



March 2011

Chippewa Valley Chapter

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From the President



Kathy Briggs, President

April Monthly Meeting

Due to the Office Personnel Seminar (OPS) and Easter week, a fourth Monday of the month meeting for April was not scheduled. Instead, following OPS on April 20, a short meeting will be held. Please plan on attending the meeting if you attend the seminar, or join us for the meeting if you do not attend the seminar.

Nominations Committee

Please contact me (khbriggs@yahoo.com) by the end of March if you are interested in volunteering for the Nominations Committee.

Audit (Financial Review) Committee

The Audit (financial review) Committee will complete the audit before August. Please contact me (khbriggs@yahoo.com) if you would like to volunteer for this committee.

Chippewa Valley Chapter (CVC) Annual Report

In April, I will be starting to work on the CVC Annual Report with a due date of May 1 to submit to the Wisconsin Division president. Each committee chair is to prepare a summary of their committee's activities for this report and forward to me. Please reply to me (khbriggs@yahoo.com) by Friday, April 1, when you will submit your summary.

Wisconsin Division Annual Meeting

Please let one of the chapter officers know by April 1 if you plan to attend the Wisconsin Division Annual Meeting May 13 and 14 and would like financial assistance with your registration fee, would like to share a room with other members or would like to car pool.

Kathy Briggs

President

Chapter Meeting

Monday, March 28

Luther Midelfort

727 Kenney Ave., Eau Claire

5 p.m.—Dinner: Jimmy John's subs

5:30 p.m.—Program: "Female Leadership Styles—Challenges & Opportunities"

6:30 p.m.—Business Meeting

RSVP no later than 5 p.m. Friday, March 25, to Pauline Spiegel at jpspie210@yahoo.com or 715-726-7816.

Basket Raffle

By Pauline Spiegel CPS

Reminder: your assistance is very much needed (and appreciated) as we have received many “no thank-yous” from the mailing list of casinos, performance and sports venues. Please consider purchasing items to put together your own theme basket (can use our vendors) as several of our members have already committed to. Another idea came to me after Deb donated several handmade scarves: to have a “handmade and homemade” themed basket by our IAAP members. In addition to a sewn, knitted or crocheted



item, it also could include a canned item such as jam, salsa or pickles, or a baked item

(bring on OPS day) such as cookies or bread. Just let me know so I can plan the size of the basket to bring. Also, don't forget to let me know about obtained donated items and/or bring to the March 28 meeting.

Chapter Officers

President

Kathy Briggs

Vice President

Kim Yeager, CAP

Treasurer

Beth Munson

Secretary

Pauline Spiegel, CPS

Office Personnel Seminar

The Office Personnel Seminar on Wednesday, April 20, is a month away, and we encourage as many Chippewa Valley IAAP members as possible to join us for the day at a cost of \$25.

For those of you attending, there are opportunities to volunteer your services to assist with registration, selling raffle tickets, facilitating breakout sessions and more. The following list indicates areas where we will need your help. Please let Donna Weidman know what you're signing up for at the next meeting or via e-mail at donna.weidman@gmail.com.

Task	Time
Tuesday Setup	4:30 – 7:30 p.m.
Registration	7:15 – 8 a.m.
Selling Raffle Tickets.....	7:30 – 8:30 a.m.
Session 1	10 a.m.
1. Tiffany Lewis – Excel Tips	
2. Nancy Rothwell – Get Organized	
3. Christopher Brooke – Identity Theft	
4. Melissa Rahko – Virtual Assistance	
Session 2	11:05 a.m.
1. Ann Ball — Bullying in the Workplace	
2. Dr. Susan Harrison — Intro. to Parliamentary Procedures	
3. Nancy Rothwell — Get Organized	
4. Christopher Brooke — Identity Theft	
Selling Raffle Tickets.....	Lunch
Session 3	1:15 p.m.
1. Ann Ball — Bullying in the Workplace	
2. Jeremy Jensen — Phishing, Firewalls, & Facebook	
3. Dr. Susan Harrison — Intro. to Parliamentary Procedures	
4. MaryAnne Erickson — Simplify: Finding Your Keys	
Session 4	2:20 p.m.
1. Jeremy Jensen — Phishing, Firewalls, & Facebook	
2. Tiffany Lewis — Weird Office & Computer Tips	
3. MaryAnne Erickson — Simplify: Finding Your Keys	
4. Dr. Donna Stewart — Female Leadership Styles	
Closing/Prizes/Raffle	3:30 p.m.
Clean-Up	4:20 p.m.

Member Spotlight: Krista Bethke-Peterson



Birthplace:
New Richmond, Wis.

Current residence:
Sheldon, Wis.

Family: Husband, Edward; daughter, Alexandra "Lexie"

Education: Bachelor of Science Degree in Apparel Design and Manufacturing with a Minor in Business Administration from UW-Stout. Associate Degree in Administrative Assistant with Business Graphics Certificate from WITC Rice Lake.

Current employer: I am the membership coordinator for the Greater Ladysmith Area Chamber of Commerce.

Your first job: I was a cashier at Brenda's Crafts.

What was one of your best jobs, and why? I think my current job is the best one because I like what I do, I get to be creative and the people I work with are first rate. I am also enjoying my new job of being a new mom.

When did you become an IAAP member? I joined IAAP a few years back when I was a student at WITC to belong to a professional organization in my field, to network and to make new friends.

What does IAAP mean to you?

IAAP means a great group of very talented business professionals coming together to share ideas.

Favorite movie(s): Titanic, Princess Bride, Miss Congeniality.

Favorite food/candy/dessert: Italian, Ghiradelli chocolate and caramel squares, Milky Way, strawberry cheesecake.

Favorite color(s): Black and white.

Hobbies: Sewing and photography.

Where was your most enjoyable vacation? Puerto Vallarta, Mexico.

Other interesting facts: At WITC, I was involved in Business Professionals of America where I placed first in the state of Wisconsin for Advanced Office Systems & Procedures, second place for Integrated Office Applications & Administrative Support and third place for Advanced Word Processing Skills. I placed in the top 10 nationwide for Integrated Office Applications.



March Program

Female Leadership Styles—Challenges & Opportunities

Just us on Monday, March 28, to learn of the unique approaches that women tend to apply to leading their organizations, decision making, communication and relationship building, including an examination of how these varying approaches may be perceived by others. You will have an opportunity to consider your approach to leadership, what is working well and what you may wish to tune up for improved results.

Our speaker, Dr. Donna Stewart, a professor in the Operations and Management Department, has been at the University of Wisconsin-Stout for 22 years serving in a variety of administrative roles, most recently as the interim dean of the College of Management. Her areas of expertise include leadership and organizational development.

Special Dates for March & April

IAAP Anniversaries

Jean Wysocky, 1997
Carmen Tiffany, 2001
Beth Munson, 2004
Jessica Johnson, 2006
Ellen Mickelson, 2008
Deborah Paulson, 2008
Tina Kortess, 2009
Anne Madison, 2009
Marilyn Motzer, 2009
Kristen Curvello, 2010

Happy Birthday!

Michele Halterman, Mar. 11
Joyce Orth, Mar. 11
Kathy Dean, Apr. 17

Sponsor Spotlight: Vicki's Vintage Jewelry & Fashions

Vicki's Vintage Jewelry & Fashions was established in 2007 and sells products in the market of high-quality used vintage jewelry and fashion accessories. Items date from the 1800s to the present, with most items from between the 1920s to the 1980s. You can find a wide range of styles and fashion, from the Edwardian era of the 1800s to the Art Deco era of the 20s and 30s, to mid-century modernism in the 60s and 70s, to the funky/retro era of the 80s and everything in between! Jewelry, purses, clothing, hair accessories, shoes, scarves, glasses, hats, gloves, compacts and perfume bottles are just a few of the items you'll find.

Most business is conducted at trade shows, flea markets and local events. You can find Vicki's Vintage Jewelry & Fashions at upcoming shows such as The Cat's Pajama's Twin Cities Vintage Clothing & Jewelry Sale (www.catspajamasproductions.net) and Junk Bonanza (www.junkbonanza.com). You also may contact Vicki if you have a special item request or are interested in doing a themed in-home sale.



A newly added division of Vicki's Vintage Jewelry & Fashions is "SWANK At The Garage Salon." A large selection of high-quality, unique and gently used (many pieces never worn/used) current trendy and swanky women's clothing, as well as a blingful of temptuous jewelry and an abundance of fashion accessories and embellishments. What you can find: chic, modern, retro, funky, couture, and traditional—all at affordable, happy pocketbook prices with an effort to connect all women who appreciate the more affordable and hip "must haves" in life!

Located at 45 East Elm St. in Chippewa Falls. Please contact The Garage Salon at 715-723-2396 for hours or E-mail swankatthegarage@gmail.com.

Five Ways to Discover Gratitude

1. Think of five things you would not change about your life.
2. Say them out loud.
3. Write them down.
4. Post on your bathroom mirror.
5. Every morning, read them when you are brushing your teeth.

More About Sponsors

Thank you to three of our sponsors—Kathy Dean of Tastefully Simple, Tami Pieper of Pampered Chef and Stephanie Plasch of Upper-case Living and Amazing Parties for their participation and presentation at the February Fun Night. It was a FUN evening! Thank you to the members that support these vendors (and our others) with purchases. Our chapter and the vendors appreciate it very much!

Please note who our current sponsors are and make an effort to use them. If you do, be sure to tell them that you heard about them through IAAP! We have lost several sponsors because there was no indication that they received any business through the IAAP connection.

National/Division IAAP Events

Administrative Professionals Week
April 24–30

Administrative Professionals Day
April 27

CPS/CAP Exam
May 6 & 7

Wisconsin Division Annual Meeting
May 13 & 14
Brookfield, Wis.

Education Forum and Annual Meeting
July 24–27
Montreal Quebec

CPS/CAP Quiz

1. Which one of the following records storage systems provides the highest confidentiality of customer records?
 - a. alphabetic
 - b. subject
 - c. numeric
 - c. geographic
2. Determining where a record should be filed is known as:
 - a. coding
 - b. cross-referencing
 - c. indexing
 - d. sorting
3. 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
4. To be classified as a record worth keeping, paperwork must:
 - a. be used a minimum of two times a year
 - b. contain factual information
 - c. have value to the organization
 - d. meet the Revised Rule 26 of ARMA
5. 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

Answers may be found on page 6.

Newsletter Deadline

The submission deadline for the April newsletter is Monday, April 11.

Committee Chairs

Regular Committees

Administrative Prof. Week

Donna Weidman, Kathy Briggs, Michele Halterman

By-laws

Kathy Briggs

Certification

Kim Yeager

Education and Program

Donna Weidman

Membership

Nikki Coss, Pauline Spiegel

Newsletter

Michele Halterman

Publicity

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Sandy Hume, Ellen Mickelson

Ways and Means

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Special Committees

Annual Report

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Audit

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Avery Great Results

Cynthia Welch

Bylaws

Executive Board

Nominations

Ellen Mickelson

Pathways to Excellence

Kathy Dean, Kim Yeager, Kathy Briggs

Retirement Trust

Audra Knowlton

Student Chapter

Anne Madison

Wisconsin Division

Cert. Chair: Heidi Wold

Cert. Member: Kim Yeager

Recipe Corner

Black Bean Pizza

By Pauline Spiegel

Ingredients

1 15-ounce can black beans, drained and rinsed
1 cup thawed frozen corn
2 tomatoes, chopped into ¼-inch pieces
½ cup chopped scallions
1 teaspoon ground cumin
1 teaspoon chili powder
1 avocado, diced into ¼ inch pieces
½ teaspoon salt
¼ teaspoon black pepper
16 ounces pizza dough, regular or whole wheat
1 cup finely shredded reduced-fat cheddar cheese

Preparation

Preheat the oven to 450 degrees and place an empty baking sheet on middle rack. In a medium bowl, combine black beans, corn, tomatoes, scallions, cumin, chili powder, avocado, salt and black pepper; set aside.

Working on a lightly floured surface, roll the pizza dough into a 13-inch circle. Transfer to warmed baking sheet and crimp the edges slightly to form a lip at the edge of the crust. Top with black bean mixture, sprinkle with the cheese and bake 20 minutes or until crust is golden brown.

Alternate suggestions :
Use a premade crust. Instead of pizza, black bean mixture could also be placed in a tortilla wrap with lettuce.

Chapter Meetings

Executive Committee

April 4. All members are invited to attend. RSVP with Kathy Briggs at khbriggs@yahoo.com.

Chapter

March 28

- *Female Leadership Styles—Challenges & Opportunities*

May 23

- *Utilizing Outlook*
- *Strategic Planning*

June 27

- *Installation of Officers*
- *Member Recognition*

Topics are subject to change.

Office Personnel Seminar

April 20

Five Ways to Eat the New USDA Science Guidelines

1. **Eat breakfast.** American Heart Association(AHA) studies show that breakfast eaters are less likely to be obese and get diabetes.
2. **Add Omega three fatty acids and fish.** The AHA recommends a serving of fish two times each week.
3. **Drink water.** Your body needs water to keep it hydrated, move your joints and help your organs.
4. **Eat fruits and veggies for snacks.** ADA recommends 5 or more servings of fruits and veggies each day.
5. **Eat when you are hungry; stop when you are full.**

Wisconsin Division Board of Directors

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Julie Thomas, CPS/CAP

President - Elect

Nancy Arnold, CPS/CAP

Vice President

Kathy Princeton, CAP

Secretary

Lynette Hieronimus, CPS

Treasurer

Irene Scallon, CPS

Great Lakes District Director

Wendy Melby, CAP

CPS/CAP Answers from page 5

1. c; 2. a; 3. a; 4. c; 5. d

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.

Michele Halterman, Editor

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Please Patronize Our Sponsors!

Govin's Meats & Berries 6th Annual
Lambing Time at the Farm
 March 19-20, March 26-27
 & April 2-3 from 10am-4pm



Admission: \$5.50/person (under 2 years free)
 There will be horse drawn wagon rides
 from parking to the barn and wool spinners
 and crafters in the shed
More info at www.govinsfarm.com

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