



May 2010

Inside

- 2**
Committee Sign Up
- 3**
Technology Tip
- Google
- 4**
Sponsor Spotlight
- 5**
Reduce Paper Waste
- Board Meeting
- 6**
OPS Recap
- Membership Report
- 7**
Journey or Destination

Chippewa Valley Chapter

Newsletter

2010 RCU Ballot Counting

Our chapter was successfully awarded the opportunity to count ballots for RCU's 46th annual election of its administrative board members. The reason we take the project is not only to gain revenue for doing the project, but because we strongly feel it is important to give back to the community in which we live.

A total of 82,980 ballots were mailed to RCU members, and about 6,500 were returned and counted twice. This year, our work team successfully completed the project in 98.5 hours over the course of a seven-week span and recently presented the election results to the RCU board by being in attendance at their annual meeting held on April 27, 2010, at the RCU Corporate Office in Eau Claire, Wis.

I would like to recognize and thank each chapter member who contributed to the project: Jean Wysocky, Donna Weidman, Ella Huttner, Pat Keller, Audra Knowlton, Marilyn Motzer, Tina Kortez, Cynthia Welsh and Kathy Briggs. Without the combined voluntary efforts of many of our chapter members, this project would not be possible.

As committee chair of the 2010 RCU ballot counting project, I wish to personally extend a warm thank you for the dedication it takes each person on the team to bring this type of project to completion.

Ellen Mickelson

Thank You!

A big "Thank You" to Ellen Mickelson for chairing and Ella Huttner for co-chairing the RCU ballot counting project. Many hours were spent organizing the ballots, coordinating the counting, counting ballots and more, to complete the project.

The RCU Project Team and all CVC members

Chapter Meeting

Monday, May 24

Lakeland College

**770 Scheidler Road, Room 309
Chippewa Falls**

5 p.m.—Dinner: Free pizza!

**5:30 p.m.—Program: Resolving
Conflict**

6:30 p.m.—Business Meeting

**RSVP no later than Friday, May
21, to Pauline Spiegel at pspiegel@
co.chippewa.wi.us or 715-726-7816.**

Committee Sign Up

As we come to the end of the 2009-2010 IAAP year and wrap up committee activities, now is also the time when we must consider the many committees that are awaiting your experience as a chair or member.

Before you think “never me” or quickly respond and say “not this time,” consider the advantages of leadership in the Chippewa Valley Chapter of IAAP. By volunteering in a leadership position, you will have the opportunity to work among a professional group of peers and hone your leadership skills.

Following is a list of the committees with brief descriptions.

Newsletter: The chapter newsletter is published monthly (except December and July). One member needed for design/layout; all chapter members are encouraged to submit articles.

Certification (CPS/CAP): Promotes CPS/CAP exam, provides information and assists members seeking their CPS/CAP rating. This can be a collaborative effort. One member needed.

Membership: Directs all activities dealing with the procurement and retention of members. Three to four members recommended.

Office Personnel Seminar: Yearly day-long seminar held the week before Administrative Professionals Week. Five to six members recommended; all chapter members are encouraged to participate the day of the seminar.

Education and Program: Plans monthly professional development programs. Three to four members recommended.

Publicity: Publicizes all chapter activities and acknowledges accomplishments throughout the year. Three to four members recommended.

Scholarship/Mini-Grant: Oversees distribution of CVTC IAAP scholarship. Reviews all mini-grant applications submitted and awards mini-grants when money is available. Three to four members recommended.

Ways and Means: Oversees and promotes fundraising projects. Three to four members recommended.

Webmaster: Responsible for keeping chapter IAAP website up-to-date. One member recommended.

Contact Kathy Briggs (khbriggs@yahoo.com) if you will volunteer to lead or be a member of one or more of these committees.

May Meeting Topic: Resolving Conflict

With increasing pressures in the workplace, the ability to deal with people is becoming more important every day. However, being able to handle conflict in a positive way can be very challenging. During this talk, individuals will complete a conflict profile to measure how each of us tend to react to conflict. We will analyze conflict situations and discuss several effective resolution strategies to improve relationships with co-workers and help create a more productive working environment.

Renee Wininger works as an instructional designer for United Health Group in Eau Claire. She teaches marketing classes at Lakeland College and runs a side business called RAZZ Creations. She has a bachelor's degree in advertising from UW-Madison. She is finishing a graduate degree in career, technical education and training from UW-Stout.



International Headquarters
www.iaap-hq.org

Wisconsin Division
www.iaap-wisconsin.org

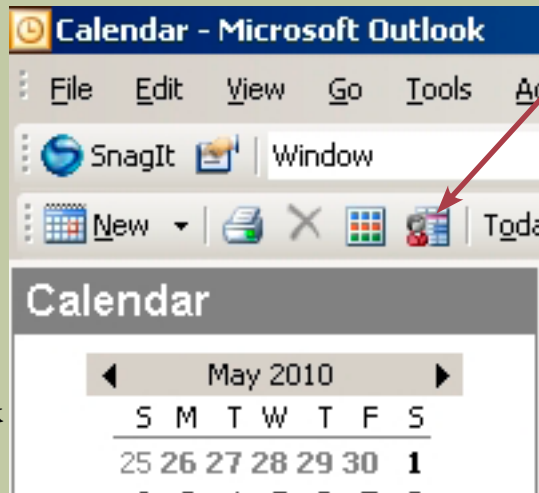
Chippewa Valley Chapter
www.iaap-chippewavalley.org

Technology Tip

By setting up a group schedule in Outlook 2003, you can avoid the scheduling and rescheduling involved with setting up meetings with the same people/group. You can create multiple group schedules to manage and communicate with each of your teams separately.

To create a group schedule:

1. In your Calendar, click on the View Group Schedules button on the main toolbar.
2. In the Group Schedules dialog box, click New, and then enter a name for your group. Click OK.
3. Click in the "Click here to add names" field or click on Add Others/Add From Address Book and select names. Be sure to add your own name.
4. Click Save and Close.



View Group Schedules button

To schedule a group meeting:

1. In your calendar, click on the View Group Schedules button on the main toolbar.
2. Select the group you wish to view, then click Open.
3. Select the meeting day from the Go To dropdown.
4. In the free/busy area of the window, select the time block you want.
5. In the Make Meeting dropdown, click New Meeting With All to open a Meeting form with the chosen date, time and participants already filled in. (You also can send an e-mail to the entire group using this method; select New Mail Message With All instead.)
6. Enter the remaining meeting information, and click Send to deliver to all members of the group.

Google

By Beth Munson

Whether you're an avid user of "Google" or your interest was piqued when you attended the "Google: The Ultimate Administrative Assistant" session at our monthly meeting in January or at OPS, you'll be interested in the latest news about Google Search. Chuck Nagle, our Google training presenter, passed along this newsflash.

First, the Google logo has been modified. Secondly, they've changed the results interface, featuring different sorting options. When you conduct a search, the results are sorted by Type. You then choose which Type of results you're interested in (e.g., News, Images, Books, Blogs, etc.). You can further reduce the number of results by using a time-specific option (e.g., Latest, Past 3 Days, etc.).

And that's just the beginning. A very detailed description of the changes was written by Sam Richter, an acclaimed speaker, consultant and coach for business development. If you've ever used Google or think you will, check out this link: <http://www.takethecold.com/new-google.html>.

Sponsor Spotlight: Lakeland College

By Anne Madison

Lakeland College, a liberal arts college related to the United Church of Christ, is committed to educating men and women of diverse backgrounds enabling them to earn a living, to make ethical decisions, and to lead purposeful and fulfilling lives distinguished by intellectual, moral and spiritual growth.

The roots of Lakeland College begin with German immigrants who, fleeing from religious controversy in Europe, traveled to North America and eventually to the Sheboygan area where they settled in 1847. Even as they struggled for food and shelter, these pioneers thought in terms of higher education for their children. In 1862, they built the Mission House, a combined academy-college-seminary. Known simply as Mission House for 95 years, the college adopted the name Lakeland in 1956 and the seminary moved to Minneapolis-St. Paul in 1962 to become United Theological Seminary of the Twin Cities.

In 1978, William R. Kellett, a prominent Wisconsin businessman and inventor, inspired the birth of adult education in Wisconsin. Through his vision and his assessment

of the continuing educational needs of working adults, Lakeland College developed an evening classroom program. This innovative program was the first of its kind in the state. Now known as the William R. Kellett School of Adult Education, this program has grown to include seven centers around the state offering popular in-class, online and BlendEd®



courses. Hundreds of adults enroll in this program each semester to complete their degrees and to elevate their careers.

Just like you, many Lakeland College students have work and family responsibilities that they need to balance with earning a degree. The flexibility and convenience of BlendEd® lets students choose each week between learning in the classroom and learning online.

Lakeland's accreditation reviews are conducted by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA). In March 2009, the college received a 10-year renewal of accreditation, the maximum allowed by the NCA.

The Chippewa Valley Center is located in the Chippewa Valley Technical College Campus in Chippewa Falls. Bachelor of Arts programs offered at this location are Accounting, Business Computer, Healthcare, Management, Computer Science, Marketing, and Specialized Administration. Master's degree programs include Master

of Business in Administration — with concentrations Accounting, Finance, Project Management and Healthcare, and Master of Arts in Counseling with emphases in School K-12, Higher Education and Community.

For more in-depth information, visit www.lakeland.edu or call the Chippewa Valley Center at 715-723-2720. Kathie Christensen or Anne Madison will be glad to assist you in continuing your education.

Tips for Reducing Office Paper Waste

by Carmen Tiffany

- Use the front and back of a piece of paper, and cut your paper use and costs in half.
- Set computer defaults to print double-sided.
- Make double-sided copies when possible.
- Give it a second chance. Use paper printed on only one side in your fax machine, for draft copies or internal documents, or as scratch paper.
- Think before you print or copy. Sometimes it is necessary for documents to be printed. Print responsibly.
- Preview documents before printing. Use the print preview to spot formatting errors and blank pages before you print. Proofread first, and use the spell/grammar tool to help avoid errors that can cause documents to be reprinted.
- Print only the pages you need. If only a few pages of the document are needed, print only those pages instead of the whole report. Most software programs provide this option under the print function.
- Promote a “think before you copy” attitude. Consider sharing some documents with co-workers.
- Print only the number of copies needed for the meeting; don’t make extras.
- Go electronic. Route memos and newsletters that employees should see, but do not need to keep. That way, newsletters and other documents can be shared rather than copied.
- Use revision features in word processing software. You can edit documents on screen instead of printing drafts and making handwritten comments.
- Send information electronically. Use e-mails instead of fax or mailed letters when possible. It’s faster.
- Fit more words onto each page (e.g., smaller font, narrower margins). Simply changing the default margins from 1.25” to 1” can reduce the amount of paper you use by up to 8 percent. Use a space-efficient font like Palatino or Times New Roman.
- Create an electronic filing system for quick, easy retrieval.

Board Meeting Invitation

Committee chairs: The board invites you to attend the June 7 executive board meeting at Camilles (5:30 p.m.) to submit your committee 2010-2011 budget proposal. Please discuss this with your committee members, and if you or a committee member cannot attend, please e-mail Kathy Briggs (khbriggs@yahoo.com) your proposal. Members will then vote on the CVC proposed budget at the June 28 monthly meeting.

10-Digit Dialing

Mandatory 10-digit dialing for all calls begins **July 17**. After this date, if you do not dial the area code, a recording will tell you to dial again.

The Public Service Commission assigned an additional area code for the same region as the existing 715 area code. Both area codes (715 and 534) will cover northern Wisconsin (including Eau Claire, Chippewa Falls, Menomonie, Bloomer, Osseo, etc.). The 534 area code will be assigned to new customers.

Now is the time to get in the habit of 10-digit dialing and prepare for the change.

Emergency or service three-digit numbers (911, 411, 211) will not change.

Special Dates for May/June

IAAP Anniversaries

Linda Bockin, 1993

Sharon Cormican, 2009

Ella Huttner, 2008

Pat Keller, 2008

Heidi Wold, 2003

Happy Birthday!



Heidi Wold, May 8
Pauline Spiegel, May 19
Donna Weidman, May 20
Jean Wysocky, May 20
Kathy Briggs, May 21
Penny Johnston, May 22
Rachel Ouimet, May 25
Cynthia Welch, June 2
Kathleen Brown, June 24

46th Office Personnel Seminar Recap

by Donna M. Weidman, OPS Co-Chair

Another successful and profitable seminar has come and gone during a year of economic uncertainty in our society. Obviously, our relevant and timely breakout sessions and an energetic and entertaining keynoter were the right combinations for Chippewa Valley administrative professionals.

With 128 attendees, up from 115 last year, our registration monies totaled \$7,632. Another \$1,151 of income from the basket raffle brought the total seminar income to \$8,783. Our expenses were \$3,227.89, giving us a seminar profit of \$4,404.11 and a total profit with the basket raffle at \$5,555.11.

Our Office Personnel Committee of Kathy Briggs (co-chair), Kim Yeager CAP, Anne Madison, Nikki Coss, Michele Halterman, Ellen Mickelson and Deb Paulson contributed countless hours of assistance and expertise. Michele designed and completed the brochure and day agenda, handled all of the registrations and provided other clerical assistance as necessary. The Executive Event was, again, combined with the seminar with five executives in attendance at our opening session. Pauline Spiegel coordinated a very successful raffle netting our largest amount in the past three years. ColorPath and L&M Mail Service were, again, very generous in their support with printing and mailing our brochures.

Thank you to all of our IAAP members, 22 of them in attendance at the seminar, for their fantastic assistance with all of the seminar activities and contributions to our very profitable raffle. Cynthia Welch CPS exceeded our chapter presentation along with submissions from our members, and this was an excellent way of marketing our chapter and careers.

Chapter Officers

President

Kathy Briggs

Vice President

Kim Yeager CAP

Treasurer

Pauline Spiegel CPS

Secretary

Tina Kortess

National/Division IAAP Events

Education Forum and Annual Meeting

July 18 – 21, 2010

Boston, Ma.

July 27 – 30, 2014

Milwaukee, Wis.

Membership Report

Welcome to Kristen Curvello, who joined our chapter in April. She is an administrative professional at West CAP in Glenwood City, and IAAP member Sharon Cormican is a co-worker. We look forward to seeing you at future meetings.

Currently, our membership is at 31, but we handed out membership applications at the seminar and just recently e-mailed two individuals with further information on our chapter.

Donna Weidman

Nikki Coss

Membership Co-Chairs

Chapter Meetings

Executive Committee

First Mondays

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

Chapter

Fourth Mondays

May 24

June 28

Is Your Life a Journey or a Destination?



Is your life a journey or a destination? I used to think destination.

"I can't wait for Brett to be in first grade so I don't have to pay for daycare." "I can't wait for Danielle to be accepted into a college she likes and can afford." The BIG family destination was to travel to all 50 states. Oh, the planning and fun family talks that we had to get to all the states before Danielle graduated from high school. One of the last trips we traveled 3,000 miles in one week and visited Oklahoma City, Dallas, San Antonio, New Orleans, Biloxie, Mobile and Memphis.

Since I started on what the family calls "the coaching thing," I live life as journey. Every day is a new life. My simple goal is to get to bed every night happy and healthy. Healthy I define by eating produce. When I eat fruits and veggies, I am not eating white junky carbs. So, I try to eat four servings a day, which amazingly even as a registered dietitian is hard for me unless I do a little planning. Produce just doesn't seem to "come by" like white junk food, does it? Happy I define by three things: What did I accomplish? What did I learn? Who did I help smile today?

Steve Jobs in his commencement speech to Stanford University in 2005 stated, "If you live each day as if it will be your last, someday it most certainly will be." Every day he looks in the mirror and asks himself, "If today were the last day of my life, would I want to do what I am about to do today?" If he answers "No" too many days in a row, he needs to change something.

I have advocated mirror talk for years. Every morning I look in the mirror. I wink at myself and say, "Lookin' good, Chere (sometimes this is a little pep talk as I feel I

am really feeling tired, old and not ready for the day), who do you want to be today?" Then I pick an adjective for who I want to show up being. Favorite adjective is sassy. Picture a sassy day.

The good news is you and I have a choice of who we want to be and what we want to do. You can decide today that your life is a journey and that every day is a new life. You can feel fully alive before you die if you live each day awake and conscious. But you gotta plan.

Continued on page 8.

Center for Business Solutions

by Cynthia Welch CPS

Whatever the size or scope of your business, The Center for Business Solutions (CBS) is dedicated to providing easy and affordable access to recognized experts, high-quality programs and valuable resources within the University to help you realize your goals.

- Contract Training — Customized for Your Workplace.
- Business Counseling — Confidential, No Cost to You
- The Small Business Development Center (SBDC) — Start. Manage. Grow Your Business.
- The Essentials of Business Administration — Online Certificate Program
- Supervisory Management Certificate Program
- Complete List of Current Seminars, Workshops and Certificate Programs

The Center for Business Solutions is your access point for comprehensive services, seminars, resources and tools available through the University of Wisconsin-Eau Claire.

For a brochure, please go to http://www.uwec.edu/CE/cbs/upload/CBS-General-brochure_web.pdf.

Continued from page 7

You have to live life awake.

Gary and I are living our FABD (Fully Alive Before I Die) lists. Gary is busy making plans to raft the Salmon River this June, while I am starting to prepare to do my first and last triathlon this July. I figured I have spent hours watching triathlons—why not just do one even though I don't swim, bike or run. Oh well. Give it a try in Wisconsin where no one knows me. I just want to finish.

What is on your FABD (Fully Alive Before You Die) list? Remember, we aren't lucky like food and come with an expiration date. You and I know we are going to die, just not when. So, if you know you are going to die, why aren't you living like it? (Is this a profound question or what!?)

I challenge you to create your FABD list. Don't wait. Don't just read this and say "that's nice for Chere," and forget your own list. Nothing tastes better than feeling like you are in charge of your life and feeling fully alive before you die.

Accept this challenge and declare your FABD list on the blog (<http://cherebork.com/blog/?p=246>) and read what is on our FABD lists.

Copyright © 2010 Chere Bork,
www.cherebork.com

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

Division News

The Wisconsin Division Annual Meeting (WDAM) registration brochure is now posted on the Division website at <http://www.iaap-wisconsin.org/IAAPHQ/WIDivision/Home/>.

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

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

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

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
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

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
© 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

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

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

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

Flexible Schedule

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

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

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