



November 2010

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Chippewa Valley Chapter

# Newsletter

## Special Event Invitation

### IAAP Orientation Meeting

November 15  
Luther Midelfort  
727 Kenney Ave., Eau Claire  
5:30 to 7:30 p.m.

Refreshments (chili, crackers, bread & dessert) provided.  
Bring your own beverage (soda machine available).



All Chippewa Valley Chapter members are invited, and newer members are especially encouraged to attend. The revised orientation manual, now called the IAAP Information and Resource Handbook, will be distributed and reviewed. The online IAAP Web Community also will be explored.

This is a great opportunity to learn more about our organization. Please support our chapter by attending this special meeting.

Please RSVP to Pauline Spiegel at [pspiegel@co.chippewa.wi.us](mailto:pspiegel@co.chippewa.wi.us) or 715-726-7816 by noon Friday, Nov. 12.

# From the President



Kathy Briggs, President

A big "Thank You" to the Membership Committee (Pauline, Nikki, Audra and Marilyn) for organizing and presenting a fantastic recruitment event in October.

The program about the Chippewa Valley Chapter and IAAP was informative for all the prospective members. The networking with established members, which was worked into the program, was great.

The meal was a real treat, and the bars were delicious. Of course, the ice breaker game and the door prizes at the end of the evening were a real hit!

I realize this event calls on the entire chapter for support. "Thank You" to all members for your recruiting efforts and for your attendance/networking during the evening. Also, a special "Thank You" to the Publicity Committee for promoting the event, the Education/Program Committee for the educational speaker and to Michele for hosting the event at Luther Midelfort.

*Kathy Briggs*  
President

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## November 15 Chapter Meeting

The November meeting will be held one week earlier than usual. We will gear the Chippewa Valley Chapter orientation for new members and members who never had the opportunity to attend orientation due to schedule conflicts, weather/snow storms, driving distance, etc. For the general membership, this will be a review, but we also will emphasize our Chippewa Valley Chapter, Wisconsin Division, and HQ's membership and leadership opportunities.

The new IAAP Resource and Information Handbook also will be distributed at this meeting. All members are welcome and encouraged to attend!

## National/Division IAAP Events

**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

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## Special Dates for November & December

### IAAP Anniversaries

Sandy Hume, 2005  
Kim Yeager, 2005  
Pauline Spiegel, 2006  
Kathleen Brown, 2009  
Penny Johnston, 2009



*Happy Birthday!*

Sandy Hume, Dec. 1  
Kimberly Yeager, Dec. 2

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## Division News

Remember to visit the Division website for the latest newsletter.

# Member Spotlight: Michele Halterman



was 3 months old.

**Current residence:** I've lived in Stanley since being adopted.

**Family:** My parents live in Stanley, but have a Florida residence from January through April. I have two brothers who married sisters (both live in the Twin Cities area). I'm married to Jody and have two daughters, McKenzie, 15, and Madison, 11. Jody's parents and many of his family also live in Stanley. We have two Shih Tzu dogs, Mingi and Sachi.

**Education:** I went to cosmetology school after high school. After eight years in a salon, I went to CVTC for the Medical Office Specialist one-year program. In 2003, I went back to CVTC again for an associate degree in the CareerConnect program for Administrative Assistant. Upon graduating, I started at Lakeland College in Chipewewa Falls to get a bachelor's degree (I started as a junior), but have since put that on hold because I'm so busy with the girls' activities and am quite involved with our church/school programs and activities.

**Current employer:** I've been with

**Birthplace:** I was born in La Crosse and was adopted by a family from Stanley when I

Luther Midelfort since 1993 and currently work in Corporate Communications (since January 2000). My title is "coordinator."

**Your first job:** My first job was at my dad's hardware store at age 11. He wanted me to work for 50 cents an hour, but I wouldn't work there until he would pay me \$1 an hour. I worked there until I graduated from cosmetology school.

**What was one of your best jobs, and why?** Working for my dad was the best job, because it gave me lots of experience working with people, and I learned how to run a business. As I got older, I was given more and more responsibility. In addition to waiting on customers, we took yearly inventory, ran a garden center, checked in a semi full of merchandise weekly, arranged and rearranged displays, put bicycles and furniture together, managed the store when Dad was gone, made bank deposits, ordered inventory, gift-wrapped items for Christmas, stuffed and delivered fliers, and much more.

**When did you become an IAAP member?** I became a member in 2002.

**What does IAAP mean to you?** IAAP is a close network of friends and business colleagues on whom I can learn from and lean on for advice, information and support.

**Favorite movie(s):** *Pride & Prejudice* (2005); *Gone With the*

*Wind*; *Back to the Future*; *Lord of the Rings*; *The Sound of Music*; *You've Got Mail*; *Yours, Mine and Ours* (1968); *Splash*

**Favorite book(s):** *Lord of the Rings*, Richard Scarry's *Best Story Book Ever*, *New Catholic Picture Bible*

**Favorite food/candy/dessert:** Spaghetti; Smarties, caramel and chocolate; pumpkin pie and turtle cheesecake

**Favorite color:** Red

**Hobbies:** I like to flower garden and hand sew detailed Christmas stockings made with felt and sequins/beads.

**Where was your most enjoyable vacation?** I adore Hearst Castle in California. I love the history, the location, the architecture, the details — everything. Wish I could live there! Cambria, a little town nearby, also is delightful.

**Other interesting facts:** I'm a co-organizer for a school cookie fundraising sale, and we bake 1,100+ dozen cookies each year (let me know if you want to order!). I have Microsoft Office 2003 certification. I maintain my cosmetology manager's license. I started dating my husband when I just turned 13, and he worked for my dad at the hardware store also. Both my daughter's names are the two streets my parents have lived on in Stanley (I didn't do that intentionally). Kathy Briggs was one of my instructors at CVTC—she was tough, but I learned a lot. Thanks Kathy!

# IAAP Retirement Trust Fund

By Audra Knowlton, 2010-2011 RTF team member

The Retirement Trust Foundation (RTF) is a program administered by IAAP. The mission of this program is to provide assistance for housing to administrative professionals, age 55 and older, who are in need.

RTF is a nonprofit organization administered by a six-member international board of trustees. RTF was formed and operates exclusively for charitable purposes. The demand for comfortable, affordable housing for retired administrative professionals is growing, and RTF seeks to help fill that need. RTF has grown with small donations contributed by IAAP members, with memorial contributions and bequests from special IAAP members and with proceeds from IAAP fundraising events. As a member of IAAP, you are invested in RTF and its success.



IAAP, through The Trust, has been able to do something that very few associations have ever done—build and maintain its own retirement center, Vista Grande in Rio Rancho, N.M. This is the world's only retirement center for administrative professionals and was built entirely through donations to RTF, with no corporate or association sponsorship. Our “place in the sun” was envisioned in 1947 by Della Herring, who contributed the first dollar to a new retirement fund. She thought it was deplorable that secretaries had no retirement home to call their own. Vista Grande now consists of a total of 168 units.

RTF realizes that not every elderly or needy administrative professional can (or wants to) live at Vista Grande. In 2003, the foundation's board of trustees began a new program: the Housing Subsidy for Admins in Need. Through this new program, a retired administrative professional living in a retirement community can receive financial assistance to be used toward housing costs. To qualify, applicants must meet HUD financial guidelines. Assistance can be a part of or all of rent (depending on funds available and need).

Karen Kohn is our International Retirement Trust Foundation Committee representative for the Great Lakes District. While

*Continued on page 5*

# EFAM Boston 2010

## Put Your Whole Self In! Life & Leadership the Hokey Pokey Way

By Kathy Briggs as presented by Kelly Tyler

**See Beyond**—The greatest gift a leader can give to those around them is the “gift of purpose.”

**Notice Others**—Pause in your life to pay attention to other people. Organizations recognize the strength of administrative assistants who recognize others. Build your career by noticing others. Choose to be with people who bring out the best in you, and you bring out the best in them. Limit your time around people who bring you down.

**Enjoy Now**—Find joy every day, don't wait. Find something to appreciate and celebrate every day. Let someone else win the competition of the miserable.

One of the final comments the speaker made concerning leadership and life was, “Would you tell a child he or she cannot use all the colors in the box?”

I felt Kelly Tyler's presentation emphasized the importance of daily leadership skills and how they can make a difference to ourselves as well as those we work with every day.

## CPS/CAP Quiz

1. Evaluation and feedback are part of which phase of the planned change process?
  - a. anticipation
  - b. freezing
  - c. refreezing
  - d. unfreezing
2. The cohesiveness of groups is
  - a. always helpful in increasing productivity
  - b. conducive to increasing productivity
  - c. never conducive in increasing productivity
  - d. reduced under external threats
3. Increasing the number and variety of tasks included in a job is known as job
  - a. enlargement
  - b. expansion
  - c. domain
  - d. amplification
4. Using an off-site setting to develop technical skills of an employee is called
  - a. vestibule training
  - b. distance learning
  - c. mentoring
  - d. transfer training
5. Protocols, unstructured formats and situational frameworks are used in
  - a. interviews
  - b. evaluations
  - c. simulations
  - d. training

Answers may be found on page 6.



*Continued from page 4*

the Great Lakes District has been significantly affected by the economic downturn of the last several years, contributions from our members to RTF last year totaled almost \$15,000—an outstanding effort by all members. This year's goal is \$13,496. The Trust is now not only recognizing chapters and divisions for their giving, but individuals, as well. They have introduced the Family of Givers Campaign. There are special rewards for different levels of giving throughout a calendar year, and your lifetime giving also is tracked. There will be more information in the future about making a donation to RTF on behalf of the Chippewa Valley Chapter.

Please take a few minutes to view the RTF website at [www.iaap-rtf.org](http://www.iaap-rtf.org). There is a lot of information about RTF, Vista Grande, applying for financial assistance and making donations to keep Della Herring's vision alive. One person can make a difference!



### Newsletter Deadline

The submission deadline for the January newsletter is Monday, Jan. 10. As there is no meeting in December, there will be no newsletter.

# Recipe Corner

## Chocolate Cake in a Mug

By Pauline Spiegel via  
Chere Bork's newsletter



This recipe is absolutely perfect if you are craving chocolate. But it also could be the most dangerous recipe in the world, because it only takes 5 minutes to make!

### Ingredients

2 tablespoons flour  
3 tablespoons sugar  
2 tablespoons unsweetened cocoa  
1 large egg  
2 tablespoons milk  
2 tablespoons vegetable oil  
2 tablespoons chocolate chips  
Small splash of vanilla extract

### Preparation

Add dry ingredients to mug and mix well. Add the egg and mix thoroughly. Pour in the milk and oil; mix well. Add the chocolate chips and vanilla extract; mix again. Put the mug in the microwave, and cook on high for 2 minutes. The cake may rise over the top of the mug, but don't be alarmed! Allow to cool a little, and tip out onto a plate, if desired.

# Chapter Meetings

## Executive Committee

November 1  
December 6  
All members are invited to attend. RSVP with Kathy Briggs at khbriggs@yahoo.com.

## Chapter

November 15, 2010  
• *New Member Orientation/Member Refresher*

January 24, 2011  
• *Keeping Motivated in the Workplace*

March 28, 2011  
• *Women's Leadership Styles—Challenges & Opportunities*

May 23, 2011  
• *Utilizing Outlook*  
• *Strategic Planning*

June 27, 2011  
• *Installation of Officers*  
• *Member Recognition*

Topics are subject to change.

## Office Personnel Seminar

April 20, 2011

# Chapter Officers

## President

Kathy Briggs

## Vice President

Kim Yeager, CAP

## Treasurer

Beth Munson

## Secretary

Pauline Spiegel, CPS

# Wisconsin Division Board of Directors

## President

Julie Thomas, CPS/CAP

## President - Elect

Nancy Arnold, CPS/CAP

## Vice President

Kathy Princeton, CAP

## Secretary

Lynette Hieronimus, CPS

## Treasurer

Irene Scallon, CPS

## Great Lakes District Director

Wendy Melby, CAP

# CPS/CAP Answers from page 5

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

## 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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