

Chippewa Valley Chapter

International Association of Administrative Professionals

January 2008

Chapter Meeting Monday, Jan. 28

RCU Corporate Center
200 Riverfront Terrace
Eau Claire

5 p.m.

- Networking
- Dinner – Mancino’s
1/2 grinder, \$6 (club,
Italian, grilled chicken, turkey,
chicken parmesan, roast beef,
veggie, crab and seafood,
Chicago steak)

5:30 p.m.

- Business Meeting

6:30 p.m.

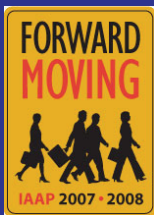
- Program: New Life Organizing
“Helping you make time and
space for what you love
most in life!”

RSVP by noon Jan. 24 to

Kim Woerner at 552-3073 or
kimberly.woerner@rcu.org.

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Chapter Officers

President Kathy Dean	Vice President Kathy Briggs
Treasurer Heidi Wold	Secretary Kim Yeager

Enter This Month’s Know Your Chapter & Win!

This is the second installment of questions about the life and structure of the Chippewa Valley Chapter. The answers can be found in your “Chippewa Valley Chapter Orientation Manual.” Find the answers, and e-mail them to MaryEdna Hagen at hagenme@uwec.edu.

Each correct entry will be put in “a hat,” and the winner will be randomly drawn at the monthly meeting. You need not be present to win the magnificent prize, but we will not be mailing it to you! The winner’s name will be printed in the next month’s newsletter. Donna Weidman was the November winner and received a mini house gift box which included a roll of toilet paper and a Frank Sinatra holiday CD.

Have fun with this!

1. What is the Vision of IAAP?

2. The Chapter committee or project that oversees the distribution of monies to students or Chapter members for various events and sponsorships is the _____.

3. Currently, a chapter member that recruits three new members will receive a _____ gift card at the end of the fiscal year.

4. What are the four classifications of membership in the Chippewa Valley Chapter?

5. The fiscal year for the Chippewa Valley Chapter is from 1 through _____ (month) 31.

6. The four officers of the Chippewa Valley Chapter shall be . . . ?

7. Elected officers shall serve a _____-year term.

8. RFT is an acronym for _____.

9. GLD is an acronym for _____.

10. An officer shall not serve more than _____ consecutive terms in the same office.

MaryEdna Hagen

Membership Chair



Web Wanderings

International Headquarters
www.iaap-hq.org

Wisconsin Division
<http://www.iaap-wisconsin.org/>

Chippewa Valley Chapter
www.iaapwisconsin.com/cv

The phrase “working mother” is redundant!”

—Jane Sellman



CVTC is looking for **Advisory Board members** for its Administrative Assistant/Office Assistant program. If interested, contact Business Technology Department Chair Julie Kloss at jkloss@cvtc.edu.

Emotional Intelligence

Do you know someone at work who has great technical skills, but seems to lack common sense when it comes to interacting with others?

Though definitions of emotional intelligence (EI) vary, the ability-based model includes four types of emotional abilities: perceiving, using, understanding and managing. EI measures how smart you are in dealing with people versus academic smarts.

Following are ways to improve your EI.

Awareness. Be self-aware of the emotions you are feeling, why you are feeling them and how you act upon them. Take responsibility for your emotions. Develop an accurate picture of who you are.

Sensitivity. Use empathy to improve your understanding of others. Pay attention to nonverbal clues such as facial expressions, body language and tone of voice. Practice active listening by focusing on what the other person is saying instead of thinking what

you are going to say next.

Management. Cultivate looking for the positive. Associate with others who have a positive outlook. You can control your attitude and responses.



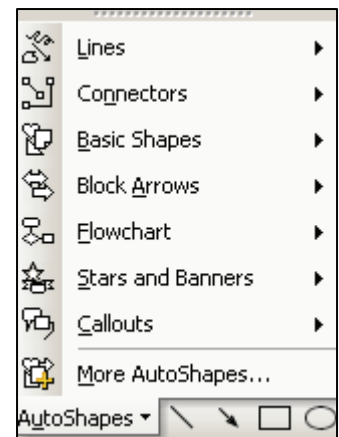
Challenge a Colleague! Impact/Tips and Tricks Chapter Meeting

Whether your office is using MS 2003 or you have upgraded to MS 2007, how often have you used the Drawing Tools?

Let's have some fun, and learn how to add a spark to e-mails and informational handouts. In addition to viewing the tricks you need to know about 2007, the meeting will demonstrate basic shapes, fill color, shadowing, grouping, ordering, rotating, text boxes and lots more.

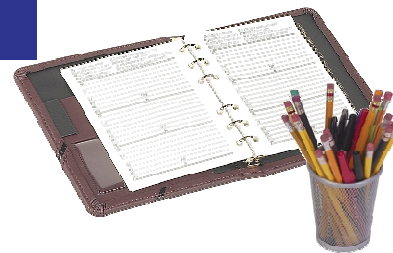
Chapter IMPACT on February 25 is also another chance to showcase our IAAP organization! Spread the word among your colleagues, and bring lots of guests. Personal recommendations have proven strong recruiting tools in keeping the chapter active. Encourage your friends and co-workers to “invest in themselves” by joining a professional organization inspiring and equipping all administrative professionals to attain excellence.

Gather your prospects, and plan to attend a fun and educational evening.



Article or information submission deadline for the February newsletter is February 11.

Technology Tip – Excel Bar Chart Data Labels (2000-2004)

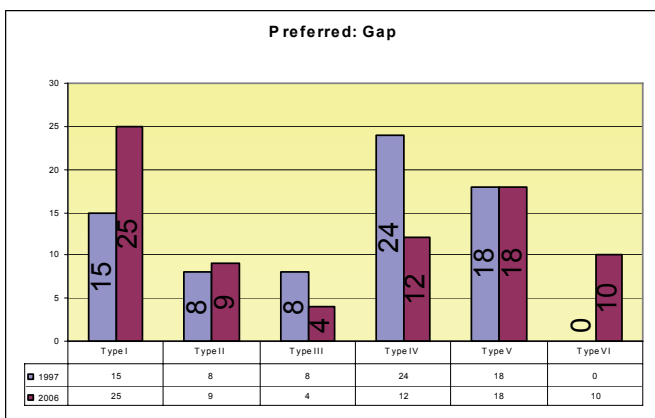


Do you feel your chart's data labels are cluttering up your bar chart or covering other important information? You're not alone. The good news is that you can conserve space and lessen clutter by embedding them right in the bars.

Nesting Data Points in Chart Bars

With the data labels already displayed:

1. Right-click on one of the data labels, then choose Format Data Labels from the shortcut menu to display the Format Data Labels dialog box.
2. Click on the Alignment tab, then choose Center from the Label Position dropdown list.
3. Be sure that "Center" appears in both the Horizontal and Vertical dropdown lists.
4. Enter "90" in the Degrees spin box in the Orientation panel, and click OK to apply the changes, as shown in **Figure A** (numbers have been enlarged to show detail).



A: You can eliminate clutter by putting data labels right in your chart's bars.

Adapted from *Inside Microsoft Office*

Good ICE



Many people carry a cell phone with names and numbers stored in it. However, no one other than the phone's owner knows which of the stored numbers belong to his/her closest family or friends.

If you were to be involved with an accident or become ill, the medical personnel attending to you would have your cell phone, but would not know who to call.

To assist with this, the "ICE" (In Case of Emergency) campaign was created. It is a method of contact during emergency situations.

Those interested in participating in the campaign are asked to store the number of a contact person (or persons) who should be contacted during an emergency under the name "ICE."

In an emergency situation, emergency service personnel and hospital staff would be able to quickly contact the right person by simply dialing the number stored as "ICE."

For more than one contact name, simply enter ICE1, ICE2 and ICE3, etc.

It is an easy way to possibly make a big difference in an emergency situation.

Mark your calendar for these upcoming events!

2008

Chanhasen Dinner Theatre
February 23

IMPACT Chapter Meeting
February 25

Professional Education Conference
March 2 – 5
Charleston, S.C.

Administrative Professionals Week
April 20 – 26

CPS/CAP Exam
May 2 – 3

Wisconsin Division Annual Meeting
May 16 – 18
Green Bay, Wis.

International Convention and Education Forum
July 27 – 30
New Orleans, La.

Certification Conference
October 19 – 22
Denver, Co.



Special Dates for December/January

IAAP Anniversaries

- Kathy Briggs, 1975
- Kathy Dean, 2002
- Mary Felton-Kolstad, 2006
- Sandy Hume, 2005
- Teresa Miller, 2006

Birthdays

- Sandy Hume, 12/1
- Amy Rickheim, 12/29
- Kim Yeager, 12/2

In the November/December 2007 issue of *OfficePro* magazine, Wendy Melby, CPS/CAP, Wisconsin Division President, is quoted in the article, "Stress: As Common and Contagious as a Cold."

Wendy says, "During the workday when overloaded with stress, I try to put myself in my executive's position and ask myself — 'how would he handle this situation?' Since men tend to handle stress differently than women, doing this allows me to look at things from a different perspective. I then try to handle my stress head on instead of being worried or becoming negative. I also relax by spending time with my family, especially great nieces and (my) great nephew. Seeing the world through young eyes can really put things into perspective."

Chapter Chairpersons

CPS Services

Kim Yeager

Executive Event

On hold

Goals & Priorities

Executive Board & Committee Chairs

Membership

MaryEdna Hagen

Newsletter

Michele Halterman

Publicity

Cynthia Welch

Office Personnel Seminar

Donna Weidman

Professional Development

Kim Woerner

Scholarship/Mini-Grants

Kim Yeager

Ways & Means

Pauline Spiegel

Web Master

Heidi Wold

Organ & Tissue Donation

Today, organ transplantation holds the promise of life for thousands of patients. Despite modern advances in medicine, the number of patients on the waiting list continues to increase daily. Organs that can be donated and are needed include: heart, lungs, liver, pancreas, kidneys and intestines.

Tissue donation is less widely publicized than organ donation but is just as needed. Surgeons routinely use donated tissue to replace bone, tendons and ligaments lost to cancer, trauma, joint disease, arthritis and other conditions. For severe burn patients, skin can make the difference between life and death. Skin can also be used to repair deep dermal defects due to injury or birth defects and for gynecological and urological repairs. Heart valves can replace damaged ones, allowing the heart to function again.



You can help! Just one donor can save the lives of many. How can you become a donor? Step 1: Say YES to organ donation on your driver's license and/or donor card, or sign up on the donor registry. Step 2: Share your decision with your family so they know your wishes.

Know the facts.

- Costs are not passed on to the donor's family or estate.
- Donation does not disfigure the body or prevent someone from having an open-casket funeral.
- Donation takes place only after all efforts to save a patient's life have been exhausted.
- Anyone can be a donor. Medical professionals will determine whether a patient's organs can be transplanted.
- Almost all religions approve of donation and consider it an act of charity.
- Donor families and the recipient can correspond anonymously at first, then later may correspond directly and meet, if both parties agree.
- A national system ensures the fair distribution of organs in the United States. Donated organs are generally transplanted locally first, then regionally and nationally.
- Tissues can also be donated including bone, tendons, ligaments, heart valves, skin, veins, cartilage, pericardium and fascia lata (the thin covering of the muscles).

To learn more about organ donation, visit UW Hospitals and Clinics at www.uwhcopo.org or e-mail uwhcopo@tx.surgery.wisc.edu. To learn more about tissue donation, visit the Musculoskeletal Transplant Foundation at www.mtf.org or call 608-828-1900.

From "Changing Lives, Understanding Tissue Donation," Musculoskeletal Transplant Foundation and "A Gift for Live, A Guide to Organ Donation," University of Wisconsin Hospital and Clinics Organ Donation Organization.

