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# Newsletter

## From the President



President Kim Yeager

The IAAP International Educational Forum and Annual Meeting (EFAM) in Montreal was a real learning experience and one that I will never forget. I have never traveled out of the country before, so the whole idea of going through Customs scared me a little. Of course, there wasn't anything for me to worry about because we didn't have any trouble getting to Montreal. Beth was not so fortunate on the way back, but Pauline and I did not have any trouble, and I don't think Cynthia did either. Nobody's luggage got lost; however, the handle broke on my suitcase, and the person unloading it when we got back to Minneapolis cut his hand on it when he was taking it off the plane.

The education and commeraderie were, as usual, outstanding. We had a Wisconsin Division get-together in Kathy Princeton's hotel room, which was very enjoyable. We were discussing different ideas that could be done when EFAM is held in Milwaukee in July 2014. In the coming months, articles will be submitted reviewing presentations that were attended and other convention highlights.

Pauline and I enjoyed the opportunity to serve as your delegate/alternate. It was a task that we took very seriously and learned a lot from. Thank you, Chippewa Valley Chapter members, for the opportunity to represent you at EFAM.

If anybody is interested in going to the Wisconsin Division Fall Education Conference in Madison, Oct. 28 and 29, please let one of the board members know so we'll know how many rooms should be reserved.

*Kim Yeager*

Chippewa Valley Chapter President

## September Program

"Does thinking about stress get you stressed out? What does stress do to our body? Can we prevent it? These questions and more will be discussed with Dr. Tim Gunderson of Health4Life Chiropractic. Dr. Gunderson has been doing wellness presentations in the area for five years. Join us at the chapter meeting on Monday, Sept. 26.

### Chapter Meeting

**Monday, Sept. 26**

**Mayo Clinic Health System**

**727 Kenney Ave., Eau Claire**

**5 p.m.**..... Networking dinner  
(NOTE: Meals will no longer be ordered/delivered. You may bring something if you wish.)

**5:30 p.m.** ....Program: Stress Management

**6:30 p.m.** ....Business meeting

# Move to the Cloud

By Beth Munson

“Move to the Cloud with Google” was Session #502 at EFAM, presented by Annette Marquis. Annette’s session focused on Google Apps, which can be used by anyone with a Web connection. The Google Apps she discussed in this session that got the most “wow” reactions were Google Docs, Google Forms, Google Voice and Google Cloud Connect. If you haven’t already explored Google, you may want to check out these tools that can give your productivity a boost.

You will need a Google account to use some of the apps. If you have a gmail address you, already have an account, and you use your email address and password to sign in. There is no fee for setting up an account.

In Google Docs, you can create, store and share documents. According to Annette, Google Docs “has a few features that you don’t find in Microsoft Office. For example, Google Docs saves automatically, so you never run into a problem with forgetting to save a document. In addition, collaboration is a breeze because Google Docs keeps an active revision history, which shows all the dates the document was revised, who revised it and the size of the file, while at the same time, letting you reopen any of the previous versions.” Have you ever

regretted changes you made and wish you could get back to the original? Note that when you “move” a Word document to Google Docs for sharing/collaborating, it actually makes a copy in Google Docs and leaves the original on your hard drive.

With Google Forms, you can create forms for entering/gathering data and then email it, post it on a Website or send someone the link to it. There are six different types of questions you can use in your form and about 100 themes for styling. The data collected is automatically recorded in a spreadsheet, and the results are calculated for you on a summary page.

Ever wished you could have a clever voicemail message for friends or family but need an appropriate message for work calls? Would you like the option to see (read) your voicemail messages in addition to listening to them? Are there messages you would like to save longer than what your phone carrier provides? Do you have multiple phones you need to manage? Google Voice offers voicemail transcription, custom voicemail greetings based on who’s calling you and forever voicemail storage. Manage multiple phones with Google Voice Number—a brand new number that receives calls from all your phones and can be set up to ring any/all of your phones.

Google Cloud Connect for Microsoft Office gives you the same version-saving and revision-history features as Google Docs and enables simultaneous collaboration/editing of Microsoft Word, PowerPoint and Excel documents with multiple people. As changes are made by someone editing the document in Microsoft Office, they are synced and appear on your screen. Google Cloud Connect needs to be downloaded, but it’s free.

My favorite sessions at EFAM are computer-related, especially if they are presented by Annette Marquis or Gini Courter, of Triad Consulting. They have a great relationship with IAAP and have been training at EFAM for the past 11 years. They also contribute to the OfficePro magazine and provide training at other IAAP events. In addition to being extremely knowledgeable about Microsoft Office, they also have personalities that make the learning a lot of fun!

I highly recommend that you get to at least one of their sessions when you attend EFAM. You also can benefit from their expertise through books they’ve authored, through IAAP podcasts and a Website at [www.lynda.com](http://www.lynda.com) (see the “Software Training” article on page 3 for more information.)

# Software Training at lynda.com

By Beth Munson

Are you or your employer looking for a new software training option that is accessible online 24/7? A Website you might want to check out is lynda.com. In addition to 2003, 2007 and 2010 versions of Microsoft Office, the site offers online courses in a multitude of subjects such as photography, design and video. You can find brief snippets of highlights, more detailed short sessions and full-length, indepth courses.

Thanks to Gini Courter, one of the presenters at EFAM, we have access to a one-week trial on this site. Please note that the week is seven consecutive days, and that you will be required to set up an account and “subscribe” in order to access the trainings. This became necessary after contributors’ free access materials were being stolen and sold—the accounts now identify the users.

Contact me if you’d like information for the free trial at [beth.munson@att.net](mailto:beth.munson@att.net).



## CPS/CAP Quiz

1. When Olson was transferred to a new department, she was having a difficult time becoming part of the team. Olson continued to have lunch with those from her former department because of a basic need to be:
  - a. secure
  - b. significant
  - c. social
  - d. enlightened
2. Manufacturing overhead costs would include:
  - a. insurance on the plant building
  - b. commissions of the sales employees
  - c. salaries of the assembly line workers
  - d. cost of the raw materials
3. High-quality decisions made under time pressures can be made quickly by:
  - a. relying on old data and futuristic forecasts
  - b. periodically checking accounting statistics and reports
  - c. concentrating on real-time information
  - d. not consulting other high-level managers
4. The color system that is dependent on light to make all colors visible is known as:
  - a. incandescent
  - b. halogen
  - c. subtractive
  - d. additive
5. A strongly unified design that utilizes a natural tendency of the eyes to seek to seal gaps of familiar forms is:
  - a. proximity
  - b. closure
  - c. continuation
  - d. similarity

Answers may be found on page 6.

# Sponsor Spotlight

## Tastefully Simple

Tastefully Simple is known nationwide for taste-testing parties that bring together friends and family to taste delicious foods. They are a company with strong roots and humble beginnings. The company started in a backyard shed in 1995, and one by one by one, they've grown!

Tastefully Simple, the nation's original home taste-testing company, offers a wide variety of easy-to-prepare foods that you and your friends can taste before you buy. Did you know that with Tastefully Simple, every one of the products requires only two or fewer ingredients to make? It's true! This means you'll spend more time enjoying the food than you will preparing it. Great food does not have to be difficult, so go ahead and eat up.

Kathy Dean would like to be your personal Tastefully Simple consultant. She has been providing excellent Tastefully Simple customer service for one year. Please contact Kathy for all your Tastefully Simple needs.

Contact Kathy at 715-579-7074 or [simplykathydean@yahoo.com](mailto:simplykathydean@yahoo.com) for information on:

- Hosting a party
- Placing an order
- Ordering personal and business gifts
- Arranging a Tastefully Simple fundraiser

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## Four Ways to Build Trust

To BUILD rather than BUST the trust in your personal and professional relationships, as a bare minimum, you must follow these four rules.

1. Take on a learning posture rather than come across as certain.
2. Show mutual respect rather than superiority.
3. Be open minded rather than closed minded.
4. Show empathy and care rather than distance and self-centeredness.

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#### Education and Program

Donna Weidman

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### Special Committees

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#### Pathways to Excellence

Kathy Briggs

#### Retirement Trust

Audra Knowlton

#### Student Chapter

Cynthia Welch

#### Wisconsin Division

Cert. Chair: Heidi Wold

Cert. Member: Kim Yeager

## Finance Reminders

By Beth Munson

If you requested a 2011-2012 IAAP "Making the Leap to Remarkable" pin, the cost with shipping included is \$5.50. Please bring to the Sept. 26 meeting or send a check to Chippewa Valley IAAP, 2809 E. Hamilton Ave. PMB185, Eau Claire, WI 54701.

Members who have chapter expenses to submit are asked to fill out a Chippewa Valley Chapter Expense Statement/Reimbursement Request (available on our chapter Website) and attach receipts. Any receipts that are smaller than 8 ½" x 11" should be taped to a regular sheet of paper.

Contributions toward the Sunshine Fund are being accepted at our meetings and through the treasurer.

The Interest Indicator form (sent to you Sept. 20) is due at the Sept. 26 meeting, or email to Beth at [beth.munson@att.net](mailto:beth.munson@att.net) by Sept. 26.

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## Chapter Officers

### President

Kim Yeager, CAP

### Vice President

Pauline Spiegel, CPS

### Treasurer

Beth Munson

### Secretary

Lisa Kraszewski

# Box Tops for Education Challenge

By Cynthia Welch, CPS

Congratulations, Chippewa Valley Chapter! We were the ONLY Wisconsin Division chapter to have participated in the Avery Box Top Challenge. Though we didn't win the challenge, we were recognized at the Avery Booth at Office Expo. We not only helped our members' schools with their efforts, we impressed our Wisconsin Division reps at EFAM. Let's do it again this year.

Avery Dennison, one of our IAAP corporate sponsors, again is partnering with General Mills to help us support our schools. Watch for the Avery products labeled with "Box Tops for Education" when purchasing office products for your home or work office.

Let's help those of us who are already collecting Box Tops for our children's school. Publicize our efforts among colleagues, family and friends. Put out a collection box in your office. Bring your Box Tops and labels to chapter meetings where we can sort for each school we support.

Avery is not just partnering with General Mills, but is challenging us as a chapter. I am proposing we accept that challenge. Our incentive program from Avery contains the following:

- Avery provides an education grant in the amount of \$2,000 to the chapter (> 40 members) and to the chapter (40+ members) that collects the largest number of Box Tops in support of the program. An education grant in the amount of \$500 will be provided to the chapter (> 40 members) and to the chapter (40+ members) collecting the second largest number of Box Tops. These four chapters will be recognized following the Avery Great Results Awards Program at EFAM.
- The program runs from July 1 to April 30 each year.
- Year-end collection results need to be reported to IAAP between May 1 and 15, supported by a completed and signed Redemption Form.
- Each participating chapter receives a certificate of appreciation, and an "honor roll" listing of those chapters participating in the Challenge at their Office Expo booth in upcoming years at EFAM.



Adapted from <http://community.iaap-hq.org/IAAPHQ/BoxTopsforEducation/Home/Default.aspx>

## Chapter Meetings

### Executive Committee

5:30 p.m. Oct. 3, 29 Pines  
All members are invited  
to attend. RSVP with Kim  
Yeager at yeager.kimberly@  
mayo.edu.

### Chapter

Sept. 26  
*Topic: Stress Management*

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

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### Secretary

Nancy McCulley, CPS

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## Special Dates for Sept. & Oct.

*Happy Birthday!*

Krista Bethke-Peterson,  
Sept. 13  
Ella Huttner, Oct. 12  
Lisa Kraszewski, Oct. 17

*Happy Anniversary!*

Joyce Orth, 1991  
Donna Weidman, 1998  
Krista Bethke-Peterson, 2007



**International Headquarters**  
iaap-hq.org

**Wisconsin Division**  
iaap-wisconsin.org

**Chippewa Valley Chapter**  
iaap-chippewavalley.org

## CPS/CAP Answers from page 3

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