



# St. Cloud Quarry Chapter IAAP

March 2007

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## Mission Statement:

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

## MONTHLY EDUCATION FORUM & BUSINESS MEETING

**“Eating on the Run – Healthy Choices for Busy People”**  
**Guest Speaker: Diane Giambruno, CentraCare Health Systems**  
**Monday, March 12, 2007, 5:30-7:30 p.m.**  
**Kelly Inn, St. Cloud**

In our fast-paced world it's easy to make the quick choices for meals and snacks that aren't necessarily healthy choices. Learn how to make healthier choices for you and your family for long-term health!

Diane is a registered dietitian working at the Central MN Heart Center at St. Cloud Hospital. She works with cardiac rehab patients, the women's prevention program and sees patients referred from physicians for elevated cholesterol levels, weight loss, high blood pressure, etc.

Meal: Soup of the day, chips and Sub sandwich (ham, swiss cheese, lettuce, tomato, Italian dressing).

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

### March:

Linda Mastey – 8 years  
Marlene Winters – 7 years  
Sue Tomczik – 2 years  
Jolene Howard – 1 year

## HAPPY BIRTHDAY!

### March:

12 Tami Mortenson  
14 Bev Radaich



If I missed your birthday please let me know. --Lori

## 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!

Wow! What a great meeting in February with guest speaker, John Justin, of the St. Cloud Police Department. John had vital information to share on personal safety both in the workplace and at home. Thanks, John, for a great job of keeping us informed!

I hope you all had a chance to dig out from the "blizzard" this weekend, it sure let us know that winter is still here and going strong. I look forward to warmer weather but it sounds like we will be getting more snow this week. I think we are all a little spoiled with the winters we have had in the past.

As we discussed at the February meeting, we will be putting goodie bags together on Wednesday, April 4<sup>th</sup>, at 5:00 p.m. at St. Cloud Refrigeration. Anyone who is able to help, please contact me and I will add your name to the list. Snacks and beverages will be available for all who volunteer. Your time spent helping with this project will be greatly appreciated. If you have any items to add to these bags, please contact any board member and/or drop it off at St. Cloud Refrigeration.

Last month I handed out a St. Cloud Quarry Chapter member listing. This information was taken off the International Headquarters' website. So if your information was not correct, please let me know and also e-mail the correct information to Headquarters at [bblandord@iaap-hq.org](mailto:bblandord@iaap-hq.org).

Our guest speaker for March is Diane Giamb Bruno from CentraCare Health Systems. She will be here talking about eating on the run and making healthy choices for busy, busy people. We know that sometimes going to a drive-thru is the easy and fast answer, but not always the healthiest choice. We all have that hunger pain in the middle of the afternoon and if you don't plan ahead we tend to have the bad habit of grabbing *anything* that will satisfy the hunger. Sound familiar? Join us on March 12<sup>th</sup> and Diane will show us how to eat healthier on a busy schedule. RSVP your "YES" or "NO" to Lisa Schmitz at [lisa@smamn.com](mailto:lisa@smamn.com) by noon on March 8<sup>th</sup>.

Thanks and see you in March!

--Lori Oldenburg, President

## NOMINATIONS COMMITTEE

We still need someone for the Nominations Committee. The positions of President-Elect, Vice President, Treasurer, and Secretary are open for the 2007-2008 term. If interested in serving on the Board or being on the Nominations Committee, please contact Joyce Rife at [jerife@resourcetraining.com](mailto:jerife@resourcetraining.com).

## OFFICETEAM SUIT DRIVE

OfficeTeam will be hosting its annual Suit Drive March 12 - 23, 2007. Please bring your clean, gently used business attire (suits, pants, skirts, blouses, shoes, etc.) to the March IAAP meeting or contact Tami Mortenson at 240-0991 or via email at [tami.mortenson@officeteam.com](mailto:tami.mortenson@officeteam.com) to arrange for pick-up. All donations will go to Caritas/ Catholic Charities Emergency Services Division for distribution.

Thanks for your generosity.

## 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

## NOT YOUR JOB, NOT YOUR PROBLEM...RIGHT?

--Submitted by OfficeTeam

Has your boss recently asked you to take on additional work, even though the assignment falls outside your formal job description? Are the new responsibilities causing you stress and worry? Before you get mad, melt down or shout, "It's not my job!" consider the following advice:

- **View the new assignment as an opportunity.** It's common practice to be asked to work on tasks not listed in your job description. Instead of frowning upon the extra work, realize that the project is an opportunity to boost your skill set and increase your value to the organization. A boss who asks you to do more holds you in high regard.
- **Sit down with your boss.** A manager who is experiencing tight deadlines or working on a special project may turn to you to help pick up the slack. To maximize the assistance you're able to offer, sit down with your boss and see if you can reorganize your tasks to better accommodate his or her needs — and not take on too much in the process.
- **Know when enough is enough.** If you find that your work is suffering due to the extra assignment, discuss with your supervisor what can be done to meet everyone's priorities. He or she may not realize that you have reached your limit.

Helping a supervisor in need elevates not only your skill set but also your standing on the job. Just make sure that when you say yes to additional work, you are being realistic about your ability to get it all done.

*OfficeTeam 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](http://www.officeteam.com).*

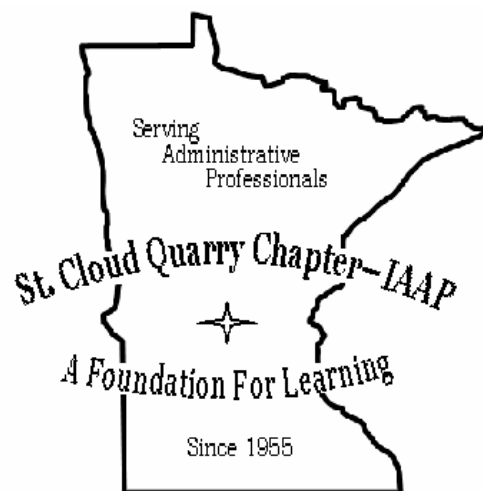
## NO SHOW POLICY

**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](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, March 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: Diane Giambruno, CentraCare Health Systems  
Topic: “Eating on the Run – Healthy Choices for Busy People”
- 7:00 p.m. –            **Business Meeting**
1. Call to Order
  2. Approval of February Minutes
  3. Treasurer’s Report
  4. Goodie Bags April 4<sup>th</sup>
  5. Letter for April Meeting
- Topic/Tip of the Month**
- Team Awards**
- Announcements/Good of the Association**
1. Forms Available for Division Incentive Awards
- Drawing**
- Adjournment**

*\*\* Do you have something to share with the membership? Have you read something or found some information that might benefit another IAAP member? If you have something to share, please let me know and I will get you on the agenda. \*\**

Thanks!  
--Lori



## 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