

CHIPPEWA VALLEY CHAPTER

Chippewa Valley Chapter

May 2009

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45th Office Personnel Seminar a Success!

Thank you to all of the Chippewa Valley IAAP members for assisting with another very successful Office Personnel Seminar. Members' contributions of time and donations of basket raffle items made this seminar very much a team effort.

With 115 attendees, down from 153 of last year, our registration monies totaled \$7,006. Another \$979 of income from the basket raffle brought the total seminar income to \$8,045. Expenses were lower as CEUs were not paid to Chippewa Valley Technical College, as they were not one of our partners this year. Our expenses were \$3,875.75 giving us a seminar profit of \$3,190.25, and total profit with the basket raffle was \$4,160.25.



A big thank you to co-chair Kathy Briggs and to all of the OPS committee members to include Della Schindler, Deb Paulson, Michele Halterman and Kim Yeager, for their countless hours of assistance and support. Special thanks to Michele Halterman who designed and completed our brochure and day agenda, for handling of the registrations, for all of her clerical help, and her contacts of ColorPath and L&M Mail Service for their contributions of printing and mailing. Thank you to Beth Munson who secured Pak Mail as a cash contributor along with coupon booklets for all attendees, and thanks to Pauline Spiegel for coordinating another very profitable basket raffle. Ellen Mickelson worked with us by combining the executive event with our seminar, which has a very good start and will grow in the coming years.

There were very, very positive comments regarding our keynote speaker, Jean Jirovec, who truly enlightened, motivated and entertained all of the participants. The entire seminar received excellent comments — some of the best comments I have reviewed in recent years.

Thank you again for all of the great memories.

Donna M. Weidman, OPS Co-Chair

Chapter Meeting

Monday, May 18

Luther Hospital, 1221 Whipple St.

Lower Level Cafeteria

5 p.m. — Dinner (bring your food or get food in the cafeteria)

5:30 p.m. — Business Meeting

Committee Reports

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

- See report on page 1.

Ways and Means — Chair Pauline Spiegel CPS

- Payment of \$1,000 was received from RCU for ballot counting. The Plaza and Sandy's Clothing and Art have been added as sponsors. IAAP members that have a "side" business are encouraged to support IAAP by advertising with us. Pauline can help design a business card or ad if needed. Thank you for advertising with IAAP and/or patronizing our sponsors.

Chapter Officers

President

Kathy Briggs

Vice President

Donna Weidman

Treasurer

Pauline Spiegel, CPS

Secretary

Kim Yeager

Thank You From Sandy's

Thank you for inviting us to be a part of your IAAP conference on April 15th. We loved being able to showcase our clothing for all to see as well as meeting some terrific women! The response we have received so far has been very positive and we are looking forward to future reciprocity between IAAP and Sandy's Clothing and Art.



Stop in soon and tell us how we can make your life easier!

National IAAP Events

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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International Headquarters
www.iaap-hq.org

Wisconsin Division
www.iaap-wisconsin.org

Chippewa Valley Chapter
www.iaapwisconsin.com/cv

Special Dates for June Birthdays

Cynthia Welch, June 2
Deborah Paulson, June 22

IAAP Anniversaries
Heidi Wold, 2003



Chapter Meetings & Events

Executive Committee Meetings

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

Chapter Meeting
June 22
Luther Midelfort on
Clairemont Avenue



Technology Tip — USB Drives

A USB drive is a great tool that allows you to store large pieces of data on a tiny device the size of a key or pen. These drives are often called flash drives, memory sticks, thumb drives, pen drives or USB sticks. As you may know, properly saving files to them, or any other USB file-storage device, such as a camera or digital music player, can get tricky. They're easy to use, but be aware of issues with the save process.

A USB device is plugged into a free USB port on your PC. Your PC must recognize the device as a new drive on your computer before it's usable. When you plug in a USB device, Windows presents a message that a new drive has been found, usually called Removable Disk. You can find the new drive by clicking My Computer and looking for the Removable Disk or a new drive letter. You can save files to the USB device the same way you would save to another drive or right-click on the files or folders you want to save and choose Send To from the menu, and then select the Removable Disk drive letter.

To ensure your data is saved, you must allow your computer to finish communicating with the new drive before removing it. The most common cause of data loss when saving to USB devices is due to improper drive removal i.e. taking it out of the drive without telling the computer to safely remove it. When you're done copying or saving files to your USB storage device, it's crucial that you click on the USB icon that appears in your system tray and select Safely Remove. Your computer then removes the drive and saves your data. When it's done, you'll see a confirmation message or a Safe To Remove Storage Device pop-up window. Only then should you physically remove the USB device from your PC. If you remove it before your PC says it's safe, you run a high risk of losing your files.



National Headquarters Visit

Chippewa Valley Chapter President Kathy Briggs (in the orange sweater) and Vice President Donna Weidman (in the white sweater) recently visited IAAP's National Headquarters in Kansas City, Mo. Below are a few photos from their visit.



Living "Green"

We use cosmetics, toiletries, detergents and cleaning products every day. There is no better place to start living green than with these everyday products.

Several ingredients in personal care products have been identified as unhealthy. Some compounds of concern include parabens and other preservatives, siloxanes, phthalates, musks and other fragrance components, and benzophenone (BP-3).

You can look for products that are nontoxic. The tricky part is that ingredient safety testing is not required by law for cosmetics. And manufacturers are not required to completely disclose all ingredients on the product label if the ingredient is considered a trade secret or if it falls under the broad categories of fragrance or flavoring.

Some tips for choosing healthy personal care products:

- Simplify: Can you use fewer products?
- Choose fragrance-free products.
- Read up: Check the ingredients list on personal care products, and learn more about ingredient names and terms to avoid.

Visit www.livinggreen.org for more ideas.

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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