



St. Cloud Quarry Chapter IAAP

November 2005 Newsletter

In this Issue:

From the President	2
Agenda	3
Identity Theft	4
Welcome New Member	5
Calendar	5

Mission Statement:

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

Monthly Education Forum & Business Meeting

“Websites Made Easy/Microsoft Office 2003 Tips & Tricks”

James Rivord, Regal CineMedia

Monday, November 14, 2005, 5:30 – 7:30 p.m.

St. Cloud Refrigeration

604 Lincoln Ave NE, St. Cloud

James (Jim) Rivord, Manager of Software Development for Regal CineMedia assisted our Chapter in building a website. Now Jim will teach us how to use/update the website as well as give us valuable tips on general website development and usage. Jim will also bring us the latest updates on Office 2003.

Meal: To be announced.

RSVP by **Wednesday, November 9th** to Sue Burnett-Pick at suebpick@gmail.com or call 320-251-2532.

Take Your Boss to Lunch - Bosses Day Luncheon

The third annual Bosses Day Luncheon took place on Monday, October 24, 2005 at the Best Western Kelly Inn. John Justin did an extraordinary job educating attendees about the susceptibility to identity theft. Those in attendance gave rave reviews about the realistic tips provided.

Some of John's key points include:

- Purchase a cross-cut shredder for your home and shred any information that contains your name and account information.
- To protect you and your computer, install a firewall, anti-virus program and two spyware programs.
- Protect your mail. Bring outgoing payments to the post office; do not leave them in your mailbox. Promptly remove incoming mail.
- Do not carry your social security card in your wallet. Store it in a safe place.
- Check your credit report, at a minimum, once every twelve months.

See page five of this newsletter for more information and tips on Identity Theft.

This event was co-sponsored with the St. Cloud OfficeTeam Division of Robert Half International. Thanks OfficeTeam for helping us land this top-notch speaker! Thanks also goes to Marlene Winters and Karen Hiemenz for coordinating a high-class event!

The 2005 Executive of the Year award was also presented. This year's winner was Nadine Schnettler of United Way of Central Minnesota. Nadine was nominated by Andi Towner CPS/CAP. Past winners include: Bill Casto, St. Cloud Wireless Holdings (2002); Rob Cavanna, Resource Training & Solutions (2003); Lynn Houle, Initiative Foundation (2004).

Congratulations, Nadine!

From the President...

It's that time again, time to give you an update of all the happenings of your Chapter. I can't believe it has already been a month. I have a friend that reminds me of how many days it is until Christmas. It gets pretty annoying when she is finished Christmas shopping and I haven't even started! I am sure you all have someone you know like that or maybe you are one of "them". You know the kind, those who are so organized they buy all their birthday cards for the year and have them written out ahead for each birthday. Or they have most of their Christmas shopping done before summer even starts! I hope to be one of "them" someday but I can tell you it won't happen this year. Maybe a New Year's Resolution or NOT!

Oh well, getting on to the important things. I made it through my first business meeting of the year last month. To the ones who were there, thank you for being patient with me. I promise I will get Roberts Rules figured out before my term is finished. I have made a manila file folder for each member, so if you missed last month's meeting your handouts will be in your file so you can review them when you attend the next meeting. We have also lowered the price for students attending our monthly meetings. I really hope it will help encourage them to come. The cookbook is still in the making. We are looking at other options for printing because it seems that the person who was going to help us print them won't be able to get to them before Christmas. And we really feel it is important to have them for sale in time for Christmas. We might have to get only 100 printed right now and print more later. My goal is to have them ready for you at the next meeting and hope you will take several to sell. It will contain nearly 200 recipes and have an excellent variety.

I want to make sure everyone brings plenty of extra money to the November meeting so you can buy lots of raffle tickets. We will be raffling off a cheesecake and would really like to make some extra money. Also, if anyone has some items they would like to donate, we could really use some more raffle items. Please take time to look through your closets to find some items you stored away for presents but forgot all about them. I found several of those items when I started cleaning my closet. ☺

Hope to see you all at the next monthly meeting.

International Convention

Just a reminder that hotel registration for the 2006 International Convention in Reno, NV opened November 1. If anyone is even *considering* attending this event, please get your hotel reservations made early - it's always easier to cancel than to try to find accommodations closer to the event. To make your reservation you can go to the IAAP website at www.iaap-hq.org and click on Events and Conferences and page down to International Convention and you will find a link to make your reservations online or call the Reno Hilton at 800-648-5080. Be sure to ask for the IAAP Group Rate.

Meeting Minutes

Due to personal circumstances, the minutes of the October meeting will be e-mailed to members prior to the November 14, 2005 meeting. A hard copy of the minutes will also be available at the November meeting.

Some Fun Thoughts About Dealing with Life

- Accept that some days you're the pigeon, and some days you're the statue.
- Always keep your words soft and sweet, just in case you have to eat them.
- Always read stuff that will make you look good in case you die in the middle of it.
- Drive carefully. It's not only cars that can be recalled by their maker.
- If you lend someone \$20 and never see that person again, it was probably worth it.
- Never put both feet in your mouth at the same time, because then you won't have a leg to stand on.
- Birthdays are good for you. The more you have, the longer you live.

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

AGENDA

Monday, November 14, 2005

St. Cloud Refrigeration, St. Cloud

5:15 - 5:30 p.m. **Registration/Social**

5:30 - 5:50 p.m. **Welcome/Introductions/Dinner**

5:50 - 6:55 p.m. **Program/Educational Forum**

Speaker: James Rivord,

Manager of Software Development for Regal CineMedia

Topic: "Websites Made Easy/Microsoft Office 2003 Tips & Tricks"

6:55 p.m. **Five-minute break**

7:00 - 7:30 p.m. **Call to Order**

1. Approval of October Minutes
2. Treasurer's Report
3. Committee Updates/Reports
 - a. December Social

Unfinished Business:

New Business:

1. New Member Installation: Coleen Schoenleben

Announcements - Good of the Association

Raffle Drawing

Adjournment



Identity Theft

Source: *Identity Theft—National Child Safety Council
John Justin Bosses' Day Luncheon*

HOW THEY GET THE INFORMATION

Even though you think you have secured your personal information, identity thieves have ways of stealing your data for personal gain by:

- **Stealing wallets and purses** with identification on paystubs, Palm Pilots, health-insurance cards, bank and credit cards.
- **Stealing mail** including bank and credit card statements, pre-approved credit card offers, telephone calling cards, and tax information.
- **Diverting mail** by completing a “change of address form”.
- **“Dumpster Diving”** – rummaging through personal or business trash.
- **“Shoulder Surfing”** – looking over your shoulder while you use the ATM or payphone to get your PIN.
- **Acquiring records** (business or personal) at work.
- **Searching homes.**
- **Using the Internet.**
- **Buying personal information** from “inside” sources. (From employees with access to credit or service information)
- **Posing as a telemarketer** taking a survey.

BECOMING YOU – 10 WAYS ID THIEVES USE YOUR INFORMATION

1. **They call your credit card issuer** pretending to be you, and change the mailing address on your credit card account, then run up charges. Because your bills are being sent to a new address, you may not know right away.
2. **They open a new credit card account** using your name, date of birth, and social security number. Then they don't pay the bills and the delinquent accounts are reported on your credit report.
3. **They establish phone or wireless service** in your name or make unauthorized calls that are billed to you.
4. **They open a utility account** under your name.
5. **They open a bank account** in your name and write bad checks.
6. **They file for bankruptcy** under your name to avoid paying debts they've incurred under your name, or to avoid eviction.
7. **They counterfeit checks or use debit cards** and drain your bank account.
8. **They buy cars or homes** by taking out loans in your name.
9. **They use your social security number**, birth certificate, or use another form of I.D. to get a job or a driver's license.
10. **They create a criminal record** under your name. (In rare instances.)

MINIMIZE YOUR RISK

- Adopt a “need to know” approach about giving out your personal information to others.
- Never give out your credit card numbers or personal information on the phone, through the mail, or over the internet unless you have initiated the contact or know who you're dealing with.
- Pay attention to billing cycles and watch your statements.
- Only carry ID and credit cards or bank cards that you will be using.
- Know who has access to your personal information at work.



Wanted: Raffle Items

If you have any items that you would be willing to donate as a door prize or raffle item, please bring it to the November meeting or contact Peggy Sullivan at PeggyS@rasmussen.edu. Thanks!



Mark Your Calendar

CPS/CAP Examinations

November 4-5, 2005

Holiday Social

St. Cloud Holiday Inn & Suites
5:30 p.m., December 12, 2005

January Education Forum & Chapter Meeting

“Office of the Future 2020”
Resource Training & Solutions,
St. Cloud
January 9, 2006

MN-ND-SD Division Annual Spring Professional Conference

Bloomington, MN
May 19-21, 2006

2006 IAAP International Conv.

Reno, NV
August 7-10, 2006

Welcome New Member Coleen Schoenleben

Coleen began working in the Human Resources Department at Catholic Charities six months ago. Previously, she had been an administrative assistant at GLT Architects for 22 years. She says “I have always loved working and have been fortunate to work with wonderful people throughout my career. I like to have responsibility on the job and work independently.”

She has been married to Cal for 33 years who she states “is also my best friend.” She has two married children: A son Rodney who is married to Susan and is an accountant at Boston Scientific; they have three children Andy, Molly, and Sophie. A daughter, Becky, who is married to another Rodney and has two children Abigail and Elliot. The grandchildren are ages 1 to 6 and are her pride and joy!

Coleen joined IAAP at the suggestion of her supervisor. “I am excited about getting to know everyone and to be involved in the group.” Some fun facts about Coleen:

- **Hobbies:** camping, biking and hiking, and scrapbooking.
- **Favorite TV show:** Almost anything on HGTV. I don't have a favorite movie; these days they seem to be all about what my grandchildren want to see with me.
- **Person you would most like to meet and why:** I would like to meet Laura Bush. She has been an inspiration and role model as our First Lady.
- **Dream vacation:** To go to New England in the fall. We just returned from that trip, so I will dream on about another one!
- **Pet peeve:** People who are always being negative about everything! You can always find a bright side to situations.
- **If money were no object:** We would have a cabin on a lake in Northern Minnesota.

Welcome, Coleen!