



St. Cloud Quarry Chapter IAAP

September 2005 Newsletter

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Mission Statement:

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

September Open House/Impact Meeting

Monday, September 12th, 2005

Kelly Inn, St. Cloud

With Special Guest Speakers:

Valerie King, MN-ND-SD Division IAAP President
Florann Grettum, St. Cloud Quarry Chapter IAAP Member

Agenda:

5:45 - 6:30 p.m.	Social - Networking (cash bar) and small Office Expo
6:30 - 7:00 p.m.	Dinner*
7:00 - 8:00 p.m.	Guest Speaker Presentation

* Dinner will be free to all guests in attendance and members will pay \$12.00. The meal is **Chicken Caesar Salad with breadsticks and choice of beverage**. If you would like your co-worker or friend to receive a special invitation, please let Leah know as soon as possible and she'll mail one out. Please R.S.V.P. to Andria Carlson at aetorry@yahoo.com or Sue Burnett-Pick at suebpick@gmail.com by **Tuesday, September 6th**. As you know, it is extremely important to give Kelly Inn an accurate meal count so please R.S.V.P. as soon as possible.

Note:

- We will not have a regular business meeting in September.
- Remember your nametags/sashes.
- Chapter members, please remember how important it is for everyone to mingle and socialize. You all realize the importance of helping our Chapter grow and this is one meeting where we can shine!

2005 – 2006 Committees

Audit – Florann Grettum and Kathie Lewandowski

Newsletter – Kris Kowalzek

Education – Joyce Rife and Lori Oldenburg

Ways & Means – Lori Oldenburg and Leah Posterick

December Social – Pat Zwack and Andi Towner

Sunshine Fund – Shirley Kelly

Bosses' Luncheon – Marlene Winters and Karen Hiemenz

September Open House – Andria Carlson and Sue Burnett-Pick

Membership – Marlene Winters, Karen Hiemenz and Lisa Schmitz

Photographer – Sunny Ithivongkham

We are still looking for help on the following Committees:

CPS/CAP Liaison – Keep members abreast of CPS/CAP certification by providing the latest information on the certification process as well as dates for testing.

Nominations – Seeks nominations for the 2006-2007 Chapter Board.

Historian – Collects and organizes media articles, photos and other mementos of Chapter activities.

Library Coordinator – Brings "library" to meetings and maintains a "check out" log of educational materials available to chapter members.

From the President...

I hope you had a wonderful and productive summer and I know everyone would agree that it went extremely fast. In my opinion, the winter drags on and the summer moves very quickly.

The first thing I want to do is thank Marlene for doing such a great job as President for the last two years. I can honestly say that I have much more appreciation and admiration for all past Board Presidents since I have taken office. The most difficult thing that I have had to do as President has been to come up with a theme for the year. Some might say, "Oh, that's so easy!" Well creativity has never been my "thing" so I even tried recruiting my teenage children to help me. We went on the internet to come up with ideas but that didn't get us very far. I finally sat alone at work one evening and started going through action words on a web site. I was determined to stay there until I came up with something, ANYTHING! You know how you put off things that you don't like to do. I think I would have rather had a tooth pulled than come up with a theme. The International theme is "Creating Excellence" and the Division theme is "T.E.A.M. Excellence" so I wanted to coordinate with their themes. Well, after many hours of "brain freeze" I finally came up with "N.E.W. Excellence – **N**etworking, **E**ducation, **W**inning." I thought it was very important to let newcomers know what IAAP is all about in a short sentence. In my opinion, the importance of IAAP is that you will win in many ways if you network and educate yourself. But whether you agree with my new theme or not, please know that the Board will work diligently to make sure that things run smoothly and we will all **WIN!**

I am so excited about the great speakers/presenters that Joyce and Lori came up with this year for our monthly meetings and hope you are too. Although our presenters/speakers at the September Open House will be talking about IAAP and you probably know everything there is to know, it would be great if you could show your support by attending. Val King, Division President will be speaking and we have also asked a few of our very own. Florann Grettum CPS has graciously agreed to speak and will no doubt add "real life" humor to the presentation with her usual charismatic attitude. We love Florann! It will be an informational evening and it would be nice for guests to be able to converse with members one-on-one about the benefits of IAAP. We have 40 members and would really like to see that at 50 by the end of the year, I hope you all agree and we will see you on September 12th!

--Leah

Quick Excel tips

Do you know how to...

Copy a worksheet in a workbook

Answer: Hold Ctrl and drag the sheet tab to a new location.

Unfreeze rows or columns

Answer: Double-click the split bar to send it back to the scroll bar.



Kid's Proverbs

A first grade teacher who collected proverbs gave each kid in her class the first half of a proverb, and had them come up with the rest:

Better Be Safe Than	Punch A 5 th Grader.
It's Always Darkest Before	Daylight Savings Time.
Never Underestimate The Power Of	Termites.
Don't Bite The Hand That	Looks Dirty.
You Can't Teach An Old Dog New	Math.
If You Lie Down With The Dogs, You'll.....	Stink In the Morning.
An Idle Mind Is	The Best Way To Relax.
Where There's Smoke, There's	Pollution.
Happy The Bride Who	Gets All The Presents!
A Penny Saved Is	Not Much.
If At First You Don't Succeed.....	Get New Batteries.

The English Language...

Can you read this right the first time?

- 1) The bandage was wound around the wound.
- 2) The farm was used to produce produce.
- 3) The dump was so full that it had to refuse more refuse.
- 4) We must polish the Polish furniture.
- 5) He could lead if he would get the lead out.
- 6) The soldier decided to desert his dessert in the desert.
- 7) Since there is no time like the present, he thought it was time to present the present.
- 8) A bass was painted on the head of the bass drum.
- 9) When shot at, the dove dove into the bushes.
- 10) I did not object to the object.
- 11) The insurance was invalid for the invalid.
- 12) There was a row among the oarsmen about how to row.
- 13) They were too close to the door to close it.
- 14) The buck does funny things when the does are present.
- 15) A seamstress and a sewer fell down into a sewer line.
- 16) To help with planting, the farmer taught his sow to sow.
- 17) The wind was too strong to wind the sail.
- 18) Upon seeing the tear in the painting I shed a tear.
- 19) I had to subject the subject to a series of tests.
- 20) How can I intimate this to my most intimate friend?



There is no egg in eggplant, nor ham in hamburger; neither apple nor pine in pineapple. English muffins weren't invented in England or French Fries in France. Sweetmeats are candies while sweetbreads, which aren't sweet, are meat. We take English for granted. But if we explore its paradoxes, we find that quicksand can work slowly, boxing rings are square and a guinea pig is neither from Guinea nor is it a pig. **English is a crazy language!**

No Show Policy

REMINDER: For all regular monthly meetings, all “no shows” will be billed \$10, without exception, unless the cancellation is received prior to the RSVP deadline in the newsletter. You can, however, find a replacement to take your RSVP but need to notify the Secretary as soon as possible.

We know that “life happens” and sometimes members are not able to make it at the last minute. However, the Chapter is still responsible for the RSVP and needs to pay whether or not you are there.

Time Saving Tips/Organization Tips for the Busy Woman

- ✓ Take 10 minutes and empty your purse. Throw away all trash. Reorganize it and go on with your day.
- ✓ Take 10 minutes every morning to plan your day.
- ✓ Make a list, crossing off items as you accomplish them.
- ✓ Organize your errands so that you're not driving back and forth across town. Arrange them so that your grocery shopping is last on your list.
- ✓ Make a box for the presents you purchase before the actual holiday date arrives so that they are in one location.
- ✓ If you wear makeup, did you know that it has a shelf life? Take 10 minutes to go through your makeup and throw away the old.
- ✓ Take a few minutes and go through your medicine cabinet and get rid of all expired or very old medications.
- ✓ When was the last time you wrote a sweet note to someone you love? Take a few moments today to write one and leave it somewhere conspicuous.

Mark Your Calendar

MN-ND-SD Division Fall Conference

Best Western Ramkota Hotel,
Sioux Falls, SD
September 9-11, 2005

Certification Seminar

Hyatt Regency Chesapeake Bay,
Cambridge, MD
October 16-19, 2005

CPS and CAP Examinations

November 4-5, 2005

Annual MN-ND-SD Division Annual Meeting

Thunderbird Hotel
Bloomington, MN
May 19-21, 2006

Dressing the Part of a Professional

--Submitted by OfficeTeam

In a recent survey by OfficeTeam, 81 percent of employees said a person's office attire affects his or her professional image; nearly half (46 percent) of respondents said wardrobe significantly impacts how someone is perceived on the job.

Dressing professionally provides instant credibility and signals to clients, customers and colleagues that they're working with someone who takes the position seriously. Dress codes have changed since the economic downturn, and these shifts may not yet be reflected in your company's policies. Always be on the safe side by adhering to the "unofficial dress code" and observing what your supervisors and colleagues are wearing.

While company guidelines regarding proper business attire vary, the following faux pas should be avoided in most office environments:

- **Wearing your heart on your sleeve.** No matter how committed you are to a cause or political belief, T-shirts, buttons and other items that advocate potentially controversial opinions are not appropriate in the office. Even if your dress code is casual, steer clear of attire that might offend others.
- **Pop-star panache.** Although your job may not require a business suit, you should still try to look professional at all times. Avoid wearing midriff-baring shirts, low-rise pants and too-tight clothing.
- **The grunge look.** Wrinkled, soiled or torn clothing never leaves a good impression. Make sure everything about your appearance — from your shoes to your haircut — is neat and orderly.
- **Heavy metal.** Avoid excessive or ornate jewelry and other accessories. Simple is chic in the workplace.
- **Overpowering fragrance.** Scent should be subtle. Many people are sensitive to perfumes and colognes — some are even allergic — so err on the conservative side.

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.

Reality Check?



St. Cloud Quarry Chapter Board Members 2005-2006

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

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Delegate's Report – International Convention

The 60th Annual IAAP International Convention was held in Denver, Colorado on July 17 – 20, 2005. There were 1,795 IAAP members in attendance, including 359 voting delegates present, in which I was proud to be one of them. The workshops were very informative and taught on a wide variety of topics from Excel pivot tables to fast reading to remembering people's names.

The business sessions were very impressive and interesting. The flag ceremony represented all the countries and the 27,431 IAAP members in this world. Some of the results from the business sessions were:

1. After much discussion, the wording for Article V—Constituents, Section 2. Paragraph C is staying the same which states: "Any member who is not a member of a Chapter will be a Division Member at Large upon payment of applicable dues. Any member who is not a member of a Chapter or Division will be an Association Member at Large." The discussion was about the website having the availability for a person to join IAAP online but does not have the option of joining Division or Chapter.
2. Linda Boulay has won her second term as the Northwest District Director. The new International President is Kay E. Enlow CPS/CAP; President-Elect, Sandra P. Chandler CPS; Vice President, Judy McCoy CPS/CAP; Secretary, Barb Horton CAP; Treasurer, Susan K. Shamali CPS/CAP.
3. The Treasurer's Report reflected that membership ended the year on a very positive note. It is the first year in several that there was an increase in membership with a net gain of 200 members. Revenue from membership dues ended approximately \$93,000 ahead of last year.

President Jo A. Peay's address made me very aware of all the time she committed to IAAP through her term. She went to Singapore, Nashville, Washington, D.C., just to name a few.

Special speaker, Steve Farber kept all of us intrigued with his presentation of "The Leadership Challenge." He also has a book called, *"The Radical Leap."* He believes that leadership has nothing to do with a position or title. A leader doesn't even have to be in the front. A true leader expands the skills and leadership of others around them. The high point of his session was when he called his assistant on his cell phone and thanked her for taking care of all the details and asked us all to yell, "Thank You". After he was finished, President Jo A. Peay thanked him and told him the best way he could thank his assistant is to pay for her membership to IAAP. He genuinely said, "It's as good as done!"

Since being able to go to the International Convention several years in Toronto, I knew I wanted to sign up for many workshops presented by Gini Courter and Annette Marquis of TRIAD Consulting. They are truly the guru's of Microsoft Office software programs. Their handouts are exceptional and have all the shortcuts, which they also cover in their session. Check out their website at www.triadconsulting.com.

In 2006, the International Conference will be in New Orleans, LA; 2007 – Tampa, FL; 2008 – Reno, NV; but mark your calendars for July 26 – 29, 2009 because it will be great to have the convention coming to our own "back yard" in Minneapolis!

Overall, the convention was extremely organized and very informative. I am extremely thankful that my husband was willing to drive me because there is no way I would have driven in downtown Denver which is where the Convention was located. Two of our children came with us and my daughter commented about all the IAAP participants at the hotel and said, "How come they are all so friendly and nice?" I think we can all be proud of our association and all administrative professionals. Thank you for giving me the opportunity to represent you at International, it was a wonderful conference.