

Chippewa Valley Chapter

International Association of Administrative Professionals

May 2008

Chapter Meeting
Tuesday, May 27
RCU Corporate Center

5 p.m.

- Networking
- Dinner – Pizza

5:30 p.m.

- Business Meeting

6:30 p.m.

- Program: Gardening tips from May's Floral

RSVP (yes OR no)

before Thursday, May 22, to Kimberly Woerner, 552-3073 or kimberly.woerner@rcu.org.

Inside this issue:

Save Money on Gas.....	2
Technology Tip.....	3
Stroke Signs	3
100 Words to Know	4
Cut Grocery Costs.....	4

Strategic Planning Meeting, June 10

Luther Hospital, 1221 Whipple St. Enter main hospital entrance, take elevator A (straight down the hall from lobby) to lower level cafeteria, then go to Dining Conference Room 2 (far end of cafeteria).

5 p.m.

- Networking

5:30 p.m.

- Dinner

6 p.m.

- Business Meeting

Please note meeting date change to Tuesday, May 27!

44th Annual Office Personnel Seminar Recap

Thank you to all IAAP members including the OPS Committee of Kathy Briggs, Kim Yeager, Amy Rickheim and Linda Bockin who provided assistance for another successful seminar. There were many favorable comments regarding the seminar, and I will share more of them at the May 27 meeting.

With 152 seminar attendees, an estimated net profit of \$2,900 was realized, and another \$941 was raised through the raffle. The raffle obviously sparked great interest, and hopefully, we will be able to continue with it for a few years. Thanks also to all of the businesses who contributed to our raffle baskets.

Our major sponsors — Colorpath, L&M Mail Service and Eau Claire Floral — were key players who came to bat with their support when we so desperately needed it. These companies truly recognized the value of office personnel throughout the Chippewa Valley.

So let's enjoy spring/summer, and perhaps inspiring ideas and thoughts for the 45th Annual Office Personnel Seminar may surface.



OPS Chair

Enter This Month's Know Your Chapter & Win!

Know more about the life and structure of the Chippewa Valley Chapter. Find the answers to the questions below, and e-mail them to MaryEdna Hagen at hagenme@uwec.edu prior to the May 27 meeting.

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 newsletter.

Ellen Mickelson was the April winner and received a memo pad, bead bracelet and photo frame.

1. The Chippewa Valley Chapter slate of officers is:

President _____

Vice President _____

Secretary _____

Treasurer _____

2. Name two members, other than yourself, of the Chippewa Valley Chapter.



Membership Chair

International Headquarters
www.iaap-hq.org

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

Chippewa Valley Chapter
www.iaapwisconsin.com/cv

Chapter Chairs

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

Chapter Officers

President
 Kathy Dean

Vice President
 Kathy Briggs

Treasurer
 Heidi Wold

Secretary
 Kim Yeager

Save Money on Gas

Gas prices are at the top of everyone's mind these days. Prices keep going up, and our wallets keep getting thinner. There are many ways you can save money on gas, at the gas station and also keep healthy as well.

Don't drive. Don't drive a car when you don't have to. Carpool, walk, ride your bike or take a bus.

Get a better air filter. More efficient brands of air filters cost a little more but will pay for themselves in most vehicles in fuel savings.

Get low-resistance tires. Some tires, such as Michelin Energy MX 4 Plus, are supposed to increase gas mileage.

Get a membership card. Some gas stations offer membership benefits. There also are grocery stores that give discounts at the fuel pump when you use their store membership cards or when you purchase groceries.

Give your car a tune up. While properly maintaining your car won't actually save you money at the pump, it will save you gas.

Buy a diesel. Diesel cars can often get better mileage than comparable hybrids.

Reduce your commute. Move closer to work, work closer to home or take public transportation to your job.

Use the lowest recommended octane for your car. The lower octane gas is cheaper.

Avoid idling. Park your car and go into the restaurant rather than idling in the drive-through. Idling with the air conditioning on also uses extra fuel.

Combine trips. If you can do several short trips in one longer trip, you will save fuel and time. Make lists to avoid having to go back. Call ahead to avoid wasted trips.

Plan your trips in advance. Often, back roads can prevent you from stopping at traffic lights and sitting in traffic jams.

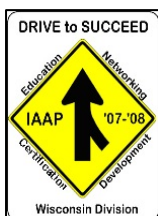
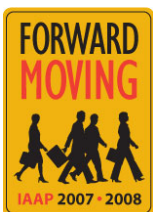
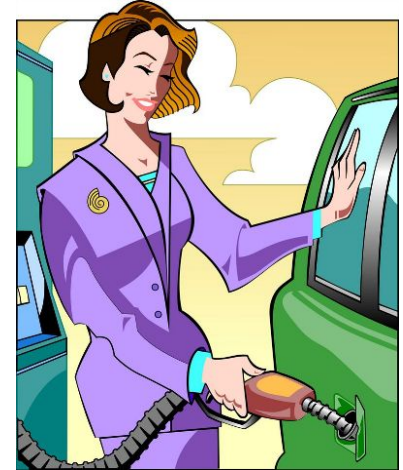
Drive at a consistent speed. Avoid high acceleration and hard braking. Use cruise control when you can.

Slow down. Cars are most fuel efficient around 55 mph.

Fill the tank full. The more money you try to save by adding \$10 today and then \$20 tomorrow will be wasted since you will add trips to the gas station.

Take off slowly from a full stop. If you move out slowly, it will use less gas for acceleration and help save money at the pump.

Park in the first spot you find. If you wander all over the parking lot looking for that really close parking space, you'll use more gas.



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.

Technology Tip: Finding Files Fast in Office 2007

Many Microsoft Office programs display the last few files you opened in that program. You can use the links on this list to quickly access files. This feature is turned on by default, but you can turn it off, turn it back on or adjust the number of files that it displays.

If you close a file and then move it to another location, such as by using Windows Explorer, the link to that file in the program in which you created it no longer works. You must use the **Open** dialog box to browse to the file to open it.

If this feature was turned off and you subsequently turn it back on, only files that you open and save after you turn it on are listed.

1. Click the **Microsoft Office Button** , and then click **Word (or Access, Excel or PowerPoint depending on what program you're in) Options**.
2. Click **Advanced**.
3. Under **Display**, in the **Show this number of Recent Documents** list, click the number of files that you want to display. If you do not want to display any files, click **0**.

TIP To keep a file in the **Recent Documents** list, click the **Microsoft Office Button**, and then click **Pin this document to the Recent Documents list**. When a document is pinned to the **Recent Documents** list, the pin button looks like a push pin viewed from the top.

Source: Microsoft@newsletters.microsoft.com



IAAP Anniversaries

- Michele Halterman, 2002
- Heidi Wold, 2003

Birthdays

- Cynthia Welch, June 2
- Leslie Bates, June 16
- Vicki Danielson, June 22
- Beth Munson, July 10
- Mary Felton-Kolstad, July 14



Mark your calendar for these events!

2008

Convention & Education Forum

July 27 – 30
New Orleans, La.

Certification Conference

October 19 – 22
Denver, Colo.

CAP/CPS Exam

November 7 & 8

2009

Spring Educ. Conference

March 9 – 11
Nashville, Tenn.

CAP/CPS Exam

May 1 & 2

Convention & Education Forum

July 26 – 29
Minneapolis, Minn.

Certification Conference

October 18 – 21
Portland, Ore.

CAP/CPS Exam

November 6 & 7

Stroke — Know the Signs and symptoms



May is Stroke Awareness Month. On average, someone suffers a stroke every 45 seconds, and someone dies of a stroke every 3.1 minutes. When experiencing a stroke, every second counts.

Stroke Symptoms

1. Sudden numbness or weakness of the face, arm or leg
2. Sudden clumsiness of arm or leg
3. Sudden unsteady gait/balance problem
4. Sudden speech/language difficulty
5. Sudden changes in vision or loss of vision
6. Sudden dizziness with any of the above
7. Sudden, severe headache with no known cause

If you experience any of these symptoms, or if you recognize them in someone else, call 911.

Congratulations!

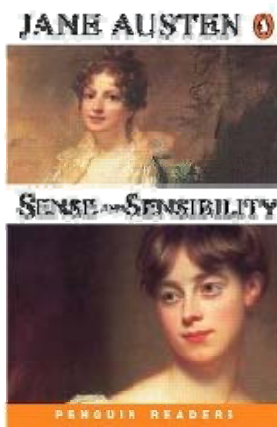
Krista Bethke-Peterson placed in the Top 10 as a finalist in the Integrated Office Applications category at the Business Professionals of America (BPA) National competition held recently in Reno, Nev. Krista is graduating from CVTC-Rice Lake in May.

Text Message Abbreviations

What do some of those text messaging abbreviations mean? Find a few of the common ones below:



BFN – Bye for now
 BTDT – Been there, done that
 CTN – Can't talk now
 CU – See you
 DIKU – Do I know you?
 DWB – Don't write back
 EG – Evil grin
 GTG – Got to go
 IDK – I don't know
 J/K – Just kidding
 LOL – Laughing out loud
 OMG – Oh my gosh
 ROTFL – Rolling on the floor laughing
 RUOK – Are you okay?
 TTYL – Talk to you later
 Y – Why



Seven years would be insufficient to make some people acquainted with each other, and seven days are more than enough for others.

—Jane Austen
Sense and Sensibility

100 Words That All High School Graduates — And Their Parents — Should Know

The editors of the American Heritage® dictionaries have compiled a list of 100 words they recommend every high school graduate should know.

"The words we suggest," says senior editor Steven Kleinedler, "are not meant to be exhaustive but are a benchmark against which graduates and their parents can measure themselves. If you are able to use these words correctly, you are likely to have a superior command of the language."

The following is the entire list of 100 words:

abjure	abrogate	abstemious	acumen	antebellum
auspicious	belie	bellicose	bowdlerize	chicanery
chromosome	churlish	circumlocution	circumnavigate	deciduous
deleterious	diffident	enervate	enfranchise	epiphany
equinox	euro	evanescent	expurgate	facetious
fatuous	feckless	fiduciary	filibuster	gamete
gauche	gerrymander	hegemony	hemoglobin	homogeneous
hubris	hypotenuse	impeach	incognito	incontrovertible
inculcate	infrastructure	interpolate	irony	jejune
kinetic	kowtow	laissez faire	lexicon	loquacious
lugubrious	metamorphosis	mitosis	moiety	nanotechnology
nihilism	nomenclature	nonsectarian	notarize	obsequious
oligarchy	omnipotent	orthography	oxidize	parabola
paradigm	parameter	pecuniary	photosynthesis	plagiarize
plasma	polymer	precipitous	quasar	quotidian
recapitulate	reciprocal	reparation	respiration	sanguine
soliloquy	subjugate	suffragist	supercilious	tautology
taxonomy	tectonic	tempestuous	thermodynamics	totalitarian
unctuous	usurp	vacuous	vehement	vortex
winnow	wrought	xenophobe	yeoman	ziggurat

Source: http://www.houghtonmifflinbooks.com/booksellers/press_release/100words/

Cut Grocery Costs

Trim just \$25 from your food bill, and you'll net \$1,300 per year! Here's how.

Eat out of your pantry. Take stock and plan meals around those items. You'll not only get rid of lingering groceries, you'll reduce your shopping list for next week.

Get in and out quickly. Statistics show that after 30 minutes of shopping, you'll spend 50 cents for each additional minute you're in the store. Stick to your list, and you'll save about \$60 per month.

Know your prices. Keep a list of the items you buy often and their cost. You'll know when you're getting a bargain.

Buy sale items. Build your grocery list around sale products. If one of your nonperishable household staples (such as canned goods) is on special, buy extra.

Use coupons. Find coupons in store fliers, newspapers, magazines and online (You may need to download software to print the coupons.).

Choose generic. Trim 10 percent off your bill with store brands. They're often the same as name brands where it matters — inside the box.

Shop less. Shopping monthly, not weekly, at warehouse clubs can save you more than \$2,000 a year.

Shop seasonally. Fruits and veggies taste better and are often cheaper when they're in season. Substitute frozen or canned varieties for out of season produce.

Find a bakery outlet. Pay \$1 for a loaf of bread instead of \$3. Outlets generally don't sell outdated goods, so bread won't go bad any sooner than a grocery store loaf would.

Check your receipt. Cashiers can make mistakes than can cost you money, so look over your receipt.