

Chippewa Valley Chapter

International Association of Administrative Professionals

August 2007

Chapter Meeting Monday, Aug. 27

RCU Corporate Center
200 Riverfront Terrace
Eau Claire

5 p.m.

- Networking
- Dinner – Mancinos grinders, \$6 (club, Italian, grilled chicken, turkey, roast beef, veggie, crab/seafood, Chicago steak or chicken parmesan)

5:30 p.m.

- Business Meeting
- Overview of International Conference
- Committee Brainstorming

6:30 p.m.

- Program: Time Management

RSVP by noon August 23 to
Kim Woerner
(kimberly.woerner@rcu.org or
552-3073).

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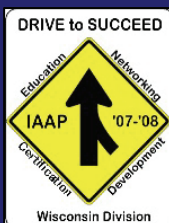
Chapter Officers

President
Kathy Dean

Vice President
Kathy Briggs

Treasurer
Heidi Wold

Secretary
Kim Yeager



Message From the President

We are often encouraged to do something or take on a challenge that is “out of our comfort zone.” Well, that is exactly what I did two years ago when I was elected to Vice President of the Chippewa Valley Chapter of IAAP and now have been elected to step up to serve as President. What a true honor and wonderful experience this will be.

It sounds crazy, but I look at my upcoming endeavor as working with a “flock of geese.” Let me explain, as flocks are very appropriate examples of how a team can achieve the same objectives as an individual, but with better efficiency and safety.

Every aspect of the flock organization is focused on the achievement of a common goal — **teamwork!**

- As each bird flaps its wings, it creates uplift for the bird following. By flying in “V” formation, the whole flock adds 71 percent more to its flying range than if each bird flew alone. **Lesson: Teammates who share a common direction and sense of community can get where they’re going quicker and easier when they travel on shared power.**
- Every member is willing to assume leadership when the flock needs it. Followers encourage leaders. Members honk from the rear to encourage leaders to maintain a fast pace. When the lead goose gets tired (that is me) a more energetic goose from back in the pack assumes the leadership position. This allows the flock to maintain the fastest pace possible. **Lesson: It pays to take turns doing the hard tasks and sharing the leader’s role.**
- Members look after each other, helping all members achieve the goal. If a wounded goose goes down, two geese follow it and protect and feed it until it either recovers or dies. **Lesson: Stand by one another in times of trouble.**

I cannot thank Cynthia Welch enough for her mentoring and helping to prepare me for this transition. Not only did she mentor me for the monthly meetings, but she was gracious enough to take me under her wing when I attended my first International Convention, which I am now getting ready to attend “on my own,” and giving me the faith and support that **“I can do it.”**

I look forward to a successful year, most notably in keeping our membership strong.

Words of Wisdom

A can-do attitude makes up for a lack of experience.

Kathy Dean



Web Wanderings

International
Headquarters
www.iaap-hq.org

Wisconsin Division
www.iaapwisconsin.com

Chippewa Valley Chapter
www.iaapwisconsin.com/cv

"Life is about turning the things you really want to do into the things you've done."

—Smart Start



Article or information submission deadline for the next newsletter is September 10.

Wisconsin Division Fall Conference

Mark your calendars and make plans now for the Fall Education Conference to be held right here in Eau Claire!

What a wonderful opportunity to network with other administrative professionals from around the state, right in our own backyard. Review the educational offerings, and ask your supervisor for their support.

October 5 – 6, 2007

Trail Lodge
3340 Mondovi Road

Friday, Oct. 5 — *Managing Up* by Dave Vollmer

- Key elements to effectively and efficiently communicate information to upper management

Friday Evening — Computer Training Classes
Saturday, Oct. 6 — *Extreme Take-Over: Having Your Life Your Way* by Sandi Knudson

- Wouldn't it be great to have a constant core of confidence or to be able to command the interest and respect of everyone you meet? You can!

Past President Receives Letter From Division

Cynthia Welch, CPS, past President of the Chippewa Valley Chapter, received a thank-you letter from the IAAP Wisconsin Division. It said:

"Thank you for your donation of an electronic picture frame and portable DVD player to the Wisconsin Division Annual Meeting raffle.

Proceeds from the raffle allow us to continue to engage quality speakers for Division events while still keeping the cost affordable for our members. The Board and the Division Project Committee appreciate your contribution to this fund raising event."

2007-2008 Officers Installed

New Chippewa Valley Chapter officers were installed by MaryEdna Hagen, Wisconsin Division Treasurer and Chippewa Valley Chapter member, at the June meeting.

Pictured from left to right:

- MaryEdna Hagen, WI Division Treasurer
- Kim Yeager, Secretary
- Heidi Wold, Treasurer
- Kathy Briggs, Vice President
- Kathy Dean, President



2007-2008 International Board Installed



On Tuesday, July 31, the 2007-2008 election results were announced and the new officers installed. The 2007-2008 International officers are as follows (in order pictured above, from left to right):

- **International President:** Judy McCoy CPS/CAP
- **President-Elect:** Tia Theriaque CAP
- **Vice President:** Barb Horton CAP
- **Secretary:** Susan K. Shamali CPS/CAP
- **Treasurer:** Mary A. Ramsay-Drow CPS/CAP
- **Director, Canada District:** Katherine Ann Fogel CPS/CAP
- **Director, Great Lakes District:** Sam W. Gill III CPS
- **Director, Northeast District:** Marie (Gerry) Brunell CPS/CAP
- **Director, Northwest District:** Teresa G. Bennett CPS
- **Director, Southeast District:** Tamra L. Goodall CPS/CAP
- **Director, Southwest District:** Karlana Rannals CPS/CAP

Congratulations to all of the 2007-2008 International Officers.

Design Better With These Word Tips

You don't have to learn another program to design brochures, newsletters, fliers and reports. Microsoft Word can do the job for you.

Follow these tips:

1. Clone a look you like by using the format painter (paintbrush tool). Click on the text you like, then double-click the little paintbrush tool in your toolbar. Now anything the cursor touches will convert to that style.

Single-click the paintbrush icon to turn it off.

2. Manipulate pictures by clicking on them, then using the picture toolbar that appears. Crop and resize without taking a picture back into Photoshop.

3. Give clip art a clear background by using the set transparent color tool (looks like a pen with an arrow at the end of it). Click on the tool, then click on the

area you don't want to see. Text can now wrap around the clip-art image. This option works especially well on placing logos with a white background on a colored background.

4. Increase text size by selecting text and hitting Control [; shrink it by hitting Control]. You'll see quickly how text will look without going to the font size menu.



Mark your calendar for these upcoming events!

2007

Wisconsin Division Fall Education Conference

October 5 – 6
Eau Claire, Wis.

Certification Conference

October 14 – 17
San Antonio, Texas

CPS/CAP Exam

November 2 – 3

2008

CPS/CAP Exam

May 2 – 3

Professional Education Conference

March 2 – 5
Charleston, S.C.

Administrative Professionals Week

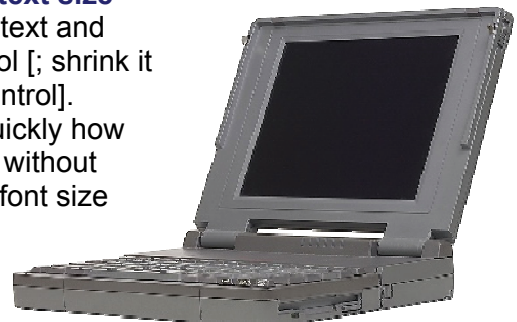
April 20 – 26

Wisconsin Division Annual Meeting

May 16 – 18
Green Bay, Wis.

International Convention and Education Forum

July 27 – 30
New Orleans, La.
(hotel reservations open in September 2007)



Special Dates for September



Birthdays

- Jessica Johnson, 9/13
- Sue Bean, 9/19

IAAP Anniversaries

- MaryEdna Hagen, 1997

Chapter Chairpersons

CPS Services

Kim Yeager

Executive Event

On hold

Goals & Priorities

Executive Board & Committee Chairs

Membership

Amy Rickheim

Newsletter

Michele Halterman

Publicity

Cynthia Welch

Office Personnel

Seminar

Donna Weidman

Professional Development

Kim Woerner

Scholarship/Mini-Grants

Kim Yeager

Ways & Means

Pauline Spiegel

Web Master

Heidi Wold



Beat Stress!

Ongoing conflicts can raise the chances that you'll come down with some stress-related illness.

Use these tips to keep yourself healthy:

→ **Perform these exercises** for quick stress relief:

1. Close your hands in a tight fist or squeeze a foam ball, then slowly

open your fist. Repeat five times.

2. Roll your head from side to side. Repeat five times.

3. Tighten your toes, hold for 10 seconds and release. Repeat five times.

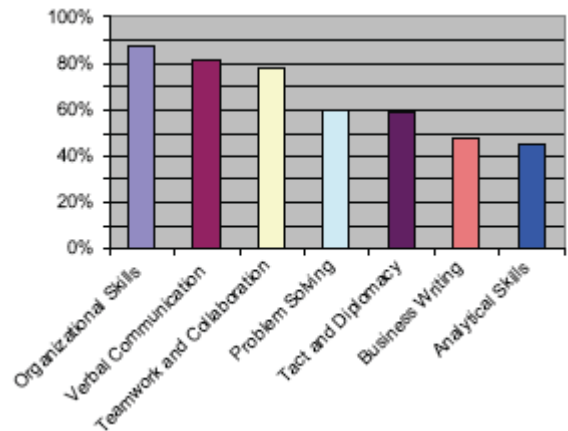
→ **Look out the window.** Those who have a view of the outdoors report fewer headaches, back pain

and exhaustion. Cubicle dwellers should walk outside every few hours.

→ **Find creative solutions to the thing that bugs you.** For example, if driving in traffic makes you frazzled, listen to a book on tape or CD to take away your concentration on the source of your tension.

Soft Skills Trump Technical Skills

When hiring administrative staff, it's tempting to focus on the technical expertise needed for the position, but an April 2007 survey by Office Team, IAAP and HR.com shows that less tangible "soft" skills often are valued more.



Speakers Bureau Available

The Wisconsin Division Board is excited to announce that as of July 1, 2007, the Wisconsin Division has started a Speakers Bureau. This bureau will not only consist of IAAP members, but also local speakers who are willing to work with the chapters/division by offering a reduce rate.

There will be a complete list on the

Division website by mid-August, but to give you a teaser of what is being offered there is: Meeting Planning 101; The Value of Membership in IAAP; Leading the Leader: Creating the High Performance Team; Developing Credibility and Effecting Change; and Drive Your Brand — You!

These are only several of the topics that will be

available. The website will list the speaker and contact information for each presentation. It will be the chapter's responsibility to make contact with the speaker to discuss fees, expenses, etc.

