

NEXT MEETING
Thursday, May 19, 2005
5:30 - 7:30 p.m.
Babes Restaurant

In This Issue

President's
Message 2

Board of
Directors 2

International
Conference 3

Summer
Internships 3

High-Tech
Etiquette 4

Calendar 5

Specialty
Items 5

Become a
Mentor 5

Please join us for a presentation on Professional Polish. Want to be savvy in your professional dealings? Ever wonder why the knife blade faces in? Should salt and pepper always go together as a package deal?

Yes, there are some funny rules out there and believe it or not, business savvy people know them! Etiquette information is not just for college graduates anymore, especially as we move forward in the high-tech world. Please join us for a fun and engaging presentation as we explore high-tech etiquette rules and some pretty silly fauz pas.

The speaker, Carol Aspinwall, has taught business etiquette to Associate, Bachelor and MBA students. Currently she is the Associate Director of the Operations and Technology Management MBA program at UW-Madison and is the Madison APICS Student Liaison.

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|---------|------------------|-----------------------------|
| Agenda: | 5:30 - 6:00 p.m. | Registration and networking |
| | 6:00 - 6:30 p.m. | Dinner |
| | 6:30 - 6:45 p.m. | Awards and recognition |
| | 6:45 - 7:30 p.m. | Speaker |

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Dinner will be served. The cost for both the dinner and speaker is \$30 for members, \$40 for non-members, and \$15 for students. Walk-ins are \$35.

Please **RSVP by noon on 5/16/05** at www.madisonapics.org. Contact Don Peters at 608.441.5916 with any questions.

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President's Message: Barbara Martin

Hello to All!

Our year is coming to a close. Summer is just around the corner and many of us are thinking about planning our vacations and enjoying the warmth of the sun.

It has been a good year within the APICS organization. We had a couple of great tours and last month we had our first PDM as a breakfast. This event had a good turnout, which leads us to believe that we would like to pursue this again next year.

I would encourage all of you to think about what presentations or topics interest you most; what type of PDM you enjoy most (breakfast, lunch, or dinner); as well as, what tours you would be interested in attending. We intend to plan now for next year and in order for each event to be a success, we need all members of our APICS organization to provide us with their input. These events are for the enjoyment and education of the entire Madison area APICS membership and we want to be sure we are providing topics that are useful and meaningful in your everyday lives. Please feel free to contact any one of the board members. They welcome your thoughts, ideas, and encourage you to be participants in the planning of your future educational events.

APICS is a great organization, both regionally and nationally, with opportunities for all of us to grow, learn, and travel. Traveling to the International Conference this year in New Orleans will be a great opportunity, not only to see the sites, but also to visit and make new friends and business acquaintances. Visit the APICS website and learn more about the International Conference. Start making your plans now for this valuable October event.

May 19th is our last PDM for this year. It will be held at Babes Restaurant and will be our awards/recognition night. Please mark your calendars to attend this fun event. Browse through our website at www.madisonapics.org for all the latest information.

Regards,

Barbara Martin



2005 APICS

International Conference and Exposition

October 16 - 18

New Orleans, LA

More than ever, staying current with the industry trends and developments is critical for companies to thrive and stay competitive. As the fast-paced business environment changes, so do the challenges we face day-to-day. The strategies and solutions used to overcome these challenges and improve operations change from year to year. One thing that remains constant is APICS' dedication to bring you an event that provides cutting-edge education with real-world solutions to help you stay current and excel in your career.

From unmatched peer-to-peer networking opportunities, to a showcase of new products and services from leading suppliers, through educational sessions covering the latest industry strategies and best practices in all areas of operations management, APICS has something for everyone. So attend the conference in New Orleans and acquire the new how-to skills and connections that will advance your company and your career.

Don't delay! Register by July 15th and SAVE!

Check out the website www.apics.org for additional information.

Summer Internship Candidates

Five UW-Madison OTM students are seeking summer internships in operations management. The projects or areas they would like to work in include new product development (analysis of supplier needs, manufacturing needs, etc.), process improvements, IT implementations, manufacturing cells/floor space analysis/re-structuring, and business development...just to name a few.

Can you help place a student in your organization this summer? Unlike an undergrad intern, these students are EXPERIENCED engineers, having worked at Intel, a printing house, bearings company, textile operation, IT, medical device manufacturer, and Kimberly Clark. They can hit the ground running for you and produce immediate results. Many would like to travel or be located anywhere for the summer.

If you would like to see any or all of the resumes, please contact me. Please pass this information on to other areas in your organization to see if we can work together to place these students.

Thank you in advance!

Carol Aspinwall
UW-Madison Operations MBA Program
caspinwall@bus.wisc.edu

Etiquette Matters in the High-Tech World!

In one of the recent issues of Industry Week, John Brandt wrote an article about faux pas many people are guilty of in the new high-tech world. I'd like to shed some light on the common things I see people doing wrong in hopes that you will not become a high-tech nerd!

1. When sending an e-mail to five or more people, use the blind copy feature. Some e-mail will automatically block a message with too many people in the address line. Besides, someone may not want to give everyone else access to his/her e-mail address or have to plow through ten lines of addresses before they get to the message.
2. When "Replying to All," make sure that "all" really need to see your response. Nothing is worse than being copied on an e-mail that is none of my business.
3. When replying to an e-mail that inadvertently has ten lines of addresses, delete this part before you send it. (see #1.) Also delete unnecessary signature lines or information if it is too long.
4. Some people are very good at sorting e-mail according to the subject line. Be sure this is relevant. Sometimes it is wise to change the subject line if you have begun a new line of information exchange which is different than the original message.
5. It is rude to keep your cell phone on vibrate and then in a meeting you pull it out of your pocket every few minutes to see who is calling you. Unless something is earth shattering and you will have to take a call, turn off your phone or make a point to check for messages only at the conclusion of a meeting.
6. When you do look at your cell phone to see who is calling you, do not grimace, roll your eyes, or make other non-verbal responses.
7. Do not use your cell phone in the restroom.
8. Be aware that other people do not want to hear your end of the conversation anymore than they want to be on the receiving end of e-mails which are none of their business. Go somewhere as private as you can to talk.

Send me your favorite etiquette faux pas or questions and we'll add to our next newsletter!

By Carol Aspinwall, UW-Madison APICS Student Liaison

May

- 19 APICS Dinner Meeting
Awards Night
Speaker: TBD

Specialty Items Featuring the New APICS Logo

High-quality apparel and specialty gifts featuring the new APICS logo are now in stock. Reward a colleague or yourself with the latest APICS apparel, desk accessories, and gifts from the APICS Bookstore at www.apics.org/bookstore.

Contribute your time to the 2005 APICS Scholars Education Program and reap the rewards of helping to develop the future leaders of APICS. The scholars program offers graduate and undergraduate members of APICS student chapters the opportunity to attend the 2005 APICS International Conference and Exposition, October 16th - 18th, in New Orleans. Mentors and coordinators enhance the scholars' experience by providing advice and accompanying them to various events during the conference. Financial support for the program is also needed. APICS chapters, regions, and individuals can aid students by sending tax-deductible donations. Request information and application forms at www.apics.org/education/conference.

CPIM Instructors Needed!

Certified CPIM instructors are needed. Instructor experience preferred but is not necessary. Set up your own schedule, reasonable compensation, and earn one point per hour of instruction toward your re-certification. If you need additional information please contact Harley Ringhand at hringhand@morriscranes.com

APICS THE ASSOCIATION FOR OPERATIONS MANAGEMENT

APICS (The Association for Operations Management) is the global leader and premier source of the body of knowledge in operations management, including production, inventory, supply chain, materials management, purchasing, and logistics. Since 1957, individuals and companies have relied on APICS for its superior training, internationally recognized certifications, comprehensive resources, and worldwide network of accomplished industry professionals. To learn more about the APICS community, visit www.apics.org.