



St. Cloud Quarry Chapter IAAP

October 2006

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Mission Statement:

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

St. Cloud Quarry Chapter Open House

Guest Speaker: Lisa Hogan, President of the MN-ND-SD Division of IAAP
Monday, October 9, 2006, 5:30-7:30 p.m.
Kelly Inn, St. Cloud

Bring a friend! Please join us for a social and dinner/education forum. A panel of seasoned and professional MN-ND-SD IAAP Division and St. Cloud Quarry Chapter members will focus on helping invited guests understand the benefits and advantage of becoming an IAAP member.

Meal: Grilled Chicken Breast Sandwich, potato chips, fresh fruit.

Cost is \$15 for members; OPEN HOUSE GUESTS ARE FREE; and \$10 for students. **RSVP by Thursday, October 5, 2006** to Lisa Schmitz via e-mail at lisa@smamn.com or phone 320-258-5585. Please remember our no show policy (see page 3). Note: If you have special dietary needs please e-mail me at lorjay22@charter.net immediately and we will make special arrangements for you.

DIVISION NEWS

Greetings everyone!

On Thursday, October 19, 2006, you are invited to attend the FREE 2006 MEETINGS QUEST Fall Tradeshow scheduled at the Hyatt Regency Hotel Minneapolis. Your PR Team will be hosting an IAAP information booth in the Exhibits Hall and if you've got some free time that afternoon we'd love to have you join us in sharing the word about IAAP to the admins in attendance!

Plan to Attend:

October 19, 2006

Hyatt Regency Minneapolis – 1300 Nicollet Mall - 612-370-1450

Registration Opens at 8:00AM

Pre-Register today at <http://www.meetingsquest.com> or call 800.735.7770 to register over the phone.

Lila Kalish CAP and Georgann Bestler Wenisch CAP
MN-ND-SD Division Public Relations Team Co-Chairs

REMINDER!

The **SHOP 'TIL YOU DROP** event is fast approaching (October 7th). Please keep advertising and getting those flyers out. Get one posted at the bank, grocery store, hair dresser, workplace, etc. Carry flyers around with you and wherever you don't see one up, ask if you can put one up. The Board is really counting on everyone to make this an awesome fund-raiser. The vendors are counting on us to be the advertisers...so let's get them flyers out! (Flyer attached)

FROM THE PRESIDENT...

Happy Fall Season Everyone,

It sure is hard to believe that the season is changing already. Summer has flown on by and I am not sure I had a chance to enjoy it. I do like the beautiful colors of fall, the crisp, clean-feeling air, and the smell of pumpkin.

Thanks to everyone who participated in last month's meeting. Thanks to Gil from Avery who had some great new items to show us. I know I was eager to and have placed an order for some of the products that were introduced to us. I hope everyone has had a chance to check out the nice packets that were given out at the meeting. Special thanks to Pat Zwack for the tip of the month. Pat introduced to us to the book she is reading and thought that we could all benefit from it. Thanks Pat for the team spirit!

October will be a full month for our chapter. We changed the impact meeting to October this year, and I am really excited to have Division President, Lisa Hogan CPS speaking to us. Lisa will be here to tell us about IAAP and what it has to offer new members both professionally and personally. She will renew the SPIRIT of current members and just remind us of the value of IAAP. Our chapter is always looking for new members and I am asking everyone to please bring a guest on Monday, October 9th. Show them the value of IAAP and what it has done for you and your career and what it can do for them also. I have a nice gift for everyone who brings a guest this month. You will also receive points for the current chapter challenge. I hope to see a lot of new faces October 9th. RSVP to Lisa at lisa@smamn.com by October 5th. Our guests will receive a free dinner and meeting this month. I will need someone to give a "Tip of the Month" at this meeting. Maybe someone would like to talk about IAAP and the experience they have had? Please email me if you are interested.

October is also our fundraiser Shop 'Til You Drop event...October 7th, 9:00 a.m. – 3:00 p.m. I need volunteers to run the IAAP booth. I would like to do two hour shifts. Please email me and let me know if you are available and what times. I will compile a list and let everyone know the schedule. Shift times are as follows: 9-11, 11-1, 1-3. If you are available and would like to help please email me at Lorjay22@charter.net. Invite friends, family, neighbors and co-workers. Together, let's make this an awesome event. If anyone needs more flyers to put up please let me know and I will get them for you.

October 15, 16, and 17 is the fall division meeting at Maddens resort in Brainerd. I will be attending as your delegate and will have a report when I return.

Thanks to everyone for keeping the TEAM SPIRIT. Hope to see you all at the meeting!

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)



TYPO TRAGEDY

-- Submitted by OfficeTeam

One Small Mistake Can Ruin Your Chances for an Interview...

According to a recent survey by Office Team, 84 percent of executives polled said it takes just one or two errors in a resume to completely remove a candidate from consideration for a job opening. Resumes are often a job seeker's first contact with prospective employers, and professionals who submit application materials with typographical or grammatical errors may be seen as lacking polish or attention to detail.

To ensure your resume doesn't end up in the "circular file," here are some proofreading tips:

- **Ask friends and family for assistance.** In addition to using the computer's spell-check tool, you should ask friends and family to help proofread your resume.
- **Turn to a staffing firm, alumni association or career center.** If friends and family are not available to assist you, call on the experts, such as local staffing managers and recruiters or representatives from your alumni association or college career center.
- **Ask an industry professional.** Having someone who is already in the industry look over your resume is a smart move. He or she could provide feedback on the best style to use or which aspects of your background to highlight.
- **Pay attention to e-resumes.** If you send your job application materials via e-mail, remember to remain diligent. You don't have a free pass when it comes to typos. Mistakes, whether in writing or electronic form, are still considered unacceptable when applying for a new position.

Your resume conveys a strong message about the kind of worker you are, so don't let the document read: un-hirable!

Office Team is the world's leading staffing service specializing in the placement of 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.

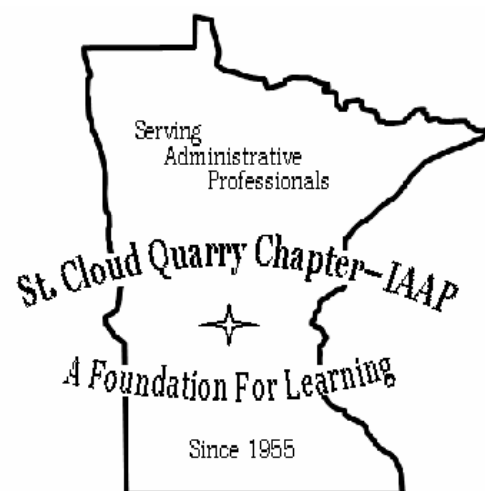
NO SHOW POLICY

REMINDER: For all regular monthly meetings, all "no shows" will be billed \$15, 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.

Future International Convention Sites:

- **2008** – Hilton Riverside, New Orleans, LA
July 27-30, 2008
- **2009** – Minneapolis Convent Center, Minneapolis, MN
July 26-29, 2009
- **2010** – Hynes Convention Center, Boston MA
July 18-21, 2010
- **2011** – Montreal Palais de Congress Convention Center, Montreal, Quebec
July 24-27, 2011



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

AGENDA

Monday, October 9, 2006

Location: Kelly Inn, St. Cloud

- 5:15 – 5:30 p.m. **Set-Up/Registration/Social**
- 5:30 – 6:00 p.m. **Welcome/Introductions/Dinner**
- 5:50 – 6:55 p.m. **Program/Educational Forum**
Speaker: Lisa Hogan, President of the MN-ND-SD Division of IAAP
Topic: “?????”
- 7:00 p.m. – **Business Meeting**
NO BUSINESS MEETING THIS MONTH
- Topic/Tip of the Month**
- Adjournment**



**St. Cloud Quarry Chapter, IAAP
Meeting Minutes
September 11, 2006**

Present: Amanda Bruno, Andi Towner CPS, Bev Radiach, Florann Grettum CPS, Gloria Lenzen CPS/CAP, Joanne Wiesz, Joyce Rife, Karen Hiemenz, Kathie Wilke, Kathy Lewandowski CPS, Kris Kowalzek, Leah Posterick, Lisa Schmitz, Lori Oldenburg, Marlene Winters, Natalie Ethen, Pat Zwack CPS/CAP, Sue Pick, Sue Tomczik, Sunny Ithivongkham, Stephanie Hensel.

Meeting called to order at 7 p.m. by Lori Oldenburg

Approval of Minutes (June 12, 2006)

Motion made and seconded to accept the minutes as written. Vote: Unanimous. Motion passed.

Treasurer's Report

The June treasurer's report was accepted and will be filed for audit.

Committee Updates/Reports

- Audit Committee did audit on 2005-2006 reports. Questioned the bank charges we are paying if they are necessary, because a lot of banks offer free checking accounts. Treasurer will be researching new banking institutions and looking at changing account to a free account.
- Membership Committee revised the membership packets.
- **Shop 'Til you drop:** 2006 fundraiser will be held on October 7, 2006, from 9 a.m. to 3 p.m. at the Kelly Inn. We have 23 vendors confirmed. We will have the University Room and part of the hallway outside the room. Kathy Lewandowski volunteered to help out where needed that day. We will be advertising with a portable sign in the Kelly Inn parking lot on Division Street. We are also asking that the members advertise and post the flyers at their workplaces. Lori thanked all the help for the volunteers who helped create the flyers and organizing the event.
- Lori reviewed the volunteers for the committees. It was decided because we did not have a volunteer to chair the Bosses' Luncheon that it would not be held.

Toner Cartridge Fundraiser

Gloria explained the "Recycling" fundraiser. She had emailed the information to the members; if you didn't receive this information, please contact Gloria. Collect items and bring to the meetings.

Cub Food receipts

Keep collecting and envelopes are provided so that we know the date the receipts are due and who to mail them to.

Education meetings for 2006-2007

Thank you to Natalie and Joyce for arranging the 2006-2007 education meetings. Brochures were passed out.

December Social

Will be held on December 11, 2006, we will be caroling at Good Shepherd Lutheran Home. Invitations will be distributed at the next meeting.

Monthly dues/Budget discussion

Lori explained why the board felt that it was time to raise the monthly membership dues to \$15.00 a meeting. Her explanation follows:

- The Kelly Inn/Green Mill does not charge us for the use of the meeting room. We will order all meals thru them. The cost of the meals will be around \$9.75/person for hot meals and \$8.00/person for a cold salad. These prices are discounted to the lunch menu prices. The breakdown of how the board had to come to the amount we did for the meals.

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Meal is $\$9.75 \times 17\% \text{ gratuity} \times 7\% \text{ sales tax} = \$12.21/\text{person}$

$\$15.00 - \$12.21 = \$2.79/\text{person}$ profit for the chapter

Example: 20 members and 1 speaker

Cost for providing meal at meeting - 21 meals $\times \$12.21/\text{person} = \256.41

Revenue for the chapter – 20 members $\times \$15.00 = \300.00 – Chapter collects $\$256.41$ from members = $\$43.59$ is revenue.

$\$43.59 \times 10$ meetings = $\$435.90$ (if we have 20 people attending each meeting) – Take this revenue and spend it on quality speakers, which what we have done this year.

Discussion regarding student rate and guest rate was tabled and board will discuss and report back at next meeting.

Fall MN-ND Division meeting

Held this year at Madden's Resort on Gull Lake, October 13, 14 and 15. Reminder to members that are not staying at Madden's that there will be no food available to you.

Tip of the Month

Lori has started a topic/tip of the month. Each monthly meeting she will have a member give a tip of the month.

Pat Zwack presented a book named "Good to Great" and the author is Jim Collins.

Raffle drawing

Adjournment

Respectfully submitted by,



DATES TO REMEMBER...

- **MN-ND-SD Fall Education Conference**
Maddens Resort, Brainerd
October 13-15, 2006
- **Administrative Professional's Week**
April 22-28, 2007
- **MN-ND-SD Annual Meeting**
Doublewood Inn, Fargo, ND
May 18-20, 2007
- **IAAP International Convention**
Tampa Convention Center, Tampa, FL
July 29-August 1, 2007
- **IAAP Certification Seminar**
Marriott Rancho Las Palmas Resort & Spa, Palm Springs, CA
October 15-18, 2007