

Wausau Chapter Contacts

For additional information on Wausau Chapter programs or membership, please contact the following individuals:

President: Ann Dahlke, CAP-OM
ann.dahlke@umr.com

Vice President: Sheila Rovang, CAP-OM
sheila.rovang@aspirus.org

Treasurer: Cheryl Haebich, CAP-OM
chaebich@graebel.com

Corresponding Secretary: Shirley Ecker
Shirley.ecker@aspirus.org

Recording Secretary: Heather Renzelmann
hrenzelmann@churchmutual.com

Administrative Professionals Event (APE):
Lynette Hieronimus, CAP and Luann Prah
lynette.hieronimus@countymaterials.com
lprah@rivervalley.bank

Bylaws & Standing Rules: Bonita Buchberger, CAP-OM
bmbuchberger@co.marathon.wi.us

Certification: Janelle Christensen, CAP
janelle.christensen@countymaterials.com

Education/Scholarship: Kathy Ruenger, CAP-OM
kathy.ruenger@domtar.com

Historian: Jolie Weiler, FLMI, ACS, AIAA, CSA
jolie.weiler@bankerslife.com

Librarian: Lynette Hieronimus, CAP
lynette.hieronimus@countymaterials.com

Membership: Nancy Kowalski, CAP
nancyk@connexuscu.org

Newsletter: Ann Dahlke, CAP-OM
ann.dahlke@umr.com

Nominations: Luann Prah and Mary Palmer
lprah@rivervalley.bank
mary.palmer@co.marathon.wi.us

Publicity: Ann Dahlke, CAP-OM
ann.dahlke@umr.com

Retirement Trust Fund: Betty Dotseth, CAP-OM
betts5@aol.com

Website: Sonia Miller
sonia.a.miller@optum.com

How IAAP® Membership Can Benefit YOU

Promoting high professional standards and enhancing the image of the administrative professional are goals of IAAP®. IAAP® is an association dedicated to the education and professional development of all administrative and executive support personnel by:

- Developing important leadership and presentation skills.
- Benefiting from the experience of others in your profession.
- Learning more about a variety of topics relevant to your profession.
- Expanding your professional network.
- Being in touch with job opportunities.
- Enhancing your professional status in the eyes of your employer.

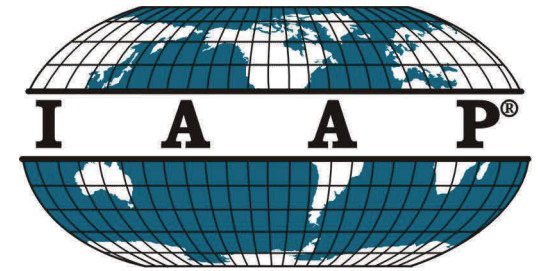
How Membership Can Benefit YOUR EMPLOYER

Your membership in IAAP® will:

- Give you the tools and knowledge necessary to become a more effective contributor in your organization.
- Allow you to stay current with new technology and trends in office administration.
- Save you time and money.

In our highly competitive world, every employee must contribute to the bottom-line. For more than half a century, IAAP® has provided the tools and knowledge necessary for administrative staff to be more effective contributors to their organizations.

Wausau Chapter IAAP® Wausau, Wisconsin 2011-2012



**International Association of
Administrative Professionals®**

Connecting With Others Through IAAP®
Leadership Skills
Networking
Career Enhancement
Professional Development



About IAAP

Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.

Additional Benefits of IAAP Membership

- Five different publications, including the *OfficePRO*® magazine keeps members and subscribers “up to date” on the latest trends of the profession and activities of our association. *IAAP Connections* newsletter provides information on the association and its projects.
- Educational programs, including the OPTIONS Training and Certified Administrative Professional (CAP®) and Certified Administrative Professional-Organizational Management (CAP-OM®) recertification credits.
- IAAP’s annual conferences and seminars offer a wide array of educational workshops and international networking.

Association-sponsored retirement center located in Rio Rancho near Albuquerque, New Mexico, the Vista Grande Retirement Center is more than a \$6 million facility.



We are on the web at:
<http://www.iaap-wausau.org>

Certification

In today’s ever-changing business environment, you need every advantage to stay on top. IAAP offers two professional ratings for office professionals. The Certified Administrative Professional (CAP) rating is the industry-recognized standard of proficiency. It shows employers, clients, and associates that you are committed as a professional. To earn the CAP professional designation, an individual needs to satisfy education and experience requirements and pass a comprehensive exam. The Organizational Management (OM) specialty exam includes organizational planning, advanced communication, advanced administration, and team skills.

For more information on the CAP and CAP-OM ratings, visit IAAP’s website at www.iaap-hq.org or contact Certification Chair Janelle Christensen, CAP at janelle.christensen@countymaterials.com.

Important Dates

Oct. 9-12	Fall Conference Sheraton San Diego Hotel & Marina San Diego, CA
Oct. 28-29	Wisconsin Division Fall Education Conference Holiday Inn at the American Center Madison, WI
Nov. 5	CAP/CAP-OM Exam (registration deadline Aug. 15)
Mar. 4-7	Spring Conference Harrah’s Las Vegas Las Vegas, NV
May 5	CAP/CAP-OM Exam (registration deadline Feb. 15)
May 18-19	Wisconsin Division Annual Meeting Holiday Inn & Convention Center Stevens Point, WI
July 22-25	International Education Forum and Annual Meeting Gaylord Texan Hotel & Convention Center Grapevine, TX

Networking

Chapter meetings begin at 5:30 p.m. with networking prior to the meeting at 5:15 p.m. All meetings are held at the Jefferson Street Inn, 201 Jefferson Street, Wausau, WI 54403.

Aug. 10	Program: Appropriate and Inappropriate Behavior in the Workplace Presenter: Dave Tice, Counselor, Aspirus Employee Assistance Services
Sept. 14	Program: Give ‘em a Pickle Presenter: Gary Broesch, Corporate Training Director, Church Mutual Insurance Company
Oct. 12	Program: Preparing Governing Board Minutes Presenter: Cari Logemann, Senior VP & General Counsel, Aspirus Inc.
Nov. 9	Program A: Certification Presenter: Janelle Christensen, CAP, Certification Chair Program B: Effective Networking Techniques Presenter: Jennifer Bittner, Owner of Expressions Gift Baskets by Design
Dec. 14	Holiday Social
Jan. 11	Program: Software Presentation Presenter: Dianne Carroll, Organizational Development Assistant, Northcentral Technical College
Feb. 8	Program: Proofreading Skills Presenter: Carrie Heckendorf, Business Technology Faculty, Northcentral Technical College
Mar. 14	Program: Resumes and Interviewing Skills Presenter: Donna Staples, SPHR, Senior VP-Human Resources, People’s State Bank
Apr. 2012	7th Annual Administrative Professional Event Date, location, and theme to be determined by planning committee.
May 9	Annual Meeting and Elections