

A Message from the APE Chairs

Wausau Chapter

March/April 2010

Commitment to Excellence

5th Annual Administrative Professionals Conference & Expo

Jefferson Street Inn
April 20, 2010

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

- ◆ Mark April 20, 2010 on your calendars!
- ◆ Rick Olson will present “Are You Fun To Be With?” www.rickolsonseminars.com.
- ◆ Two recertification points have been approved by IAAP for all who attend.
- ◆ All attendees will receive a gift bag filled with items donated by our corporate sponsors and vendors.
- ◆ Vendor exhibits from a variety of businesses including: Jefferson Street Inn/City Grill, Office Enterprises, HoneyBaked Ham, lia sophia, ABR Employment Services, Krueger Floral & Gifts, Staples, Aspirus Women’s Health, and many more!
- ◆ Hot and cold hors d’oeuvres will be served, along with a cash bar.

During the conference, you’ll discover:

- ◆ How to lighten up in the workplace
- ◆ What America’s best companies are doing to have fun in the workplace
- ◆ How to bring C.A.L.M. to a stressful situation
- ◆ How to bring the best out of your fellow workers
- ◆ How workplace humor impacts morale and productivity
- ◆ How to put your spouse/partner on top of the world
- ◆ How to be a bigger than life hero to your kids.



We will once again collect donations of nonperishable food items at the registration table and donate the items collected to The Salvation Army and The Neighbor’s Place. Each attendee who donates food items will receive an entry ticket for a drawing to win a \$50 gas card.

An event of this size takes a lot of planning. We’d like to recognize the time, hard work, and effort of all the members of the APE Committee which includes: Nicole Brummond, CSP; Ann Dahlke, CPS; Betty Dotseth, CPS/CAP; Shirley Ecker; Sara Gast; Angela Harris-Weiss; Lynette Hieronimus, CPS; Janet Hopfensberger; Candy Landwehr, CPS; Vicki La-Porte-Gesicki; Robin Krause; and Janet Tharaldson, CPS.

To register for the event, check out our website at: www.iaap-wausau.org/

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

*Cheryl Peterson, CPS and Cindy Wilke
Wausau Chapter 2010 APE Chair and Co-Chair*

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Important Dates for 2009-2010

April 18-24, 2010	Administrative Professionals Week®	May 7-8, 2010	CPS/CAP Exams
April 20, 2010	5th Annual Administrative Professional Event (APE) Program: Are You Fun To Be With? Presenters: Rick Olson Place: Jefferson Street Inn, Wausau, WI	May 11, 2010	Annual Meeting and Elections Place: Grand Lodge by Stoney Creek Host: Angela Vaughan
		May 14-15, 2010	Wisconsin Division Annual Meeting Bridgewood Resort & Conference Center Neenah, WI
April 21, 2010	Administrative Professional Day®	July 18-21, 2010	International Education Forum and Annual Meeting Hynes Convention Center Boston, MA

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Tips & Tricks

We hope you enjoy this new section, suggested by Janelle Christensen. This month, Janelle provides us with a helpful tip to use in Excel.

Did you know you can separate text found in one cell into two cells? (i.e. first and last name in one cell)

(Sample A)

	A	B
1	Joe Smith	
2		

(Sample B)

	A	B
1	Joe	Smith
2		

To separate the text, you'll need a blank cell to the immediate right of the cell containing the two pieces of text you need to separate. (See Sample A)

Highlight the cell containing the text you wish to separate, choose **Data** from the menu bar, then choose **Text to Columns**. From the wizard box, leave the default at **Delimited**, click **Next**, then click the **Space** box, select **Next**, then **Finish**. (The final results are shown in the box labeled Sample B.)

Submitted by Janelle Christensen
Wausau Chapter Corresponding Secretary

February Chapter Meeting Recap

Our February 9, 2010 chapter meeting was hosted by Sheila Rovang, CPS/CAP at Aspirus Wausau Hospital. Sheila introduced the speaker, Dr. Diane Postler-Slattery, President/COO and Senior VP of Quality and Extended Services for Aspirus Wausau Hospital, who presented us with a program on “Leadership Skills for Women in the Workplace.” Some of her suggestions were: dream big and always have a dream; incorporate your life’s stories into your work; ask what got you where you are now and what do you want to do next, and how do you get there; share our good ideas; set up personal mission statements; prioritize what’s really important and don’t permit the urgency of lesser things to get in the way of the really important things; stretch your limits; learn by your setbacks and try again; get a mentor or coach to show you how to get to the job you want; do the best you can and never jeopardize quality; be yourself always; ask yourself what you’re doing for the future of your organization; bring humor into your work space which can bring a stress/work life balance; define your dreams and stay passionate about them; tell the truth and be transparent; and, make sure you have a purpose which will help keep you on top of your game. Her points were inspirational and thought provoking.



The business meeting followed, and treasurer’s report approved. The board will meet later to realign the budget as requested by the Wisconsin Division Board.

Rick Olson will be our keynote speaker at the APE event this year. Several members had the opportunity

to see him at NTC and said that we will be very pleased with his presentation on April 20th.

Committee reports were given and Shirley Ecker, Membership chair, reported that the recent survey is now available on our chapter website. She encouraged everyone to participate so that the summary report can be done.

Lynette Hieronimus, CPS is currently Secretary of the Wisconsin Division, and our chapter voted to nominate Lynette for a second term in this position.

March Chapter Meeting Recap



Our March 9, 2010 meeting was hosted at Domtar by Becky Cushman, CPS and Kathy Ruenger, CPS/CAP. Becky and Kathy surprised each member in attendance with a ream of Cougar paper manufactured by Domtar!

Kimberly Banczak and Scott Hunger from Travel Leaders provided a wonderful presentation entitled “Managing Corporate Travel.” If you would like a copy of the presentation, it has been posted in our chapter’s Web Community library.

The business meeting followed the Travel Leaders’ presentation. Members voted to approve the adjusted budget recommended by the Board of Directors. The only adjustment was to reduce the expenses related to the Administrative Professional Event (APE) in April.

Bylaws and Standing Rules Chair, Patty Pippenger, CPS/CAP, explained that the division asks chapters to

review and update their bylaws and standing rules every four years. Patty reviewed the proposed amendments for the Wausau Chapter. Members were asked to review the proposed amendments in depth on their own as we will vote on the proposed amendments during our Annual Meeting on May 11.

Angie Vaughan reviewed the results of our latest member survey (for more details see page 4) and encouraged members to attend the Wisconsin Division annual meeting in Neenah on May 14-15 (more information can be found on page 8.)

Cheryl Peterson, CPS reported the APE planning is going well. New this year, the event will feature raffle items. Cheryl asked members to consider donating a logo item, gift card, handcrafted or purchased item to include in a gift basket for the raffle.

Our newest member, Sonia Miller, was introduced. Sonia works at Innoviant Prescription Solutions and was recruited by Candy Landwehr, CPS.

Chapter Survey Recap



You may recall, Wausau Chapter members were recently asked to participate in a short survey to gather information about how we can better serve our members.

Thank you to the twenty-five chapter members who took the time to complete the survey. Here is a summary of the questions from the survey along with a sampling of the top responses:

1. **Have you incorporated IAAP into a formal annual performance plan or review?**
60% responded you have incorporated IAAP into your annual performance plan or review.
2. **What prevents you from attending monthly meetings?**
Top two responses were:
 - family commitments—64%, and
 - meeting logistics (topic, time, or location of meeting)—36%
3. **Choose meeting format you prefer?**
Networking/Presentation/Business was the preferred meeting format receiving 67% of the responses.
4. **Would you be interested in serving as a chapter officer?**
Not at this time—87%
5. **Would you be interested in serving on a committee?**
73 % responded they would like to serve on the Administrative Professionals Event (APE) committee.
6. **How many points have you earned in the Member of Excellence program?**
The top two responses were:
 - None, I'm not participating—48%, and
 - 1 - 3 points— 24%
7. **How frequently do you browse IAAP Websites (Chapter, Division, International)?**
The top two responses were:
 - Monthly—40%, and
 - Weekly—24%

8. **What can be done to make you feel more welcome at chapter meetings?**

Most members responded they feel very welcome at the meetings and they found the name tags helpful.

9. **Please suggest programs for our monthly meetings which will assist you in meeting your personal and professional goals. Explain or suggest topics.** The following topics received multiple responses:

- Stress management,
- Time management,
- Microsoft Outlook,
- Management topics, (how to be a leader, traits of leaders, etc.)
- Taking meeting minutes, and
- Managing e-mail

As Membership Chair for the Wausau Chapter, I would like to thank each of the members who participated in the survey. Your responses will be helpful to the Wausau Chapter Board as they plan our 2010-2011 meetings.

I realize a lot of our members are very busy outside of work as well as at work, but as I reviewed the results of question 4, which asked if members were interested in serving as a chapter officers, I became concerned over the very low level of interest.

Perhaps you're not entirely certain what is involved with serving as a chapter officer. The article on page 5 of this newsletter lists the qualifications for chapter officers. Please feel free to contact any of the current or former officers to learn what is involved with their specific position.

As performance evaluations approach for us all, it would be a benefit for you to be able to add to your evaluation that you have served as a chapter officer or committee chair for the Wausau Chapter.

Have a great day and I hope to see you at the Administrative Professional Event in April!

Shirley Ecker
Wausau Chapter Membership Chair

Capitalization of Association Names

A recent e-mail sent by Joy Johnston, senior manager, membership and distribution, announced the following changes to the capitalization of association names.

A style sheet has been developed to help you with the proper way to write words associated with IAAP.

To download the information just log in to <http://community.iaap-hq.org> and search for document ID 3947 in the international library. The document name is “**IAAP Grammar Rules.**”

Some of the changes you’ll find are:

- we are asking you not to capitalize the words chapter or division unless it’s a proper title
- words such as president, newsletter editor, and president-elect are also common nouns and will not be capitalized
- we are now putting a comma between a name and a designation such as: Susan Shamali, CPS/CAP

If you have any questions after reviewing the information, please contact Emily Allen, communications and publications manager at callen@iaap-hq.org.

Nominations Committee Update

Have you ever considered running for an office within the Wausau Chapter? We are currently seeking members willing to run for the offices of president, vice president, treasurer, corresponding secretary and recording secretary for the 2010-2011 term. Elections will take place during our Annual Meeting on May 11.

Serving as a chapter officer is a great learning experience. You will gain confidence and valuable leadership skills which look great on your resume and annual performance review. You’ll also earn a point in the Member of Excellence program and CPS/CAP holders earn recertification points!

The qualifications for becoming a chapter officer are spelled out in the Wausau Chapter bylaws:

1. A candidate for office shall have been a Professional or Professional Merited member of this chapter for at least one year prior to the time of nomination.
2. A candidate for the office of president shall have preferably served as an officer of this chapter for at least one full year prior to nomination.

3. A candidate for office shall have preferably served as a chapter committee chair for a minimum of one year.

If you are worried about the time commitment, not knowing what is involved with each position, or feeling unsure that you are qualified to be an officer candidate, give one of your current or former officers a call. They would be happy to discuss any questions with you.

You would be shocked at what being a board member can do for your resume, your confidence, your skill set and your future. Remember, IAAP is a safe place to try new skills among your peers and friends. Give it a try! You’ve got nothing to lose and everything to gain!

Now, if you’re ready to take that next step toward becoming a leader, call Lu Prah at (715) 348-1406 or send an e-mail to lpahl@rivervalleybank.com.

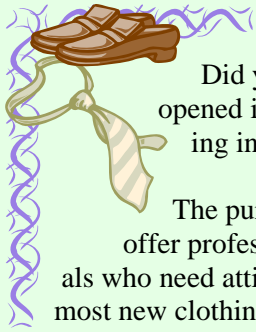
Lu Prah and Mary Palmer
Wausau Chapter Nominations Committee Co-Chairs



Commitment unlocks the doors of imagination, allows vision, and gives us the “right stuff” to turn our dreams into reality.

~ James Womack

United Way Career Closet



Did you know the Career Closet has opened in Suite 318 of the M&I Bank building in downtown Wausau?

The purpose of the Career Closet is to offer professional career clothing to individuals who need attire for job interviews. New or almost new clothing is provided at no charge through a collaboration between the KNOW Committee, Workplace Volunteer Council, and the United Way Emerging Leaders.

Hours of operation are:

- Tuesdays 4:00—6:00 p.m.
- Wednesdays 11:00 a.m.—1 p.m.

Volunteers are needed to help staff the closet. Duties include assisting individuals with selecting clothing and accepting donations that are brought in. If you are available to take a two-hour sift, contact Sheila Rovang, CPS/CAP at sheila.rovang@aspirus.org.

Donations may be dropped off during the hours of operation noted earlier. Men's clothing items are especially needed.

Additional questions regarding the Career Closet can be directed to careerclsetwausau@gmail.com

Sheila Rovang, CPS/CAP
Wausau Chapter Certification Chair



Member of Excellence Update

Pathways to Excellence

In the January/February newsletter, you learned four more ways to earn points in the Member of Excellence program. This month, I'll tell you about the final four ways to earn points.

- *Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.* If you're not ready to serve as an officer or a committee chair, consider serving as a committee member.
- *Recruit at least one new member.* Invite a friend or coworker to attend a meeting with you. You could end up recruiting a new member for the chapter!
- *Attend a minimum of eight chapter, division, or international sponsored meeting, programs, or events.* The Wausau Chapter holds ten meetings annually, the Wisconsin Division hosts two events, and International hosts three large conferences annually. If you are a chapter officer or chairper-

son, you are likely attending IAAP Board meetings, strategic planning sessions, or committee meetings as well.

- *Conduct a public presentation, program, or training of a minimum of one hour in length.* This could be a presentation at a monthly IAAP meeting, or a training course you present at your workplace or within the community.

A member recently asked if it was too late to become a Member of Excellence. No, it isn't! The program runs from July 1 to June 30. Keep in mind, a few points may be more difficult to earn if you begin later. If you haven't been attending monthly chapter meetings, it may be difficult to accumulate eight meetings by June 30. But for most points, the timing is not as critical.

In the next newsletter, I'll review how to submit your Member of Excellence information and what to do with your audit file. In the meantime, if you have any questions, a Frequently Asked Questions (FAQ) section can be found at <http://pathways.iaap-hq.org> or contact me at (715) 841-6808 or ann.dahlke@umr.com.

Ann Dahlke, CPS
Wausau Chapter Vice President

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	★	★		★		★						Need 6
Participate in IAAP web community	★											★
Annual calendar & marketing plan	★				★							★
Annual budget & monthly statements	★	★	★	★	★	★	★					Year End
Maintain full slate of officers & four chairs	★											★
Leadership/succession officers/chairs tng	★		★	★								★
Delegate to WDAM & delegate/proxy to Int	★											May
Member on Div or Int. committee/officer	★											★
Have a seminar, APD or Exec event												April
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	★		★	★								★

As of the end of March, Wausau Chapter has met 11 of the criteria (we need 14!) for the Chapter of Excellence recognition program. We are on our way to this achievement and the \$100 cash award or half off our website fee! **What can you do to help us on this journey?**

Wisconsin Division Annual Meeting

Wisconsin Division Annual Meeting May 14-15, 2010 Bridgewood Resort and Conference Center Neenah, WI

Don't miss this opportunity to meet IAAP members from throughout the Wisconsin Division and IAAP International Secretary Janine Riemersma, CPS/CAP from Grand Rapids, Michigan.

Enjoy presentations on the essential qualities of a team player, how to stop sabotaging your own success, and how to take the skills that you've acquired to the "next level." If you're looking to earn CPS/CAP recertification points, this meeting offers a total of 6.5 points!

The weekend also includes a 50-50 raffle, a basket raffle, a recognition luncheon, the Wisconsin Division's business session, election of Division officers, and the event wraps up with the Division banquet featuring

keynote speaker, Jason Seiden, whose presentation "Magic Moments" will teach you how to handle the pressures of a world that is often out of your control.

Early bird registration fee of \$139.50 is valid through April 15. Register online and pay by credit card at <http://www.wisconsindivisionwdam.eventbrite.com/>. The Division also accepts personal and corporate checks for registration.

The hotel and conference center is offering a special IAAP rate of \$99 per night. Call 800-514-5206 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 Neenah on May 14-15!

A Lesson in Parliamentary Procedure

Shared decision-making is both an opportunity and a requirement of the board of directors and committees who represent the chapter and its members. To effectively implement shared decision-making, it is important to have systems in place for conducting efficient meetings. We accomplish this by using a system that will keep meetings productive and organized.

Robert's Rules of Order provides procedures that form the basis for our meeting format. The term "rule of order" refers to written rules of parliamentary procedure formally adopted by the local chapter under the direction of the international board. Such rules are related to the orderly transaction of business in meetings and to the duties of officers. The true objective of the "rules" is to facilitate the smooth functioning of the chapter and to provide a firm basis for resolving questions of procedure that may arise.

As a board, we should abide by three basic principles:

- Strong boards are aware that they are only one part of an integrated whole,
- The relationship between the board and the committee chairs is multi-faceted, and
- The board, committee chairs, and members are all invested in meeting the chapter's strategic goals.

Because we are a small board, we are able to accomplish this order informally. We tend to relax some of the protocol and formality used by larger boards in order to transact business. For instance, it is not necessary to rise in order to make a motion, nor to wait for recognition by the board president before speaking or making a motion, nor for a motion to always have a second. We act as independent and autonomous to determine, in full and free discussion, courses of action to be taken on behalf of the entire group. We are all allowed to speak freely.

If you are looking for first-hand experience working as a board member, please seriously consider nomination for the May elections. You need not feel puzzled or perplexed by the complexity of parliamentary procedures. With practice, you will gain confidence and will not feel tongue-tied when making motions, conducting business meetings, or facilitating committees and reports.

I hope you'll test your own knowledge of parliamentary procedure by taking the ten question quiz following this article. The answers can be found on page 10.

Angela Vaughan
Wausau Chapter President

Parliamentary Procedure Quiz

Test your knowledge of Parliamentary Procedure with this ten question quiz.

1. _____ is used to obtain information about meeting procedure.
 - a. Parliamentary inquiry
 - b. Point of information
 - c. Point of order
2. Previous questions means _____.
 - a. Call for the assembly to return to the agenda
 - b. If adopted by a two-thirds vote, debate ends and a vote is immediately taken
 - c. A request for the secretary to read the motion aloud
3. Other than the articles of incorporation, an organization's highest rules are _____.
 - a. Robert's Rules of Order
 - b. Bylaws
 - c. Standing rules
4. A quorum is _____.
 - a. The largest number that can be expected to attend a meeting, except in bad weather
 - b. A majority of the members present
 - c. The minimum number of members who must be present for business to be transacted
5. A main motion _____.
 - a. Brings business before the assembly
 - b. Cannot be amended
 - c. Is the highest ranking motion
6. If a member makes a motion that is not in order, _____.
 - a. She should be censured
 - b. She should be ruled out of order by the chair
 - c. The chair may suggest an alternate motion
7. If the bylaws require an election to be by ballot, _____.
 - a. A voice vote can be used if there is no objection and there is only one nominee for each office
 - b. This provision can be suspended by unanimous consent, and a rising vote used instead
 - c. This provision cannot be suspended, even by a unanimous vote
8. Division of the question means _____.
 - a. To separate a motion into two or more parts, each capable of standing as separate motions
 - b. To retake a voice vote by a rising vote
 - c. To have members who favor a motion and those who oppose it to move to opposite sides of the room
9. The motion to lay on the table can be used to _____.
 - a. Kill a motion
 - b. Temporarily set aside a motion because something of immediate urgency has arisen, without a time to set to resume its consideration
 - c. Postpone consideration of a motion until the next meeting, in order to find out additional information
10. A meeting at which the proceedings are secret is called _____.
 - a. A convention of delegates
 - b. An executive session
 - c. A mass meeting



Don't forget to check your answers on Page 10.

Reference: Rod G. Davidson, Professional Registered Parliamentarian, www.parlipro.org

Please Note

A story in the January/February newsletter announcing the Wausau Chapter NTC scholarship winner listed the incorrect spelling of Brittney Johnson's first name. We sincerely regret the error.

Getting to Know One of Our Members — Sonia Miller

My name is Sonia Miller. In March 2010, I joined the Wausau Chapter of IAAP. I have worked as an Administrative Assistant for various employers over the past 10+ years. Currently, I am employed by Innoviant, a Prescription Solutions Company under the United-Health Group umbrella.

I have an Associate Degree from the University of Wisconsin Marathon County and a Bachelor's Degree from the University of Wisconsin-Stevens Point. I majored in General Studies which was a perfect fit for me, and have a minor in Spanish. I worked full time while going to school part time, so it took me longer than most. I continue to take courses very casually through Northcentral Technical College in the Graphic Arts department. Pulling together brochures, ads, newsletters, and websites are more fun for me than they are work.

All that being said, my dream job would be (drum roll...) a park ranger! Strange, I know.



I recently married a man I had been dating for 13 years. At the same time, we found out he had a brain tumor (Acoustic Neuroma) and it took three surgeries to have it removed completely. He is slowly getting back on his feet and with small steps, our lives are starting to get back to normal. In the winter, we enjoy vacations out west snowboarding. The other three seasons, in our "spare time," we go mountain biking and backpacking in Wisconsin and Upper Michigan. I am also a runner and have finished several half marathons.

Fun Fact: I didn't actually enjoy reading until after I graduated from college. To me, books were for reference only. A friend lent me a novel, and I was amazed at the story on those pages. Since then, I can usually be found with a book in my purse or listening to Books-on-Tape. I even have a book "collection" of first printings, advanced reader copies, and

books signed by my favorite authors.

Sonia Miller
Senior Administrative Assistant
Innoviant, a Prescription Solutions Company

Parliamentary Procedure Quiz Answers

Here are the answers to the quiz on page 9.

1. a – Parliamentary inquiry is used to obtain information about meeting procedures.
2. b – Previous question means if adopted by a two-thirds vote, debate ends and a vote is immediately taken.
3. b – Other than the articles of incorporation, the organization's highest rules are bylaws.
4. c – A quorum is the minimum number of members who must be present for business to be transacted.
5. a – A motion brings business before the assembly.
6. c – If a member makes a motion that is not in order, the chair may suggest an alternate motion.
7. c – If the bylaws require an election to be by ballot, this provision cannot be suspended, even by a unanimous vote.
8. a – Division of the question means to separate a motion into two or more parts, each capable of standing as a separate motion.
9. b – The motion to lay on the table can be used to temporarily set aside a motion because something of immediate urgency has arisen, without a time set to resume its consideration.
10. b – A meeting at which the proceedings are secret is called an executive session.

Reference: Rod G. Davidson, Professional Registered Parliamentarian, www.parlipro.org

Birthdays and Anniversaries

Happy Birthday!

Date	Name
March 5	Amanda Mueller
March 16	Janelle Christensen
March 19	Angela Harris-Weiss
March 23	Bonita Buchberger
April 7	Cheryl Peterson
April 7	Janet Tharaldson
April 16	Jacinta Carver
April 26	Robbyn Merriam
May 9	Patty Pippenger
May 14	Barbara Brown
May 22	Jolie Weiler
May 24	Kelly Koplitz
May 28	Amy Heffner
May 30	Theresa Seliger

Happy Anniversary!

Date	Name	Years
March 1	Janet Hopfensperger	1 year
March 1	Barbara Brown	8 years
April 1	Dianne Carroll	1 year
April 1	Lynn Heil	1 year
April 1	Kelly Koplitz	1 year
April 1	Vicky Radunz	1 year
April 1	Dorothy Rathjen	1 year
April 1	Laura Reindl	1 year
April 1	Brittany Rossman	1 year
April 1	Vicki LaPorte-Gesicki	3 years
April 1	Ann Lockwood	3 years
April 1	Cheryl Peterson	3 years
April 1	Jean Scherer	3 years
April 1	Cindy Wilke	3 years
April 1	Janet Tharaldson	7 years
May 1	Teresa Anderson	1 year
May 1	Sara Gast	1 year
May 1	Amanda Mueller	2 years
May 1	Kristina Bung-Riddle	3 years
May 1	Luann Prah	3 years
May 1	Ann Dahlke	4 years
May 1	Heather Renzelmann	4 years
May 1	Angela Vaughan	4 years
May 1	Rebecca Cushman	6 years
May 1	Kathleen Ruenger	6 years
May 1	Sara Paul	6 years
May 1	Karla Zygowicz	7 years

Recipe for Busy Administrative Professionals

SPICED NUTS

1 egg white
1 tsp water
1 Tbsp sugar
1 tsp ground cinnamon
¼ tsp salt
¼ to ½ tsp cayenne pepper
¼ tsp ground cumin
¼ tsp ground coriander
3 cups almonds, peanuts, walnuts and/or pecan halves

1. Preheat oven to 325 degrees. Lightly coat a 13x9x2 inch baking pan with cooking spray and set aside.

In medium bowl, lightly beat egg white and water with

fork until frothy. Add sugar, cinnamon, salt, cayenne, cumin, and coriander; beat until combined. Stir in nuts; toss to coat evenly.

Spread nut mixture in even layer in prepared pan. Bake 20 - 25 minutes or until golden and nuts appear dry, stirring once.

Remove nuts from pan; cool. Break apart large clusters. Store in airtight container at room temperature up to 1 week. Makes 3 cups (twelve ¼ cup servings).

Each ¼ cup serving: 212 cal., 18 g total fat (1 g sat. fat), 0 mg chol., 54 mg sodium, 8 g carbo., 4 g dietary fiber, 8 g protein.

Submitted by Bonita Buchberger, CPS/CAP
Marathon County Health Department

Trivia Question

Everyone who correctly answers the following trivia question in the 14 days after 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.

Who is the keynote speaker for our April 20 Administrative Professional Event?

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

The correct answer to the January/February trivia

question was any three of the following bullet points:

- Greater opportunity for advancement
- Potential for salary increases/bonuses
- Greater respect from your employer and peers
- College credit
- Most importantly, pride in accomplishment and increased self-esteem

Congratulations to Nancy Kowalski, CPS and Angela Vaughan, whose names were randomly drawn from all those submitting the correct answer.

Help Wanted!

The following chapter committees are looking for additional help: Newsletter, Website, Historian, and Membership.

If you have an interest in helping with any of these committees, contact one of the following members:

- Ann Dahlke — ann.dahlke@umr.com
- Betty Dotseth — betts5@aol.com
- Shirley Ecker — shirleye@aspirus.org
- Robin Krause — robinkr@aspirus.org
- Jolie Weiler — jolie.weiler@bankerslife.com

Consider these great opportunities for learning!