



September 2010

## Inside

- 2**  
Member Spotlight
- 3**  
Sponsor Spotlight
- 4**  
More Time for You
- 5**  
CPS/CAP Quiz
- 6**  
Avery Challenge
- 7**  
Technology Tip
- 8**  
Recipe Corner

Chippewa Valley Chapter

# Newsletter

## From the President



The IAAP International Educational Forum and Annual Meeting (EFAM) in Boston was truly an inspiring experience. It was amazing to see how such a large group of people can be so organized. The business meetings are very unique, as they are extremely formal. Yet, at times when they start to get too serious, our leaders and parliamentarian seem to find ways to inject humor and bring out a laugh or two!

Our officers and leaders are committed and talented people. They work together to ensure continuance from one board to the next and from one year to the next. Wisconsin Division President Julie Thomas hosted an evening get together, which was a great networking opportunity. We enjoyed mingling with other division members and officers, as well as our Great Lakes director, Wendy Melby, from Waukesha, and our International president, Mary Ramsay-Dow, from Milwaukee.

In order to save money, Pauline Spiegel found us a flight with several stopovers and a good discount on a nice hotel, which was quite close to the convention center—good job planning that, Pauline! We knew we'd have a tight schedule when our flight left Eau Claire late—in Chicago, we were the last four to board the plane; and in Washington D.C., the plane to Boston was held over waiting for us! We were really happy to get to Boston Saturday evening so we could make it to our 8 a.m. Sunday meeting. All four of us survived the week in one room. Donna Weidman and Pauline allowed Kim Yeager and me to take the early shift getting up each day by 6 a.m. so we could make it to the delegate/alternate meetings on time. Cynthia Welch and her husband were at the same hotel, and we'd meet up with her at the convention center.

In the months ahead, we will submit articles reviewing presentations and convention highlights.

Kim and I enjoyed the opportunity to serve as your delegate/alternate. Thank you Chippewa Valley Chapter members for this experience.

*Kathy Briggs*

President

## Chapter Meeting Monday, Sept. 27

**Aurora Community Services  
408 Red Cedar St., Menomonie**

5 p.m.—Dinner: Jimmy John's subs

5:30 p.m.—Program: Cultural Diversity

6:30 p.m.—Business Meeting

RSVP no later than 5 p.m. Friday,  
Sept. 24, to Nikki Coss at [ncoss@auroraservices.com](mailto:ncoss@auroraservices.com).

# Member Spotlight: Kathleen Brown



I have been a member of IAAP for a little less than a year, but I feel like

I have a strong bond with all the members, because I know what they do and they know what I do on a daily basis. There is an instant fellowship in that common experience.

I was first introduced to IAAP by my dad's longtime secretary at his work. She had a CAP or CPS after her name on her name plate. I asked her what it stood for, and she explained to me that it was a level of excellence in the secretarial field. I didn't remember that until I saw the article for the Chippewa Valley Chapter of IAAP in the newspaper in 2009. It clicked with me, and I knew I wanted to reach that level of excellence.

I never planned on being in the administrative field. I went to college at the University of Minnesota-Minneapolis. I earned a bachelor's degree in cultural anthropology with a minor in French. I had done lots of traveling and studying abroad before, during and after college. I loved the traveling and the studies, but it wasn't practical for planning a career.

I remember the moment I decided what I would do with my life. I had received my degree and was ready to enter the "real world." I had to ask myself, "What can I do? What do I want to do?" My answer was to keep doing what I had done all through college...assisting others with my administrative skills. I never aspired to be the boss, or even a manager for that matter, I just always took satisfaction in helping others with my support.

I have worked in a wide variety of office settings including businesses, schools and now a nonprofit. The beauty of having administrative/clerical skills is that they can be transported to any environment and are (almost) always appreciated. My dad always praised his secretary for her professional support of him and his work. I know many business professionals that wouldn't be where they are without their administrative assistants.

Although I am a Minnesota girl, I have relocated to Wisconsin with my husband and four children, and we plan to stay put. I always thought it would be nice to live in a small Wisconsin town, and I was right. We moved to Spring Valley in 2006. We expect to have our kids graduate from Spring Valley, which will take a while since

they are all in elementary school.

I currently work at the Greater Menomonie Area Community Foundation. We are a nonprofit grant-making business. We manage an endowment and many individual funds in order to be able to make grants for community projects in Menomonie and many of the surrounding communities.

I am getting to know many people and businesses in the Chippewa Valley, and I know that will only strengthen with my affiliation with IAAP. Thank you all for making me feel welcome!

---

## September Meeting

**Topic: Cultural Diversity by Lisa Kraszewski**

Aurora Community Services welcomes you to join us Monday, Sept. 27, for the monthly IAAP Chippewa Valley Chapter meeting (see front page for details).

Our evening meal will be Jimmy John's subs. Please contact Nikki at [ncoss@auroraservices.com](mailto:ncoss@auroraservices.com), by Friday, Sept. 24, with your sandwich/chip choice (no soda please).

# Sponsor Spotlight: Colorpath

Colorpath, based in Chippewa Falls, provides print, web and web to print marketing services. With a focus of fitting into your business, Colorpath can do anything from software training, IT consulting and providing delivery platforms such as print and web hosting services. Colorpath makes it easy to fit into your business.

Whatever document you have (or even if you need one designed) Colorpath can expand it into a number of different mediums, such as web, print and mail. They also can expand the capabilities of that document in a number of ways, either through variable, customized printing; by turning it into a template; or by giving you the ability to edit and send your materials to print online through our website or converting it into a landing page for your website. In short, Colorpath has the ability to consolidate your marketing materials across the spectrum of web, mail and print.

When you deal with Colorpath, you deal direct. Colorpath is a small owner-operated business which prides itself on finding innovative ways to communicate with your customers. You deal with the owner, not a salesperson. We are honest, trustworthy, accountable, flexible and most of all, we go the extra mile to keep you, our customer, happy.

Colorpath also uses cutting-edge products to deliver high-quality results. From their environmentally friendly Xerox iGen 3 full-color digital press, to their high-quality 30-percent recycled paper, they offer the best product for the money.

Got a project? Give them a call at 715-723-4043 (see the sponsor pages). Deal direct, connect direct with Colorpath.

## Chapter Officers

### President

Kathy Briggs

### Vice President

Kim Yeager, CAP

### Treasurer

Pauline Spiegel, CPS

### Secretary

Tina Kortes

## Special Dates for Sept./Oct.

### IAAP Anniversaries

Joyce Orth, 1991

Donna Weidman, 1998

Krista Bethke-Peterson, 2007

*Happy Birthday!*

Marilyn Motzer, Sept. 4

Krista Bethke-Peterson,

Sept. 13

Jessica Johnson, Sept. 13

Lisa Kraszewski, Oct. 17



### 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

October 4

November 1

December 6

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

### Chapter

October 25

*How to Bounce Back After a Negative Review*

November 22 or 29 (tbd)

*IAAP Website Navigation*

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



# More Time for You

By Pauline Spiegel, CPS

With so much to do and no time to do it, how do we get more time for ourselves? I attended a workshop on this at the International Education Forum and Annual Meeting (EFAM) in Boston. The session was presented by Rosemary Tator and Alesia Latson, authors of the book *More Time For You*, providing information to organize our work and get things done.

One important topic covered in the workshop was on managing e-mail. Before this workshop, I had a tendency to let my numerous e-mails at work “pile up.” Far too often, I would receive the “Your mailbox is almost full” message. I would need to spend hours cleaning it up. Rosemary and Alesia presented a solution to preventing cyber clutter. I learned that we don’t have an e-mail problem, we have a decision-making problem. We tend to keep our e-mails thinking we might need them someday.

I learned to deal with e-mails using the triage method, the same process used by emergency room personnel who are trained how to deal with an onslaught of emergencies, making quick decisions about what gets handled first, second and third. The dictionary’s definition of the

verb “to triage” has evolved to mean “order things by rank or importance.” Alesia and Rosemary recommend applying the principles of triage to your e-mail, as well. It has made a difference in my job, and I feel in more control of my day because I am emptying my inbox and lovin’ it!

How **do** you tame your inbox? Alesia and Rosemary provided practical steps for managing your e-mail.



**Separate the facts from the feelings.** Assess your e-mail volume handling habits and how you feel about e-mail to change your habits. Do you find it a burden to respond immediately to messages? Do you worry that if you don’t respond right away, the sender will think you’re lazy or irresponsible? Do you see it as a way to stay connected?

It is important that you get in touch with the actual physical and emotional sensations that e-mail evokes in you.

## **Schedule e-mail handling time.**

Set aside specific times in your day for handling e-mail messages—not browsing them, but handling them, which means either answering, deleting or filing messages. The discipline is to avoid looking at your e-mail continuously during the day. Alesia and Rosemary recommend setting aside three to four periods of 15 to 30 minutes each that you designate for emptying your inbox. The goal is to increase your productivity by freeing up your day so you are not just looking at your e-mail, but are handling it reliably three or four times a day.

## **Set up your e-mail triage folders.**

The system is simple, yet effective. The goal is to keep your inbox empty, yes, empty! The following text outlines the decision-making process with three choices – delete it, do it, or file it.

**Delete.** Delete any messages you have handled or don’t want or need to respond to.

**Do It Now.** Instantly answer anything that you can respond to in less than two minutes. Think of the Nike brand slogan: “Just do it.”

**Respond Today.** You de-

*Continued on page 5*

## CPS/CAP Quiz

1. Which one of the following allows you to delete a program and update system file entries?
  - a. uninstaller
  - b. file Manager
  - c. personal firewall
  - d. diagnostic utility
2. Which one of the following technologies automatically configures a new device as it is being installed?
  - a. wizard program
  - b. device driver
  - c. spooling process
  - d. plug and play
3. Application software whose primary function is to record a repeat financial transaction is:
  - a. project management software
  - b. desktop publishing software
  - c. database software
  - d. accounting software
4. One of the three major types of telecommunications transmission media is a:
  - a. Centrex
  - b. microcomputer
  - c. IP telephony
  - d. white board
5. Of the four major resources available to successful managers, which one of the following is least developed?
  - a. money
  - b. materials
  - c. people
  - d. information

Answers may be found on page 6.

### Division News

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



*Continued from page 4*

cide, "This message must be handled today. I'm going to need more than two minutes to respond." Drag it into your "Respond Today" e-mail folder. (Note: When you complete emptying your inbox, you dive right into this folder.)

**Schedule a Specific Time in Your Calendar to Answer/Complete.** "I need to do something about this. There is no way I'm going to complete it today. I need to pull some materials together. I will schedule one or more appointments in my calendar. It could take me an hour to respond."

**Waiting for Response.** For messages that you intend to respond to but need more information from someone else first, drag them to your "Waiting for Response" folder.

**File It or Create a Folder.** File it in an existing folder if it's important enough to file for future reference or create a new folder for it.

**Someday.** "I'm not going to respond to this message, nor am I going to take the time to set up a file for it. However, I'd like to "keep it around" just in case. I'll drag it to my "Someday" folder.

**Freedom.** For those of you who have a considerable number of read or unread messages in your inbox now, create a "Freedom" folder, which is where you can move all messages older than two days.

# Avery Box Top Challenge

By Cynthia Welch, CPS

Most of us are familiar with the Box Tops for Education through our schools. These box tops and labels can be found on many everyday household products. Currently, nine major manufacturers (General Mills, Avery Dennison, Kimberly-Clark, S.C. Johnson, Nestle, Pactiv-Hefty, Land O'Lakes, Welch's and Brita) participate in the program and offer a wide selection of products that carry Box Tops coupons. In fact, Box Tops are now carried on more than 2,000 products that can be found in grocery stores, club stores, drug stores, mass merchandisers, and office and school supply stores. These coupons can be clipped and submitted to a local, participating K-8 school. Each Box Tops coupon that is provided to a school carries a value of 10 cents.

The good news out of International Headquarters is that Avery Dennison, one of our IAAP Corporate Sponsors, is partnering with General Mills to help us support our schools. Avery products are now included in the Box Tops for Education. Specific Avery products featured in the program include Avery® durable and heavy duty binders; Index Maker® dividers; Avery® sheet protectors,

address and shipping labels; Hi-Liter® brand highlighters; Marks-A-Lot® dry erase markers; Marks-A-Lot® permanent markers; Avery® glue sticks; name badges; T-shirt transfers; NoteTabs™ and label pads.

Some of us are already collecting box tops for our children's school. As a chapter, we can help further by adopting your school or schools already participating. I propose that each of us put out a collection box in our offices. I have already volunteered to Kathy Briggs to serve as a coordinator if we are interested in participating. I propose that we create collection boxes for our office, friends, families, etc. Bring your box tops and labels to chapter meetings where we can sort for each school we support.

Avery is not just partnering with General Mills, but Avery is challenging us as a chapter. I am proposing we accept that challenge. Our incentive program from Avery contains the following: Avery will provide an education grant in the amount of \$2,000 to the chapter (less than 40 members) and to the chapter (40 members and over) that collects the largest number of Box Tops coupons in support of the

program. An education grant in the amount of \$500 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) collecting the second largest number of Box Top coupons in support of the program. These four chapters will be recognized following the Avery Great Results awards program at EFAM.

The program will run from July 1 to April 30 each year. Chapters will report year-end collection results to IAAP between May 1 and May 15 supported by a completed and signed Redemption Form.

Avery will provide each participating IAAP chapter with a certificate of appreciation, and will include an "honor roll" listing of those chapters participating in the challenge at their Office Expo booth in upcoming years at the IAAP EFAM.

Do you want to accept the Avery Challenge?

*Adapted from <http://community.iaap-hq.org/IAAPHQ/BoxTopsforEducation/Home/Default.aspx>*

## National/Division IAAP Events

**Fall Conference**  
October 17–20  
Louisville, Ky.

**Wisconsin 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

## Technology Tip

### Delete & Mute a Conversation in Outlook

This tip works with Microsoft Outlook 2007.

So many conversations in the hallway, so much talk in the cafeteria; how much is relevant to you?

If your inbox is such a hallway cafeteria, Outlook can help you blend out the messages that you surely will not need. For any conversation irrelevant to you, you can, in one fell swoop, delete all messages in the thread and have Outlook move future messages in the conversation to the Deleted Items folder, too.

#### Mute a Conversation in Outlook

To delete a conversation and prevent future messages in a thread from appearing in your Outlook inbox:

- Open a message in the conversation you want to ignore.
- Go to the Home tab in the main Outlook window's ribbon.
- Click Ignore in the Delete area. You can also press Ctrl-Del instead of using the ribbon.
- Click OK if you are prompted to confirm your action.
- Click Ignore Conversation if you are prompted again.

#### Unmute a Conversation in Outlook

To recover a conversation from the Deleted Items folder and make sure future messages in the thread do appear in your Outlook inbox:

- Open the Deleted Items folder.
- Open a message that belongs to the conversation you want to recover.
- Go to the Home tab in the main Outlook window's ribbon.
- Click Ignore in the Delete area.
- Now click Stop Ignoring Conversation if you are prompted.

Note that unmuting a conversation will recover all messages in the Deleted Items folder that belong to the thread—including those Outlook may have cleaned up previously. You can streamline the conversation again in your inbox, of course.

## Bacardi Rum Cake

By Donna Weidman



1 cup chopped pecans  
1 package butter pecan cake mix  
1 package (4 serving size) French vanilla instant pudding mix  
4 eggs  
½ cup water  
½ cup sour cream  
½ cup Bacardi rum (dark or light)  
Glaze (see below)

Sprinkle nuts evenly in bottom of greased and floured bundt pan. Combine cake mix, pudding mix, eggs, water, sour cream and rum in large mixer bowl. Blend; then beat at medium speed for 4 minutes. Pour into pan. Bake at 325 degrees for about 1 hour. Cool in pan 20 minutes. Invert cake onto serving plate and prick top of cake with toothpicks.

Glaze: Combine 1 cup sugar, ½ cup butter and ¼ cup water in saucepan. Cook and stir until mixture comes to a boil. Boil 5 minutes, stirring constantly. Remove from heat and stir in ¼ cup Bacardi Rum. Bring just to a boil. Carefully spoon warm syrup over cake.

## 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

---

## CPS/CAP Answers from page 5

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

## 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

### *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

## 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!

**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.

**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

**COLOR PATH**

*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)

# Please Patronize Our Sponsors!



**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.

Frank & Helen Goodavish      Tommi Goodavish Mattson




**4 Seasons**  
Florists, Inc.

Serving Eau Claire Since 1959


117 W. Grand Ave.      834-2017 ~ 800-657-4654  
Eau Claire, WI 54703      [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.




**Sandy's**

115 West Grand Ave.  
Eau Claire, WI 54703  
715-830-5060

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

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

👉 Bringing Families Together

Flexible Schedule



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)

Extra Income



👉 Cooking Classes    👉 Fundraiser

# 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**

# 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