



St. Cloud Quarry Chapter IAAP

February 2006 Newsletter

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Mission Statement:

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

MONTHLY EDUCATION FORUM & BUSINESS MEETING

“Interpersonal Communications”
Kelly Walz, St. Cloud Wireless Holdings
Monday, February 13th, 2006 5:30 – 7:30 p.m.
St. Cloud Refrigeration
604 Lincoln Ave NE, St. Cloud

Have you ever wondered what message you are communicating to the world? How others perceive you? How well you perceive others? Join Kelly Walz, Training Manager at St. Cloud Wireless Holdings for a look into interpersonal communication. Together we will explore the signals you are sending to others, identify communication styles for business success, and the importance of your attitude!

Meal: Spaghetti with meat sauce, garlic bread and salad.

Cost is \$10; \$5 for students. RSVP by **Wednesday, February 8th** to Sue Burnett-Pick at suebpick@gmail.com or call 320-251-2532.

Who Wants to be a Super-Millionaire?

According to Salary.com, making \$100,000 a year is passé. Now to have the good life the new number to shoot for is \$200,000. If you want to really hit the big time, forget making your first million—you’ll need to be crankin’ in your first \$10 million.

If you aspire to the \$200,000 mark, you should choose one of the following jobs, now pulling in the new “player” salary:

- Neurology surgeon
- Chief Executive Officer
- University Chancellor
- Chief Financial Officer
- Anesthesiologist
- Associate General Counsel
- Chief Operating Officer
- Heart Transplant Surgeon
- Top Investment Executive
- Gastroenterologist

And if you’re shooting for being one the new “super-millionaires,” you’ll want to keep in mind what your colleagues are pulling in:

- Tiger Woods--\$80 million last year.
- Britney Spears--\$23.2 million last year.
- Howard Stern--\$30.1 million last year.



President's Notes

We have a great topic of interest for our February meeting and I think it fits very well around Valentine's Day. How many of us have said, "If only he understood me better." We think our spouses or friends should know exactly what we would like even if we don't tell them. Interpersonal communication affects every part of our life. Communicating correctly and concisely are extremely important attributes in the workplace and at home. I hope you will try to attend the February meeting and we will have some great communication!

On a personal note, I am wondering how many of you can say after reading this story, "That sounds just like my husband." My husband, daughter and I spent last Tuesday viewing colleges. For those of you who watched the news, I-94 was closed from Fergus Falls to Moorhead and guess where we were! We had terrible roads going to Morris and when we finished there, we were told Moorhead had whiteout conditions. But for those who know Dennis, there is no way you tell him he can't drive! We needed to go onto I-94 in Fergus Falls but the gates were closed to the entrance so we stopped at a gas station and an employee told him if he went across town, there is another entrance onto I-94 that doesn't always have the gate closed. We went all the way to the other side of Fergus Falls and entered I-94 and we were the only ones crazy enough to be on the interstate other than the cars and semis in the ditches! Dennis is an excellent driver and we made it to Moorhead in one piece but I had to sit in the back seat because it was too stressful for me to look out the front window and see only white! There is something about how the male is formed because as a female, I would have turned around and gone home within the first hour of starting the day but the male views it as a challenge!

Onto more serious things, please consider being on the chapter board since it is getting to be that time already. I know Lori would really appreciate it if you would consider a position. Remember we are all busy but when I look back on this past year and what has happened both personally and professionally, I can't believe I survived. I admit it gets hectic at times but we all make time for the things that are important to us and hopefully your IAAP chapter is important to you!

--Leah Posterick, St. Cloud Quarry Chapter President

It's Not Too Late to Make Career Resolutions

--Submitted by OfficeTeam

Already, 2006 is well underway, but that doesn't mean it's too late to make New Year's resolutions, especially ones aimed at improving your career. In a recent survey of managers conducted by OfficeTeam, 31 percent said their wish at work would be to develop a new skill. Other popular responses included spending less time in the office and improving relationships with bosses and coworkers.

The start of a new year provides an opportunity to take stock of your career and outline steps for advancing. Employees at all levels must continually develop their professional skills and abilities in order to reach their full potential and remain engaged at work.

Following are some additional career-planning tips for 2006:

- **Start studying.** Commit to expanding your technical knowledge by learning a new software application or attaining a professional certification, such as the International Association of Administrative Professionals' Certified Professional Secretary or Certified Administrative Professional designations.
- **Focus on soft skills.** Interpersonal abilities, or soft skills, are increasingly seen as a differentiator in the workplace. Being a strong communicator and working well with others are pivotal for administrative professionals, who often work in team settings. Develop your soft skills by identifying areas of weakness, such as business acumen, and taking steps to improve, like enrolling in a general business course.
- **Start fresh.** Settle any past misunderstandings with supervisors or colleagues and take the lead in improving these relationships in the new year.
- **Re-establish lost connections.** Now is a good time to reach out to members of your professional network with whom you have lost touch. These contacts are valuable resources, and renewing old ties can lead to new business or career opportunities.

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 the St. Cloud office at (320) 240-0991.

Don't Let the Meeting You Attend Descend Into Just Another Gripe Session

Have you ever been to a meeting where it seems like all the other attendees want to do is blame others for their failure to reach a goal? If you have, you know what a huge waste of time and energy these meetings can be.

But as an attendee is there anything you can do to get the flow of the meeting going in a more productive direction? You bet there is. Break in the chatter when you see your chance, and start out by agreeing with some point that has been made, then skillfully lead the conversation in a direction that is forward thinking—rather than just backpedaling into the blame game. Once you have the group's attention, then do some brainstorming to get the ideas flowing. Once ideas are being generated it's a good idea for someone to write down what is being said. Before the meeting ends, see if a to-do list can be matched with people willing to take on the tasks the new ideas will require.

Benefits of IAAP Membership

Continuing Education – Earn Continuing Education Credit (CEUs) and/or CPS/CAP recertification points at Chapter, Division and International meetings and conferences.

Networking – Meet and exchange ideas with other office professionals.

Professional Growth – Enhance your career and develop self-confidence.

Leadership Development – Learn team-building and organizational skills as a committee member, committee chair, and/or chapter officer.

Technology Updates – Keep up to date on industry trends and technology advances.

Professional Publications – OfficePro® Magazine, Bits & Bytes Newsletter, District Newsletter, Division Newsletter and other Chapter newsletters.

Professional Certification – Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP).



IMPORTANT! The Chapter Needs Your Help!

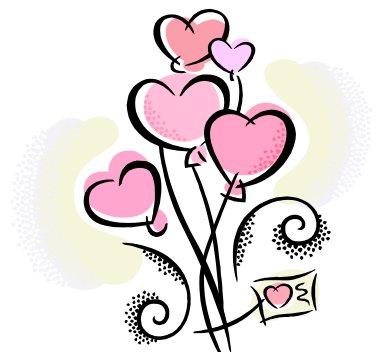
We are in need of two or three people to be on the Nominations Committee to begin the process for 2006-2007 board members. Please keep this in mind as the time is quickly coming when we will need to vote for new board members. If you are interested in being on the Nominations Committee or the board for next year, please contact Lori Oldenburg at 320-230-4437 or e-mail at lori@stcloudrefrig.com.

Website Updates

Reminder: Please update your information on our Chapter website at www.iaap-stcloudquarry.org. Go to the "Members" section and enter your member number. The password is "Quarry". In the future, we would like to recognize birthdays in our monthly newsletter and would pull the information from the members section on the website.

St. Cloud Quarry Chapter Board Members 2005-2006

President – Leah Posterick	lposterick@ifound.org
President-Elect – Lori Oldenburg	lori@stcloudrefrig.com
Vice President – Peggy Sullivan	peggys@rasmussen.edu
Treasurer – Bev Radaich	bradaich@csbsju.edu
Secretary – Sue Burnett-Pick	suebpick@gmail.com



Happy Anniversary!

At this time, we would like to recognize the following members for their commitment to professional excellence through membership in our Chapter:

August

Lori Oldenburg – 2 years

September

Florann Grettum, CPS – 45 years

Andi Towner, CPS – 14 years

Shirley Kelly – 3 years

October

Kelly Sitzman – 2 years

Michelle Gorke – 2 years

Pamela Reding – 1 year

Joyce Rife – 5 years

November

Gloria Lenzen – 15 years

Beverly Radaich – 4 years

Peggy Sullivan – 4 years

Sue Burnett-Pick – 2 years

Karen Hiemenz – 6 years

Leah Posterick – 5 years

January

Carolyn Fowler, CPS/CAP – 12 years

Jeanne Terres – 5 years

Bonnie Stier/OfficeTeam – 4 years

February

Kathie Lewandowski – 40 years

Ann Murray, CPS – 30 years

Diane Beck, CPS/CAP – 14 years

Kris Kowalzek – 7 years

Lisa Schmitz – 2 years

Best wishes for continued success!

Winning Bumper Stickers

- I get enough exercise just pushing my luck.
- When you do a good deed, get a receipt in case heaven is like the IRS.
- I took an IQ test and the results were negative.
- How many roads must a man travel down before he admits he is lost.

Dates to Remember...

Professional Education Conference

Las Vegas, NV

February 26-March 1, 2006

March Education Forum & Chapter Meeting

“Customer Service: Keeping Customers for Life”

Resource Training & Solutions, St. Cloud

March 13, 2006

Administrative Professional Seminar

“Memory Power”

Location TBA

April 10, 2006

Administrative Professionals Week

April 23-29, 2006

MN-ND-SD Division Annual Spring Professional Conference

Bloomington, MN

May 19-21, 2006

2006 IAAP International Convention

Reno, NV

August 7-10, 2006

Thank You! Thank You! Thank You!

A big “THANK YOU” to St. Cloud Refrigeration for being a host site for our February meeting.

2005 – 2006 Chapter 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

2005 – 2006 St. Cloud Quarry Chapter Programs

- September 12, 2005 **St. Cloud Quarry Chapter Open House**
Location: Kelly Inn, St. Cloud
- October 10, 2005 **Get a Better Job, Write a Better Resume**
Lori Glanz-Gambrino, Vice President Human Resources, St. Cloud Wireless Holdings
Location: Resource Training & Solutions, St. Cloud
- October 24, 2005 **Take Your Boss to Lunch – Bosses Day Luncheon**
John Justin, Crime Prevention Specialist, St. Cloud Police Dept.
Location: Kelly Inn, St. Cloud
- November 14, 2005 **Websites Made Easy/Microsoft Office 2004 Tips & Tricks**
James Rivord, Manager of Software Development, Regal CineMedia
Location: St. Cloud Refrigeration
- December 12, 2005 **Holiday Social**
- January 9, 2006 **Office of the Future 2020**
Sue Antolak, Branch Manager of St. Cloud OfficeTeam and Accountemps,
Divisions of Robert Half International, Inc.
Location: Resource Training & Solutions, St. Cloud
- February 13, 2006 **Interpersonal Communications**
Kelly Walz, Training Manager, St. Cloud Wireless Holdings
Location: St. Cloud Refrigeration
- March 13, 2006 **Customer Service: Keeping Customers for Life**
Martha Roth, Resource Training & Solutions
Location: Resource Training & Solutions, St. Cloud
- April 10, 2006 **Administrative Professional Seminar – Memory Power**
Michael Monroe Kiefer M.S.
Location: To Be Announced
- May 8, 2006 **Time Management – Balance Your Life Personally and Professionally**
Dr. Robert Cavanna, Executive Director, Resource Training & Solutions
Location: St. Cloud Refrigeration
- June 13, 2006 **St. Cloud Quarry Chapter Awards Program/Officer Installation**
Martha Roth, Resource Training & Solutions
Location: St. Cloud Refrigeration
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St. Cloud Quarry Chapter, IAAP
Monthly Educational Forum & Membership Meeting

AGENDA

Monday, February 13, 2006

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: Kelly Walz, Training Manager, St. Cloud Wireless Holdings
Topic: "Interpersonal Communications"
- 6:55 p.m. **Five-minute break**
- 7:00 - 7:30 p.m. **Call to Order**
1. Approval of January Minutes
2. Treasurer's Report
3. Committee Reports/Updates
- Unfinished Business:**
- New Business:**
- Announcements - Good of the Association**
- Raffle Drawing**
- Adjournment**



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 stated 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 for the meal whether or not you are there.

