Word 2010 from Microsoft 2003 or 2007. There are some small changes from 2007 to 2010, but dramatic changes from 2003 to 2010. Microsoft Word 2010 is an application that is used to create, revise and save documents for printing, distribution or future retrieval. By using the various typing aids and visual tools available in this application, you can make your documents accurate and attractive. In this forum-type session, we will identify and explore the components of the Ribbon, which is the major difference from Word 2003 to Word 2007/2010. We will learn some of the basic features of Word 2010 and take a quick look at new features such as Smart Art and Picture Tools.

This Word 2010 session will be led by Pauline Spiegel CPS, vice president of our chapter. Pauline is a Word 2010 superuser and has attended several Word 2010 workshops. She's an administrative assistant to the director at Chippewa County Department of Human Services. She earned an associate degree through CVTC's CareerConnect Administrative Assistant program in 2006 and is currently a student at Lakeland College, working on her degree in Business Management.

## Committee Chairs

### Regular Committees

#### Administrative Prof. Week

Donna Weidman, Kathy Briggs, Michele Halterman

#### Certification

Linda Bockin

#### CVTC Found. Scholarship

Kathleen Brown

#### Education and Program

Donna Weidman

#### Membership

Lisa Kraszewski

#### Newsletter

Michele Halterman

#### Publicity

Beth Munson

#### Ways and Means

Pauline Spiegel

#### Webmaster

Michele Halterman

### Special Committees

#### Annual Report

Kim Yeager

#### Audit

Donna Weidman/Ellen Mickelson

#### Avery Great Results

Vacant

#### Bylaws

Executive Board

#### Nominations

Linda Bockin/Pat Keller

#### Pathways to Excellence

Kathy Briggs

#### Retirement Trust

Audra Knowlton

#### Student Chapter

Cynthia Welch

#### Wisconsin Division

Cert. Chair: Heidi Wold

Cert. Member: Kim Yeager

# CPS/CAP Quiz

1. Attorney Ronstat has just completed a case she's been working on for six months and no longer needs access to the files. Which type of records transfer would be most appropriate for these files?
  - a. Perpetual
  - b. Periodic
  - c. Nonessential
  - d. Permanent
2. The process of setting up software to work with the computer is:
  - a. Running
  - b. Installing
  - c. Executing
  - d. Developing
3. Adjusting the white spaces between words and letters in a line of type is referred to as:
  - a. Reducing
  - b. Kerning
  - c. Leading
  - d. Flushing
4. Development of a half-size or a full-size version within the design process is called a:
  - a. Rough
  - b. Comprehensive
  - c. Thumbnail
  - d. Sketch
5. Which one of the following occurs when type in a layout is similar in typeface size, weight and color?
  - a. Tone
  - b. Conflict
  - c. Readability
  - d. Legibility

Answers may be found on page 8.

# North of the Border – EFAM 2011

By Pauline Spiegel, CPS



We were four—Kim Yeager, Beth Munson, Cynthia Welch and me—from the Chippewa Valley Chapter of the International Association of Administrative Professionals traveling to Montreal, Canada, July 23 through 28, to attend the 2011 IAAP International Education Forum & Annual Meeting. We shared a hotel room, one bathroom, each other's company and the EFAM 2011 experience.

We flew early Saturday morning via Air Canada and arrived in the afternoon. Since we were all volunteering 12 hours of our time in different capacities to earn a discount on our registration fee, our first meeting was for all the volunteers. We were welcomed to beautiful Montreal by a very enthusiastic Deco-

lynneJo Barteski, host committee chair. EFAM was held at the very colorful Montreal Convention Center near Old Montreal. After the meeting, we walked down to the waterfront of the St. Lawrence River to watch fireworks, exploring a little bit of Old Montreal on the way.

EFAM officially began Sunday morning with the Opening Business Session that included the Parade of Nations and a very inspirational speech by International President Mary Ramsey-Drow from our very own Wisconsin Division. The afternoon included the Office Expo, district caucuses and candidate forums. At the Wisconsin District Caucus, the Chippewa Valley Chapter was rec-



ognized for earning Chapter of Excellence and being the only chapter in the Wisconsin Division to participate in the Box Top Project. The big

event of the evening was the annual Evening of Welcome with dancing, including a dancing moose.

Monday was important for Kim as our chapter delegate, as voting for officers on the International board took place that morning. The Office Expo also was open again for a second round or if someone was unable to attend the first day.



We all participated in the Leadership Luncheon with presenter Bob Abrames with "Lead, Follow or Get out of the Canoe," his own story about nine men and women who had to lead, follow and paddle a 750-pound birch-bark canoe. Needless to say, his story kept us laughing, but relayed an important message on teamwork.

Monday afternoon was another important business session with the controversial proposed bylaw amendment stating that a chapter must have 15 members or be disbanded. However, on July 8, 2011, the International board did introduce an amendment to this amendment lowering the minimum number of

*Continued on page 5*

*Continued from page 4*

chapter members needed to 10 professional members. Up to and during EFAM, this amendment to the amendment was greatly debated because of merited members not being included (such as our own very active merited members Kathy Briggs, Donna Weidman and Cynthia Welch). So, during the business meeting, the amendment to the amendment was amended to include merited members in the 10-member count. But that amended amendment still needed to be voted on. There were many testimonials on how small chapters with less than 10

members can still be viable.

In the end, the amendment failed to pass, so no new regulations are being put in place regarding membership numbers.

Monday evening we joined other Wisconsin Division members in a “happy hour” gathering. This was a good opportunity to get to know the other Division members.

The workshop marathon began on Tuesday, kicking off with entertaining and fun keynote speaker Clinton Kelly of TV’s “What Not to Wear” presenting “Making a Great First Impression.” It was awesome!

The rest of the day consisted of educational workshops such as Cool New Software and Websites, Power Phrases for Admins, Avery Soft-

ware Solutions, and Website Writing and Usability Tips. I attended a three-hour Get the Most out of Office 2010 session. Early that evening, we had another keynote speaker—Sam Glenn, the attitude guy—presenting “A Kick in the Attitude: Re-charge Your Work and Life.” He provided tips and stories with humor on how to energize our work and life, and how to get people positively charged for taking action and achieving positive results.

Right after that, thanks to Beth and her Montreal tourist research, we attended the light and sound show at the Notre-Dame Basilica near

the Convention Center, an ancient and majestic church with beautiful architecture. Wednesday was another education day with many more great workshops. I attended Let Me See Your Body Talk, Are You LinkedIn? and Move to the Cloud with Google, which gave me some great ideas for our chapter that I would like to explore more if I can find the time.

EFAM 2011 concluded that evening with a delicious banquet, Pathways to Excellence awards, host committee recognitions, the incoming President Tamra Goodall’s address, special presentations to the outgoing president (our own Mary

Ramsey-Drow), introduction of the 2011-2012 theme “Making the Leap to Remarkable,” and a “Smiling Faces” video highlighting people and events at EFAM. Surprise—Kim and I happen to be on it!

Beth flew home Thursday



morning, but the rest of us were leaving Friday. Kim attended a leadership meeting while Cynthia and I were free to do some sightseeing. We explored Old Montreal on foot, visiting several historic museums, the eastern end of the Old Port, Place Jacques-Cartier Square, the Bonsecours Market and many Old Montreal shops. We dined that evening at a great restaurant.

On Friday, we flew back to Wisconsin with knowledge, memories and shared experiences.

EFAM 2012 will be in Grapevine, Texas, and promises to be another great adventure. The Grapevine host committee is excited and encourages many members to attend and enjoy Grapevine’s pioneer history, main street, outlet shopping, dining and their hearty Texas hospitality. So, start saving your pennies, and mark your calendar for July 22 to 25, 2012!



# Sunshine Fund Needs a Boost

The monies for the Sunshine Fund are separate from the chapter's budget and are collected from members on an annual basis or when the need arises. The fund currently needs replenishment. The suggested donation is \$10 per year, but any amount that you are comfortable with is appreciated and will help spread cheer for members who experience hospitalization or the loss of an immediate family member.

Please let us know when you face one of these circumstances by contacting any member of the chapter, and it will be passed on to the Sunshine Fund coordinator.

We all hope we will never be a recipient of the chapter's Sunshine Fund, but certainly appreciate the pick-me-up when the need arises.

Donations are accepted at each meeting, or can be sent to Treasurer Beth Munson, 2809 E Hamilton Ave., PMB 185, Eau Claire, WI 54701.

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## IAAP Mission Statement & Core Values

### Mission Statement

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.

### 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.

## Double-Duty Beauty Foods

This is the first in this series featuring nutritious foods also good for topical treatments.

### Tea

All teas boast skin-boosting antioxidants, but green and white varieties are especially good because they have double the antioxidants of black tea as well as EGCG (epigallocatechin gallate), a type of antioxidant that protects skin from damage caused by exposure to sun and pollutants. Sip up—but cook with the brew too; it makes a great poaching liquid for chicken or fish.



Tea is a natural hair color booster that can function as a rinse to bring out high-lights in colored or uncolored hair. Chamomile revitalizes golden highlights in blondes, black tea perks up brunettes, and berry or red teas add oomph to auburn or red hair. Prepare 8 ounces, let it cool, then saturate your strands with the solution. Put on a shower cap and wait 15 to 30 minutes, then rinse with water.

Excerpted from *Prevention*,  
September 2011

# Sponsor Spotlight

## Amazing Parties At Your Service

Amazing Parties At Your Service is a full-service wedding and event planning agency designed to make your occasion unique and truly amazing! They have proudly served the Chippewa Valley for over 10 years. They offer everything from invites, announcements, save-the-date cards, tracking RSVPs, performing ceremonies, photography, decorations, setup/tear down, vendor coordination, day-of-service coordination, videotaping, centerpieces, favors, flowers and everything in between.

Consultations are always free and as much as you need. As much or as little help as you need/want to make your vision come true, they are just a phone call or email away. They believe in letting you still be in control of your event and just helping where you need/want help to ease the stress of the planning and details so you can truly enjoy your day. They also have a huge inventory of an assortment of items for sale or rent including invites, thank you's, favors, centerpieces, vases, candles, candle holders, cake toppers, garters,

flowers, card boxes, garland, crepe paper, balloons, archway, wishing well, bird cage, programs, photo albums/frames and so much more.



This business was started in 2009 out of peer passion for details, planning, coordinating and taking the stress away from others. Stephanie has a real knack for handling all the details (within her control, even when you don't think of them) with ease and confidence. They have been planning events/parties for mostly for family and friends, and truly enjoy this aspect of the business, but they wanted to be different and go all in to make it a business, which is why the range of services offered is not exclusive to just weddings. They can handle corporate events, seminars, birthdays (for all ages), anniversaries, bridal showers,

baby showers, graduations, open houses, reunions, pool parties, engagement parties, and of course, weddings. Prices are customizable (and cheaper than most in the Chippewa Valley) depending on how much time is involved, how elaborate/simple it is to be, how long it will take, the location of the event, etc. No event is too big or too small for them to handle. Even if you just have a few questions on starting or what to do next, don't hesitate to contact us.

Contact Amazing Parties At Your Service today, and "Let us take the stress out of your event!" They look forward to making your event amazing!

*Stephanie Plasch, Owner & Event and Party Planner*  
[splash@amazingpartiesatyourservice.com](mailto:splash@amazingpartiesatyourservice.com)  
715-404-1228

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## Chapter Officers

### **President**

Kim Yeager, CAP

### **Vice President**

Pauline Spiegel, CPS

### **Treasurer**

Beth Munson

### **Secretary**

Lisa Kraszewski

## Chapter Meetings

### Executive Committee

Sept. 6  
All members are invited to attend. RSVP with Kim Yeager at yeager.kimberly@mayo.edu.

### Chapter

Aug. 23  
*Microsoft 2010 Overview*

Sept. 26  
*Topic TBA*

Oct. 24  
*Topic TBA*

Nov. 28  
*Topic TBA*

View the full schedule on the chapter Website. Topics are subject to change.

**Office Personnel Seminar**  
April 18, 2012

## National/Division IAAP Events

**Fall Conference**  
Oct. 9–12  
San Diego

**Wisconsin Division Fall Education Conf.**  
Oct. 28 & 29  
Madison

**Certification Exam**  
Nov. 4 & 5

**Certification Application Deadline**  
Feb. 15

**Certification Exam**  
May 5

**Wisconsin Division Annual Meeting**  
May 18 & 19  
Stevens Point

**Education Forum and Annual Meeting**  
July 24–27  
Grapevine, Texas

## Wisconsin Division Board of Directors

### President

Nancy Arnold, CPS/CAP

### President - Elect

Kathy Princeton, CAP

### Vice President

Lynne Woida, CPS/CAP

### Secretary

Nancy McCulley, CPS

### Treasurer

Irene Scallon, CPS



## Special Dates for Aug. & Sept.

*Happy Birthday!*

Patricia Keller, Aug. 7  
Ellen Mickelson, Aug. 18  
Krista Bethke-Peterson, Sept. 13



**International Headquarters**  
[iaap-hq.org](http://iaap-hq.org)

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

**Chippewa Valley Chapter**  
[iaap-chippewavalley.org](http://iaap-chippewavalley.org)

## CPS/CAP Answers from page 3

1. a; 2. b; 3. b; 4. a; 5. b

### *Chippewa Valley Chapter*

**Mission:** To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.

**Vision:** To inspire and equip all administrative professionals to attain excellence. To provide education and training and set standards of excellence recognized by the business community on a global perspective.

*Chippewa Valley Chapter* is published monthly approximately one week prior to chapter meetings. Deadline for articles is two weeks prior to chapter meetings. Comments, questions and story ideas may be directed to Michele Halterman at [halterman.michele@mayo.edu](mailto:halterman.michele@mayo.edu)

*Michele Halterman, Editor*

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