



St. Cloud Quarry Chapter IAAP

November 2006

In this Issue:

From the President	2
Working Under the Weather?	3
No Show Policy	3
Agenda	4
September Meeting Minutes	5
Dates to Remember	6
October Meeting Minutes	7
Program Listing	8

MONTHLY EDUCATION FORUM & BUSINESS MEETING

Guest Speaker: Kelly Walz, St. Cloud Times
Monday, November 13, 2006, 5:30-7:30 p.m.
Kelly Inn, 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 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: Yankee Pot Roast, Mashed Potatoes with Gravy, Fresh Vegetable.

Cost is \$15 for members; \$20 for non-members; and \$10 for students. **RSVP by Thursday, November 9th** 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.

HAPPY ANNIVERSARY!

August:

Lori Oldenburg, 3 years

September:

Florann Grettum, 46 years
Andi Towner, 15 years
Amanda Bruno, 1 year

October:

Michelle Gorka, 3 years
Pam Reading, 2 years
Debra Owens, 1 year
Joyce Rife, 6 years

November:

Gloria Lenzen, 16 years
Bev Radiach, 5 years
Peggy Sullivan, 5 years
Sue Burnett-Pick, 3 years
Karen Hiemenz, 7 years
Leah Posterick, 6 years



Mission Statement:

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

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)

FROM THE PRESIDENT...

Happy Harvest to the St. Cloud Quarry "Team"! I would like to thank Lisa Hogan for the great presentation on October 9th. I hope everyone is revved up and ready to get the "SPIRIT" and Spread Passion Inspiration Reliability Innovation and Trust. Most of the board and I attended the MN-ND-SD Division Meeting at Maddens Resort on October 13, 14 and 15th. We gathered lots of information and will have some available to you at the meeting in November. My delegate's report will also be available at the meeting. We will be working hard the next few months to talk to a few colleges in town and possibly get some student members. If anyone is interested in helping the TEAM with this project, please contact Marlene Winters via email at marpoo6@charter.net. We welcome any help we can get with this project.

Time keeps ticking and another month has gone on by like the cold November wind, can everyone say "hello winter"? Sure has felt like Winter lately, however, it is really only Fall. Mother Nature can sure give us conflicting signs sometimes, she gets us all confused. Have you ever wondered what message you give to other people? How you perceive others and how they perceive you is important. You do not want to give the wrong impression of yourself or your company. Our presenter this month will explore the signals you are sending to others, identify communication styles for business success, and the importance of your attitude. I hope you will join us as Kelly Waltz helps us understand "Interpersonal Communications."

Again, I am asking that someone give a tip or information for the month. If you are interested please email me and I will get you on the agenda.

Thank you and make it a great day!

--Lori Oldenburg, President

YOU'RE FROM RURAL MINNESOTA IF....

- ★ You know what "knee-high by the Fourth of July" means.
- ★ You were delighted to get a miniature snow shovel for your third birthday.
- ★ You buy Christmas presents at Fleet Farm or Menards.
- ★ You hear someone use the word "oof-dah" and you don't immediately break into uncontrollable laughter.
- ★ You or someone you know was a "Dairy Princess" at a county fair.
- ★ You know that "combine" is a **noun** and a verb.
- ★ Football and Hunting schedules are checked before wedding dates are set.
- ★ You have driven your car on a lake on purpose.
- ★ You can make sense out of the word "upnort" and "batree".
- ★ You always believed that vacation meant "going up North".
- ★ Your definition of a small town is one that only has one bar and one church.
- ★ You think that the start of deer season and the fishing opener is a national holiday.
- ★ Pop is not only what you call your dad, but it is the ONLY name for soda.



WORKING UNDER THE WEATHER? DON'T LET GUILT KEEP YOU FROM TAKING CARE OF THAT COLD!

-- Submitted by OfficeTeam

Do you feel guilty staying home with the sniffles? If so, you're not alone. A recent OfficeTeam survey revealed that 80 percent of employees come into work sick rather than take the day off.

People come to the office when ill for a number of reasons: They worry about falling behind on projects or burdening another staff member with their work. Taking time off also can prove difficult if you're saving days off for a trip to Jamaica.

However, showing up at your desk when you'd rather be under it could have considerable consequences. Trading critical rest for non-productive time in the office can cause your illness to worsen. In some instances, you may even end up taking off more time down the road than if you'd stayed home a day or two at the onset of a cold. Plus, coworkers will not appreciate you introducing them to a bug at the morning meeting.

If you still can't convince yourself to take time off, try a compromise. If it's possible to do so, working from home may keep you on point with your workload and offer the flexibility needed to rest and quarantine germs.

With winter right around the corner, you may want to speak to your supervisor about your organization's sick-day practices. You may learn that even though some bosses drag themselves into work sick, they'd probably prefer that you didn't.

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 that you RSVP as a "yes", 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 at lisa@smamn.com or phone 320-258-5585.

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 Convention 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



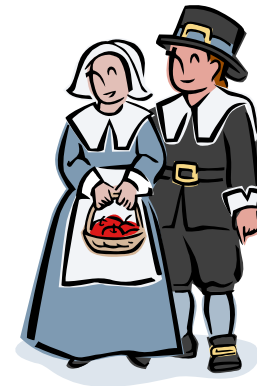
St. Cloud Quarry Chapter, IAAP Monthly Educational Forum & Membership Meeting

AGENDA

Monday, November 13, 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: Kelly Walz, St. Cloud Times
Topic: “Interpersonal Communication”



- 7:00 p.m. – **Business Meeting**
1. Call to Order
 2. Approval of September and October Minutes
 3. Treasurer’s Report for September and October
 4. Committee Reports/Updates
 - December Social: Pat Zwack, CAP; Andi Towner, CPS
 - Membership: Marlene Winters (College Visits)
 - Delegates Report

Unfinished Business

New Business

1. New Member Installation
2. Administrative Professionals Week
3. Corporate Sponsor

Topic/Tip of the Month

Team Awards

Announcements/Good of the Association

1. Homemade Gourmet – Cindy Chancellor/Gloria Lenzen

Raffle Drawing

Adjournment – Have a safe and happy Thanksgiving, everyone!!

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

Present: Amanda Bruno, 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,

Lisa Schmitz, Secretary

IAAP HISTORY – DID YOU KNOW...

- ★ During the early years of WWII, the US Government issued frantic calls for secretaries, clerks and others who could assist in the war effort, mainly by manning the home front and the office front.
- ★ In 1942, the National Secretaries Association (NSA) was formed to provide a network for secretarial staff.
- ★ The first Certified Professional Secretary (CPS) exam was administered in August, 1951. Professional Secretaries Week originated shortly after in 1952.
- ★ In 1954, the first NSA chapter outside the United States was installed in Niagara Falls, Ontario, Canada.
- ★ The name of the organization was changed from National Secretaries Association (NSA) to Professional Secretaries International (PSI) in 1981. It was changed again in 1998 to International Association of Administrative Professionals (IAAP).

DATES TO REMEMBER...

- **CPS/CAP Examinations**
November 3-4, 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

**St. Cloud Quarry Chapter IAAP
Meeting Minutes
October 9, 2006**

Present: Members – Amanda Bruno, Joanne Brisse, Natalie Ethen, Florann Grettum CPS, Gloria Lenzen CPS, Kathie Lewandowski CPS, Lori Oldenburg, Leah Posterick, Bev Radaich, Joyce Rife, Peggy Sullivan, Sue Tomczik, Joanne Wiesz, Kathi Wilke, Marlene Winters, Pat Zwack CPS/CAP.

Guests – Rachael Heily, Laura Kunkel, Pat McCall, Ashley Oldenburg & Lisa Hogan.

President Lori Oldenburg called the October business meeting to order.

President Oldenburg first thanked all of the members who helped with the organization and worked on the Shop 'Til You Drop event at the Kelly Inn. She added that the event was, in the board's opinion, a success. Pat Zwack, CPS asked if there was a financial report on the event that members could see, President Oldenburg informed everyone that it would be available at the November meeting.

President Oldenburg thanked the guests for attending the Impact Meeting and gave them welcome gifts. She also gave thank you gifts to Sue Tomczik for bringing guests to the Impact Meeting; Natalie Ethen for her work on the Education Committee and Lisa Hogan for speaking at the Impact Meeting.

President Oldenburg conducted the monthly door prize raffle. Winners of the raffle prizes were: Natalie Ethen, Pat Zwack CPS/CAP, Lori Oldenburg and Peggy Sullivan.

For the Good of the Chapter:

- Gloria Lenzen, CPS thanked those members who brought used toner cartridges to the meeting for helping with a fund raising project and reminded all members to keep collecting the cartridges as it is a fairly painless way to raise funds for the chapter. Gloria also announced that Cindy Chancellor, from Homemade Gourmet will be here in November for a fun fundraising event. There will be samples and such.
- Pat Zwack, CPS handed out printed versions of the invitation to the Chapter Christmas Social which were sent via e-mail earlier in the day because some members may not have received the invite due to spam blockers on their computers. Pat added that one aspect of the social will be caroling and she asked members to bring a Santa hat to the party if they have one so the group will have hats for caroling.
- Pat Zwack, CPS announced that the musical group The Half Steps would be in concert on November 18th at the Cathedral High School Performing Arts Center as a premier for their new CD. She added that tickets were \$7 for adults and encouraged members to consider attending.

President Oldenburg reminded members that she and Joyce Rife along with several members planned to attend the Fall Division Meeting at Madden's Resort in Brainerd. She added that she would be the chapter delegate and Rife would be the alternate. She asked members if they wished to send their delegate as instructed or uninstructed. Gloria Lenzen, CPS moved to send President Oldenburg as the chapter delegate to the fall division meeting. Pat Zwack, CPS, seconded the motion. President Oldenburg asked if there was discussion of the motion. Florann Grettum, CPS asked to amend the motion to include sending Vice-President Joyce Rife as an alternate delegate and that both go as uninstructed. Kathie Lewandowski, CPS seconded the motion. There was a call for a vote on the amended motion. The amended motion carried.

President Oldenburg adjourned the meeting.

Respectfully submitted,

Beverly J. Radaich, Treasurer



2006 – 2007 St. Cloud Quarry Chapter Programs

September 11, 2006	Business Solutions for Greater Productivity Gil Castaneda, Avery Dennison Location: Kelly Inn, St. Cloud
October 9, 2006	St. Cloud Quarry Open House Lisa Hogan, President of the MN-ND-SD Division of IAAP Location: Kelly Inn, St. Cloud
November 13, 2006	Interpersonal Communications Kelly Walz, St. Cloud Times Location: Kelly Inn, St. Cloud
December 11, 2006	Holiday Social Location: <i>To be announced</i>
January 8, 2007	Dress to Impress Joyce Nelson Shellhart Location: Kelly Inn, St. Cloud
February 12, 2007	Personal Safety John Justin, Crime Prevention Specialist, St. Cloud Police Department Location: Kelly Inn, St. Cloud
March 12, 2007	Eating on the Run – Healthy Choices for Busy People Diane Giambruno, CentraCare Health Systems Location: Kelly Inn, St. Cloud
April 9, 2007	People-Reading Advanced Michael Monroe Kiefer, M.S. Location: Kelly Inn, St. Cloud
May 14, 2007	To Be Announced Location: Kelly Inn, St. Cloud
June 11, 2007	St. Cloud Quarry Chapter Awards Program/Officer Installation Martha Roth, Resource Training & Solutions Location: Kelly Inn, St. Cloud