



# St. Cloud Quarry Chapter IAAP

February 2007

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## Mission Statement:

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

## MONTHLY EDUCATION FORUM & BUSINESS MEETING

### “Personal Safety”

**Guest Speaker: John Justin, St. Cloud Police Department**  
**Monday, February 12, 2007, 5:30-7:30 p.m.**  
**Kelly Inn, St. Cloud**

Officer Justin, a 10-year veteran of the St. Cloud Police Department and 21-year veteran of the US Army Military Police, will offer examples of the dangers to watch for in our community and elsewhere, and explain what we can do to protect our families and ourselves. Come prepared to ask questions about your personal safety concerns.

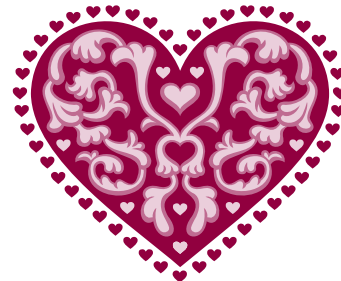
Meal: Fettuccini Alfredo with Chicken, Salad, and fresh bread.

Cost is \$15 for members; \$20 for non-members; and \$10 for students. **RSVP by Thursday, February 8<sup>th</sup>** to Lisa Schmitz via e-mail at [lisa@smamn.com](mailto: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](mailto:lorjay22@charter.net) immediately and we will make special arrangements for you.

## HAPPY ANNIVERSARY!

### February:

Diane Beck – 16 years  
Lisa Schmitz – 4 years  
Kathy Lewandowski – 42 years  
Ann Murray – 32 years  
Tina Yorek – 1 year  
Kris Kowalzek – 8 years



## 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...

Greetings everyone!

February is right around the corner and seems to be a busy month. We can't forget Valentine's Day! I get all "googly" over this day, I am not sure why, but I really like Valentine's Day. My hubby is a great valentine and never forgets me on that day. He never sends flowers but always comes up with a neat gift for me. Last year it was singing balloons, the year before it was a chocolate bouquet, yum. Of course, as we all know, it is **all** about the chocolate.

February is American Heart Month. Every year more Americans die from heart disease than any other disease. Visit the American Heart Association's web site at [www.americanheart.org](http://www.americanheart.org) or [www.heartforwomen.org](http://www.heartforwomen.org), they are both great sites for information regarding heart disease.

It is also that time of year when we need to think about the nominating committee. This person is responsible for submitting a list of candidates for the positions of President-Elect, Treasurer, Secretary, and Vice President for the 2007-2008 term. If you are interested, please email Lori or Joyce and we will get you the information needed. [Lorjay22@charter.net](mailto:Lorjay22@charter.net) or Joyce at [jerife@resourcetraining.com](mailto:jerife@resourcetraining.com). We are also still in need of volunteers for the April meeting. Please see Lori if you are interested.

The St. Paul Chapter, along with OfficeTeam, is holding a Professional Seminar on February 19, 2007. You can check out the information on their website at [www.iaap-saintpaul.org](http://www.iaap-saintpaul.org). If anyone is attending and would like to share a ride, please contact Tami Mortonson at OfficeTeam.

Our educational speaker this month has been with us before, he is a great speaker and I did not hesitate to have him back this year. John Justin from the St. Cloud Police Department, is going to be with us this month to talk about a topic that is important to us all...personal safety. With the latest crimes against women in the St. Cloud area, I really feel this is an important topic. Ask yourself, do you really know how to handle a bad situation, or better yet, maybe how to avoid a bad situation. Come prepared with your questions about personal safety. Bring a friend or coworker, and learn some important information on how to stay safe.

--Lori Oldenburg, President

## HAPPY BIRTHDAY!

Happy belated birthday to Diane Beck who celebrated her birthday on November 15!

I have no record for any February birthdays. If I missed your birthday please let me know. --Lori

## MN-ND-SD Division Annual Meeting

Mark your calendars! I encourage all members to join us in Fargo May 18-20, 2007 for the MN-ND-SD Annual Meeting. This year's annual meeting will be hosted by the Red River Chapter, which is celebrating their 50th Anniversary as a chapter. They have a great weekend planned for us. More information coming next month...

--Lori

## APW Pins

Lori will be submitting an order on January 31<sup>st</sup> for the 2007 Administrative Professional Week pins. If you would like one please email Lori by January 30<sup>th</sup> at [Lorjay22@charter.net](mailto:Lorjay22@charter.net).

## DATES TO REMEMBER...

- **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

## FUN FACTS

- ✓ "Stewardesses" is the longest word typed with only the left hand and "lollipop" with your right.
- ✓ No word in the English language rhymes with month, orange, silver, or purple.
- ✓ "Dreamt" is the only English word that ends in the letters "mt".
- ✓ Our eyes are always the same size from birth, but our nose and ears never stop growing.
- ✓ The sentence: "The quick brown fox jumps over the lazy dog" uses every letter of the alphabet.
- ✓ The words 'racecar,' 'kayak' and 'level' are the same whether they are read left to right or right to left (palindromes).
- ✓ There are only four words in the English language which end in "dous": tremendous, horrendous, stupendous, and hazardous.
- ✓ There are two words in the English language that have all five vowels in order: "abstemious" and "facetious".
- ✓ TYPEWRITER is the longest word that can be made using the letters only on one row of the keyboard.
- ✓ A cat has 32 muscles in each ear.
- ✓ A goldfish has a memory span of three seconds.
- ✓ A "jiffy" is an actual unit of time for 1/100th of a second.
- ✓ A snail can sleep for three years.
- ✓ An ostrich's eye is bigger than its brain.
- ✓ Babies are born without kneecaps. They don't appear until the child reaches 2 to 6 years of age.
- ✓ February 1865 is the only month in recorded history not to have a full moon.
- ✓ In the last 4,000 years, no new animals have been domesticated.
- ✓ Leonardo Da Vinci invented the scissors.
- ✓ Peanuts are one of the ingredients of dynamite!
- ✓ Rubber bands last longer when refrigerated.
- ✓ The average person's left hand does 56% of the typing.
- ✓ The microwave was invented after a researcher walked by a radar tube and a chocolate bar melted in his pocket. (Good thing he did that)
- ✓ The winter of 1932 was so cold that Niagara Falls froze completely solid.
- ✓ Winston Churchill was born in a ladies' room during a dance.
- ✓ Women blink nearly twice as much as men.

## 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](mailto: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, February 12, 2007

**Location: Kelly Inn, St. Cloud**

5:00 – 5:30 p.m.      **Set-Up/Registration/Social**

5:30 – 6:00 p.m.      **Welcome/Introductions/Dinner**

6:00 – 7:00 p.m.      **Program/Educational Forum**  
Speaker: John Justin, Crime Prevention Specialist, St. Cloud Police Department  
Topic: "Personal Safety"

7:00 p.m. –            **Business Meeting**  
1. Call to Order  
2. Approval of January Minutes  
3. Treasurer's Report for January  
4. Committee Reports/Updates  
   --Volunteers Needed for April Event  
5. Corporate Sponsorship  
6. Chapter Challenge Status  
7. New Member Questions

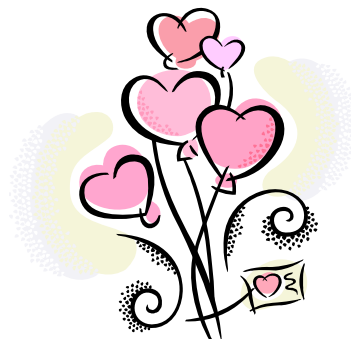
**Topic/Tip of the Month**

**Team Awards**

**Announcements/Good of the Association**

**Drawing**

**Adjournment**



## 2006 – 2007 St. Cloud Quarry Chapter Programs

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