



St. Cloud Quarry Chapter IAAP

June 2005 Newsletter

In this Issue:

From the President	2
Agenda	3
April Minutes	4
Taking an Active Roll in Professional Org.	5
Calendar	5

Mission Statement:

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

Monthly Education Forum, Business Meeting & Installation of 2005-2006 Officers

Program Topic: "Garden In a Jar"
Monday, June 13th, 2005 – 5:30–7:30 p.m.
St. Cloud Wireless Holdings Training Room, Waite Park

Nancy Bartlett, Master Gardener will teach members how to make their own terrarium. Nancy will also be available to answer your plant/flower questions.

Meal: All American Barbecue (Hamburgers and Hot Dogs)

RSVP by **Wednesday, June 8th** to Lisa Schmitz
e-mail Lisa at L.Schmitz@mahowald.net or call 320-257-2693

Treasurer's Report

Happy June everyone! I just wanted to remind you that I will need all Cub Foods receipts for the months of April and May turned in at the June meeting as we will not be meeting in July and August. The Cub Foods program runs quarterly, so if you have any receipts from June that you would like to contribute please mail them to me by the 5th of July. Keep collecting those receipts for the summer months and I will collect them again in September. Remember, ask family, friends and co-workers for their receipts. Thanks for all your help in this easy fundraiser. See you in June!

--Lori

Membership Anniversaries

May & June

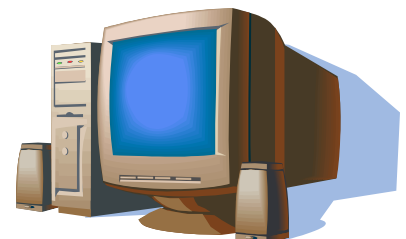
JoAnn Mellor – 31 years
Kathi Wilke – 36 years

Life Before the Computer

Memory was something you lost with age
An application was for employment
A program was a TV show
A cursor used profanity

A keyboard was a piano
A web was a spider's home
A virus was the flu
A CD was a bank account

A hard drive was a long trip on the road
A mouse pad was where a mouse lived
And if you had a 3-1/2 inch floppy...
... you just hoped nobody ever found out.



From the President...

I can not tell you how wonderful the conference weekend was - it was absolutely the best conference the St. Cloud Quarry Chapter could have hosted! Everything was darn near perfect.

- **Friday Afternoon**—Thanks to the generosity of OfficeTeam, we started out with Mary Jo Paloranta and things just escalated from there. Mary Jo was so awesome and is the best motivational speaker we could have chosen to start out the MN-ND-SD conference. She is one “classy” lady.
- **Friday Night**—The 50th Anniversary Celebration get together sailed through with excellence. The committee worked very hard to put this event together and it showed. I liked that they came up with a unique idea to get people “mixing” and “talking” by adding pictures of little girls or flowers on the nametags and told everyone to find there match and then claim a prize. It was great! We had a ball looking to see who matched the picture we had. I thought for about 10 minutes that Florann and I matched - but her girl had a green head band on and mine had a blue one! Tricky, huh? Ended up I was paired with a women named Susan. She was just a bubbly young gal and I adopted her immediately. You know me and my adoptions! The anniversary cake (thanks, Coborns) and hors d’oeuvres were an excellent choice and the champagne fountain was a huge success.
- **Saturday**—The business meeting started early Saturday morning. We had one issue that gave everyone a lesson on proper protocol - and gave your president heart palpitations!!! I was so confused and so was everyone else. But the issue was settled and all was well again.
- **Saturday Luncheon**—I attended my very first CPS/CAP luncheon and all “thanks” to Pat and Andi for letting everyone know that these luncheons are not for CPS/CAPs only. I have attended many conferences and never attended the luncheon because I thought I needed the CPS/CAP certification. Again, the committee was on top of everything. It was a fantastic luncheon and Bonnie Klitzke was a fantastic speaker. Cupcakes were part of the anniversary celebration and donated once again by Coborns for desert at the luncheon. There were laughs until your cheeks hurt! Florann’s little angels were beautiful and just added that extra special touch because she is a lovely and caring person who everyone knows and loves! After the luncheon it was back to the meeting room and we finished up the business portion for the day.
- **Saturday Night Banquet**—The banquet was another chance to network, socialize and put on the glitz. Here again, everything was well organized with exceptional entertainment. Pat arranged to have a young woman, Allison Swoboda from Little Falls, play harp music during social hour. She was so lovely and it was just the right touch. Next, we were entertained by the Half Steps! What a fantastic Capella group! There singing style is exceptional and music familiar and very, very entertaining. Oh, and not to be outdone - Elvis **was** in the building!!! The Half Steps received a standing ovation with lots of hoots and hollers!! Everything was so well prepared and very entertaining. Debi Cain Rivord, 2004-2005 Division President installed the newly elected 2005 - 2006 Division Officers and presented out-going Chapter presidents with certificates and a token of appreciation.
- **Sunday Morning**—We had breakfast followed by a presentation by Lynda Boulay, Northwest District Director and a wrap-up of Ways & Means items.

The entire weekend was a huge success and everyone seemed to have a great time. New friendships were formed - new ideas were shared - and we all laughed until our cheeks were sore. I would like to mention names of members that went the extra mile - who worked very hard to make this conference the success it was and did more than there share, but if I forgot one name, I would be devastated! We have many thank you notes to write and all in all it took everyone working as a team to make this the successful event it was. More than one attendee told me during the weekend that they were so impressed with the Quarry Chapter and its members!!! How proud I felt because I knew exactly what they were talking about and how impressed I was myself! It clicked - it worked and it was wonderful!!

As June 13th comes closer and I relinquish my presidency, my emotions are running wild. What will it feel like not being a board member after 5 years? I truly and sincerely believe in the St. Cloud Quarry Chapter and IAAP. I believe in the dedication of members who make attending, participating and adding input as a vital part of making this chapter what it is and will continue to be. I know and realize what it takes to make this commitment and I commend those members. I think one of the hardest parts of my being president was seeing a member quit IAAP. I have a difficult time understanding anyone who can’t visualize the benefits received by continuing membership in IAAP. I have received more out of the St. Cloud Quarry Chapter and IAAP than I could ever imagine. I have grown both professionally and personally. I have made many, many good personal friends who I love with all my heart. I have gained confidence, educational skills, professional growth, developed my leadership skills and much more. We are all busy working women with many other obligations that need our attention and we have to be just a little selfish and tell ourselves that this is for me!

--Marlene

We must always change, renew, rejuvenate ourselves; otherwise we harden.

Johann Wolfgang Von Goethe - poet and dramatist

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

Monday, June 13, 2005

St. Cloud Wireless Holdings 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: Nancy Bartlett, Master Gardener
Topic: "Garden In a Jar"

7:00 p.m. **Five-minute Break**

7:05 – 7:30 p.m. **Call To Order**
1. Approval of April Minutes
2. Treasurer's Report

Unfinished Business:

1. MN-ND-SD Annual Meeting Wrap-up

New Business:

1. Installation of 2005-2006 Board Officers

Announcements - Good of the Association

Raffle Drawing

Adjournment

St. Cloud Quarry Chapter Board Members (Current)

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

2005-2006 Board Members

President – Leah Posterick
President-Elect – Lori Oldenburg
Vice President – Peggy Sullivan
Treasurer – Beverly Radaich
Secretary – Sue Burnett-Pick

St Cloud Quarry Chapter IAAP
Meeting Minutes
April 11, 2005

Members Present: Florann Grettum CPS, Kris Kowalzek, Jeanne Terres, Marlene Winters, Pat Zwack CPS/CAP, Peggy Sullivan, Sue Burnett-Pick, Lori Oldenburg, Leah Posterick, Joyce Rife, Kathie Lewandowski, Andria Torry, Gloria Lenzen CPS, Bev Radaich, Lynn Stigsell, Carolyn Fowler CPS/CAP, Karen Hiemenz, Shirley Kelly, Sue Tomczik, and Andi Towner CPS.

Guests Present: Debi Cain-Rivord, MN-ND-SD Division President.

Guest Speaker: Jim Rivord, Regal CineMedia, gave a presentation on "Computer Myths".

President Marlene Winters called the meeting to order at 7:20 p.m.

Majority of meeting was discussion on the Division Annual meeting to be held May 13, 14 and 15th.

First Order of Business:

The minutes from the March 14th meeting were approved with a motion from Joyce Rife and a second from Kathie Lewandowski. The motion carried.

Treasurer's Report:

Treasurer Lori Oldenburg briefly went through the budget reports of the previous months. Discussion was held about switching the bank account to Liberty Savings. Members approved and Lori will make arrangements to switch. We made a profit of \$401 from the granola bars. With no other discussion or changes on the Treasurer's Report, it will be filed for audit.

New Business:

2005-2006 Board members were introduced. Since we will not be having a May meeting Secretary Schmitz will email members. Board was approved unanimously by members via e-mail.

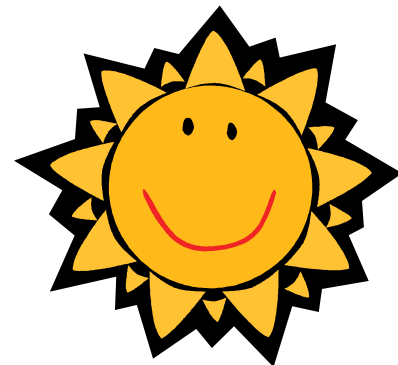
Our new board for 2005-2006 is as follows:

President: Leah Posterick
President Elect: Lori Oldenburg
Vice President: Peggy Sullivan
Treasurer: Beverly Radaich
Secretary: Sue Burnett-Pick

Raffle Drawing:

The following members won the donated door prizes:

Candle: Jeanne Terres
Stationery: Pat Zwack CPS/CAP
Notebook: Karen Heimenz
Granola bars: Joyce Rife
Bath basket: Peggy Sullivan



Respectfully Submitted by:

Lisa Schmitz, Secretary 2004-2005

Thank You! Thank You! Thank You!

A big THANK YOU goes out to St. Cloud Wireless Holdings 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

June Chapter Meeting

"Garden In A Jar"
St. Cloud Wireless Holdings
Training Room, Waite Park
June 13, 2005

Summer Seminar

"Finding the Meaning
in Your Work"
College of St. Ben's
June 14, 2005

2005 IAAP International Conv.

Denver, CO
July 17-20, 2005

Deadline for Mailing Certification Exam Applications for the November Testing

August 15, 2005

Taking an Active Role in Professional Associations

--Submitted by OfficeTeam

As a member of the International Association of Administrative Professionals, you no doubt realize the many benefits of participation in industry associations. Networking with other administrative professionals allows you to meet important contacts, gain valuable career advice, and remain up to date on the latest trends and developments in the field.

But are you making a large impact with other members? Following are some strategies to consider:

- **Offer your expertise.** It's likely that you have skills and experience that can benefit other members of your chapter. Share your knowledge with them by supplying content for your group's newsletter or by delivering presentations at monthly meetings. Doing so will provide you with greater visibility and let potential employers know of the marketable traits you possess.
- **Volunteer.** Joining a committee or organizing a chapter event not only helps your fellow members, but also enables you to enhance your communication, interpersonal and leadership skills.
- **Lend a helping hand.** Be responsive when association members — or their friends — request your guidance with business issues or job searches. If you are unable to help, recommend someone else who can. You will build a positive reputation within the organization, and people will be more likely to reciprocate when you need their assistance.
- **Talk to your employer.** In a recent survey conducted by our company, 86 percent of hiring managers polled cited involvement in industry or trade associations as beneficial to an employee's career. Speak to your supervisor about what types of support the company offers that could make it easier for you to take an active role. A flexible schedule arrangement or reimbursement for association dues and other fees are just two examples.

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. For more information, call OfficeTeam at (800) 804-8367.

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"I think you're spending too much time on the computer. Your fingers move when you talk."