



# St. Cloud Quarry Chapter IAAP

April 2005 Newsletter

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## Mission Statement:

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

## Monthly Education Forum & Business Meeting

### "Computer Myths"

**Monday, April 11<sup>th</sup>, 2005 – 5:30–7:30 p.m.**

Cellular 2000 Training Room, Waite Park

James Rivord is a Manager of Software Development for Regal CineMedia which does pre-movie advertising. James has done everything from training and support to software system design. He will help us de-mystify our computer IQ.

**Meal:** Erbert & Gerberts Boxed Lunch. Choice of Ham Sub or Turkey Sub.

RSVP by **Wednesday, April 6<sup>th</sup>** with your sub choice to Lisa Schmitz  
e-mail Lisa at [L.Schmitz@mahowald.net](mailto:L.Schmitz@mahowald.net) or call 320-257-2693

**REMINDER: Bring Annual Meeting door prize items to the April meeting.**

## Summer Seminar

I know we are all excited about our upcoming Division meeting here in St. Cloud, but please keep in mind that the St. Cloud Quarry Chapter is co-sponsoring with Resource Training & Solutions what is now called our "Summer Seminar." The seminar entitled "Finding the Meaning in Your Work" is scheduled for June 14, 2005. It will be at the College of St. Benedict, Haehn Campus Center and our presenter will be Tracy Knofla. Those of you who have heard Tracy before know how good she is and those of you have not had the opportunity to hear Tracy will be very pleased.

Increasingly our American work ethos has encouraged us to work more and enjoy it less. The need to appear busy, or be productive at all times has robbed many of us of the joy with which we began our jobs. We have experienced a "disconnect" to what is important to us and in turn, to the meaning that our work holds. This disconnect is responsible for poor work performance and decreased motivation.

This workshop will help you re-connect with what is important to you in your work life and teach you how to stay focused on the meaning of your work during even the most stress-filled times. It will uplift you and provide a framework for you to start each day on a positive note.

Brochures will be available at our April meeting and we will also mail brochures to those members not at our meeting. If you do not receive a brochure by the end of April, please feel free to contact me or any of our Chapter officers. Happy Spring!

--Joyce Rife, Education Committee Co-Chair

## Membership Anniversaries

### April

Mary Jo Reich – 7 years



## From the President-Elect...

Well I know I am not the one everyone expected to write the "President's Notes" this month, but Marlene thought I needed the practice and she probably needed a much deserved month off! After you read this, you will probably understand the reason why I waited so long to commit to being on the board, I HATE TO WRITE! So you are all helping me get out of my "comfort zone." I used to hate when people would tell me to "think outside the box" or "get out of your comfort zone." I like it "in the box" or in my comfort zone, it is comfortable and dependable. I truly believe that this world needs all kinds of people including: the visionaries who are always thinking "outside the box" and producing the ideas; and us "detailed people" who carry out the ideas. ☺

I thought I would take this opportunity to give everyone a preview of some of my plans for the upcoming year. When I was asked the question, "What are your plans as President," all I could come up with was, "I have no plans!" But that isn't correct, I have been thinking of ideas but nothing solid. One thing I really want to make sure of is that each monthly meeting has at least a little part of an educational piece to it. I know networking is extremely important but I want everyone to go away each month taking away something new that they can use at work or in their daily lives. At the Initiative Foundation monthly staff meetings, we take a few minutes to share a computer or grammar tip and am hoping we can work on that idea. When you learn something new at work or at home, start thinking about our IAAP meetings so you can share it with everyone. It doesn't have to be something big, just something that makes you say, "Oh, I never knew that!" It could be some little timesaver for you or some little shortcut you use in Word, Excel, Outlook, Access, etc. If the monthly meetings are so informational and educational, that may entice more prospective members from Little Falls or other outlying areas.

Now for the most important subject, which is being on the Board. If we don't get enough women to agree to being on the Board I am going to have to resort to bribing with cheesecake ☺! I promise to bring cheesecake to our Board meetings at least twice during the year. Now if that doesn't get anyone interested, I give up! I promise to always have the Board meetings after the regular monthly meetings so no one has to plan an extra night away from family.

Well, now that you know I don't write very well, I hope you will still consider reading these monthly newsletters and I promise I will try to get more interesting as time goes on.

--Leah Posterick, President-Elect



## Administrative Professionals Week—April 24-30th...Celebrate You!

Administrative Professionals Week (originally titled National Secretaries Week) began the week of June 1-7, 1952 as an effort to honor administrative staff for their efforts and to attract more people to office and administrative careers. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

National Secretaries Week was created with two objectives in mind: to recognize "the secretary, upon whose skills, loyalty, and efficiency the functions of business and government offices depend," and to call attention "through favorable publicity, to the tremendous potential of the secretarial career."

In 1955, the observance date of National Secretaries week was moved to the last full week of April. The name was changed to Professional Secretaries Week in 1981, and became Administrative Professionals Week in 2000 to encompass the expanding responsibilities and wide-ranging job titles of administrative support staff today.

What is the best way to celebrate Administrative Professionals Week? According to a recent survey of IAAP members, administrative staff prefer observances to recognize their expanded role in the company by providing opportunities for continued learning and growth. Flowers or chocolate won't hurt either. ☺

St. Cloud Quarry Chapter, IAAP  
Monthly Educational Forum & Membership Meeting

**AGENDA**

Monday, April 11, 2005

**Cellular 2000 Training Room, Waite Park**

- 5:15 - 5:45 p.m.      **Registration/Social**
- 5:30 - 5:50 p.m.      **Welcome/Introductions/Dinner**
- 5:50 – 7:00 p.m.      **Program/Educational Forum**  
Speaker: James Rivord, Regional CineMedia  
Topic: "Computer Myths"
- 7:00 p.m.              **Five-minute Break**
- 7:05 – 7:30 p.m.      **Call To Order**  
1. Approval of March Minutes  
2. Treasurer's Report
- Unfinished Business:**  
1. MN-ND-SD Annual Meeting Update
- New Business:**  
2. Presentation of Board Nominees for 2005-2006
- Announcements - Good of the Association**
- Raffle Drawing**
- Adjournment**

**St. Cloud Quarry Chapter Board Members**

President – Marlene Winters, [marpooh6@astound.net](mailto:marpooh6@astound.net)  
President-Elect – Leah Posterick, [lposterick@ifound.org](mailto:lposterick@ifound.org)  
Vice President – Jeanne Terres, [jterres@csbsju.edu](mailto:jterres@csbsju.edu)  
Treasurer – Lori Oldenburg, [lori@stcloudrefrig.com](mailto:lori@stcloudrefrig.com)  
Secretary – Lisa Schmitz, [l.schmitz@mahowald.net](mailto:l.schmitz@mahowald.net)

## St Cloud Quarry Chapter IAAP

Meeting Minutes

March 14, 2005

**Members Present:** Florann Grettum CPS, Kris Kowalzek, Jeanne Terres, Marlene Winters, Pat Zwack CPS/CAP, Peggy Sullivan, Sue Burnett-Pick, Lori Oldenburg, Kathie Wilke, Leah Posterick, Joyce Rife, Kathie Lewandowski, Andria Torry, Gloria Lenzen CPS, JoAnn Matheny, Bev Radaich, Ranette Holmseth, Lynn Stigsell, Sunny Ithivongkham, and Andi Towner CPS.

### First Order of Business:

The minutes from the February 14th meeting were approved with a motion from Gloria Lenzen CPS and a second from Lynn Stigsell. The motion carried.

### Treasurer's Report:

Treasurer Lori Oldenburg briefly went through the budget reports of the previous months. With no other discussion or changes on the Treasurer's Report, it will be filed for audit.

### New Business:

Installation of New Members: Ranette Holmseth was installed by President Marlene Winters. Welcome to our chapter, Ranette!

### Unfinished Business:

August Social: President Winters reported that the August Social (August meeting) will be cancelled based on feedback from membership.

June 14th Seminar: Copies of the brochure for the seminar were passed out. This year's seminar in conjunction with Resource Training & Solutions will be held on June 14, 2005, at Haehn Campus Center on the campus of College of St. Benedict. The seminar is titled "Finding the Meaning in your work" with the guest speaker being Tracy A. Knofla.

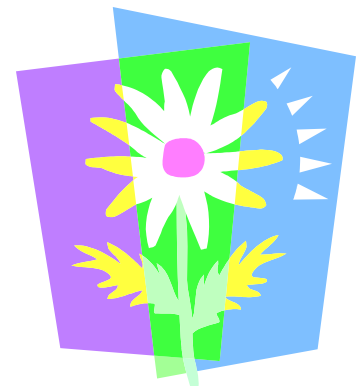
2005 Division Annual Meeting: Pat Zwack CAP/CPS and Andi Towner CPS handed out the brochure for the annual meeting. Discussion of how the weekend would plan out. Committees will need to meet to discuss their committees' responsibilities and needs.

### Raffle Drawing:

The following members won the donated door prizes:

Candle: Florann Grettum CPS  
Office Supplies: Gloria Lenzen CPS  
Gift Bag: Ranette Holmseth  
Granola Bars: Jeanne Terres  
Book: Joanne Mathney  
Journal: Bev Radaich  
Granola Bars: Peggy Sullivan

Recording Secretary,  
Lisa Schmitz, Secretary 2004-2005



## Thank You! Thank You! Thank You!

A big THANK YOU goes out 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!

# Mark Your Calendar

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**Administrative Prof. Week**  
April 24-30, 2005

**CPS/CAP Exams**  
May 6-7, 2005

**MN-ND-SD Division Annual  
Meeting/Spring Professional  
Conference**  
St. Cloud, MN  
May 13-15, 2005

**June Chapter Meeting**  
"Garden In A Jar"  
Cellular 2000 Training Room,  
Waite Park  
June 13, 2005

**2005 IAAP International Conv.**  
Denver, CO  
July 17-20, 2005

## Preparing for the Office of the Future, Today

With the pace of business ever quickening, the future will be here before you know it. OfficeTeam recently conducted extensive research and consulted leading experts to generate a preview of tomorrow's workplace. One key finding of the project, titled *Office of the Future: 2020*, is that powerful laptop computers and cell phones, as well as the spread of wireless networks and technologies, will soon allow workers across the globe to collaborate more easily than ever before. Consequently, administrative professionals will be called upon to connect a widely dispersed workforce.

Following are areas to focus on so you can prepare for this coming era:

**Communication.** Communication skills will grow in importance as the ways in which we correspond continue to change and expand. Good communicators take time to formulate their thoughts prior to offering an opinion. They also listen actively as others speak so as not to miss important information or new ideas. You can brush up on your written and oral skills by studying the habits of coworkers who are especially effective in this area.

**Team building.** Ninety-one percent of executives we polled said employees will work more frequently on project teams in the next 10 to 15 years. That means you need to effectively manage relationships and quickly establish rapport with coworkers. Volunteer for cross-departmental assignments or project teams to hone your skills.

**Initiative.** Administrative professionals will be expected to work independently. As a result, you must be able to evaluate information and make recommendations to solve problems. You can show your initiative now by taking on new tasks and going the extra mile. The next time your supervisor asks for your help on a presentation, for example, go one step further by developing handouts or suggesting audience-participation activities.

**Big-picture focus.** As more employees work from remote locations, administrative professionals will play a key role in keeping people connected with each other and familiar with the company's standards and culture. Make sure you have an understanding of your firm's overall mission and goals, as well as how your department and team contribute to these objectives, so you can serve as a resource for information and guidance.

To learn more about the office of the future and to take a quiz to help you assess the skills most essential to career success, please visit [www.officeofthefuture2020.com](http://www.officeofthefuture2020.com).

*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 1-800-803-8367.*