

Patricia H. Fenstad, CFP  
Solutions to Your Financial Goals

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Dear Potential WAM-managed Association:

I am a member of Wisconsin Commercial Real Estate Women (WCREW), the Wisconsin chapter of the CREW Network, a national organization of commercial real estate professionals from every discipline. WCREW creates opportunities for Real Estate professionals to network, learn, become dynamic leaders and develop rewarding, successful and fulfilling careers and lives.

The volunteer board and I, as treasurer, needed assistance of administrative duties. We all provide as much time as possible but of course, our career position must come first. This provider of service needed to be as conscientious, precise and forward thinking as we would be if we were providing this service for our group. We needed a dedicated team to assist us with all of the administrative work so we could do what we do best. I have worked with this team for three and one half years and am extremely satisfied.

The Communications Administrator, Heather Westgor, has done a superb job. She anticipates our needs before we even think of them. Some of the tasks that she performs are: design/layout for program invitations, obtain quotes and selection of paper for printing, mailing them out to the appropriate database list, sends reminder emails of the event, makes name tags for attendees, assist with registrations, takes the minutes at our board meetings, works with the newsletter committee to set-up, print and mail out the newsletter quarterly, writing letters and sending our membership packets to potential members to name just a few of the tasks she performs.

Heather, during the past three and one half years has taken on additional duties as they appeared. WCREW has two large events per year. In October will be the third "Real Estate Showcase Awards", selected by a panel of judges giving recognition to the best commercial project finished during that year. This June was the second "Woman in Leadership Award" luncheon. The award is given to the woman nominated by her peers for her outstanding accomplishments. I believe that WCREW could not have taken on these events without Heather's assistance.

Put the administrative work in the hands of the experts and do what you do best.

Sincerely,



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Patty H. Fenstad, CFP  
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Treasurer WCREW