

## Message from the APE Chairs

March/April 2011

### Passionately Cultivate Your Purpose

#### 6th Annual Administrative Professional Conference

Stoney Creek Inn, Rothschild, WI  
April 19, 2011

Our conference for administrative professionals is just a few weeks away and final touches are being made.

#### Mark April 19, 2011 on your calendars!

- Our keynote speaker, Julie Kowalski, will present “Stop Sabotaging Your Success as a 21<sup>st</sup> Century Administrative Professional!”
- Dale Carnegie trainer, Judy Meyer, will present “Tap Our POWER Within.”
- Three recertification points have been approved by IAAP, for all who attend.
- A plated lunch will be served at noon. If you have any dietary concerns, such as gluten-free, etc., contact Amanda Godleske at [amandag@connexuscu.org](mailto:amandag@connexuscu.org).
- Raffle items generously donated by a variety of local businesses and individuals will be on display. Raffle ticket prices are \$1 for 1, \$5 for 6, and \$10 for 15.
- Attendees who bring in non-perishable food items to donate to the Salvation Army and Neighbor’s Place will be entered into a prize drawing for a \$50 gas card.
- Upper Iowa University will be collecting paperback books for their “Books for Warriors” campaign. Bring in your gently used paperback books – mysteries, classic literature, adventure, etc. These books will be sent overseas to our men and women in combat. The soldiers are grateful for this entertainment and comfort from home. Show our troops you care!

#### During the conference, you’ll learn:

- Proven tools and techniques to thrive and excel in the modern, fast-paced business world.
- Ways to sharpen your skills, retain customers, and secure an even stronger market share.
- “Question Thinking” the power of using questions to shape our lives.

- Ways to minimize stress, maximize productivity, build positive relationships, and how to maintain it all.

We’re still accepting gift baskets and items for the raffle, so please talk with your employers or family members and friends about donating items. If you have items to donate, contact Sara Gast at [sgast@amfam.com](mailto:sgast@amfam.com).

An event of this size takes a lot of planning and preparation. We’d like to recognize the hard work, time, and efforts of all the members of the 2011 APE Committee. Our committee members include: Angela Harris-Weiss, CPS; Lynn Heil; Melissa Siikarla; Vicki LaPorte-Gesicki; Nicole Brummond, CSP; Ann Dahlke, CPS/CAP; Lynette Hieronimus, CPS; and Janet Tharaldson, CPS.

To register for the event, go to: [www.iaap-wausau.org/](http://www.iaap-wausau.org/).

**Register before March 31, 2011 and save \$10 with our early bird discount!**

We look forward to seeing you on April 19!

Sara Gast & Amanda Godleske  
Wausau Chapter APE Chair & Co-Chair

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## Important Chapter Dates for 2010-2011

**The Wausau Chapter meets on the 2nd Wednesday of each month at 5:30 p.m.**

|                     |  |                      |   |
|---------------------|--|----------------------|---|
| <b>Mar 9, 2011</b>  | <b>POSTPONED Due to A Winter Storm</b><br><b>Program:</b> Business Law Basics<br><b>Presenter:</b> Ellyn Fuchsteiner<br><b>Place:</b> Aspirus Wausau Hospital<br><b>Host:</b> Sheila Rovang, CPS/CAP | <b>Apr. 19, 2011</b> | 6th Annual Administrative Professional Event<br><b>Program:</b> Passionately Cultivate Your Purpose<br><b>Presenters:</b> <i>Stop Sabotaging Your Success as a 21<sup>st</sup> Century Administrative Professional!</i> by Julie Kowalski and <i>Tap Our POWER Within</i> by Judy Meyer<br><b>Location:</b> Stoney Creek Inn, Rothschild, WI<br><b>Time:</b> 11:30 a.m.—4:30 p.m. |
| <b>Apr 13, 2011</b> | <b>RESCHEDULED from March 9</b><br><b>Program:</b> Business Law Basics<br><b>Presenter:</b> Ellyn Fuchsteiner<br><b>Place:</b> Aspirus Wausau Hospital<br><b>Host:</b> Sheila Rovang, CPS/CAP        | <b>May 11, 2011</b>  | <b>Program:</b> Annual Meeting & Elections<br><b>Place:</b> Stoney Creek Inn & Conference Ctr.<br><b>Host:</b> Betty Dotseth, CPS/CAP   |

## Important IAAP Dates for 2010-2011

|                         |  |                        |   |
|-------------------------|--|------------------------|---|
| <b>Apr. 24-30, 2011</b> | <b>Administrative Professionals Week® (APW)</b><br><b>Administrative Professional Day® (APD) is April 27</b> | <b>May 13-14, 2011</b> | <b>Wisconsin Division Annual Meeting (WDAM)</b><br>Sheraton Brookfield, Brookfield, WI                |
| <b>May 6-7, 2011</b>    | <b>CPS/CAP Exams</b>   | <b>July 24-27 2011</b> | <b>Education Forum &amp; Annual Meeting</b><br>Montreal Convention Center<br>Montreal, Quebec, Canada |

## Chapter Contacts

|  |  |                      |
|--|--|----------------------|
| Ann Dahlke, CPS/CAP, President         | <a href="mailto:ann.dahlke@umr.com">ann.dahlke@umr.com</a>   | 715-841-6808         |
| Sheila Rovang, CPS/CAP, Vice President | <a href="mailto:sheila.rovang@aspirus.org">sheila.rovang@aspirus.org</a>                               | 715-847-2117         |
| Shirley Ecker, Secretary               | <a href="mailto:shirley.ecker@aspirus.org">shirley.ecker@aspirus.org</a>                               | 715-847-2000, X52395 |
| Cheryl Haebich, CPS, Treasurer         | <a href="mailto:chaebich@graebel.com">chaebich@graebel.com</a>   | 715-848-6444         |
| Betty Dotseth, CPS/CAP, Newsletter     | <a href="mailto:betts5@aol.com">betts5@aol.com</a>   | 715-848-6147         |
| Sonia Miller, Webmaster                | <a href="mailto:sonia_a_miller@prescriptionsolutions.com">sonia_a_miller@prescriptionsolutions.com</a> | 715-841-5096         |

## February Meeting Recap

The February 9 chapter meeting, hosted by Lyn Hieronimus, CPS, was held at the Stage Stop Restaurant in Mosinee. Hugh Macken, of social media public relations firm, VMR Communications in Marshfield, presented *The Social Web: Why It Matters and How to Make It Work for You and Your Company's Bottom Line*. His firm specializes in helping businesses create a web presence by using social media to turn web lookers into web buyers.

He had many good suggestions to utilize social media for networking, obtaining solutions to technology challenges in our offices, reaching out to others to find help, and even job hunting. Hugh said for those who embrace venturing into the social media sites, much help is available and it's become a strong influence today.

Betty Dotseth, CPS/CAP commented the incredible power of today's social media (Facebook), enabled one single person to initiate the activist uprising in Egypt, which resulted in the unseating of their leader! Mr. Macken offered to assist anyone who would like more information by connecting with him on LinkedIn or by email at [hugh@vmrcommunications.com](mailto:hugh@vmrcommunications.com).

After the presentation, President Ann Dahlke, CPS/CAP conducted the business meeting. We currently have 61 members in the Wausau Chapter. Membership Chair Nancy Kowalski, CPS will be holding a new member orientation on February 22. Nancy stated a biannual 10-question survey will be going out to members soon to help the chapter determine how to serve the next year, and she made a motion to award two incentive gifts for completion of the survey, which was passed. Chamber of Commerce gift certificates in the amount of \$25 will be awarded. Ann Dahlke told us we would each receive a 13-question survey from the Wisconsin Division. Several members also mentioned they had received a benchmarking survey from HQ. This benchmarking survey was sent to randomly selected members. Members were asked to complete each survey received.

## March Meeting Recap

Due to a severe winter storm forecast, our March 9, 2011 meeting was postponed to Wednesday, April 13, 2011.

We learned our chapter has earned 9 out of 14 points toward the Chapter of Excellence. Great job!

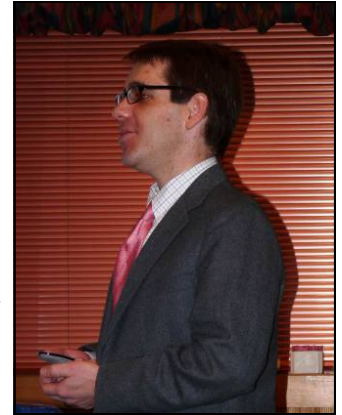
Chapter members are encouraged to ask their employers, families or friends to donate items for the APE raffle this year.

A page has been added to our chapter website to post current local job opportunities.

Ann Dahlke shared information regarding the new IAAP tax compliance that has been enacted by the IRS for not-for-profit organizations. These regulations highlight how chapters and divisions can use their funds—scholarships for nonmembers, registration fees for delegates/alternates representing their chapter (or division) at division conferences and/or EFAM, etc. Our chapter bylaws will need to be updated in May to include this new information.

A fundraiser has been planned to help raise funds for our International President's Research and Education Foundation. Ann Dahlke has researched six restaurants which allow a one day "percentage of sales" which will go to our chapter for the fund. She encouraged us to maximize the effectiveness of these fundraisers by letting her know of any similar fundraising events scheduled in the area so she can work around them when scheduling our events and not compete with theirs. Our first event will be held soon at the Texas Roadhouse.

The monthly incentive drawing was held but the winner wasn't present—making next month's drawing \$60! Is this enough incentive to encourage a great attendance at next month's meeting?



Hugh Macken of VMR Communications, LLC.

## Chapter Survey Recap

In February, Wausau Chapter members were asked to complete a ten question survey to gather information about how we can better serve our members. Thanks to everyone who took the time to complete the survey.

There were two incentive gifts available to encourage participation. Congratulations to Janelle Christensen and Nicole Brummond, the randomly drawn winners of the two \$25 Wausau Region Chamber gift certificates.

Here is a summary of the questions from the survey along with a sampling of your top responses.

1. **Member's first and last name.**  
We won't list the names of the 29 members who responded to the survey, but we had a fantastic response rate of almost 48%! We truly appreciate your input.
2. **As a result of the responses in our July survey, we changed our meeting format to eat dinner at 5:30 p.m. and have the guest speaker begin his/her presentation at 5:50 p.m. Do you feel this format is working well?**
  - Yes, I like the change—44.8%
  - No, I prefer the earlier format where we ate dinner during the presentation—17.2%
  - Undecided—20.7%
  - I haven't attended a meeting—17.2%
3. **On a scale of 1 to 5, indicate your opinion of the Wausau Chapter's programs for the 2010-2011 IAAP year.**
  - 1. Awful—0%
  - 2. Needs Improvement—0%
  - 3. Okay—10.3%
  - 4. Pretty Good—58.6%
  - 5. Great—31.0%
4. **Do you have any suggestions for future programs?**  
We received a great variety of responses to this question! You've told us you like receiving recertification points for our programs. Many of you asked for more software-related presentations.
5. **Are you willing to host a meeting at your company or another location?**  
Nine chapter members indicated they are willing to host a monthly chapter meeting.
6. **What can we do to make you feel more welcome at chapter meetings?**  
Suggestions included asking a member to serve as a greeter to help members find coat racks, name tags, handouts, etc. Others mentioned they enjoy the icebreaker questions we use during member introductions because it helps us learn names and new things about each other.
7. **We are looking to expand the following committees with additional members. On which committees would you be willing to help the chairperson with designated tasks?**
  - Historian
  - Membership
  - Newsletter
  - Publicity
  - 50th Anniversary Celebration

Thanks to those of you who volunteered for these committees. The chairperson will contact you unless you completed the survey anonymously! (Two members who volunteered for the 50th Anniversary Celebration completed anonymous surveys so we won't be able to contact you!)
8. **Would you be interested in serving as a chapter officer or shadowing a current officer to learn more about the position?**
  - Not at this time—83.3%
9. **What could we do differently to improve the Wausau Chapter?**  
Thank you for your candor and suggestions for improving our chapter. We are seriously considering all the great responses to this question.
10. **Please feel free to share any other comments/suggestions.**  
Overall, our members are pleased with how our 2010-2011 year has gone so far, but there's always room for improvement. Thanks again for your input and suggestions.

## Bylaws and Standing Rules Committee Report

A signed copy of our proposed changes were submitted to the Wisconsin Division on July 7, 2010. To date, a response has not yet been received. Committee Chair will continue to contact the Division Bylaws Chair to ensure we receive the signed bylaws for our records.

Wausau Chapter members who wish to bring forth any amendments to the Wausau Chapter Bylaws and Standing Rules may do so by sending your proposed

changes, along with an explanation of why the change should be made, to Patty Pippenger at [patricia.pippenger@libertymutual.com](mailto:patricia.pippenger@libertymutual.com) no later than April 13, 2011. The proposed changes will be voted on at the May 11 Annual Meeting.

Patty Pippenger, CPS/CAP  
Bylaws & Standing Rules Committee Chair

## Nominations Committee Report

What are you waiting for? **GET INVOLVED!**

Are you looking for a way to serve your IAAP chapter? Have you considered volunteering for a chapter office or serving on a committee?

**Volunteer:** One who enters into any service on their own free will, giving your time, energy, and skills freely. As a volunteer, you make a decision to help on your own accord.

Some of the many skills you can develop by taking on a leadership role in your chapter are: team building, leading, interpersonal and communication skills, and increased personal growth and self esteem.

Here's a list of the chapter offices you can volunteer for and a list of some of the duties involved:

- **President:** Shall preside at all meetings of the chapter and the Board of Directors. Keep the members informed as to IAAP official communications. Keep the division president fully informed on all matters concerning the chapter.
- **Vice President:** In the absence of the president, serve as presiding officer at chapter meetings or meetings of the Board of Directors. In the event of the vacancy of the office of president, ascend to the office for the unexpired term. Assist the president in all ways. Perform such other duties as may be assigned by the Board of Directors or chapter.
- **Secretary:** Keep an accurate record of all chapter or Board meetings. Be responsible for the minutes

of all chapter and Board meetings. Have custody of the chapter's official documents. Conduct the correspondence of the chapter in accordance with the direction of the president and/or Board.

- **Treasurer:** Have custody of all chapter funds, making disbursements only as authorized by the chapter. Pay all approved bills. Provide a monthly treasurer's report at each meeting.

If you're not interested in an officer position right now, why not consider volunteering to chair or serve on a committee? The Wausau Chapter has many committees available:

APE (Administrative Professional Event), Bylaws and Standing Rules, Certification, Education/Scholarship, 50th Anniversary Celebration, Historian, Librarian, Membership, Newsletter, Nominations, Publicity, Retirement Trust Fund (RTF), Website/Webmaster.

Please feel free to contact any of our current officers or committee chairs with questions about any of the position duties.

Nominations will soon be upon us, please consider **VOLUNTEERING** for an office or serving on a committee. To add your name to the May ballot, contact Lu Prah at [lpahl@rivervalleybank.com](mailto:lpahl@rivervalleybank.com) by April 13, 2011.

What are you waiting for? Just jump in and volunteer!

Lu Prah  
Nominations Committee Chair

## Membership Committee Report

**GREAT RECRUITING NEWS!** April is the time to recruit new members. Both the Wisconsin Division and Wausau Chapter will be waiving dues for new members who join during the month of April.

Now is the best time to recruit members to join our professional organization. Contact Nancy Kowalski,

CPS at 715-847-4714 or [nancyk@connexuscu.org](mailto:nancyk@connexuscu.org) if you have any questions or if you need assistance with your recruiting efforts.

Nancy Kowalski, CPS  
Wausau Chapter Membership Chair

## 2010-2011 Passion & Purpose Commemorative Pins

The 2010-2011 Passion & Purpose commemorative pin is not just for Administrative Professionals Week. It's a pin for all seasons and all reasons! You may have noticed this pin on the lapels of your fellow Wausau Chapter officers.

If you are interested in purchasing a commemorative pin for yourself, Ann Dahlke has a limited supply



available, which were purchased at the International Education Forum and Annual Meeting (EFAM) in Boston in July 2010. The cost of the pin is \$5 each and the proceeds go to the 2011 EFAM Host Committee.

To purchase a pin, contact Ann Dahlke at 715-841-6808 or [ann.dahlke@umr.com](mailto:ann.dahlke@umr.com).

## United Way Career Closet Needs Your Help

The career closet serves men and women in need who are seeking clothes for interviewing or employment.

Donations of contemporary men's and women's business and business casual attire are needed. Donations can be dropped off at Suite 318 in the downtown M&I Bank building on Third and Scott St. on Tuesdays from 4:30 -6 p.m. and Wednesdays from 11:30 a.m. -1 p.m.

### Items needed include:

- Suits
- Dress Jackets
- Slacks and Khaki pants
- Sweaters
- Polo shirts
- Blouses
- Dress shirts
- Ties
- Coats
- Trouser socks
- Shoes
- Jewelry
- Handbags
- Scarves
- Belts
- Scrubs (medical)



For more information about the Career Closet, visit <http://www.unitedwaymc.org/careerclset.htm>.

Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.  
~ Harriet Tubman

## Lessons Learned in South Africa

My recent three-week study abroad short program in South Africa this past January has provided me with a cultural awareness I had previously only read about. I was fortunate to participate in this Human Development opportunity through the University of Wisconsin-Green Bay.

I joined six other women who also chose to study at Nelson Mandela Metropolitan University (NMMU) in Port Elizabeth, South Africa. We were provided informative lectures each day, along with the opportunity to tour and interact with staff and residents of hospitals, daycare centers, children's homes, adolescent homes, and nursing homes. We also were fortunate to be able to enjoy the beauty and enormity of South Africa during our free time and on the weekends.



Vicki, at the far right, on a safari game drive.

While there, I had the opportunity to talk with Yvonne Smith, an executive assistant at NMMU. I was somewhat surprised (yet, not really surprised) at how similar



Yvonne Smith and Queenie, two women Vicki had an opportunity to speak with during her trip.

our jobs actually were. The university is only 17 years old, but classrooms are not equipped with air conditioning or heat and have limited technical capabilities. Screenless windows are opened wide and wall-mounted oscillating fans provide relief. The professors teach using overhead projectors and whiteboards. There is a computer lab for student use and we experienced intermittent internet access while there (a little frustrating for anyone who expected a quick response or the ability to stay connected).

All vehicles are subject to random searches entering and leaving the campus. Personal laptops must be registered upon entering the university each time and verified

again when you leave. That being said, Yvonne's cubicle and office area was very similar to those in my organization. At the university, there are two conference rooms available with internet and technical capabilities. She plans meetings, schedules flights and lodging, along with "attending to her executive's



Vicki (fourth from the left) and friends ready for the Canopy Zipline tour.

diary" (managing his calendar). She said all managers and staff "attend to their own diaries" with the exception of the few executives.

One thing I found interesting was their standard paper size is 8-1/4" x 11-3/4" compared to the U.S. standard



Just one example of the incredible scenery found in Tsitsikamma National Park.

of 8-1/2" x 11". This was quickly noticeable to me as the handouts I received were too long and did not fit into the folder I brought with me!

Yvonne is able to dress casually at the university and has 6-8

weeks of "holiday" per year, for which she is grateful. She was a wonderful woman to speak to and I wish I would have been able to spend more time with her.

The opportunity to be immersed in another culture, for even a short period of time, has provided me with so much insight into the world in which we all live. It helps explain why certain cultures and countries act in a particular manner and their reasoning associated with their actions. This was an incredible experience and the values and lessons I learned will be with me for the rest of my life.

Vicki LaPorte-Gesicki  
Administrative Assistant  
Aspirus Clinics Administration

## Getting to Know One of Our Members—Penny Ellenbecker

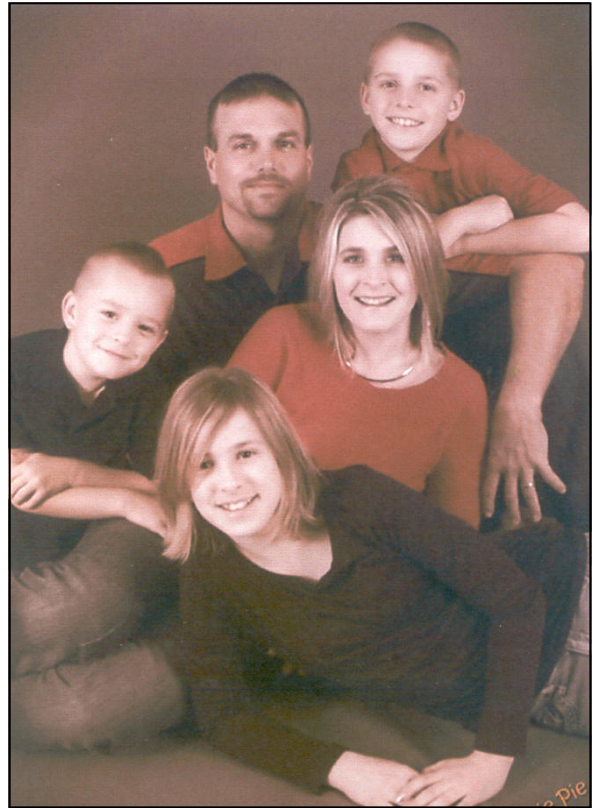
I am not a native of Marathon County; I actually grew up in Racine County. I moved to Athens in January 1997...talk about a culture shock! What brought me to Athens, you ask? Well, my parents and siblings had moved there about seven months earlier; and after struggling to pay my rent (while working two jobs), and attempting to keep my grades up at Gateway Technical College as a full time student, I decided it was best to move back in with my parents until I was finished with school.

I started at Northcentral Technical College (NTC) in the Accounting program the day after I arrived in Athens. After the first semester, I knew that wasn't what I really wanted to do for the rest of my life; so I changed my path and enrolled in the Administrative Professional program (then called the Administrative Assistant program). I had always enjoyed the part-time office work I had done while in the Business Program in high school, so maybe this would be what I wanted to do. I also worked at what was then Wausau Insurance, as a part-time claims processor, while attending NTC.

Well, here I am...still in Athens 14 years later (I had every intention of going back to Racine when I finished my education), and I'm in an administrative professional role as the senior executive assistant to the president/COO of Aspirus Wausau Hospital and the vice president/CIO of Information Technology.

I did leave the administrative professional role for a short period of time, trying my hand as a mail room supervisor and as a business analyst at Fiserv Health. During the five or so years that I strayed from my passion, there was always something missing. So, I began looking for opportunities in the area to get back to what I loved...being an administrative professional. Lucky for me, the wonderful women at Aspirus saw something in me and here I am. I started as an executive assistant working for the vice president of Human Resources and the vice president of Nursing. When the senior executive assistant opportunity arose (just a short eight months after starting with Aspirus), I went for it, and here I am, almost three years later!

I joined IAAP in 2008, and have become friends with a number of wonderful women I met in the Wausau Chapter. In November 2010, I sat for my CPS certification...and passed!! I have now made a personal



commitment to dedicate the time to sit for the CAP certification within the next two years.

My career, although very important, is only a portion of my life. I have a wonderful husband, Adam, who I've been married to for 12 years, and we have three beautiful children who keep us extremely busy! Kelsi is the oldest and she is 12, Klay is 10, and Kyler is 6. They are all involved in several activities such as volleyball, baseball, football, wrestling, soccer, forensics, and much, much more. Our other two children are the four-legged kind. Kami is a black lab and is 5 years old and Bear is a black lab/pug mix and he is about 11 months old. In the very little spare time we have, we enjoy camping, watching movies, traveling, and social gatherings with friends and family.

This summer, we have a family vacation planned to South Dakota. We will travel through the Badlands, Mount Rushmore, Custer State Park, and have several other stops planned along the way!

Penny Ellenbecker, CPS  
Senior Executive Assistant  
Aspirus Wausau Hospital

## Happy Birthday

### • March

- 16—Janelle Christensen
- 19—Angela Harris-Weiss
- 23—Bonita Buchberger
- 28—Sara Gast
- 28—Laura Roggenbauer

### • April

- 7—Cheryl Haebich
- 7—Janet Tharaldson

### • May

- 9—Patty Pippenger
- 14—Barbara Brown
- 22—Jolie Weiler
- 24—Kelly Koplitz
- 28—Amy Heffner
- 30—Theresa Seliger



## Happy Anniversary

### • March

- Sonia Miller—1 year
- Janet Hopfensperger—2 years
- Barbara Brown—9 years

### • April

- Dianne Carroll—2 years
- Lynn Heil—2 years
- Kelly Koplitz—2 years
- Vicky Radunz—2 years
- Brittany Rossman—2 years
- Vicki LaPorte-Gesicki—4 years
- Cheryl Haebich—4 years
- Jean Scherer—4 years
- Cindy Wilke—4 years
- Janet Tharaldson—8 years

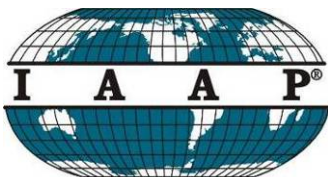
### • May

- Renee Munnik—1 year
- Teresa Anderson—2 years
- Sara Gast—2 years
- Kristina Bug-Riddle—4 years
- Luann Prah—4 years
- Ann Dahlke—5 years
- Heather Renzelmann—5 years
- Angela Vaughan—5 years
- Rebecca Cushman—7 years
- Kathleen Ruenger—7 years
- Sara Paul—7 years



Purpose is the natural expression of who you are. It utilizes all your gifts and talents. It's your passion and you are very good at it. Life purpose is the very essence of you.  
~ Bill Ferguson

## IAAP's Mission Statement



International Association of  
Administrative Professionals®

### IAAP's MISSION

*"Enhancing the success of career-minded Administrative Professionals by providing opportunities for growth through Education, Community Building, and Leadership Development."*

## Pathways to Excellence (P2E) Progress Chart

| Chapter Criteria<br>(need 14 of the 19)  | July/<br>Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun                   | MET!      |
|--|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------------------|-----------|
| Six meetings offer recertification points  | ★            | ★   | ★   | ★   |     | ★   | ★   | ★   | ★   |     |                       | ★         |
| One member earn CPS and/or CAP (you?)  |              |     |     |     | ★   |     |     |     |     |     |                       | ★         |
| Sign commitment agreement  | ★            |     |     |     |     |     |     |     |     |     |                       | ★         |
| Six newsletters or e-newsletters   | ★            | ★   |     | ★   |     | ★   |     | ★   |     |     |                       |           |
| Participate in IAAP web community  | ★            |     |     |     |     |     |     |     |     |     |                       | ★         |
| Annual calendar & marketing plan   |              | ★   | ★   |     | ★   |     |     |     |     |     |                       | ★         |
| Annual budget & monthly statements   | ★            | ★   | ★   | ★   | ★   | ★   | ★   |     |     |     |                       | Year End  |
| Maintain full slate of officers & four chairs  | ★            | ★   | ★   | ★   | ★   | ★   | ★   | ★   |     |     |                       | Year End  |
| Leadership/succession officers/chairs trng   | ★            |     |     |     |     |     |     |     |     |     |                       |           |
| Delegate to WDAM & delegate/proxy to Int   | ★            |     |     |     |     |     |     |     |     |     |                       | May       |
| Member on Div or Int. committee/officer  | ★            |     |     |     |     |     |     |     |     |     |                       | ★         |
| Have a seminar, APD or Exec event  |              |     |     |     |     |     |     |     |     |     |                       | Apr.      |
| Apply for Avery or IAAP chapter award  |              |     |     |     |     | ★   |     |     |     |     |                       | ★         |
| Have 15 members & 80% retention  |              |     |     |     |     |     |     |     |     |     |                       | Year End  |
| Conduct at least one recruitment meeting   |              |     |     |     |     |     |     |     |     |     |                       | Apr.      |
| New member orientation   |              |     |     |     |     |     |     | ★   |     |     |                       | ★         |
| 12% membership increase  |              |     |     |     |     |     |     |     |     |     |                       | Year End  |
| Sponsor new prof. or student chapter   |              |     |     |     |     |     |     |     |     |     |                       |           |
| Strategic plan & member survey   | ★            | ★   | ★   |     | ★   |     |     |     |     |     |                       | ★         |
| ★ = Completed items  |              |     |     |     |     |     |     |     |     |     | <b>TOTAL COMPLETE</b> | <b>9</b>  |
| Note: Shaded items are mandatory requirements for award  |              |     |     |     |     |     |     |     |     |     | <b>TOTAL NEEDED</b>   | <b>14</b> |
| Award: \$100 cash or half off our website fee!<br><b>What can you do to help us on this journey?</b> |              |     |     |     |     |     |     |     |     |     |                       |           |

For information on how YOU can achieve Member of Excellence status go to <http://pathways.iaap-hq.org>

## Wisconsin Division Annual Meeting

### Wisconsin Division Annual Meeting

**May 13-14, 2011  
Sheraton Brookfield  
Brookfield, WI**

Don't miss this opportunity to meet IAAP members from throughout the Wisconsin Division and IAAP International President, Mary Ramsay-Drow, CPS/CAP.

Enjoy presentations such as *Passion & Purpose*, *Business Writing*, and *From Stepford to Sensational*. The weekend's presentations have been approved for a total of 5 recertification points.

The weekend also includes a 50/50 raffle, a basket raffle, a recognition luncheon, the Wisconsin Division's business meeting, and election of officers. The event wraps up with the division banquet featuring keynote speaker Kinza Christenson whose presentation *Building a Motivated Team* will teach you communication skills

for building effective teams and the secret key to driving peak performance .

Registration fee for the full event is \$139.50 and if you aren't able to attend both days, there are reduced cost options to attend individual sessions. It's easy to register online and pay by credit card at <http://wisconsindivisionwdam2011.eventbrite.com/> Personal and corporate checks are also accepted.



The hotel is offering a special IAAP rate of \$94 per night. Call 800-325-3535 to reserve your room.

**Download a copy of the brochure and registration information at <http://www.iaap-wisconsin.org/>**

**We hope to see you in Brookfield on May 13-14!**

## Education Forum & Annual Meeting Registration

### Education Forum and Annual Meeting

**July 24-27, 2011  
Montreal Convention Center  
Montreal, Quebec, Canada**

This year, IAAP is offering several new discounts for members attending the Education Forum and Annual Meeting (EFAM) in Montreal.

To receive the first discount, you'll need reserve your hotel room within the block set aside for the conference. Booking within the IAAP hotel block will secure you a \$150 discount off your registration fee. Hotel registrations are made through a housing bureau and can easily be booked online. Here's a link to the EFAM page <http://www.iaap-hq.org/events/conferences/efam> where you'll find the list of hotels and information about how to contact the housing bureau.

Once you've secured your hotel reservation, quickly register for EFAM. On March 21, IAAP began offering

a discount that began as \$50 off your registration fee. This discount decreases \$1 each day over the next 50 days. The sooner you register, the more money you will save! The countdown to EFAM ends on May 9, 2011.

This year at EFAM, International President Mary Ramsay-Drow, CPS/CAP from the Milwaukee Chapter will wrap up her term. It was exciting to be in Boston to see her begin her term and I'm sure it will be emotional to see it end.

We have two Wisconsin Division members running for international office this year. Wendy Melby, CPS/CAP, the current Great Lakes District Director, is running for International Treasurer and Pat Falkenhagen, CPS, is running for Great Lakes District Director. It's exciting to see these great role models and mentors stretching their skills and reaching for higher goals!

Interested in learning more about EFAM? Watch the EFAM web page for the full conference brochure which becomes available on April 1, 2011.

## Member Milestones



Heather and Chris Renzelmann proudly announce the arrival of daughter Aubrey Ann, born on January 31 at 6:52 p.m. She was 19 inches long and weighed 7 pounds, and 3.5 ounces. Congratulations, Heather and Chris!



To submit a milestone for a future newsletter issue, email [betts5@aol.com](mailto:betts5@aol.com) or [ann.dahlke@umr.com](mailto:ann.dahlke@umr.com).

## Technology Tips & Tricks



This month, Ann Dahlke provides us with a helpful tip about how to create transparent backgrounds for imported images in Microsoft PowerPoint.

Microsoft has endless options for free clip art on their website; however, there may be times when you need to insert other pictures or logos into a presentation. Sometimes the background color of the picture is different from that of the slide.

To change the background of the image to be the same as the background of the slide:

- Copy and paste or insert the image into the slide.

- Click on the image to select it. Selection handles display around the image and the Picture toolbar displays on the screen. (If the toolbar does not display, right click on any toolbar and select Picture.)
- Click the Set Transparent Color button on the picture tool bar. (The button looks like a pen with an arrow at the tip of it.)
- Click the background of the image to change it to match your slide background.
- Click outside the image to deselect it and close the Picture toolbar.

This tip will also work with images inserted into other Microsoft programs such as Word and Publisher.

## Grammar Tips & Tricks

Do you know when to use the correct version of the following look alike and sound alike words?

**Affect and Effect:** As a verb, affect means to influence or act upon, or to pretend. “The rain may **affect** your mood.” Effect can be used as both a verb and a noun. As a noun, it means the result or outcome. “The **effects** of the earthquake will be felt for years to come.” As a verb, effect means to accomplish or bring about. “The new officers will **effect** many changes to the chapter.”

**Complement and Compliment:** As a verb, complement means to fill out or complete, to supply what is

lacking. “The fabrics she selected for the sofa and the chairs **complement** each other.” Compliment means a remark of approval. “Mary gave me a **compliment** on my new hairstyle.”



**Principal and Principle:** The word principal means the highest in rank, chief, or main. “The person of the highest rank at my high school is the **principal**.” A principle is a fundamental truth, a basic law or doctrine, or a rule of conduct. “A public official should be a person of high **principles**.”

To submit a tip for a future newsletter issue, email [betts5@aol.com](mailto:betts5@aol.com) or [ann.dahlke@umr.com](mailto:ann.dahlke@umr.com).

## Recipe For A Busy Administrative Professional

### Market Street Seafood Chowder

1 cup potatoes, diced to 1/2-inch cubes  
 1 cup celery, diced to 1/2-inch  
 1 cup onion, diced to 1/2-inch  
 3/4 tablespoon coarse ground black pepper  
 1 1/2 tablespoon salt  
 3/4 tablespoon whole thyme  
 2 cups water  
 3/4 cup butter, melted  
 1 cup flour  
 2 quarts half & half  
 6 bay leaves  
 1 tsp Tapatao (hot) sauce  
 1/2 lb. pre-cooked shrimp (tails off, chopped)  
 1/2 lb. combination imitation (or pre-cooked) crab  
 meat and pre-cooked scallops (chopped)



Thaw seafood meat and prepare as instructed; set aside. Combine melted butter and flour in oven-proof container and bake at 325 degrees for 30 minutes. In a large saucepan, combine remaining ingredients except half & half. Simmer until potatoes are thoroughly cooked. Stir butter-flour mixture into chowder and stir until thick. Mixture will be slightly less thick than cookie dough.

Remove chowder from heat. Stir in half & half until blended; add seafood meat. Heat through to serving temperature, stirring occasionally (recommended to let simmer for 1 hour after adding half & half and seafood; if soup is too thick, simply add milk after half & half is used up). Serve immediately.

Submitted by Sara Gast  
 Wausau Chapter (APE) Chair

## Vases Wanted

Do you any have unwanted vases taking up room in your storage spaces at home? Are you wondering what to do with your empty vase once your Valentine flowers have faded? Did you know you could donate your unwanted vases to help a local school provide music scholarships to students?



The Wausau Conservatory of Music's Annual Mother's Day Rose Sale takes place May 6-7, 2011.

The Conservatory is in need of vases large enough to hold a dozen long-stemmed roses. If you are interested in donating your vases, contact the Conservatory at (715) 845-6279, ext. 105.

## Trivia Question

Everyone who correctly answers the following trivia question in the 14 days following the publication of this newsletter issue will be placed in a random drawing for a prize. We'll draw two winners and announce those names in the following issue.

**How many recertification points will be earned by attending the full 2011 Wisconsin Division Annual Meeting on May 13-14, 2011?**

The answer can be found in this newsletter! Email your

answer to [ann.dahlke@umr.com](mailto:ann.dahlke@umr.com). Good luck!

The correct answer to the trivia question in the January/February 2011 issue was: ***“February 15, 2011 is the deadline date to register for the May 2011 CPS and CAP exams.”***

Congratulations to Angela Vaughan and Lynette Hieronimus, CPS whose names were randomly drawn from those who submitted the correct answer to the trivia question in the previous issue.

## Working Women's Wednesday

Marshfield Area Chamber of Commerce & Industry  
and Mid-State Technical College presents



# Working Women's Wednesday

Wednesday, April 27, 2011

11:30 - 1:00 p.m.

Knights of Columbus Hall  
410 West Upham, Marshfield

Women do business differently by drawing inspiration from other women, willingly sharing and learning from each other. This lunch and learn program is designed to inspire, connect and encourage women to create fulfilling life balance.



Our speaker, **Chris Clarke-Epstein, CSP**, is an award-winning speaker, trainer, and author. She has created and presented programs that inspire people to look at their world from a fresh perspective, apply new knowledge, and make change.

This networking luncheon offers a marketplace of booths, a motivating speaker, door prize drawings, and a great lunch. And, we'll have you back to work by 1:00 p.m.

**Working Women's Wednesday is sponsored by Marshfield Clinic.**

### Working Women's Wednesday Reservation Form

Wednesday, April 27, 2011

Name \_\_\_\_\_ Email \_\_\_\_\_  
Name \_\_\_\_\_ Email \_\_\_\_\_  
Business \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

Total amount enclosed \$ \_\_\_\_\_  
Credit card number \_\_\_\_\_ exp date \_\_\_\_\_ Vcode \_\_\_\_\_

**Make checks payable and send to:**  
MACCI, PO Box 868, Marshfield, WI 54449  
or email: [debbiebauer@marshfieldchamber.com](mailto:debbiebauer@marshfieldchamber.com)  
Please RSVP by Friday, April 22.

**Cost:** \$25 - MACCI members  
\$25 - Prospective members