



# St. Cloud Quarry Chapter IAAP

December 2004 Newsletter

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## Mission Statement:

To provide office professionals with opportunities for educational, professional and personal growth.

## Holiday Social



You and a guest are cordially invited to  
Our Holiday Social

**Monday, December 13<sup>th</sup>**

**5:30 p.m. – 8:00 p.m.**

**at Jimmy's Pour House**

22 2<sup>nd</sup> Avenue North

Sauk Rapids, MN 56379

### Holiday Menu Item Choices:

10 oz. Prime Rib	\$14.99	Broiled Shrimp	\$13.99
½ Broasted Chicken	\$11.99	Chicken Primavera	\$11.99 (no potato)

*All dinners include side salad, vegetable medley, roll and potato choice of Irish reds or baked.*

There will be a gift exchange again this year. If you are bringing a guest, please see that they bring a gift too. Gift limit is \$10.

Please RSVP to Melissa Linnemann at [mlinnemann@kdv.com](mailto:mlinnemann@kdv.com) along with your menu item for yourself and your guest by December 6<sup>th</sup>.

*REMINDER: Please remember to bring non-perishable food items for the food drive.*

## Getting to Know You...

### Welcome New Member, Pam Reding!

**Favorite flavor of ice cream:** Pecan Praline

**Why I joined IAAP:** To network with people in positions similar to mine.

**Dream vacation:** Another trip to Norway

**Favorite TV show:** Everybody Loves Raymond

**Favorite movie:** Beaches

**Pet Peeve:** Rude drivers

**Favorite saying:** WHAT!

**If money were no object:** I would quit my job, do volunteer work and take more vacations.

**Favorite season:** Spring

**What I like most about my job:** The people I work with.

**Favorite color:** Pink

**Person I would most like to meet:** Hillary Clinton

**Dream car:** Mercedes

**Favorite food:** Turtle Cheesecake

**Favorite animal:** My cat, Macy Mae Sweet



## Happy Holidays to All!

It's hard to believe that Christmas is fast approaching. If I get ready in time this year it will be a miracle. I finally realized what all those dumb blonde (under some of these gray hairs is a true blonde) jokes are all about! Who ever said a basically well organized, mature women should move after 18 years in the same house? I kid you not, this is serious stuff. Every bone in my body is screaming out, "What are you doing, woman"! I always thought I had things pretty well under control - well move and suddenly you'll find all those dust bunnies that lived in everybody else's house have moved into yours overnight! Hopefully a few members will remember that song, "I Am Woman" - I could add a few words of my own to that song. But we are moving along at a rapid pace and things are finally starting to look like there really is a light at the end of the tunnel. But I know that regardless of how I'm feeling right now - it will all fall into place and I will be ready. This time of the year has always been special to me. I love all the glitz and glitter, Christmas parties and concerts, visiting and getting together with family and friends, going to church and celebrating the birth of baby Jesus and watching the faces of children. And we must not forget all the food!

Make sure you mark you calendars for St. Cloud Quarry Chapter's Christmas Social on Monday, December 13<sup>th</sup> at Jimmy's Pour House. Mary Milam and Melissa Linnemann (mlinnemann@kdv.com) from KDV are planning a wonderful evening of socializing, gift exchange and holiday cheer. E-mail Melissa and get your reservation in and don't forget items for the food shelf.

My very special "Thanks" to Leah Posterick for stepping up to become President-Elect for the remainder of 2004 - 2005! Leah will be a tremendous asset to the board and we all look forward to having her join us.

***From the St. Cloud Quarry Chapter Board - we wish each and every one of you a Merry Christmas and a Happy New Year!***

**MARLENE, LEAH, LORI, JEANNE AND LISA**

# Mark Your Calendar

### **Holiday Social**

Jimmy's Pour House, Sauk Rapids  
December 13, 2004

### **January Education Forum & Chapter Meeting**

"Women & Investing"  
Cellular 2000 Training Room,  
Waite Park  
January 10, 2005

### **Professional Education Conference**

Miami, FL  
February 27-March 2, 2005

## Thank You to St. Cloud Quarry Chapter

St. Cloud Quarry Chapter recently received a thank you card from Lynn Houle, 2004 Executive of the Year:

*"I would like to express my sincere gratitude for the award I received at IAAP's luncheon in October. I am thrilled to have been chosen as the 2004 Executive of the Year!"*

*Thank you for the honor. Thanks, too, for the valuable opportunities and service IAAP provides to area professionals."*



## 2005 Compensation Trends

--Submitted by OfficeTeam

The year 2005 looks promising for administrative professionals. Many firms are re-evaluating their human resources needs in anticipation of business growth. As a result, skilled job candidates are likely to see higher starting salaries as competition for their talents heats up. In fact, according to the newly released *OfficeTeam 2005 Salary Guide*, average base pay for administrative professionals overall is expected to rise 3 percent in 2005.

Senior executive assistants will see the greatest increase in starting compensation of any single administrative job classification in 2005, with base salaries expected to increase 6.3 percent, to the range of \$35,000 to \$46,250 annually. Average starting salaries for executive assistants are expected to be between \$30,000 and \$38,000, 5.6 percent higher than last year.

Medical customer service representatives also are likely to see significantly higher salaries in 2005, as their base compensation will increase 5.9 percent to between \$22,250 and \$27,500 annually. Patient registration/admissions clerks can expect starting pay to rise 5.2 percent, to the range of \$22,250 and \$28,000. Medical records clerks will see starting salaries between \$20,000 and \$24,000, a 4.8 percent increase from 2004 levels.

To take full advantage of the opportunities in today's job market, all administrative professionals, regardless of position, must build key skills and experience. Factors hiring managers are closely evaluating include:

**Technology skills.** Candidates with in-depth knowledge of the Microsoft Office suite of applications, as well as database- and schedule-management software, are in high demand. Those who possess certifications such as the Microsoft Office Specialist designation may see starting salaries rise by up to 10 percent.

**Professional designations.** Firms are often willing to increase starting salaries up to 7 percent for candidates with credentials such as Certified Administrative Professional or Certified Professional Secretary.

**Industry experience.** Professionals who wish to work within certain industries must possess highly targeted knowledge and experience. In a recent survey conducted by our firm, 53 percent of executives polled said industry experience is the first thing they notice when reviewing a candidate's resume.

**Interpersonal skills.** As administrative professionals play larger roles in the success of many businesses, organizations seek strong communicators with the tact and diplomacy to effectively collaborate with a wide range of internal and external contacts.

*OfficeTeam is the world's leading staffing service specializing in highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com). For more information, call the St. Cloud office at (320) 240-0991.*

## Thank You to Cell 2000!

A big **THANK YOU** to Cellular 2000 for allowing us to use their meeting room and for providing beverages for our monthly meetings at no charge. Your generosity is greatly appreciated!

## Membership Anniversaries

### December

Tammy Jopp – 7 Years  
Grace Thielen – 1 Year  
Sue Thielen – 1 Year  
Pat Zwack – 15 Years



## I'm Dreaming of a White Christmas!!

Songwriter Irving Berlin wrote the biggest pop song of all time in January 1940. Berlin was quoted as saying, "Not only is it the best song I ever wrote, it's the best song anybody ever wrote." The song was recorded by Bing Crosby for the movie *Holiday Inn* which premiered at New York's Paramount Theater on August 4, 1942. Bing Crosby's reaction was befuddlement when he was asked to record this song and just rolled his eyes like "whatever." Once it traveled abroad to American GI's, the song began an astounding chart-topping run. The United States had entered World War II, and Christmas 1942 was the first that millions of Americans would spend away from home. The song offered them a vision of cozy, domestic serenity.

Wherever Bing Crosby went, no matter the season, he was asked to sing "White Christmas." Once, entertaining a paratroop unit in France, he was approached by a gruff, square-jawed sergeant. "You gonna sing 'White Christmas'?" "Yes," Crosby replied. "Well, in that case, I guess I'll duck out," the sergeant said. "I think you'll like the other numbers," Crosby said. "Why not stick around?" "I like the song all right," the sergeant explained. "But I'll listen from behind the portable kitchen. It's no good for the men's morale to see their sergeant crying."

Since then, *White Christmas* has been sung by over 150 performers. Bing Crosby's version alone was deemed the all-time top single by the Guinness Book of World Records, which cited sales of more than 30 million copies. The Crosby recording was briefly unseated from first place by Elton John's tribute to Princess Diana, "Candle in the Wind '97," but since has regained its status.

By the end of his life, Bing Crosby had come to appreciate "that wonderful song and all it's done for me," as he wrote to Irving Berlin. In December 1976, the 73-year-old Crosby arrived in New York for a two-week run of a new show - before the first concert, Berlin wired the singer: Dear Bing: Good luck tonight ... if your stuck for a finish I've got a song about Christmas that I wrote some years ago. Love, Irving

## Jeff Foxworthy on Minnesota—You Might Live in Minnesota if...

- You consider it a sport to gather your food by drilling through 18 inches of ice and sitting there all day hoping that the food will swim by.
- You're proud that your state makes the national news 96 nights each year because International Falls is the coldest spot in the nation.
- Your local Dairy Queen is closed from November through March.
- Someone in a store offers you assistance, and they don't work there.
- Your dad's suntan stops at a line curving around the middle of his forehead.
- You know how to say Wayzata, Mahtomedi, Edina and Shakopee.
- "Vacation" means going up north past Brainerd for the weekend.
- You measure distance in hours.
- You know several people who have hit a deer with their car...more than once.
- You often switch from "heat" to "A/C" in the same day and back again.
- There are 7 empty cars running in the parking lot at Mill's Fleet Farm at any given time.
- Driving is better in the winter because the potholes are filled with snow.
- You know all 4 seasons: almost winter, winter, still winter and road construction.
- You can identify a southern or eastern accent.
- You consider Minneapolis exotic.
- Down South to you means Iowa.
- A brat is something you eat.
- You find 0 degrees "a little chilly."

