



June 2010

Chippewa Valley Chapter

# Newsletter

## Inside

- 2**  
Strategic Planning
- 3**  
Technology Tip  
Slate of Officers
- 4**  
Member of Excellence
- 5**  
Sponsor Spotlight

## From the President



June—a stimulating, exciting, moving monthly meeting. It ends our year AND gets us headed into a new year with unlimited opportunities for all members. Your presence is vitally important this month to participate in the following activities:

- 2009-2010 member recognition
- 2010-2011 year
- Review and finalize the slate of officers
- Vote and install officers
- Recruit and solidify committee chairs and members
- Vote on budget proposal
- Develop a strategic plan after brainstorming ideas

Beth Munson will lead the strategic planning portion of our June 28 meeting (see page two). Hopefully, you can all make it to this meeting; however, if not, please share any suggestions/comments with Beth before the meeting at [swedgian@yahoo.com](mailto:swedgian@yahoo.com).

I encourage you to complete the membership satisfaction survey Kim Yeager e-mailed you. Your feedback is valuable to officers, committee chairs and members in order to lead the Chippewa Valley Chapter (CVC) in the direction that will benefit you and all our members. The survey is only as good as you make it with your constructive comments and suggestions. The success of the survey depends upon member participation — we need your input by June 24 (disregard June 5 as noted once you get into the survey).

I also encourage you to check the Member of Excellence (MOE) award requirements Pat Keller e-mailed us (also, see page 4). I realize not all chapter members are interested in applying for the MOE award;

### Chapter Meeting

**Monday, June 28**

**Luther Midelfort**

**727 Kenney Ave., Eau Claire**

5 p.m.—Dinner: Salad, bread, dessert

5:30 p.m.—Business Meeting

**RSVP no later than 3 p.m. Thursday, June 24,** to Pauline Spiegel at [pspiegel@co.chippewa.wi.us](mailto:pspiegel@co.chippewa.wi.us) or 715-726-7816.

*Continued on page 2*

*Continued from page 1*

however, if you qualify, your award does give you IAAP career recognition, and that recognition also benefits our chapter.

Your generous spirit of volunteering and sharing your expertise has produced a banner year of accomplishments for the CVC. I think back to last July when we had a blank Community website and realize how far we have progressed throughout the year—our monthly educational programs, which offer CPS/CAP recertification; our annual recruitment and orientation program; the Office Personnel Seminar, along with the raffle project; the RCU ballot-counting project; sponsor recruitment including monthly showcasing in the newsletter and website; our local, division and international networking; our informative monthly newsletter, which keeps our members who live and work so many miles apart connected and informed; numerous committee accomplishments; a team of officers committed to their position and promoting the CVC; and more! Oh, and a baby girl born to a very active member!

As a “**Thank You**” to all CVC members, I am providing the meal for the June 28 meeting. Please **RSVP to Pauline Spiegel by 3 p.m. Thursday, June 24** (see front page or e-mail for contact information). The meal consists of a salad, bread, dessert—and maybe I can talk Donna into making her famous rum cake! Please bring your own beverage, or you may use the vending machine.

*Kathy Briggs*

President

---

## 5 Actions to Take for Gold Medal Living

- Be SELFish. Put yourself first on your list. SELFish = SELF care. Too hard? Start with 15 minutes of ME time every day.
- Dump worries. Learn from yesterday, but live in today.
- Stop shoulding. Notice when you use the word should and the feelings associated with it.
- Start over every morning. Remember every day is a new life.
- Get seven to eight hours of sleep. Life looks different and feels harder when you are tired.

Copyright © 2010 Chere Bork, [www.cherebork.com](http://www.cherebork.com), all rights reserved.

## Looking Back to Move Forward

Strategic planning is the focal point of our meeting on Monday, June 28. Put your thinking caps on to help evaluate our past year and brainstorm for 2010-2011.

We'll briefly focus on each of the following points:

- Finances
- Meeting agenda/procedure
- Newsletter
- Membership
- Professional development
- Publicity
- Scholarships
- Website
- OPS
- Meeting site
- Miscellaneous

We need everyone's involvement to make next year even better!

---

## Share Your Ideas

We need your suggestions for professional development topics and speakers. Think about the special skills and/or experiences of your family, friends and co-workers. What could they share that might be of interest to our group? Topics can be personal or professional in nature. Please bring your list of ideas to the next meeting on a separate piece of paper that can be turned in.

# Technology Tip

Before the advent of PowerPoint slideshows, you could add handwritten notes to your printed transparency slides during your presentation to illustrate your point or emphasize your text. PowerPoint integrated that technology as well, but few presenters take advantage of it.

*Microsoft Office PowerPoint® 2003*  
*Microsoft PowerPoint® 2002*

When you're making a presentation using PowerPoint, you can circle, underline, draw arrows or make other marks on slides with your mouse during your presentation to emphasize a point or show connections.

To mark up slides during a presentation:

1. During your slide show, you can use the keyboard shortcut CTRL+P to switch to using the pen and CTRL+U to revert back to the automatic pointer. Note: You must be in Slide Show view.
2. Hold your mouse button down as you write or draw on your slides.
3. You can also choose a different pen or ink color for the markup. In Slide Show view on the Slide Show toolbar (bottom left corner once you activate the pen, (if the popup toolbar is not visible, click Options on the Tools menu, click the View tab and then select the Show popup toolbar check box), click on the pen image, then select your pen and ink color you want to use.
4. To move to the next slide when you are using the pen, use the DOWN ARROW or ENTER key.



**International Headquarters**  
[www.iaap-hq.org](http://www.iaap-hq.org)

**Wisconsin Division**  
[www.iaap-wisconsin.org](http://www.iaap-wisconsin.org)

**Chippewa Valley Chapter**  
[www.iaap-chippewavalley.org](http://www.iaap-chippewavalley.org)

## Chapter Meetings

### Executive Committee

First Mondays  
All members are invited to attend. RSVP with Kathy Briggs at [khbriggs@yahoo.com](mailto:khbriggs@yahoo.com).

**Chapter**  
Fourth Mondays  
**June 28**

## 2010-2011 Slate of Officers

At the June meeting, our chapter will vote on the slate of officers for the upcoming year and install the newly elected officers.

Thank you to those who have expressed an interest in leading, or continuing to lead, our Chippewa Valley Chapter of IAAP. Your nominating committee of Nikki Coss and Linda Bockin are pleased to present the slate of officers for the 2010-2011 year as announced at May's chapter meeting.

President—Kathy Briggs  
Vice President—Kim Yeager  
Treasurer—Beth Munson  
Secretary—Pauline Spiegel

Nominations can also be made from the floor prior to the election. If you are unable to attend the June chapter meeting, please contact Nikki or Linda by Wednesday, June 23, so they may send you an absentee ballot.

**It is important we have your vote for your candidate.**

Please contact Nikki at 715-879-5994 or Linda at 715-491-0240 or via email ([ncoss@auroraservices.com](mailto:ncoss@auroraservices.com) or [dlboken@wwt.net](mailto:dlboken@wwt.net)) to vote by absentee ballot or if you have any questions.

# Member of Excellence

We are drawing near to the end of our IAAP fiscal year, and along with that comes the submission deadline for the Membership of Excellence Award on June 30.

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder.
2. Sign the online Member of Excellence Commitment agreement.
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division or international level). You will be asked to list the forums participated in or the name/date of articles submitted and where published.
4. Attend non-IAAP professional educational workshops, seminars and conferences. You will be asked to list the date and titles of workshops, seminars and conferences.
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification. You will be asked to list the degree or certificate held and the name of the college.
6. Pay membership dues on or before anniversary date.
7. Serve as a chapter, division, or international

- officer, committee chair or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program. You will be asked to list the name of the office held or the name of the advisory board.
8. Conduct a public presentation, program or training. You will be asked to list the date and title of the program.
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or

events (any combination). You will be asked to list the dates and meetings attended.

10. Recruit at least one new member. You will be asked to list the name of the new member and chapter/division/AMAL.
11. Integrate IAAP membership and involvement into annual performance plan or review.

After review of the requirements, we encourage all of our eligible members to complete and submit the online form. If you think you are

*Continued on page 6*

## Online Submission

- Click on Internet Explorer (or other browser).
- Go to our Chippewa Valley IAAP Chapter home page: <http://www.iaap-chippewavalley.org/IAAPHQ/ChippewaValley/Home>.
- Click on "Login to see members only content," and log in using your previously created username and password, or click on "need one" if this is your first time.
- Click on "Community Home" at the top right of the page.
- Click on "Member Resources" tab (first one to the right of the Home tab) a drop-down menu will appear. Scroll down to Pathways to Excellence, and click on it.
- There are several ways to go from either. The simplest is to scroll to the bottom half of the page under "Alternate Navigation for IE6 Users," and click on "Member of Excellence." This will take you right to all the information and online submission form.
- The other way (when on the Member Resources page) is to put your cursor on the "Programs" tab. A drop-down menu comes up, and then put your cursor on Member of Excellence. Another drop-down box comes up, and you can click on either Member of Excellence info or Submissions.

# Sponsor Spotlight—L&M Mail Service

By Michele Halterman

L&M Mail Service, located in Eau Claire, has been an invaluable sponsor of the Chippewa Valley Chapter's Office Personnel Seminar for the past two years by providing us with free mailing services for our program brochure. Without their support, our seminar would be far less successful. For that, we are very grateful!

L&M Mail Service provides a variety of services to the western Wisconsin and eastern Minnesota region. They offer direct mail, presort mail and courier services—all carried out by a professional and friendly staff.

Dan Everhart and Bill Blackburn, co-owners and account managers, took over the business in 2001, establishing at their current location.

L&M Mail Service utilizes high-speed, automated barcoding, ink jetting, sorting and other mail processing equipment which maximizes your postage savings and ensures quick delivery of your mail.

L&M's high speed equipment (folding, inserting, tabbing, printing, addressing) saves you time and money. They offer direct mail services including inkjet or label addressing, folding, inserting, tabbing, laser printing,

mailing lists, fulfillment and assembly, database management (address clean up/standardization, updates, merge/perge, elimination of duplicates), mail piece design, free use of L&M's mailing permit, delivery to the post office and more.

By presorting through L&M, you can achieve maximum postage discounts. L&M can meter your mail for you and eliminate meter equipment, consumable supply, lengthy



information...your mail! Let L&M be the solution to all your mailing needs!

To request a quote from L&M Mail Service, please e-mail Dan Everhart at [deverhart@lmmailservice.com](mailto:deverhart@lmmailservice.com). In your e-mail, please include the following information to receive the most accurate quote possible: your name, phone number, e-mail address, company name, service(s) needed (direct mail, first class presort

Direct Mail

Presort Mail

Courier Services

lease agreements, and labor costs to train and process daily mail. Presorting mail can expedite mail delivery, and L&M's reliable and friendly courier service picks up daily.

L&M also offers courier services, even making bank deposits for your business! Eliminate trips to the post office, bank or other stops, and use that time on more important duties, and eliminate liability exposure by contracting out.

Your business depends on fast, efficient and cost effective delivery of important

services or courier services, mailing quantity and any other project details.

*L&M Mail Service, Inc.*  
2452 Truax Blvd.  
P.O. Box 805  
Eau Claire, WI 54702  
715-836-0138  
800-507-7070  
Fax: 715-836-7636  
[www.lmmailservice.com](http://www.lmmailservice.com)

## Division News

Remember to visit the Division website, and click on "Download our latest newsletter here!!" in the red Wisconsin Division News box.

## Chapter Chairs

### CPS Services

Kim Yeager CAP

### Executive Event

Ellen Mickelson

### Membership

Donna Weidman

### Newsletter

Michele Halterman

### Office Personnel Seminar

Donna Weidman

Kathy Briggs

### Professional Development

Beth Munson

### Publicity

Cynthia Welch CPS

### Scholarship & Mini-Grant

Ellen Mickelson

### Ways and Means

Pauline Spiegel CPS

### Webmaster

Heidi Wold CPS/CAP

Angela Sieg-Bruhn

## Wisconsin Division Board of Directors

### President

Pat Falkenhagen CPS

### President - Elect

Julie Thomas CPS/CAP

### Vice President

Nancy Arnold CPS/CAP

### Secretary

Lynette Hieronimus CPS

### Treasurer

Kathi Princeton CAP

### Great Lakes District Director

Wendy Melby CPS/CAP

## Chapter Officers

### President

Kathy Briggs

### Vice President

Kim Yeager CAP

### Treasurer

Pauline Spiegel CPS

### Secretary

Tina Kortes

## Special Dates for June/July

### IAAP Anniversaries

Linda Bockin, 1993

Sharon Cormican, 2009

Ella Huttner, 2008

Pat Keller, 2008

Heidi Wold, 2003

*Happy Birthday!*

Cynthia Welch, June 2

Debbie Paulson, June 22

Kathleen Brown, June 24

Beth Munson, July 10

Tina Kortes, July 19

Anne Madison, July 19



## *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*

*Continued from page 4*

eligible but need assistance to submit the form, please bring necessary information/documentation and plan to stay after the June 28 meeting. We will have a computer available and assist you in this process.

As an incentive—members receiving an Award of Excellence will be eligible for a drawing for a free meal at a future IAAP chapter meeting. Please notify Pat Keller (pkeller07@charter.net) in advance if you want assistance after the meeting, so we will have some idea of how many people will require assistance. Also, please notify Pat Keller if you submit the online form. We had four members last year that achieved Member of Excellence and hope to surpass that this year. Thanks for being a part of IAAP!

# Please Patronize Our Sponsors!

**LM & MailService** Direct Mail  
Presort Mail  
Courier Services

2452 Truax Blvd  
PO Box 805  
Eau Claire, WI 54702  
715-836-0138 | 800-507-7070  
Fax: 715-836-7636

**COLORPATH**  
*Going Green Saves You Green with Colorpath*

**Tyler Widen**  
phone: 715.723.4943  
fax: 715.723.6293  
cell: 715.225.1000


1500 First Ave. Suite 2  
Chippewa Falls, WI 54729  
email: [twiden@colorpath.com](mailto:twiden@colorpath.com)  
[www.colorpath.com](http://www.colorpath.com)

Frank & Helen Goodavish Tommi Goodavish Mattson

**4 Seasons Florists, Inc.**  
Serving Eau Claire Since 1959

117 W. Grand Ave. Eau Claire, WI 54703  
834-2017 ~ 800-657-4654  
[www.e4seasons.com](http://www.e4seasons.com)

**Tina Bann**  
ABR, CRS

 **Prudential**  
**Benrud Realty**  
3311 Golf Rd. • Eau Claire, WI 54701  
Cell: (715) 379-7785  
Office: (715) 833-1900  
Fax: (715) 833-1235  
[Tina.Bann@prudentialbenrudrealty.com](mailto:Tina.Bann@prudentialbenrudrealty.com)  
© An independently owned and operated member of Prudential Real Estate Affiliates, Inc.



**AVON**  
Rachel Ouimet, Avon Representative

Phone: 715-726-9500  
E-mail: [RDOUIMET@AOL.COM](mailto:RDOUIMET@AOL.COM)

Avon is a world leader in anti-aging skin care products, fragrance, and color cosmetics. Its product line includes beauty products, fashion jewelry, and apparel. Please contact me to learn more.

Mention this ad when shopping at Sandy's to receive a free gift!!

**Sandy's**  
115 West Grand Ave.  
Eau Claire, WI 54703  
715-830-5060

Clothing & Art  
[www.sandysclothingandart.com](http://www.sandysclothingandart.com)



# Please Patronize Our Sponsors

## The packing and shipping experts.



*Our certified packing experts are specially trained to pack and ship ordinary, fragile, valuable, large, and heavy items with expertise anywhere in the world.*

- Domestic and International Shipping
- Air, ground and ocean
- All major carriers
- Custom packing and crating
- Commercial freight forwarding
- Business services and more.

**PAKMAIL®**  
*We ship anything anywhere!*



2809 E. Hamilton Ave. • Eau Claire • 715-831-8808  
[www.pakmaileauclaire.com](http://www.pakmaileauclaire.com)

## TOP-OF-THE-LINE QUALITY



**715-456-2907**

### New Mattress Sets

*starting at*

**\$275 King**

**\$175 Queen**

---

### New Sofa Set

**\$469**

---

*Delivery Available*

## BOTTOM LINE PRICES!

# Please Patronize Our Sponsors

Welcome  
to



## THE PLAZA

---

### HOTEL & SUITES



Also try our  
**BEST WESTERN TRAIL  
LODGE HOTEL & SUITES**  
715-838-9989

All guestrooms and  
suites include:

- microwaves
- refrigerators
- in-room coffee makers
- irons & ironing boards
- hair dryers
- in-room movies
- high speed wireless internet

233 Guest Rooms

- 25 Whirlpool Rooms
- 4 Two Room Suites
- Presidential Suite

Full service Restaurant and Lounge  
*Enjoy American cuisine for breakfast,  
lunch and dinner at*

*Burgundy's*



Join us at Burgundy's Restaurant, Brewski's Pub & Grill and  
Pool Deck Lounge

# Please Patronize Our Sponsors!

Bringing Families Together

**The Pampered Chef**  
discover the chef in you™

Would you like...  
~ to have fun in the kitchen?  
~ learn fabulous new recipes?  
~ to share all the fun with friends?  
~ extra income with flexibility?



**TAMI PIEPER**  
715-933-0982

call me TODAY!!

[www.pamperedchef.biz/tpfamilymeals](http://www.pamperedchef.biz/tpfamilymeals)

Flexible Schedule

Extra Income

Cooking Classes Fundraiser

**March thru June**, professionally whiten your teeth at a deeply discounted fee (donation), and seriously ill, disabled, and underprivileged children in your community (and around the world) get 100% of the money. So, call today!

**IS MONEY A LITTLE TIGHT, BUT YOU'D STILL LIKE TO WHITEN AND DONATE?**  
No problem! We can easily set up a \$30 per month automatic charge to your checking account OR credit card. Ask the dentist below for details!

**Dr. Anthony Butchert**

**Call 715-552-1000 or  
make an appointment online at:**  
[www.AnthonyButchert.ForGreatDentalCare.com](http://www.AnthonyButchert.ForGreatDentalCare.com)

822 South Hastings Way  
Eau Claire WI 54701



Whiten your teeth  
and help a child.



Deeply Discounted, Professional Smile Whitening  
with **ALL** proceeds to kid's charities.

# Please Patronize Our Sponsors



## Earn your degree without tying your life in knots.

If you're a busy person trying to keep balance in your life while you get ahead, Lakeland College's Kellett School of Adult Education is the ideal place for you.

You'll find the perfect package of quality instruction, affordable tuition, maximum credit transfer and unbeatable flexibility.

You'll find BlendEd®—a popular approach to learning that offers the unique flexibility of completing coursework in class or online from week to week. Your choice.

Lakeland's content-rich classes are taught at a comfortable pace over traditional 12-week semesters. You can even take up to three classes before applying for admission to the program—just to give it a try.

Schedule a no-obligation meeting with one of our on-site counselors soon, and find out how you can earn your degree at Lakeland without tying your life in knots.

#### CENTER LOCATIONS

**Chippewa Falls**  
800-993-3413

**Green Bay**  
888-861-8255

**Milwaukee**  
800-421-2949

**Marshfield**  
800-522-9473

**Neenah**  
888-942-4444

**Madison**  
608-244-2725

**Wisconsin Rapids**  
800-522-9473

**Sheboygan**  
800-569-2166

#### BACHELOR'S DEGREES

- Accounting
- Business Management
- Computer Science
- Criminal Justice
- Education (PK-6, 1-8)
- Hospitality Management
- Marketing
- Specialized Administration

#### MASTER'S DEGREES

- Business Administration (Traditional, Accounting, Finance, Health Care Management, Project Management)
- Counseling (School, Community, Higher Education)
- Education
- Theology

#### NOTE:

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

**LAKELAND**  
COLLEGE

**Kellett School of Adult Education**