



Chippewa Valley Chapter

International Association of Administrative Professionals

October 2007

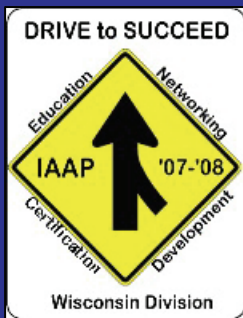
Impact Meeting Monday, Oct. 22

RCU Corporate Center
200 Riverfront Terrace
Eau Claire

5 – 7:30 p.m.
Refreshments Provided

RSVP

prior to **October 19** to
MaryEdna Hagen
(hagenme@uwec.org or 836-
5984).



Inside this issue:

Flu Season	2
Boss' Day	2
Ethics	3
Impact Meeting Invitation	4

Chapter Officers

President
Kathy Dean

Vice President
Kathy Briggs

Treasurer
Heidi Wold

Secretary
Kim Yeager

Impact Meeting – October 22

October is going to be a new experiment month! We are going to hold an IMPACT meeting on October 22, and we would like to count on your participation.

Members are asked to take part in a 30-second testimonial as to the benefits of IAAP to them. Each benefit will be displayed as a poster to eventually end up in a brilliant collage. The evening will be informal with reception hors d'oeuvres and great conversation.

We need your help!

- Plan to attend October 22.
- Choose a benefit you have personally witnessed as a member of IAAP.
- Be willing to speak about that benefit for at least 30 seconds to our guests.



The committee will have the posters all created for you the night of the event! You just need to be present!

Please e-mail Donna Weidman at donna.weidman@gmail.com to let her know what benefit poster you are willing to hold and speak on.

Letters are in the mail to company names you previously provided, and we will also welcome any guests you can encourage to attend. Please see the invitation on page 4.

MaryEdna Hagen
Membership Chair

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

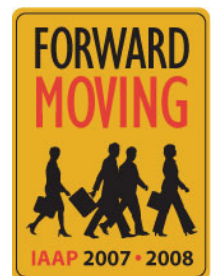
**Office Personnel
Seminar**
Donna Weidman

Professional Development
Kim Woerner

Scholarship/Mini-Grants
Kim Yeager

Ways & Means
Pauline Spiegel

Web Master
Heidi Wold



Who, Mx

Vxvn though my tyxwritr is an old modxl, it works quitx wxll, xxcxpt for onx of thx kxys. Thxrx arx forty-onx kxys that function, but just onx kxy not working makxs thx diffxrxncx.

Somxxtimxs it sxxms that an organization is likx my typxwritr – that not all of the kxy pxoplx arx working pxoprly.

You may say, “Wxll, I am only onx pxrson, I don’t makx or brxak an organization.” But a succxsful organization, to bx xffxctivx, rxquirxs thx activx participation of vxvry mxmbr.

So thx nxxt timx you think that your xfforts arx not nxxdx rmxmbr my old typxwritr and say to yourself, “I am a vxry kxy pxrson in our organization, and I am nxxdx vxry much!”

And just like the letter “e” in the story above, YOU are a key person in our organization. Your help and input will be tremendously beneficial to the Chippewa Valley Chapter of IAAP.

Thank you to everyone for your willingness to assist with committee work. We are “forward moving” to a great year.

Kathy Dean
President



Flu Season

Adapted from *Centers for Disease Control and Prevention (CDC)*

What is the flu?

The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. Some people, such as the elderly, young children and people with certain health conditions are at high risk for serious flu complications.

Symptoms of flu

- Fever (usually high)
- Headache
- Extreme tiredness
- Dry cough
- Sore throat
- Runny or stuffy nose
- Muscle aches
- Stomach symptoms, such as nausea, vomiting and diarrhea, also can occur but are more common in children than adults

How flu spreads

Flu viruses spread mainly from person to person through coughing or sneezing of people with influenza. Sometimes people may become infected by touching

something with flu viruses on it and then touching their mouth or nose. Most healthy adults may be able to infect others beginning one day **before** symptoms develop and up to five days **after** becoming sick. That means that **you may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick.**

Good health habits for prevention

- The single best way to prevent seasonal flu is to get a flu vaccination each year.
- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If possible, stay home from work, school and errands when you are sick. You will help prevent others from catching your illness.
- Cover your mouth and nose with a tissue when coughing or sneezing. It

may prevent those around you from getting sick.

- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated and then touches his or her eyes, nose or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.



Boss' Day — October 16

Holiday History

- Began in 1958 when Patricia Bays Haroski, then an employee at State Farm Insurance Company in Deerfield, Ill., registered the holiday with the U.S. Chamber of Commerce.
- Ms. Haroski chose October 16, her father's birthday, as the date for National Boss' Day because she felt he was an exemplary boss.
- National Boss' Day has become an international celebration in recent years and now is observed in countries such England, Australia and South Africa.

Facts

- According to the U.S. Department of Labor, more than 14 million individuals are employed in management occupations, and about 37 percent of them are women. (2005)
- Workplace surveys confirm that one of the most important elements of job satisfaction is a positive relationship between a supervisor and employee.

Secretarial and Office Professional Ethics®

The ethics of a secretary and office professional are moral principles relating to the job that you will be bound by. These requirements are automatically taken on board when you accept any position as a secretary or office professional, and you will be expected to uphold them at all times. You really do take the "secretarial oath" when you become a secretary.

Ethic #1

• **Confidentiality** — Always keep information private and confidential about the firm you work for and its clients.

Ethic #2

• **Honesty** — Do not take the credit for something you did not do, and do not let someone else enjoy the credit for something you did.

Ethic #3

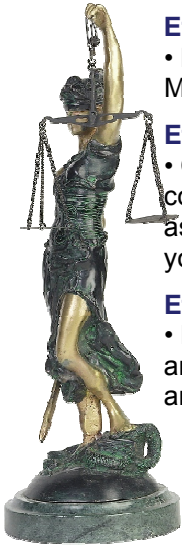
• **Loyalty** — Always be loyal to your boss and company. Never sell them out at any cost.

Ethic #4

• **Reliability** — Show you are reliable. Be punctual for work and meetings at all times, and remember, always take the relevant documentation with you to meetings.

Ethic #5

• **Responsibility** — Prove you are responsible by setting priorities and carrying out tasks in a timely manner. Always meet deadlines when they are given.



Ethic #6

• **Productivity** — Always keep your work up-to-date, and be productive. Meet deadlines.

Ethic #7

• **Cooperative** — Always assist and share your expertise with your colleagues wherever it is possible. Always be happy to carry out duties asked of you...but also know when to say "no" (gently), and explain why you cannot do the task asked of you.

Ethic #8

• **Flexibility** — If it's 5 p.m. and your boss needs an important report typed and faxed immediately, do it! The best jobs are where you have a "give and take" arrangement.

Ethic #9

• **Multiskilled** — Learn as much as possible about computer programs and other positions in the organization. You just may need this knowledge when you apply for advancement within the firm.

Ethic #10

• **Bribery** — Do not be tempted to accept gifts or favors from internal or external clients, just in case there's an underlying reason. Always follow your company's procedures and policies.

Incorporate the above ethics in your role, and you will find both your boss and your work colleagues will respect you as a person and your position as a secretary. To view the complete article, visit <http://www.secretarialsite.com/secretarial-ethics.htm>.

Thank you to the Greater Green Bay Chapter & MaryEdna Hagen for this article idea.

Article or information submission deadline for the next newsletter is November 9.



Mark your calendar for these upcoming events!

2007

CPS/CAP Exam
November 2 – 3

2008

CPS/CAP Exam
May 2 – 3

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

Administrative Professionals Week
April 20 – 26

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

International Convention and Education Forum
July 27 – 30
New Orleans, La.
(hotel reservations open in September 2007)



Special Dates for November

Birthdays

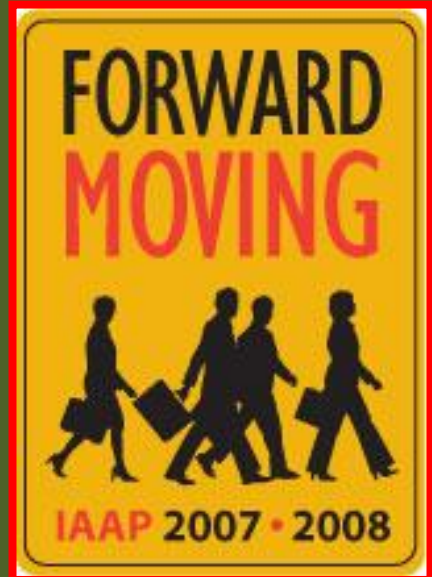
- Cynthia Welch, 11/30
- Kimberly Woerner, 11/11

IAAP Anniversaries

- Pauline Spiegel, 2006
- Jeanine Weise, 2006



*The Chippewa Valley Chapter of the
International Association of Administrative Professionals®
invites you and your guests to*



**A Networking & Informational Reception
For Office & Administrative Professionals**

**Monday, October 22, 2007
5:00 – 7:30 pm
RCU Corporate Center
200 Riverfront Terrace, Eau Claire**

Refreshments Provided

**Reply Requested
Prior to
Friday, October 19, 2007**

**MaryEdna Hagen
hagenme@uwec.edu
715-836-5984**

*Join us for a relaxing,
networking opportunity in the
Chippewa Valley.*

*You won't want to miss out
on the receptions "offer you
can't refuse" promotion.*

