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Newsletter

Holiday Greetings



By Pauline Spiegel, CPS

Holiday greetings to the Chippewa Valley Chapter IAAP,
as we celebrate the many benefits included in our annual fee.

Our chapter provides education to many a guest;
the Office Personnel Seminar is the very best!

Many other professional opportunities can be found,
through the many educational events that abound.

Leadership and teamwork are important skills we have learned,
often acquired by the time the president says "meeting adjourned."

Officers and committee chairs experience growth as they work as a team;
planning, volunteering, mentoring and creating—all without a per diem.

All members are encouraged to attend division events and international
EFAM,
that provide training, networking, socializing, fun and plenty of glam!

Obtaining the CAP certification is a big deal,
and several are going for it with zest and zeal.

Fundraiser activities of raffle baskets and ballot counting will be here soon,
just asking for your time and help, not the sun and the moon.

Being part of IAAP builds strengths and confidence I must confess,
that will help accomplish our goals on the road to success.

So raise your glass and give a cheer,
for a wonderful and remarkable IAAP year!

2012 Office Personnel Seminar

Plan on attending the 2012 Office Personnel Seminar (OPS) on **Wednesday, April 25**, at The Plaza in Eau Claire.



This all-day seminar includes a keynote speaker, break-out sessions, door prizes, raffles and more. Continental breakfast and lunch is included.

All those who work in an office environment will gain valuable knowledge from this information-packed seminar.

Continue to watch the newsletter for more information.

Special Dates for Dec. and Jan.

Happy Birthday!

Sandy Hume, Dec. 1
Kim Yeager, Dec. 2
Michelle Copley, Jan. 3



Happy Anniversary!

Kathy Briggs, 1975
Candy Landwehr, 2002
Kathy Dean, 2002
Kathleen Brown, 2009
Audra Knowlton, 2010

Retirement Trust Foundation

By Audra Knowlton

Happy holidays! Here we are at the hustle-bustle time of year when we celebrate with family and friends, sharing gifts from the heart to those who mean so much to us.

Many of us also remember those who struggle for resources during this time of year with gifts of financial support. If your giving includes remembering your favorite charities, consider adding the Retirement Trust Foundation to your list.

If you are planning your end-of-year giving, please consider a tax-deductible donation to the RTF. Go to iaap-rtf.org for more information or to complete an online donation.

Your contribution will not only help to provide housing assistance for administrative professionals age 55 and older, who are in need, but also will be used for the maintenance and upkeep of Vista Grande, the world's first—and only—retirement community for administrative professionals!

5 Ways to Complete and Celebrate This Year

Before you can put more goodness in your life, stop and complete and appreciate the significance of this year first.

1. Make a list of the top 10 accomplishments in 2011 that you are most proud of.
2. Make a list of the mistakes, regrets, things you wished you hadn't done or said in the past year. Clean up these mistakes if it is appropriate.
3. Promise yourself not to think about January until Dec. 26. Enjoy the magic of the season.
4. What was the smartest decision you made in 2011? Why?
5. Make a list of the top five people who made the most difference in your life. Send them a thank you note.

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New Chapter Members

Welcome new Chippewa Valley Chapter members!

- Pamela Newell
- Candy Landwehr
- Michelle Copley
- Marla Gilman
- Glynis Evans

Avery Box Top Challenge

Are you collecting your box-tops and labels for the Avery Challenge?



We set the standard for the Wisconsin Division last year as the only participant in the Avery Box Tops Challenge, and I know we prompted other chapters to participate this year. Let's be the leader again.

The IAAP/Avery Box Tops Challenge program is available to IAAP chapters only as a community-based initiative. The program provides chapters with a recommended community service program to support local schools through the Avery Box Tops for Education initiative in accordance with the Avery program parameters.

The incentive program contains the following:

- An education grant in the amount of \$2,000 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) that collects the largest number of Box Tops coupons in support of the program. An education grant in the amount of \$500 will be provided by Avery to the chapter (less than 40 members) and to

the chapter (40 members and over) collecting the second largest number of Box Top coupons in support of the program. All Box Tops coupons, not just those from Avery products, will be eligible. These four chapters will be recognized following the Avery Great Results awards program at EFAM.

- The program will run from July 1 to April 30 each year.
- Each participating IAAP chapter receives a certificate of appreciation.
- An honor roll listing of those chapters participating in the Challenge is posted at the Avery booth at the Office Expo at the IAAP Education Forum and Annual Meeting.

Visit <http://community.iaap-hq.org/boxtopsforeducation/home/> for more information and for a list of eligible labels and coupons to collect and a redemption form to verify delivery of your coupons to your school of choice.

If you do not have a school you are already supporting, our chapter has members who could use your Box Tops.



National/Division IAAP Events

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



International Headquarters
iaap-hq.org

Wisconsin Division
iaap-wisconsin.org

Chippewa Valley Chapter
iaap-chippewavalley.org

Chapter Meetings

Executive Committee

5:30 p.m. Jan. 9, 29 Pines

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

Chapter

Jan. 23

Graphic Design Principles

View the full schedule on the chapter Website.

Office Personnel Seminar

April 25, 2012

3 Ways to Beat Stress

- 1. Decrease your wants.**
Unfortunately, the original meanings of many holidays have been buried under a mountain of commercialism that puts the emphasis on “stuff.”
- 2. Decrease your speed.**
More often than not, speed does little more than increase our stress and decrease the quality of our life and work.
- 3. Give it to your Higher Power.** Most holidays have an emotional, relational or spiritual origin and meaning. And few holidays have more spiritual meaning than Christmas and New Year’s Day. These two holidays say there is “something bigger” and more important in the world than me and my fears.

Stress is not a disease you catch. Stress is the result of the choices you make.

This holiday season, make new choices. Make better choices. Choose to decrease your wants, decrease your speed and give it your Higher Power. You will see the stress in your life and your work go away.

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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

Chapter Officers

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Kim Yeager, CAP

Vice President

Pauline Spiegel, CPS

Treasurer

Beth Munson

Secretary

Lisa Kraszewski



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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