

Message from the Vice President

May/June 2011



Take a trip with me down memory lane. When I joined the IAAP Wausau Chapter 12 years ago, our membership consisted of approximately 25 professional secretaries from the immediate Wausau area. From my recollection (and admittedly my own personal perception), our meetings generally consisted of 8 -10 women who met to socialize, listen to speakers on a combination

of general business topics and personal interests, and do a craft every now and then. Nice, but much opportunity existed for professional development improvement.

Well...we certainly have come a long way since then! Today, our membership consists of 66 highly dedicated administrative professionals from all across the north central Wisconsin region, as well as the U.P. of Michigan, and our monthly meetings regularly draw 30+ attendees. We've long since done away with craft night, and we now solely focus on professional development, networking with like-minded individuals, community service, and working to elevate the quality and image of our chosen profession.

Each year we gain valuable knowledge from our experiences as well as the experiences of the other Wisconsin chapters. As a result, we keep getting better and better! Here are just a few of the accomplishments we achieved this past year:

- We are on track to achieve Chapter of Excellence for the third year in a row.
- Eight members achieved Member of Excellence for the year 2009-2010, and that number is expected to increase this year.
- Three members achieved CPS certification and two members achieved CAP certification, bringing our totals to 12 members with CPS status and eight members with CPS/CAP status.
- Ten CPS/CAP recertification points were awarded for Wausau Chapter educational sessions.

- A \$500 scholarship was awarded to one full-time student enrolled in the Administrative Professional program at Northcentral Technical College.
- Our annual Administrative Professionals Educational (APE) event was once again successful and profitable with 101 attendees.
- Two of our members served in Wisconsin Division officer/committee chair roles.
- Several members volunteered to transcribe oral history interviews for the Marathon Council Historical Society.
- Nonperishable food items, as well as various pet supplies, were donated to local nonprofit organizations throughout the year.
- Four of our members served on the Northcentral Technical College Administrative Professional Advisory Committee.
- We have been invited to sign a Business Alliance Partner Agreement with Globe University.
- We had over 50 mentions in local publications, TV, and radio spots promoting the Wausau Chapter, our members, and the administrative profession as a whole.
- Six wonderfully written Wausau Chapter newsletters were published.

(Continued on page 2)

Inside This Issue

A Message from the Vice President	1-2
Important Dates for 2010-2011 and Chapter Contacts	2
Wausau Chapter Officers for 2011-2012.....	3
Welcome New Members	4
Administrative Professional Event Reports.....	4-7
History of Wausau Chapter Scholarships	8
April Meeting Recap	8-9
Map Meeting Recap	9
Getting to Know One of Our Members—Angela Vaughan	10-11
Birthdays & Anniversaries	11
Pathways to Excellence Progress Chart.....	12
Wisconsin Division Annual Meeting Recap.....	13-14
Member Milestones, Technology and Grammar Tips & Tricks	15
Recipe for a Busy Administrative Professional and Trivia.....	16

Message from the Vice President, continued

(Continued from page 1)

I hope you are as impressed as I am with how our members have pulled together to make the Wausau Chapter one of the top chapters in the state. We continue to grow and adapt to the changing needs of our members, and we also have fun...no crafting necessary. I abso-

lutely can't wait to see what the next 12 years will bring, and I look forward to making that journey with all of you.

Sheila Rovang, CPS/CAP
Wausau Chapter Vice President

Important IAAP Dates for 2010-2011

July 24-27 2011	Education Forum & Annual Meeting Montreal Convention Center Montreal, Quebec, Canada	Oct. 11-12, 2011	Fall Conference Sheraton San Diego Hotel & Marina San Diego, CA
Aug. 15, 2011	Registration deadline for CAP/ and CAP-OM exams in November	Nov. 4-5, 2011	CAP/CAP-OM Exams

Chapter Meeting Dinner RSVP Cancellation Policy

Lately, we've experienced an increase in the number of members who RSVP to attend a chapter meeting and order a dinner but do not attend the meeting. When that happens, our chapter ends up bearing the expense for the uneaten meals.

If you become unable to attend a meeting after you have ordered a dinner, you must contact Shirley Ecker

at shirley.ecker@aspirus.org to cancel your dinner reservation.

Members who order a meal but do not attend the meeting must cancel their dinner reservation prior to 4 p.m. on the Friday prior to the scheduled chapter meeting, or you will be invoiced for the meal fee.

Chapter Contacts

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

Wausau Chapter Officers for 2011-2012



Newly installed Wausau Chapter officers for 2011-2012 (left to right) President Ann Dahlke, CPS/CAP; Recording Secretary Heather Renzelmann; Treasurer Cheryl Haebich, CPS; Vice President Sheila Rovang, CPS/CAP; and Corresponding Secretary Shirley Ecker.

Congratulations to the newly elected 2011-2012 Wausau Chapter officers!

President—Ann Dahlke, CPS/CAP



Ann is a senior administrative assistant at UMR where she has worked for 22 years. She joined the Wausau Chapter in 2006 and has served as chapter president, vice president, and secretary. She also served as the Administrative Professional Event

chair for two terms, Publicity chair for three terms, and Newsletter co-chair for two terms. Ann earned her CPS in 2009 and her CAP in 2010.

Vice President—Sheila Rovang, CPS/CAP



Sheila is the assistant to the CEO/administrative team lead at Aspirus, Inc. She joined the Wausau Chapter in 1999. Sheila earned her CPS in 1994, prior to joining IAAP. She earned her CAP in 2004 and recertified in 2009. She has served as the chapter's certification chair since 2003.

Treasurer—Cheryl Haebich, CPS



Cheryl is the facility manager/executive assistant at Graebel Companies where she has worked for 13 years. She joined IAAP in 2007 and earned her CPS in May 2009. Cheryl served as co-chair and chair of the Administrative Professional Event

in 2009 and 2010 respectively.

Corresponding Secretary—Shirley Ecker



Shirley has worked in the Outpatient Cardiac and Pulmonary Rehab Department at Aspirus Wausau Hospital as a unit clerk for 10 years. She will graduate from the Administrative Professional program at Northcentral Technical College in May

2011 with an associate degree. Shirley joined IAAP in 2008 and served on the Wausau Chapter membership committee for 2008-2010 (two terms), becoming membership chair for the 2009-2010 term.

Recording Secretary—Heather Renzelmann



Heather is a document specialist at Church Mutual Insurance where she has worked for 7 years. She joined the Wausau Chapter in 2006 after learning about IAAP through the Administrative Assistant program at Northcentral Technical College,

where she graduated in 2007 and was named Outstanding Graduate by her instructors.



Welcome New Members

Welcome to the following new members who joined the Wausau Chapter during the 2010-2011 year:

- Jill Garvin—August 2010
- Courtney Fandre—October 2010
- Laura Roggenbauer—October 2010
- Rebecca Tritten—January 2011
- Carrie Kirtland—March 2011
- Sharon Riebe—April 2011
- Diana Paige—April 2011
- Kelly Clark—April 2011
- Darlene Vlietstra—April 2011
- Janet Schreiber—April 2011
- Janette Baumann—May 2011
- Patricia Claussen—May 2011
- Jennifer Borth—May 2011
- Carol Iczkowski—May 2011

Farewell to the departing members who did not renew their membership during 2010-2011. We hope to see you back again one day soon.

- Kristina Barbier—July 2010
- Laura Isaacson (Reindl)—September 2010
- Marcie Light—September 2010
- Kay Pomrening—October 2010
- Amy Heffner—January 2011
- Janet Hopfensberger—February 2011
- Kelly Koplitz—March 2011
- Renee Munnik—March 2011
- Vicky Radunz—March 2011
- Jill Garvin—May 2011

Administrative Professional Event Report

Our sixth annual Administrative Professional Event (APE) was another great success. We had 101 paid attendees. This was down slightly from 114 paid attendees in 2010.

No vendor expo was held at this year's event. Instead, we invited educational institutions to sponsor tables and provide educational materials for our attendees.

Once again, the enthusiasm and creativity of the APE Committee was critical to the planning and implementation of this event. My co-chair this year was Amanda Godleske and the committee members included: Nicole Brummond, CSP; Ann Dahlke, CPS/CAP; Angela Harris-Weiss, CPS; Lynette Hieroni-



Nancy Kowalski, CPS describing the benefits of IAAP membership.

mus, CPS; Vicki LaPorte-Gesicki; Lynn Heil; Melissa Siikarla; and Janet Tharaldson, CPS.

I also want to thank the chapter members who volunteered to help us with event set up and staffing. Your help was very much appreciated!



Betty Dotseth, CPS/CAP selling 50/50 raffle tickets.

A special thank you goes to our corporate sponsors: UMR, Wausau Daily Herald, Sun Printing and WoodTrust Bank. We also thank our educational contributors: Upper Iowa University, Northcentral Technical College, Rasmussen College, and Globe University.

We had such success with last year's format that many details remained unchanged for this year:

- Early bird discount for attendees registering before March 31 was once again very successful.
- Eventbrite was an option to allow payment by credit card. 32 attendees registered via Eventbrite.

(Continued on page 5)

Administrative Professional Event Report—Continued

(Continued from page 4)

- We invited attendees to bring nonperishable food items, which we collected and distributed to The Neighbor's Place and The Salvation Army.
- A basket raffle and a 50/50 raffle were held. Through donations from our chapter members, committee members, and local networks, we offered 33 baskets and raised \$642. The 50/50 raffle generated \$215, with \$107.50 going to the lucky winner.



A sampling of the many wonderful raffle baskets.

This year we also implemented a few changes:

- We partnered with Sun Printing to design and print our flyers and agendas. The sponsorship agreement also included a small notepad for each attendee.
- Stoney Creek Inn was our venue this year and did an outstanding job of accommodating our event. The Rose Garden was chosen to cater our lunch and they provided a delicious meal.
- We invited attendees to bring gently used books for Upper Iowa University's "Books for Warriors" book collection drive. Response was very good, with at least 3 boxes of assorted books collected.



Julie Kowalski presents *Stop Sabotaging Your Success as a 21st Century Administrative Professional*.

Ann Dahlke worked with television station WSAW-TV7 and radio stations WSAU and WIFC to publicize our event. This year, we were not able to receive publicity from WAOW-TV9 due to renovations underway in their studio. Janet Tharaldson was able to obtain \$2,200 worth of print advertising for our event in the Wausau Daily Herald. Pat Snyder from WSAU 550 AM served as our local celebrity emcee this year.

Following the opening remarks by Pat Snyder and a welcome message from President Ann Dahlke, Wausau

Chapter Membership Chair Nancy Kowalski, CPS reminded members and prospective members of the benefits of IAAP membership.

After Nancy's presentation, Julie Kowalski took the floor to present *Stop Sabotaging Your Success as a 21st Century Ad-*

ministrative Professional! Julie's presentation was very well received. Afterwards, Judy Meyer captivated the group with a 1-hour power hour entitled *Tap Our POWER Within*, which was also extremely well received. Feedback from our attendees indicates many were pleased with the practical ideas and tips provided by both presenters.

While some expenses are still outstanding, it appears this was another profitable event for our chapter, raising approximately \$1,600.

Planning such an event has been full of challenges and rewards, and I am honored to have been given the opportunity to share my vision and ideas. Though only chairing the APE for one year, I am passing the torch over to the next person/people who want to promote IAAP and the Wausau Chapter. The APE is a wonderful way to work with other chapter members, share your talent, and pick up additional leadership skills. I look forward to seeing a new face take charge, with enthusiasm and fresh ideas, to make next year's event even better than this one!



Judy Meyer presents *Tap Our POWER Within*.



APE Chair Sara Gast and Co-chair Amanda Godleske.

Sara Gast
Wausau Chapter APE Chair

Administrative Professional Event Report—Thank You Letters



April 20, 2011

NTA
International Association of Administrative Professionals
Lynn Heil
1000 W Campus Drive
Wausau, WI 54401

Dear Friend,

On behalf of the Board of Directors, our staff, and most of all, the people served by The Neighbors' Place, I want to thank you for a most generous gift (4 boxes of food for our Pantry).

Your donation will be used in our Food Pantry. With the help of people like you, we are able to impact the growing need of the hungry in our community (Over 280 families visit our pantry each week).

As you may know, The Neighbors' Place is a unique organization in our community – unaffiliated with any state or national organization. Our main support comes from the United Way, grants, and through local contributions like yours.

At The Neighbors' Place, we like to say we are "People Helping People." Your generosity is a wonderful example of that.

Thank you.

Sincerely,

Fernando Solo
Director of Food Pantry

The Neighbors' Place has not provided you with any goods or services in exchange for your gift and has exclusive legal control over the contributed assets.

Please retain this letter for tax purposes.

www.neighborsplace.org

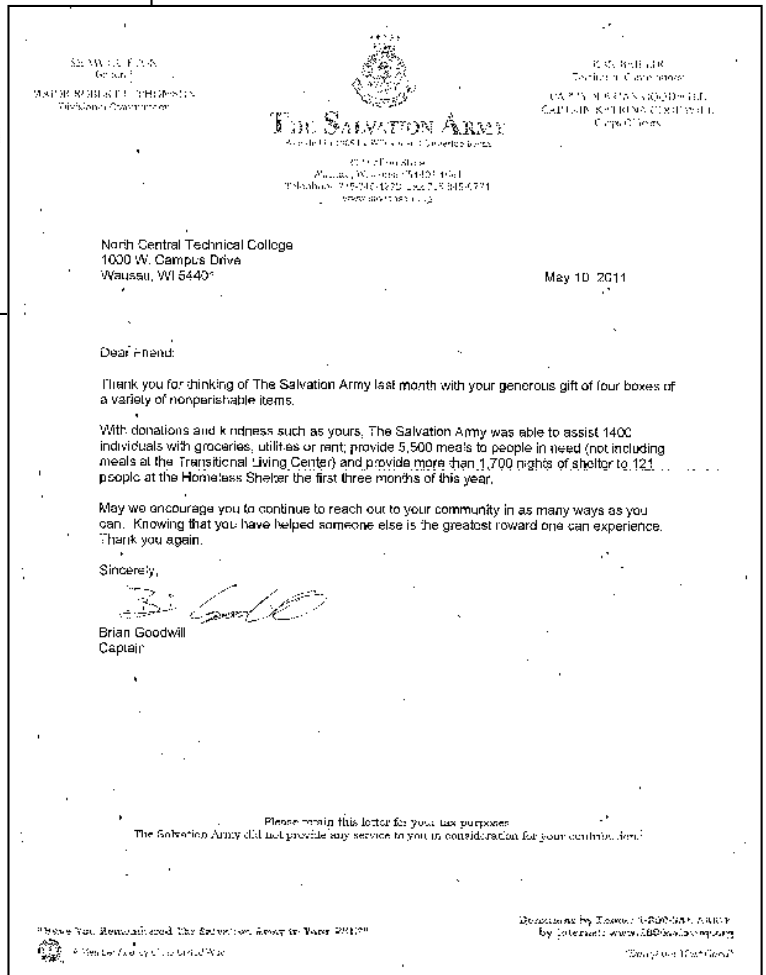


Lynn Heil and Lynette Hieronimus, CPS with some of the nonperishable food items collected.

APE committee member, Lynn Heil, coordinated the collection of nonperishable food donations at this year's conference.

Each attendee who donated items received a ticket for a door prize drawing to win a \$50 gas card. The lucky winner was Laurie Saunby of Liberty Mutual.

On this page are the thank you letters Lynn received from The Neighbor's Place and The Salvation Army in recognition of the donations she delivered.



Administrative Professional Event Report—Basket Raffle Winners

Prize	Winner
Easter Cookie Basket	Nicole Brummond
The Angel Company Stamping Bag	Janet Schreiber
UMR Basket #1	Nicole Brummond
UMR Basket #2	Mary Palmer
Water Fountain	Connie Zeidler
Scentsy Basket	Karla Zygowicz
Couple's Evening Away #1: WISH/Stoney Creek	Linda Steines
Couple's Evening Away #2: City Grill/JSI	Cindy Beran
Couple's Evening Away #3: Great Dane/Courtyard	Mary Grams
Family Evening Away: Qdoba/Grand Lodge	Dianne Carroll
Butterly Boutique Basket	Sue Clark
Aveda Bag	Sharon Riebe
Wildtree Bag	Nicole Brummond
Chocolate/Wine/Coffee Basket	Brenda Check
2510 Gift Card & Joan Burge Book	Mary Jo Krahn
Hot Haus & Joan Burge #1	Cathy Hirn
Hot Haus & Joan Burge #2	Cathy Hirn
\$25 Gift Card & Assistant's Book	Sharon Riebe
Miche Bag	Janet Schreiber
\$25 Gift Card & Home Décor Basket	Ann Dahlke
Bath & Body Gift Set	Nancy Kowalski
Ministry Health Cooler & 2 Water Bottles	Darlene Vliestra
NTC Care Package	Renata Vissers
Stampin' Up Stamping Bag	Carrie Heckendorf
Bath & Spa Basket	Sandra LeDuc
Pampered Chef #1: Pizza Stone	Karen Czechowicz
Pampered Chef #2: Grill	Brittany Rossman
Photo & Correspondence Basket	Brenda Kruncos
Mary Kay Basket	Sue Brostowitz
Globe University Basket	Ann Dahlke
Rasmussen College Basket	Amanda Godleske

History of Wausau Chapter Scholarships

Spring! Finally! It has been a long winter. I think of tulips and daffodils and await the smell of lilacs! Spring also means graduation and new beginnings to many. In order to help finance their education, many graduates apply for scholarships.

As one of our community outreach projects, the Wausau Chapter of IAAP has a long history of offering scholarships. As I dug through the archives, I learned members of the Wausau Chapter worked hard to raise \$100 for a scholarship in 1966. With time and inflation, our scholarships now range from \$200 to as much as \$700. In 2009, we received a 50% match to our funds through the generosity of the Dudley Foundation.

Just as the name of the degree has changed from Secretarial Science to Administrative Assistant to the current Administrative Professional, so has the scope of our duties and responsibilities. Administrative Professionals adapt to the changing needs of the workforce and the people in the office we support. We are a vital part of every organization!

The members of the Wausau Chapter recognize the importance of assisting students financially as they work toward their degree as an Administrative Professional. Working with the Northcentral Technical College Founda-

tion, our chapter provides the funds for the scholarship. The NTC Foundation is responsible for marketing the scholarship to potential recipients. Using the criteria our chapter has established, the Foundation selects the recipient as part of the college-wide scholarship process. The need is great with over 70% of NTC students receiving financial aid. Scholarships are presented to students during both the spring and fall semesters. Our chapter typically presents one scholarship a year in the fall. In 2010 we were able to contribute enough to offer scholarships both semesters.

Some of the scholarship recipients have gone on to become active members in our association following graduation and their subsequent employment in our local communities. It is the circle of life!

As a relatively new member of our local IAAP chapter, I am very pleased we support higher education. I am doubly proud, as a member of the Marketing and Public Relations Team at Northcentral Technical College, to get to see first-hand the difference those scholarships make for our students.

Lynn Heil
Marketing Assistant
Northcentral Technical College

April Meeting Recap

Our April 13 meeting was held in the Community Room at Gander Mountain in Rothschild, hosted by Sheila Rovang, CPS/CAP. We typically do not hold a chapter meeting in April, but did so this year when our March meeting was cancelled due to a severe winter storm.

Ellyn Fuchsteiner, the Associate General Counsel at UnitedHealthcare, presented *Business Law Basics* for us. Ellyn's presentation touched on Attorney-Client privilege and copyright basics.

Following approval of the February minutes and the Treasurer's Report, Sheila provided an update on our progress toward Chapter of Excellence. We've earned 12 of 14 points.

Sara Gast provided an update on the Administrative Pro-



April presenter
Ellyn Fuchsteiner.

fessional Event (APE) and asked for members to assist with volunteer duties at the conference.

Sheila Rovang reminded members of the CPS/CAP exams on May 6-7. The November exams will be under the newly revised format. Sheila also shared that she would be stepping down as the chapter's Certification chair.

Members interested in taking on the role were asked to contact Sheila for additional information.

Nancy Kowalski, CPS reported we have 58 members and reminded us the chapter and the division would waive dues for the month of April, resulting in a savings of \$16 for members who join in April.

Nominations Chair Lu Prah asked members to consider

April Meeting Recap—Continued

serving as an officer for 2011-2012. Elections will be held at our Annual Meeting on May 11.

Betty Dotseth, CPS/CAP reminded us we raised \$44 in the November 50/50 raffle for the Retirement Trust Foundation (RTF). Betty again sold 50/50 raffle tickets and raised another \$52 for the RTF. The winner drawn at the end of the meeting was Ann Dahlke.

Due to low turnout for our March 16 fundraiser at the Texas Roadhouse, we voted not to hold additional dining fundraisers and to cut a check for \$100 from our chapter treasury for the Research & Education Fund in honor of International President, Mary Ramsay-Drow, CPS/CAP.

Ann Dahlke reported we have been asked to sign a Business Partner Alliance Networking agreement with Globe University. The no cost partnership presents many benefits to both the school and the Wausau Chapter.

In honor of our chapter's 50th anniversary, we decided to offer the meal at our May meeting free of cost to all members in attendance. The Annual Meeting will be held on May 11, 2011, hosted by Betty Dotseth, CPS/CAP. We also approved a \$2,000 working budget to begin the planning for our 50th anniversary celebration in the fall.

The monthly attendance drawing winner, Sarah Myszka, was not present. The drawing for May will be \$70.

May Annual Meeting Recap

The Wausau Chapter Annual Meeting took place on May 11 at the Howard Johnson's in Rib Mountain, hosted by Betty Dotseth, CPS/CAP. In honor of the Wausau Chapter's 50th anniversary, the chapter covered the cost of the meal for the 31 members in attendance.



President Ann Dahlke, CPS/CAP called the meeting to order. Following approval of the April meeting minutes and the Treasurer's Report, Vice President Sheila Rovang, CPS/CAP provided an update on our chapter's progress in the Pathways to Excellence program and reminded members to review the Member of Excellence criteria. Submissions are due June 30. Information about the program can be found on the IAAP website at <http://pathways.iaap-hq.org/IAAPHQ/Pathways/Home/>

Next, Ann reviewed highlights from the Wausau Chapter Annual Report submitted to the Wisconsin Division on May 1. We've had an incredible year! Afterwards, committee chairs and members who earned designations were thanked and recognized.

After reviewing the delegates and alternates to the Wisconsin Division Annual Meeting and the International Education Forum and Annual Meeting (EFAM), mem-

bers voted to send the representatives to the respective meetings uninstructed; meaning they would use their best discretion when voting for officers and bylaws and standing rules amendments. Members had an opportunity to discuss questions or concerns related to the proposed amendments. We will have a chapter delegate to the International EFAM in Montreal, but no alternate.

Bonita Buchberger, CPS/CAP presented the four proposed amendments to the Wausau Chapter bylaws and standing rules and the members unanimously passed all four amendments.

Lu Prahl and Mary Palmer reviewed the candidates for office and there were no nominations from the floor. All five candidates were elected to serve for 2011-2012 and installed by Lynette Hieronimus, CPS. See a list and photos of the officers on page 3.

The members agreed to hold informal networking meetings in June & July. Cindy Wilke offered to plan the June gathering at the Grand Lodge by Stoney Creek. Carla Addison from the Grand Lodge offered to host the Wausau Chapter for a complimentary After Work party. Watch for additional information via email.

Laura Roggenbauer won the \$70 attendance raffle and three members won copies of IAAP's *Complete Office Handbook* as door prizes.

Getting to Know One of Our Members—Angela Vaughan

Retirement Advice from a Feisty Baby Boomer



In Wikipedia, retirement is defined as “the point where a person stops employment completely.” So even though this story is subtitled, *Retirement Advice from a Feisty Baby Boomer*, it is really not about retirement. Instead, it is about the wonderful opportunities in today’s workplace for any one of us to begin a new career even when nearing retirement age.

It takes a huge amount of courage to purposefully choose the often scary and unpredictable path to self discovery after the age of 50. For me, I’ve had a wonderful lengthy, first career in education that has definitely helped prepare me for all the great things I will accomplish as a healthy, strong, and sometimes feisty baby boomer.

It wasn’t easy but I have chosen to “retire” from my current position at Northcentral Technical College effective April 29. Yes, time does fly and you too may wake up one day, take a serious look in the mirror, and discover that perhaps today is the turning point for a new goal and a hopefulness to successfully change your life and the lives of those around you. All you have to do is believe in yourself, and never give up on your talents and gifts developed over your lifetime.

Times are difficult for the aging workforce and the prospect or potential of losing your position at your company may be a reality that could hit you hard. It is hoped that doesn’t happen, but if it does, you must move forward. It is possible to turn fear and uncertainty into a positive outcome. Some of what I could share would obviously include planning ahead for retirement, whether you are young and just beginning your career, currently comfortably employed, or venturing down the path to a new career based on your lifelong experiences. Many of you already know the information available for pre-retirement planning is immeasurable, yet you have to truly focus on using it to your benefit, no matter what your age.

My grandfather told me to always pay yourself before you pay your creditors. And if you don’t have enough money left over after saving for your future, then you should not be purchasing beyond your means. It’s

amazing how that little advice prepared me for my future. Not only did I listen to my grandfather, but I also listened and learned from close peers who had to make unforeseen choices during the past several years. Their advice was to ponder your honest responses to the following questions:

- Are your visions for the future meek and non-existent, or big and bold?
- Does your current position adequately support your future plans?
- Do you feel secure at this moment? What about a year from now?
- Do you want to live life to the fullest?
- What will you contribute today to the world around you?
- What are you willing to give to yourself and others?
- Can your talents, skills, and abilities be used for a new purpose and passion?

My answers gave me the courage to take on the challenge of a new career at my age. It is very inspiring to be proactive rather than reactive to the uncertainties of the world of work. Thankfully, there are fabulous resources available within the IAAP organization, amazing role models, awesome reference materials, and resources through publications, newsletters, and online searches of websites for new opportunities.

So you may be asking, “Where did this new journey toward self discovery really lead you?” My new career path will focus on helping others achieve their goals for a comfortable retirement as a paralegal assistant at a locally-owned elder law firm in downtown Wausau beginning May 2. It’s the right fit for me especially at this time in my life!

I absolutely have to say that this decision would not have been possible without much self reflection and the support and encouragement of my family and friends, and of course, the actual offer of employment. I look to the future with confidence, trust, and belief in my ability to continue to contribute my talents to our community. You never know what life has to offer until you venture outside of your comfort zone.

(Continued on page 11)

Getting to Know One of Our Members—Angela Vaughan

Retirement Advice from a Feisty Baby Boomer—Continued

(Continued from page 10)

As a final note, one of my current coworkers shared a quote with me by Ivy Baker Priest, a successful American political figure who served as the 30th treasurer of the United States for President Dwight D. Eisenhower. Ivy said, “The world is round and the place which may seem

like the end may also be the beginning.” The secret is to believe in all things as possible with renewed passion and purpose – even for a baby boomer!

Angela Vaughan
Paralegal
Drach Elder Law Firm

Happy Birthday



• May

- 9—Patty Pippenger
- 14—Barbara Brown
- 22—Jolie Weiler
- 30—Theresa Seliger

• June

- 1—Nancy Kowalski
- 10—Luann Prah
- 12—Becky Tritten
- 18—Betty Dotseth
- 20—Becky Cushman

• July

- 2—Candy Landwehr
- 14—Mary Palmer
- 28—Amanda Godleske



Happy Anniversary



• May

- Teresa Anderson—2 years
- Sara Gast—2 years
- Kristina Bung-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
- Karla Zygowicz—8 years

• June

- Pam Karttunen—1 year
- Robin Krause—2 years
- Amanda Godleske—3 years
- Angela Harris-Weiss—3 years
- Stacy Neumann—3 years
- Nancy Kowalski—7 years

• July

- Diane Jehn—3 years
- Sarah Myszka—3 years



IAAP's MISSION STATEMENT
"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 (need 14 of the 19)	July/ 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	★									★		★
Member on Div or Int. committee/officer	★											★
Have a seminar, APD or Exec event									★			★
Apply for Avery or IAAP chapter award						★						★
Have 15 members & 80% retention												Year End
Conduct at least one recruitment meeting									★			★
New member orientation								★				★
12% membership increase												Year End
Sponsor new prof. or student chapter												
Strategic plan & member survey	★	★	★		★							★
★ = Completed items	TOTAL COMPLETE											13
Note: Shaded items are mandatory requirements for award	TOTAL NEEDED											14
Award: \$100 cash or half off our website fee! What can you do to help us on this journey?												

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

Wisconsin Division Annual Meeting Recap

The Wisconsin Division Annual Meeting (WDAM) took place May 13-14 at the Sheraton Brookfield in Brookfield, WI. The Wausau Chapter was represented by six members: Ann Dahlke, CPS/CAP; Janelle Christensen, CPS; Betty Dotseth, CPS/CAP; Lynette Hieronimus, CPS; Vicki LaPorte-Gesicki; and Sheila Rovang, CPS/CAP. Since there were six of us attending, we've each decided to report on a different session. We hope you enjoy our report.

Passion & Purpose - What Is It? by Vicki LaPorte-Gesicki



Passion and Purpose—What is it? Her presentation included information on pursuing your passionate purpose and self-reflection about each individual's unique gifts, utilizing these gifts, and living everyday life with the end goal in mind. We were reminded that having a passion and purpose sets us apart from others and reinforces the

conscious choices we make to continually move forward. Individual passion and purpose allow us to create a path towards goal realization and generate more satisfaction in our lives. Mary did a wonderful job in motivating everyone to continually seek their passions in life.

Business Writing by Sheila Rovang, CPS/CAP

Rob King from UpWrite Press covered so much useful information during his 2-hour presentation it would take me the entire newsletter to provide an adequate summary! Rob focused on the seven traits of effective writing: develop strong ideas, strengthen organization, use a professional voice, choose the best words, improve sentences, edit for correctness, and create a reader-friendly design. He then provided strategies to maximize each of the seven traits that were simple and easy to understand. Best of all, each conference attendee received a fabu-



lous reference book entitled *Write for Business* that provided tons of easy to access information on writing, grammar, proofreading, etc. My favorite part...sample letters on how to write good news, how to write bad news, and how to write to persuade. I have no doubt I'll be referencing this book many, many times. Fantastic educational session!

Business Meeting by Ann Dahlke, CPS/CAP



The business meeting is always very interesting to me. We follow parliamentary procedure and only the Board members and the delegates are allowed to speak. As the president of the Wausau Chapter, I served as our chapter's delegate for the meeting. International President Mary Ramsay-Drow, CPS/CAP provided an update from

IAAP headquarters and previewed some of the upcoming changes to the Pathways to Excellence program. When time came to vote on the division's bylaws and standing rules, I was asked to propose a minor amendment to one of the amendments. It was an interesting experience and I'm glad I had the opportunity. Since all the candidates for office ran unopposed, we used a voice vote to elect the new WI Division Board.

From Stepford to Sensational! by Betty Dotseth, CPS/CAP

Nancy Arnold, CPS/CAP is our Wisconsin Division President-Elect, but she's also a great story teller. She let us know that we often strive to be "perfect" and when we do that, we only set ourselves up for disappointment. She had us discuss our mistakes and talk about what we learned. What most of us have learned is that we profited greatly by actually making the mistakes we did—and that was eye-opening. We learned we are not perfect and it's okay to make a mistake now and then. By removing the fear of failure, we can be in a continual state of improving our lives.



Building a Motivated Team by Lynette Hieronimus, CPS

Our Saturday evening keynote was presented by

Wisconsin Division Annual Meeting Recap—Continued

Kinza Christenson. “Did anyone tell you today – you’re terrific?” What a welcoming question we can give our family and colleagues each day. This statement gives us a sense of positive attitude and encourages us to motivate beyond our potential. Kinza provided us with a great end to the conference by stirring our motivation skills and giving us seven ingredients to bring to a team:



- Work/life balance. Take your gripe and turn it into a goal.
- Team mindset. (We, not me.)
- Positive attitude. Include laughter and humor in your daily work.
- Constructive feedback. Analyze different ways of doing your tasks.
- Good communication skills.
- Have fun while working on good relationships.
- Professionalism. Always, always be professional in your day-to-day routine.

To end, the road to success is always under construction. Create the highest vision possible of yourself and what you can do for your team.

Impressions from a First-Timer by Janelle Christensen, CPS—What a wonderful experience WDAM was! Not having any expectations, I went in with eyes wide open. I couldn’t get over the experience and knowledge that surrounded me. The women in attendance were there to learn and offer assistance. It was nice to be among peers, and share work experiences. Sign me up for next year!



Congratulations to the newly elected Wisconsin Division Board members (front row) Vice President Lynne Woida, CPS/CAP; Secretary Nancy McCulley; (back row) President-Elect Kathi Princeton, CAP; President Nancy Arnold, CPS/CAP; and Treasurer Irene Scallon, CPS.



(Left to right) Janelle Christensen, CPS; Lynette Hieronimus, CPS; Mary Ramsay-Drow, CPS/CAP; Ann Dahlke, CPS/CAP; Betty Dotseth, CPS/CAP; and Sheila Rovang, CPS/CAP.



Raffle ticket sales were popular! Nancy Arnold and Sally Keena from the SWANI chapter bought some! Cynthia Welch from the Chippewa Valley Chapter sold many 50/50 raffle tickets.



A sampling of some of the many great raffle items donated.

Member Milestones



Angela Vaughan retired from the Wisconsin Technical College System and Northcentral Technical College on April 29. You can read more about Angela's next adventure on pages 10-11 in this newsletter issue.



Shirley Ecker graduated from Northcentral Technical College in May 2011, earning an associate degree in the Administrative Professional program.



Amanda Godleske will graduate from Rasmussen College in Green Bay in June 2011, earning an associate degree in Business Administration, specializing in Business Management.

To submit a milestone for a future newsletter issue, email betts5@aol.com or ann.dahlke@umr.com.

Technology Tips & Tricks



This month, Janelle Christensen provides us with a helpful tip about how to insert an absolute reference into a formula in Excel 2003.

To keep a cell reference constant when it copies a formula or function, Excel uses a technique called **Absolute Referencing**. For example, \$B\$17 is an absolute reference. A formula using the absolute reference

\$B\$17 instructs Excel to keep the cell reference B17 constant (absolute) as it copies the formula to a new location.

To insert an absolute reference into a formula, highlight the cells in the formula toolbar to assign an absolute reference, press F4 to toggle through the absolute reference options available.

Grammar Tips & Tricks

Do you know when to correctly use the abbreviations i.e. and e.g.? These are both abbreviations of Latin terms and they are commonly used incorrectly.

I.e. stands for *id est* and can be translated to "in other words." E.g. stands for *exempli gratia* which means "for example." You may want to remember them by thinking i.e. means "in explanation" and e.g. means "examples given." But do you know when it's correct to use each abbreviation?

Use e.g. when you want to give an example: *You will learn many skills as an administrative professional, e.g., typing, filing, and transcription.* This is not a

complete list of every skill you will learn, it's just a few examples of the many skills that could be learned.

The abbreviation i.e. is used to explain or clarify what was just said: *Our office uses the Microsoft suite of software, i.e., Outlook, Word, Excel, PowerPoint, Access, and SharePoint.* When using i.e. the list is intended to be all inclusive.

Always remember to use a comma after the second period when using both i.e. and e.g. as shown in the italicized sentences above.



To submit a tip for a future newsletter issue, email betts5@aol.com or ann.dahlke@umr.com.

Recipe For A Busy Administrative Professional

Bacon, Linguini & Tomato Toss

12 slices bacon, divided
 4 cups chicken broth
 2 cans (14.5 oz each) Italian-style diced tomatoes
 1 medium onion
 2- 4 garlic cloves, pressed
 1/2 tsp crushed red pepper flakes (optional)
 12 oz. uncooked whole wheat linguine pasta
 1/4 teaspoon salt
 1 cup loosely packed fresh parsley, divided (optional)
 3 oz. cream cheese
 1 oz. fresh Parmesan cheese, grated
 Halved grape tomatoes (optional)

Slice bacon crosswise into 1/4-inch strips. Cook over medium heat until crisp. Remove bacon from skillet to drain on paper towels. Drain skillet, leaving 1 tbsp drippings.

Place broth & diced tomatoes in a covered container and microwave on HIGH 6-8 minutes or until hot. Finely chop onion on a clean cutting board. Return the skillet to heat; add pressed garlic and pepper flakes. Cook 10-20 seconds or until fragrant. Add onion; cook

2-3 minutes or until onion is tender. Carefully add the broth mixture, pasta, salt, and half the bacon. Simmer, covered for 9-10 minutes or until the pasta is almost cooked but still firm, stirring occasionally.



Finely chop parsley; reserve 1 tbsp for garnish. Cut cream cheese into cubes. Grate Parmesan cheese. Cut grape tomatoes in half, if using. Remove skillet from heat. Stir in remaining parsley, cream cheese, and grape tomatoes. Let stand, covered, 5 minutes or until pasta is tender and sauce thickens. Serve with remaining bacon, Parmesan cheese, and reserved parsley.

Yield: 6 servings

I first sampled this recipe at a Pampered Chef party at the home of Nancy Kowalski, CPS. It quickly became one of our favorites! To save time, I like to use the precooked microwaveable bacon and add a tbsp of canola oil to cook the onions and garlic.

Submitted by Ann Dahlke, CPS/CAP
 Wausau Chapter President

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.

When is the deadline for cancelling your dinner RSVP for a chapter meeting?

The answer can be found in this newsletter! Email your answer to ann.dahlke@umr.com. Good luck!

The correct answer to the trivia question in the March/April 2011 issue was:

“Five recertification points will be earned by attending the full 2011 Wisconsin Division Annual Meeting on May 13-14, 2011”

Congratulations to Nancy Kowalski, CPS and Sonia Miller whose names were randomly drawn from those who submitted the correct answer to the trivia question in the previous issue.

No man or woman is an island. To exist just for yourself is meaningless. You can achieve the most satisfaction when you feel related to some greater purpose in life, something greater than yourself.

~ Denis Waitley
 (American motivational speaker and author of self-help books)