



April 2012

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Chippewa Valley Chapter

# Newsletter

## President's Message



President Kim Yeager,  
CAP-OM

Happy spring!

I'd like to remind members that the Office Personnel Seminar will be held Wednesday, April 25. In addition to an informative keynote speaker, we have a great lineup of educational speakers throughout the day. I hope to see everyone there! We will be holding our April chapter meeting right after OPS, so please plan to stay for a short time after.

We have had a couple of really busy months with the RCU ballot counting project, getting ready for OPS and organizing the basket raffle. It takes dedicated members to be able to arrange and complete three big projects at the same time, and I want to say thank you to all who have helped in any way to make these projects so successful again this year.



We are coming to the end of the year, and that means it is time for the Nominating Committee to put together a slate of officers for next year. If you are interested in holding an office, please contact Linda Bockin or Pat Keller. The Nominating Committee will present the 2012-2013 slate of officers at the May chapter meeting.

Have you considered chairing a committee or joining a committee for 2012-2013? Without your commitment, we would not be able to accomplish

the many things we do throughout each year. Thank you to everyone that has worked on any of the committees this past year. You need to pat yourself on the back, because you all deserve it. We'll be gauging interest in committee membership at one of the next meetings.

As always, if you would like to see us doing something that we aren't doing, please let one of the board members know. This is your organization, and we want to make sure that you are getting what you want to get out of it.

## Office Personnel Seminar & Chapter Meeting

**Wednesday, April 25**

The Plaza  
1202 W. Clairemont Ave., Eau Claire  
8 a.m. to 5 p.m.

# 2012 Administrative Professionals Day/Week

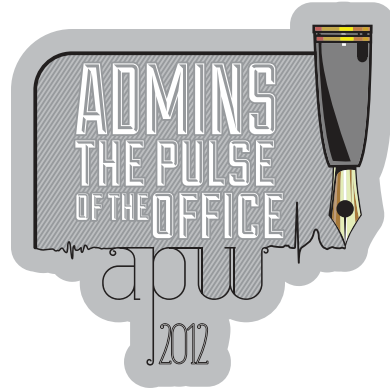
We have a lot of celebrating to do during Administrative Professionals Week!

IAAP is celebrating its 70th anniversary, and Administrative Professionals Day (APD) will mark its 60th anniversary on April 25. The 2012 APD theme is "Admins, the pulse of the office." As 4.1 million office personnel celebrate the day, we hope you will celebrate APD on April 25 with the Chippewa Valley Chapter. I look forward to seeing you at The Plaza as our chapter celebrates its 48th Office Personnel Seminar.

Read more about this exciting week from the IAAP International website:

Over those decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. But admins have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time and under budget. Admins are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more traditional role as the gatekeepers for many customers,

clients and employees. Quite simply, admins are the pulse of the office.



## About Administrative Professionals Week

Since 1952, IAAP has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated world-

wide, bringing together millions of people for community events, educational seminars and individual corporate activities recognizing support staff.

Today, there are more than 4.1 million secretaries and administrative assistants working in the United States, according to U.S. Department of Labor statistics, and 8.9 million people working in various administrative support roles. More than 475,000 administrative professionals are employed in Canada. Millions more administrative professionals work in offices all over the world.

*Taken from:  
[iaap-hq.org/events/apw](http://iaap-hq.org/events/apw)*

## Join Us on Facebook

You are invited to become a friend of the Chippewa Valley IAAP Chapter on Facebook! A link to the IAAP Facebook page can be found on our chapter website: [iaap-chippewavalley.org](http://iaap-chippewavalley.org).



# A Blast From the Past

by Cynthia Welch, CAP

Among chapter records being sorted for permanent storage in the local state archives at UW-Eau Claire was a brochure for an early IAAP training opportunity. It provides some historical insight about how the administrative profession has evolved, but also an idea about the contributions of the (now) Chippewa Valley Chapter of IAAP.

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## SECRETARIES ARE FOREVER

A program designed for women re-entering the office workforce  
Sponsored by the National Secretaries Association (International) Eau Claire Chapter &  
VTAE District One

There is a growing back-to-work movement among women who have interrupted their careers to concentrate on homemaking and child-rearing. Secretaries Are Forever is a program to encourage these women to re-establish themselves in the business world.

An update on current practices and procedures will be featured. Demonstrations will give registrants a firsthand opportunity to get acquainted with modern office technology. There will be a testing center to measure the level of shorthand and typing skills in a no-hassle atmosphere. Advice on appropriate dress and makeup for the 1980 office worker will be included.

Date: May 3, 1980

Time: 9 am to 3:30 pm

Fee: \$2.50

Location: District One Technical Institute, 620 W. Clairemont Avenue, Eau Claire, WI

SCHEDULE:           9:00-9:30 am ..... Registration (coffee and donuts)  
                          9:30 am-12 noon ..... Workshops  
                          12:00-12:30 pm ..... Lunch (bring your own brown bag lunch)  
                          12:30-3:30 pm ..... Workshops

### Topics Covered

Resume Writing

Job Interview Techniques

Dress and makeup

Current Office Practice and Procedures

Tour and Equipment Demonstration

Marketing is important so take advantage of any opportunity to publicize the organizations offering an opportunity for education.

Eau Claire Chapter, NSA: Chartered in 1971, the Eau Claire Chapter of NSA promotes professionalism in its members through continued education and self-development. It sponsors two seminars each year: one designed for secretarial students in area high schools and District One Technical Institute, and the spring Office Personnel Seminar. In addition to these major projects, the chapter meets monthly on the fourth Monday with a program of an educational nature.

1980 SUMMER COURSES [OFFERED BY DISTRICT 1 TECHNICAL INSTITUTE] FOR THE SECRETARY:

—Records Management

—Word Processing Techniques

—Shorthand

# 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.

# Avery Box Top Challenge

Last call for box tops and labels for the Avery Challenge! April 30 is the deadline to collect, as counts are reported between May 1 and 30.

We set the standard for the Wisconsin Division last year as the only participant in the Avery Box Tops Challenge, prompting other chapters to participate this year.



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.

Contact Kathleen Brown at [kbrown@cfdundunncounty.org](mailto:kbrown@cfdundunncounty.org) with any questions.

## Dr. Zimmerman's Tuesday Tip

### Ego-Inflated, Arrogant, Difficult People

Arrogance is a strange disease. It makes everyone sick except the person who has it.

Don't ever think you know it all—because the fact is, you don't. Be careful of moving from the Information Age to the "BS" Age. Remember, the person who gets too big for his britches will eventually get exposed in the end.

Don't ever think you're above hard work—because you aren't. Difficult people, people with oversized egos and people filled with arrogance feel entitled to benefits without working for them, or feel they're just plain lucky. The truth is, you're not lucky, and you're not above hard work.

Don't ever think you're better than others—because you're not. You need to remember the difference between prominence and significance. For example, your nose is prominent, but if you lose your nose, it's not a big deal. But if you lose your liver, it's significant. You die.

Don't ever make excuses for your performance—because you are responsible for what you do. Coach Gagliardi knows that. After some

*Continued on page 6*

## Committee Chairs

### Regular Committees

**Administrative Prof. Week**  
Donna Weidman, Kathy Briggs, Michele Halterman

**Certification**  
Linda Bockin, CAP

**CVTC Found. Scholarship**  
Kathleen Brown

**Education and Program**  
Donna Weidman

**Membership**  
Lisa Kraszewski

**Newsletter**  
Michele Halterman

**Publicity**  
Beth Munson

**Ways and Means**  
Pauline Spiegel, CAP

**Website**  
Michele Halterman

**Special Committees**  
**Annual Report**  
Kim Yeager, CAP-OM

**Audit**  
Donna Weidman/Ellen Mickelson

**Avery Great Results**  
Vacant

**Bylaws**  
Executive Board

**Nominations**  
Linda Bockin, CAP/  
Pat Keller

**Pathways to Excellence**  
Kathy Briggs

**Retirement Trust**  
Audra Knowlton

**Student Chapter**  
Cynthia Welch, CAP

**Wisconsin Division**  
Cert. Chair: Heidi Wold, CAP-OM  
Cert. Member: Kim Yeager, CAP-OM

## 5 Self-Care Energy Tips

1. Know the present is perfect right now.
2. Say yes to no.
3. Create a list of energizers (people and things, etc.) and live them.
4. Focus on and use your gifts.
5. Focus on what you do WANT instead of what you don't want.

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## Chapter Officers

**President**  
Kim Yeager, CAP-OM

**Vice President**  
Pauline Spiegel, CAP

**Treasurer**  
Beth Munson

**Secretary**  
Lisa Kraszewski



**International Headquarters**  
iaap-hq.org

**Wisconsin Division**  
iaap-wisconsin.org

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

## Recipe Corner

By Pauline Spiegel, CAP

### Cashew chicken in lettuce cups

- 2 Tbsp. tamari or Bragg's Liquid Aminos (healthier soy sauce)
- 2 Tbsp. honey or agave nectar
- 2 Tbsp. coconut or grapeseed oil
- 1 1/2 lbs. chicken breasts, cut into 3/4 in. pieces
- pepper & sea salt
- 2 cloves garlic, finely chopped
- 1 Tbsp. grated ginger root
- 1 bunch scallions, trimmed and sliced
- 1 8-oz. can sliced water chesnuts, drained
- 1/4 c. roasted, unsalted cashews
- 1 small head Boston or Bibb lettuce, leaves separated



Combine tamari and honey/agave in a small bowl, set aside. Heat oil in large skillet over medium-high heat. Season chicken with sea salt and pepper, and cook, stirring occasionally, until chicken begins to brown, about 3 minutes.

Lower heat to medium, and stir in garlic and ginger. Add scallions, and cook for 1 minute. Stir in water chesnuts and soy sauce mixture. Continue to cook until chicken is cooked through, about 4 minutes. Remove from heat, and sprinkle with cashews.

Divide lettuce leaves among individual plates, and spoon chicken over the top.

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*Continued from page 5*

60+ years of coaching, he emphatically pronounced that the best players “never alibi.” They never blame, and they never complain. They take responsibility for their own performance, while the arrogant ones, he said, are almost always “big complainers” and “lousy players.”

*“2012 Dr. Alan R. Zimmerman. Reprinted with permission from Dr. Alan Zimmerman’s Internet newsletter, the ‘Tuesday Tip.’ For your own personal, free subscription to the ‘Tuesday Tip’ as well as information on Dr. Zimmerman’s keynotes and seminars, go to <http://www.drzimmerman.com> or call 1-800-621-7881.”*

## Special Dates for April & May

*Happy Birthday!*

Pamela Newell, Apr. 1  
Kathy Dean, Apr. 17  
Heidi Wold, May 8  
Glynis Evans, May 20  
Donna Weidman, May 20  
Kathy Briggs, May 21



*Happy Anniversary!*

Linda Bockin, 1993  
Pat Keller, 1998  
Carmen Tiffany, 2001



### *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*

# Please Patronize Our Sponsors!

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**Gevin's Meats & Berries 7<sup>th</sup> Annual**

## Lambing Time at the Farm

**March 24-25, March 31-April 1, April 6-7 from 10-4**

Come and enjoy seeing the lambs nursing and bouncing around their mothers. It may even be possible to see a birth. There will be baby chicks and other baby farm animals to see and touch.

Admission: \$5.50/person (under 2 yrs free)  
Group tours available by appointment thru mid April.

**www.govinsfarm.com**  
**715-231-2377**

N6134 670<sup>th</sup> St Menomonie, WI  
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