



August 2010

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Chippewa Valley Chapter

Newsletter

From the President



Welcome to the 2010-2011 Chippewa Valley Chapter (CVC) IAAP year. At the July IAAP Education Forum & Annual Meeting (EFAM) in Boston, we ended the Power of Commitment year and kicked off the PASSION and PURPOSE year.

The Wisconsin Division's purpose for the 2010-2011 year is to ENGAGE and BENEFIT our members. The beginning of a new year is a perfect time to reflect how ENGAGING in IAAP chapter and division activities will reap maximum BENEFITS from your membership to further your career and personal goals. Communicate to officers and committee chairs ideas you have for our chapter to promote your career goals.

Julie Thomas, Wisconsin Division president, wrote, "Joining IAAP is the best professional decision I've ever made." I also feel joining IAAP was the best professional decision I made as a business education instructor. What a great resource to be in an organization and network with professional, career-minded members as I taught and placed interns in administrative assistant positions. As I actively engaged in CVC activities, I reaped countless benefits.

Congratulations to all Chippewa Valley Chapter members for obtaining the 2009-2010 Chapter of Excellence award. Thank you for your participation in IAAP International, Division and Chapter activities which allowed our chapter to qualify for the Pathways to Excellence program award. Also, congratulations to Kim Yeager CAP; Pauline Spiegel CPS; Cynthia Welch CPS; Michele Halterman; Beth Munson; and Kathleen Briggs for obtaining their Member of Excellence award.

Final IAAP 2009-2010 tallies are:

- Members of Excellence (MOE)—1,488
- Chapter of Excellence (COE)—199
- Divisions of Excellence (DOE)—20

Continued on page 2

Chapter Meeting Monday, Aug. 23 Luther Midelfort 727 Kenney Ave., Eau Claire

5 p.m.—Dinner: Mancinos

5:30 p.m.—Program: Phishing, Firewalls and Facebook: Protecting Yourself Online

6:30 p.m.—Baby Shower/Business Meeting

RSVP no later than 5 p.m. Friday, Aug. 20, to Beth Munson at swedgian@yahoo.com.

2010-2011 Chapter Officers

Chippewa Valley Chapter officers were installed at the June meeting.



Pictured from left to right: Beth Munson, treasurer; Pauline Spiegel, CPS, secretary; Kim Yeager, CAP, vice president; and Kathy Briggs, president.

CVTC Scholarship Luncheon

Donna Weidman recently presented the 2010 IAAP Chippewa Valley Chapter Endowment Scholarship to Rhonda Goss, a student in the Administrative Assistant program, at the annual CVTC Foundation Scholarship Luncheon. CVTC sent President Kathy Briggs a thank-you letter expressing how the chapter's support of CVTC, a strong education and their students is noticed and appreciated.



Pictured from left to right: Donna Weidman, CVC IAAP, and Rhonda Goss, scholarship recipient.

Sunshine Fund

The chapter's Sunshine Fund allows us to be able to recognize a special event or hardship a member experiences, such as a wedding, birth, death or hospitalization. Because we have not depleted our funds from last year, we are only collecting \$3 per person, instead of the regular \$10, to be paid to Treasurer Beth Munson.

August Professional Development Topic

Phishing, Firewalls and Facebook: Protecting Yourself Online

This presentation will aim to teach users how to protect themselves online using hardware and software solutions, as well as tips on best personal usage practices. You know those quizzes you take on Facebook or those strange links people send you in e-mails? You might look at them differently after this presentation.

Jeremy Jensen is an application specialist in Corporate Communications at Luther Midelfort. He has 12 years of experience in broadcasting/communications. He is the current Internet and intranet Webmaster and is responsible for social media/e-marketing at Luther Midelfort.

Continued from page 1

If you are interested in obtaining the 2010-2011 MOE award, but feel you will be short the requirements, please contact me or one of the CVC officers for guidance and support.

I look forward to serving as your chapter president and encourage open and constructive communication to provide opportunities for our chapter members to EN-GAGE and BENEFIT.

Kathy Briggs
President

Technology Tip

Changing the MS Word Startup Directory

When you first install Word, the working directory is set to a default directory, which is normally "My Documents." You may want to change the default location to match your working habits. You can quickly change the default startup directory by following these steps.

This tip works with Microsoft Word 97, Word 2000, Word 2002 and Word 2003.

1. Choose Options from the Tools menu. Word displays the Options dialog box.
2. Click on the File Locations tab.
3. Make sure the Documents file type is selected, then click on the Modify button. Word displays a dialog box in which you can browse and select directories.
4. Select the directory you want used as the startup directory for your documents.
5. Click on the OK button.
6. Click on the Close button.
7. Exit and restart Word.

This tip works with MS Word 2007.

1. Click the Office button, and then click Word Options. Word displays the Word Options dialog box.
2. At the left side of the dialog box, click Save.
3. To the right of the Default File Location field, click the Browse button. Word displays a dialog box in which you can browse and select directories.
4. Select the directory you want used as the startup directory for your documents.
5. Click on the OK button, then again.
6. Exit and restart Word.



International Headquarters
www.iaap-hq.org

Wisconsin Division
www.iaap-wisconsin.org

Chippewa Valley Chapter
www.iaap-chippewavalley.org

Chapter Meetings

Executive Committee

September 6
October 4
November 1
December 6

All members are invited to attend. RSVP with Kathy Briggs at khbriggs@yahoo.com.

Chapter

August 23

September 27
Cultural Diversity

October 25
How to Bounce Back After a Negative Review

November 22 or 29 (tbd)
IAAP Website Navigation

Baby Shower

Join us at the August meeting after the speaker's presentation for the long-anticipated baby shower for member Krista Bethke-Peterson and her daughter, Lexi. Cake will be provided. Krista will be bringing Lexi with her for the shower. Anyone interested in bringing a baby gift may do so (not required). Lexie is currently 12 pounds, 6 ounces and would wear 6-9 month clothing this winter. She's in size 2 diapers.



See the meeting notice on the front page for location, topic and dinner information, or view on the chapter website. Topics are subject to change.

Office Personnel Seminar

April 20, 2011

Member of Excellence

Adding IAAP to your performance plan

By Susan Fenner, IAAP's education and professional development manager

Q. I would like to write a performance plan for myself that will incorporate IAAP (a requirement for MOE) but how do I do it without overstepping? It does not look like we have personal plans. Any suggestions?

A. I'd include a section on "Professional Development" in my plan and under that add "membership in IAAP as a way to keep pace with emerging business and workplace trends, develop leadership skills, and network with admins throughout the world to share best practices." I'd also have information on membership dues at all levels and samples of IAAP programs, such as the EFAM brochure, with sessions highlighted that would be of particular interest to your manager, ones that would solve problems you are currently experiencing or ones that would help prepare you for the future. If you can get some testimonials from members, or better yet, their execs, talking about the value of IAAP membership, that would be great! And go ahead and fill out a renewal form and have him/her sign it right then and there, giving approval for the company to pay your dues when it comes up for renewal.

I'd also have a list of goals for the upcoming year and one of them would be continuing education in several areas, like "learning new tips and tricks with Excel to do XYZ (something that would be useful in your position)" or "gaining experience speaking before a group and creating and using PowerPoint presentations" or "developing exceptional customer service â best practices." Of course, the answer to how you'll achieve these goals is through involvement in IAAP. These things would tie nicely into recertification too, which could be yet another component, "to gain X recertification points in the areas of ABC." If you have agreed to serve in a chapter/division office or on a committee, you can write that into your plan as well, "develop skills in preparing and monitoring a budget" or "honing written communication skills by writing articles on business topics and submitting them for publication." Get the idea?

As the saying goes, start at the end and work back from it.

Wisconsin Division Leadership Conference

Kathy Briggs and Kim Yeager, CAP, are attending a President/Vice President's Wisconsin Division Leadership Conference in Pewaukee August 21. The agenda includes SWOT analysis, strategic planning, communication, Pathways to Excellence, certification, Web Community and succession planning.



Chapter of Excellence

2009-2010

Chippewa Valley Chapter Achieves Chapter of Excellence

Thank you to all members of the Chippewa Valley Chapter for helping our chapter to achieve Chapter of Excellence status. Our chapter had to meet 14 of 19 criteria to qualify. We received a year patch for our banner and \$150, which will be put towards the \$300 annual Web fee.

National/Division IAAP Events

Fall Conference
October 17–20
Louisville, Ky.

**WI Division Fall Education
Conference**
October 22 & 23
Green Lake, Wis.

CPS/CAP Exam
November 5 & 6

Spring Conference
March 6–9
Tampa, Fla.

**Administrative
Professionals Week**
April 24–30

**Administrative
Professionals Day**
April 27

CPS/CAP Exam
May 6 & 7

**Wisconsin Division Annual
Meeting**
May 13 & 14
Brookfield, Wis.

**Education Forum and
Annual Meeting**
July 24–27
Montreal Quebec

Chapter Member Becomes Division Chair

Congratulations to Heidi Wold, CPS/CAP, on becoming the Wisconsin Division's Certification chair. Heidi is employed at CESA 10 in Chippewa Falls.

CPS/CAP Quiz

1. Which one of the following storage options provides sequential access to information?
 - a. disk packs
 - b. tape drives
 - c. hard disk
 - d. optical disk
2. To be termed a range, worksheet cells must be
 - a. continuous
 - b. homogeneous
 - c. analogous
 - d. parallel
3. A collection of related items or facts arranged in a specific structure is a
 - a. form
 - b. record
 - c. table
 - d. database
4. To utilize communications software, a user must have access to a
 - a. CD-rom and laser printer
 - b. modem and telephone line
 - c. OCR scanner and digitizer
 - d. facsimile machine and server
5. Destructive programs loaded onto a computer and run without the user's knowledge are known as
 - a. viruses
 - b. browsers
 - c. utilities
 - d. applications

Answers may be found on page 6.

Welcome New Members

Please welcome two new members to our Chippewa Valley IAAP Chapter. They are Kristen Curvello, client information specialist, West CAP; and Lisa H. Kraszewski, education assistant, Red Cedar Medical Center.

Chapter Chairs

Administrative Professionals Week (OPS)

Donna Weidman

By-laws

Kathy Briggs

Certification

Kim Yeager, CAP

Education and Program

Donna Weidman

Membership

Nikki Coss

Newsletter

Michele Halterman

Publicity

Vacant

Research & Education Foundation

Vacant

Retirement Trust

Audra Knowlton

Scholarship/Mini-Grants

Vacant

Student Chapter Committee

Anne Madison

Ways and Means

Pauline Spiegel, CPS

Webmaster

Ellen Mickelson

Several positions are vacant. If you are willing to fill a spot, please contact President Kathy Briggs. If a member is working towards their Member of Excellence award, this would give them a point!

Wisconsin Division Board of Directors

President

Julie Thomas, CPS/CAP

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Nancy Arnold, CPS/CAP

Vice President

Kathy Princeton, CAP

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Lynette Hieronimus, CPS

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Irene Scallon, CPS

Great Lakes District

Director

Wendy Melby, CAP

Chapter Officers

President

Kathy Briggs

Vice President

Kim Yeager, CAP

Treasurer

Pauline Spiegel, CPS

Secretary

Tina Kortes

CPS/CAP Answers from page 5

1. b; 2. a; 3. d; 4. b; 5. a

Division News

Remember to visit the Division website for the latest newsletter and Wisconsin Division Annual Meeting Minutes.

Special Dates for Aug./Sept.

Happy Birthday!

Kristen Curvello, Aug. 3

Patricia Keller, Aug. 7

Ellen Mickelson, Aug. 18

Marilyn Motzer, Sept. 4

Krista Bethke-Peterson,

Sept. 13

Jessica Johnson, Sept. 13



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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(Traditional, Accounting, Finance, Health Care Management, Project Management)
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NOTE:

All degrees are not offered at all centers. Please contact the center nearest you to confirm program availability.

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