

CHIPPEWA VALLEY CHAPTER

Chippewa Valley Chapter

April 2009

Inside

2
Administrative
Professionals Week

3
Committee Reports

4
New Members

5
CPS/CAP

6
Exit E-mails

Thank You

RCU PROJECT

A big THANK YOU to Della Schindler for overseeing the RCU project and to Ellen Mickelson for assisting Della to its completion. Their leadership and commitment to this project is greatly appreciated (see Ways & Means Committee report, page 3). Also, THANK YOU to our members who contributed many hours in processing the ballots, and THANK YOU to Jean Wysocky for sharing her knowledge and previous experience with the project. Our Chapter was fortunate to acquire this project and to have members like Della and Ellen step up to the plate and commit to managing the project.

OPS

THANK YOU to the OPS Committee for their commitment in overseeing the 45th seminar — Michele Halterman, Debbie Paulson, Della Schindler, Kim Yeager, Donna Weidman and Kathy Briggs. A special THANK YOU to Michele for all the extra activities she committed to such as brochure preparation, registration, name tags, program for the day, seminar evaluations, etc. Also, thank you to all Chippewa Valley Chapter members who participated and volunteered doing tasks necessary to keep the seminar moving smoothly (see committee report next month).

THANK YOU to all involved in suggesting and organizing the EXECUTIVE EVENT. Thanks to you, it got off to a successful start! After the positive comments this year, I'm sure it will grow in numbers at future seminars.

RAFFLE PROJECT

THANK YOU to Pauline Spiegel for

her leadership and expertise in organizing another successful raffle project. The gathering of donations, e-mails to members encouraging participation and the preparation Pauline puts in the night before the seminar is overwhelming — yet Pauline seems to have energy to spare! A thank you to Beth Munson, Kim Yeager, Kathy Dean, Debbie Paulson, MaryEdna Hagen and Donna Weidman for their help organizing baskets and folders Tuesday evening. Also, THANK YOU to all who contributed items to the raffle donation and those who helped prepare the display the evening before the seminar. Thank you to MaryEdna for overseeing the raffle sales during the seminar and to all who helped with the raffle sales. With each and every one of your contributions, we had another extremely successful year (see Ways & Means Committee report, page 3).

Continued on page 3.

Chapter Meeting

Monday, April 27

**Red Cedar Medical Center,
Menomonie**

5 p.m. — Dinner available at Red Cedar in Crossroads Café until 6:30 p.m. (hot/cold foods and drinks)

5:30 p.m. — Program: Women and Diabetes — How does it affect your life, how do you manage it?

6:30 p.m. — Business Meeting

RSVP no later than Friday, April 24, to Debbie Paulson, 715-233-7223 or paulson.deborah@mayo.edu.

Administrative Professionals Week

April 19 – 25

Q. Why was Administrative Professionals Week started?

A. Administrative Professionals Week (APW) was created by IAAP as an annual event to recognize the valuable contributions of office support staff in business and government, and to encourage students to consider careers as administrative professionals.

Q. How did begin?

A. IAAP started the commemoration in 1952. APW is sponsored solely by IAAP. A common public misconception is that APW was created by flower distributors, candy companies or greeting card manufacturers so they could sell more products.

Q. When is it held?

A. APW is always held annually during the last full week in April. Administrative Professionals Day is always held the Wednesday of that week.

Q. Who qualifies as an administrative professional?

A. IAAP defines administrative professionals as “individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their personal and professional growth in their chosen profession.”

Research shows that many workers around the world still hold the “secretary” job title; however, many alternative titles have become more popular, such as administrative assistant, office coordinator, administrative specialist, executive assistant and office manager.

Source: www.iaap-hq.org



International Headquarters
www.iaap-hq.org

Wisconsin Division
www.iaap-wisconsin.org

Chippewa Valley Chapter
www.iaapwisconsin.com/cv

Special Dates for May

Birthdays

Heidi Wold, May 8
Pauline Spiegel, May 19
Donna Weidman, May 20
Jean Wysocky, May 20
Kathy Briggs, May 21
Rachel Ouimet, May 25

IAAP Anniversaries

Linda Bockin, 1993
Jessica Johnson, 2006
Patricia Keller, 2008



National IAAP Events

Administrative Professionals Day
April 22

CPS/CAP Exam
May 1-2

Wisconsin Division Annual Meeting
May 15-16
Wausau, Wis.

Education Forum and Annual Meeting
July 26-29
Minneapolis, Minn.

Certification Conference
October 18-21
Portland, Ore.

CPS/CAP Exam
November 6-7

Wisconsin Division Board of Directors

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(Michigan Division)

Committee Reports

CPS Services — Chair Kim Yeager CAP

- Be sure to test your knowledge with the sample CPS/CAP questions on page 5.
- Applications must be postmarked by August 15 for the November exams.

Membership — Chair MaryEdna Hagen

- See page 4 for information about new members that joined at the IMPACT meeting in February.

Newsletter — Chair Michele Halterman

- Please send articles to help make our newsletter special for everyone. We all need to take time to share good news, tips/tricks, administrative updates or whatever you find interesting.
- The deadline for submission for the newsletter is two weeks prior to the chapter meeting.

Office Personnel Seminar — Chairs Donna Weidman and Kathy Briggs

- Watch the May newsletter for a report on our 45th OPS.

Professional Development — Chair Beth Munson

- The April 27 meeting will be held at Red Cedar Medical Center in Menomonie. The topic is “Women and Diabetes — How does it affect your life, how do you manage it?”

Ways and Means — Chair Pauline Spiegel CPS

- It was another successful year for the basket raffle fundraiser at the Office Personnel Seminar with a total of 36 baskets! A BIG thank you to all who assisted in this project. A net profit of \$979 was earned. This makes a total of \$1,919 (when added to 2008’s profit of \$941) to be used by IAAP members attending the Education Forum and Annual Meeting in Minneapolis.
- A profit of \$276 has been earned in the advertising campaign with Lakeland College, My Friend’s Place, Four Seasons Floral and Avon as our current sponsors. Sandy’s Clothing and Art, Erbert and Gerberts, Globe University, Aurora Residential Services and The Plaza have also expressed interest.
- Della Schindler reports that during March/April 2009, the Chapter counted ballots for RCU’s board of director’s election. Members spent over 60 hours counting over 6,200 ballots! Results will be presented at the RCU shareholder meeting on April 28 by Ellen Mickelson. RCU’s donation to the Chapter for this activity is approximately \$1,000. Thank you all for your time and help with this project.

Webmaster — Chair Heidi Wold

- Links to OPS handouts have been added to the Chapter website.

Thank You *Continued from page 1.*

FUTURE INFO AND PROJECTS

Side Trip

In the May newsletter, look for a picture of Donna and Kathy standing at the IAAP World Headquarters, 10502 NW Ambassador Drive, Kansas City, Mo. On our trip to Kansas City, Kan., we took a little side trip to Kansas City, Mo., and toured the entire facility. We met all but two employees who were out ill that day. What a fun and interesting afternoon we had!

Info for Committee Chairs

Please watch for e-mails concerning the Annual Report and the May 4 budget planning meeting.

Kathy Briggs, President

Meet Our New Members!

The February IMPACT meeting enticed four wonderful ladies to join our exciting group. Please welcome the following new members to the Chippewa Valley Chapter of IAAP.

Anne Madison is the Education Center Coordinator for Lakeland College-Chippewa Valley Center. Anne lives in Stanley, and her birthday is April 4. Kim Yeager recruited Anne. Anne was a former member of the Chippewa Valley Chapter, and we welcome her return.

Marilyn Motzer is employed by Luther Midelfort in Eau Claire in the Occupational Medicine Department. Marilyn lives in Eau Claire, and her birthday is September 4. Marilyn also was recruited by Kim Yeager.

Gina Kildahl is an Administrative Assistant for Ahern Fire Protection in Menomonie. Gina lives in Fall Creek, and her birthday is August 20. Both Kathy Briggs and Sandy Hume had a good deal to do with Gina joining IAAP.

Tina Kortez is the Regional Administrative Specialist for Aurora Community Services in Eau Claire. Tina lives in Eau Claire, and her birthday is July 19. She was recruited by Nikki Coss.

The membership committee and fellow members of the Chippewa Valley Chapter encourage our new members to participate in committee work, seminars, workshops and meetings to get the most from their membership.

Welcome to the Chapter!

5 Tips to Live Happy

(a happy life is just a bunch of "one things")

1. Dump multitasking. Discover extraordinary energy doing one thing at a time.
2. Plan on doing one task each day while you are earning your living (this means one project that really counts at work each day).
3. Plan on doing one special thing each day that you look forward to (call your mom or sister, eat lunch with a friend, watch your favorite TV show (**one** TV show).
4. Show one person you love them each day.
5. Do one thing to feel alive the next day...get to bed!

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Know Your Chapter & Win!

Did You Know?

No one guessed the "celebrity" living in the Eau Claire area from last month's challenge.

Joanne Miller is a writing consultant who lives about two blocks from MaryEdna Hagen. She is a regular by-line contributor to the "OfficePro" magazine. Joanne often teams with Susan Fenner from HQ. Joanne and her writing partner, Susan Jaderstrom, are co-authors of "The Complete Office Handbook" (Random House) and may be updating the 4th edition of "Business English at Work" for Glencoe/McGraw-Hill. Joanne edits on a regular basis and may be reached at jmiller34@juno.com.



CPS/CAP Quiz

1. Which one of the following sentences uses correct capitalization?
 - a. He tells stories about his life in Northern New York.
 - b. Head North and then drive to the state line.
 - c. He lives on the West side of the lake.
 - d. She is from the sunny South.
2. Which one of the following statements uses the correct pronoun reference?
 - a. She and me worked late.
 - b. She and I worked late.
 - c. Her and I worked late.
 - d. Her and me worked late.
3. When attending functions where nametags are provided, place your nametag:
 - a. On your left shoulder
 - b. Around your neck
 - c. On or near your belt
 - d. On your right shoulder
4. Which one of the following sentences displays correct English usage?
 - a. What is the principle reason for the delay?
 - b. That scarf complements her suit.
 - c. Whenever we need help, he gives us good council.
 - d. A miner cannot be served alcoholic drinks.
5. Which one of the following is recommended for business e-mail messages?
 - a. Use capital letters for the majority of the message.
 - b. Send copies only to concerned individuals.
 - c. Assume all email messages are confidential.
 - d. Use humor to convey the message.

Answers may be found on page 6.

Chapter Officers

President

Kathy Briggs

Treasurer

Pauline Spiegel, CPS

Vice President

Donna Weidman

Secretary

Kim Yeager

5 Tips to Get Hope Back in Your Life

1. Focus on abundance — on your life blessings at home, work and play.
2. Take action and establish 5 daily positive energy rituals like getting 8 hours of sleep a night, moving your body, writing gratitudes, eating breakfast, calling a friend or family member every day, etc.
3. Focus on the future forward instead of the “done yesterday.” Notice where you “live.” Are you living in yesterday, today or tomorrow?
4. Practice gratitude. When you notice yourself slipping into fear mode, ask yourself, “What is good right now today?”
5. When you notice yourself really slipping into fear mode — the big time fear mode — move your body immediately. Take a walk or walk up a flight of stairs. Exercise makes you feel good by causing a release of endorphins which make you feel happier, enhances your immune system, and relieves pain and stress. How can you NOT move your body? Plus it is free...and free is good in these amazing economic times!

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Leaving a Job? Watch Your E-mails.

With more and more Americans downsized or leaving a job, sending the “good-bye” e-mail has become standard procedure. It used to be that the boss would send a memo or make an announcement at a meeting that an employee was leaving, but now the person leaving has additional technology to say good bye.

For some, this is a chance to be clever and leave with a little humor. That’s exactly what Jim Neill from the National Association of Manufacturers did when he sent around a farewell e-mail announcing “Free food in the employee lounge.”

Others use their farewell message to leave on good terms or fish for some job leads. Such a message is usually crafted with praise for their employer and then distributed to co-workers with a resume attached in hopes of finding a new job.

But for some, the farewell e-mail is used to rant about the unfairness of the company, the boss, and, perhaps, the world in general. While this may temporarily provide soothing for an injured psyche, it really does nothing positive for the worker that is leaving. Other employees may view him/her as simply a troublemaker or “sour grapes.” They may be reluctant to recommend him for another job because of his “attitude.”

I remember a word of advice given to me when I was leaving a large hospital system in Milwaukee many years ago. The CEO wanted me to meet with him and give him my impression of several leaders in the organization. I consulted with a friend before this meeting and asked what I should do. He said, “Remember the rule of relationships. Unless you want to continue and deepen the relationship, there is absolutely no reason to discuss issues or problems. Since you are leaving, the CEO simply wants to use you for his own agenda.”

He was right. I met with the CEO and thanked him graciously for all the wonderful experiences at the hospital. I have followed that rule ever since. And when I was laid off from my VP job 10 years ago, I attended a party in my honor and again thanked everyone. It is an approach that has worked for me. I always seem to land on my feet.

“Barbara Bartlein, CSP, is The People Pro®, and President of Great Lakes Consulting Group, LLC, which helps businesses sell more goods and services by developing people. She presents keynotes and seminars on stress management, balance, productivity, customer service and leadership. She can be reached at 888-747-9953, by email at: barb@ThePeoplePro.com or visit her website at <http://www.thepeoplepro.com>

Chapter Meetings & Events

Executive Committee Meetings

First Mondays. All members are invited to attend.

RSVP with Kathy Briggs at khbriggs@yahoo.com.

Chapter Meetings

April 27, Red Cedar Medical Center, Menomonie
“Diabetes Education”

May 25
Open

CPS/CAP Answers from page 5

1. D; 2. B; 3. D; 4. B; 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 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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- Education
- Theology

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