



St. Cloud Quarry Chapter IAAP

April 2007

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MONTHLY EDUCATION FORUM & BUSINESS MEETING

"People Reading Advanced"

**Guest Speaker: Michael Monroe Kiefer M.S., Power Mind Training, Inc.
Monday, April 9, 2007, 5:00-8:00 p.m.
Kelly Inn, St. Cloud**

Michael Monroe Kiefer is a tactical leadership trainer providing time-sequenced training in over 15 separate management disciplines. He is one of the elite national trainers who incorporate accelerated learning methodology into his programs.

This class teaches powerful presence, uncanny influence, and how to be a skillful communicator. This is a "must list" workshop for everyone in business today. A true eye opener for those already familiar with profiling and a more practical application oriented program. Learn rapid personality profiling, perform group profiling exercises, even how to profile a person without ever meeting them!

Meal: Grilled Chicken Salad and fresh bread.

Cost is \$15 for members; \$25 for guests. **RSVP by Thursday, April 4th** to Lisa Schmitz via e-mail at lisa@smamn.com or phone 320-258-5585. Please remember our no show policy (see page 5). 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!

April:

Mary Jo Reich – 8 Years
Joanne Weisz – 1 Year

HAPPY BIRTHDAY!

April:

2 Amanda Bruno
3 Jeanne Terres
6 Rachael Heily
25 Natalie Ethen



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)

Mission Statement:

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

FROM THE PRESIDENT...

Happy Spring Everyone.....

Where in the world has this term gone!! It's hard to believe that this will be one of my last letters as President. Our new President-Elect, Joyce Rife, will be officiating at the May meeting and in June she will be installed as the 07-08 President. I am sad and happy all at the same time. I have truly enjoyed my term as President of the St. Cloud Quarry Chapter. Everyone has helped make this year a great experience and I have learned a lot and received so much support from all of you. I hope that the Board and I have given you, as members, a year of good educational topics and a better understanding of what IAAP and St. Cloud Quarry Chapter has to offer. Thanks for the opportunity to be your President for 06-07!

We will have a short business meeting after the workshop in April. If you have guests attending, they are welcome to stay or they can feel free to leave.

The letters went out on Friday the 16th of March to area HR personnel and we already have received some RSVP'S and interest in St. Cloud Quarry Chapter. Thanks to the Committee for taking the time to put everything together, it is appreciated. We're hoping to have a larger than normal attendance at this workshop, so if you have any co-workers or friends that you think would be interested, please let Lisa Schmitz know by April 3, 2007. I would like to thank all who helped with the donated items for the "goodie" bags. Joanne Weisz, Vistar; Marlene Winters, St Cloud Refrigeration; Tami Mortonson, Office Team; Ashley /Lori Oldenburg, Avon; and Karen Heminz, St. Cloud Tech College. Special thanks to Resource Training and Solutions for donating materials for booklets. We will meet on April 4 at 5:00 p.m. at St. Cloud Refrigeration to stuff the "goodie" bags. Pizza will be served for everyone who is able to help out. Email me at lorjay22@charter.net so we can get a count to order pizza.

April 25 is Administrative Professionals Day and I've noticed on the IAAP web site that other Chapters in our Division are also putting on some great workshops. If you have the time and would like to attend any of these workshops, I encourage you to do so. It would be a great networking opportunity and also give you a chance to check out other chapters in our division.

Michael Monroe Kiefer MS is going to be the guest speaker at the April 9 meeting for our celebration of Administrative Professional Week. The topic is "People Reading Advanced". This workshop teaches influence, powerful presence and how to be a skillful communicator. We will learn rapid personality profiling, and even learn how to profile a person without even meeting them. This workshop has gotten great reviews from certified Myers-Briggs and DISC trainers. Everyone attending will receive a goodie bag, and a chance for some great prizes. RSVP your "YES" or "NO" to Lisa at Lisa@smamn.com by noon on April 3. Remember to invite your boss, manager, supervisor or coworkers for this fun informative workshop.

See you in April!

--Lori Oldenburg, President

A HUGE THANK YOU!

I want to thank the 2006-2007 St. Cloud Quarry Chapter Board members. You all worked very hard, and I really appreciate all the time and effort you spent to make the 2006-2007 year a success.

--Lori

MEMBERSHIP OPPORTUNITY

"INVITE A GUEST TO JOIN IAAP IN APRIL AND THE DIVISION AND CHAPTER DUES WILL BE WAIVED!"

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

FROM THE PRESIDENT-ELECT

Happy Spring! The past few days have been so beautiful, it even makes me like Spring...I'm usually a September-kind of person. I want to thank the following members for agreeing to serve on my Board next year:

Marlene Winters – Vice President

Sue Tomczik – Secretary

Joanne Weisz – Treasurer

Rachel Heily – Student Liaison

Nominations are still open for anyone interested in serving on our Chapter Board. Most importantly we need someone who is willing to serve as President-Elect. We will be voting at our May meeting, so please let me know if you are interested in any of these positions. It's going to be a fun, productive year. Call me at 320-255-3236 or toll free 888-447-7032 or e-mail at jerife@resourcetraining.com.

Thanks and I look forward to hearing from you.

--Joyce Rife

UP FOR A PROMOTION

Dressing for the part could play a key role in your advancement

Climbing the corporate ladder requires skill, hard work — and the right wardrobe. In a recent survey conducted by OfficeTeam, 93 percent of managers polled said a person's style of dress at work greatly influences his or her chances of earning a promotion.

Though clothing alone is not enough to earn you a promotion, dressing like those in management roles may give you an edge over candidates with similar qualifications. Appropriate dress makes it easier for supervisors to envision you with greater responsibility.

If you seek advancement, ask yourself the following questions the next time you dig through your closet for something to wear to work:

- **Would managers at my company wear this?** If the answer is “no,” it's probably not a wise choice for you, either.
- **Is it a distraction?** Unless you're in the fashion, entertainment or creative industry, flamboyant or overly trendy attire can detract from your credibility.
- **Does it give me confidence?** When you are dressed sharply, you'll be more self-assured. Look for clothing that is flattering and makes you feel good about yourself.
- **Is it clean and in good condition?** Even in casual work environments, avoid clothes that are torn, wrinkled or messy. Sloppy attire could cause your manager to question your attention to detail.
- **Is it comfortable?** Clothing that fits well allows you to move freely. You want to look good but not be distracted by clothes that you're not used to.

The age-old adage about dressing for the part you hope to obtain still holds true. A polished professional appearance lends you the confidence and credibility you need to get the job you want.

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.

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, April 9, 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: Michael Monroe Kiefer M.S., Power Mind Training, Inc.
Topic: “People Reading Advanced”
- 7:00 – 7:05 p.m. **Door Prize Giveaway and Raffle Drawing**
- 7:05 p.m. Five-minute Break
- 7:10 – 7:30 p.m. **Business Meeting**
1. Call to Order
 2. Approval of March Minutes
 3. March Treasurer’s Report
 4. MN-ND-SD Division Annual Meeting in Fargo
--Contest Sign-up sheet due by April 13th

Team Awards

Topic/Tip of the Month

Announcements/Good of the Association

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

APW EVENTS

The Brainerd Chapter is hosting a workshop and vendor show on Tuesday, April 24th from 8:00 a.m. to 1:30 p.m. Please see the attached brochure. For more information on events held in Minnesota Chapters go to www.iaap-hq.org/apw/eventlookup.asp.

St. Cloud Quarry Chapter, IAAP
Meeting Minutes
March 12, 2007

Present: Bev Radiach, Floriann Grettum CPS, Gloria Lenzen CPS/CAP, Joanne Brisse, Joanne Wiesz, Joyce Rife, Karen Hiemenz, Kathie Wilke, Kathy Lewandowski CPS, Leah Posterick, Lisa Schmitz, Lori Oldenburg, Marlene Winters, Natalie Ethen, Pat Zwack CPS/CAP, Rachael Heily, Sue Tomczik.

Approval of Minutes (February)

One change to the February minutes was "to contact Lori Oldenburg if interested in the 17th Annual Administrative Professional Conference on March 30, 2007, in Plymouth." Motion made and seconded to accept the minutes after amended. Motion passed.

Treasurer's Report

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

Committee Updates/Reports

Marlene Winters shared with members letter that is going to area Human Resource Departments announcing the April 9th meeting featuring Michael Kiefer. Marlene has 150 letters prepared and will be mailing them out by the end of the week.

We will be giving away goodie bags (with pens, magnets, maps, etc.) at the April meeting. We have planned on putting together goodie bags on April 4th at St. Cloud Refrigeration- time 5p.m. Please RSVP to Lori Oldenburg if you are planning to attend, so that pizza can be ordered.

Lori Oldenburg wanted to make sure that we all start to think about 2007-2008 and the committee sign-up sheet was passed among the members. If you are interested in serving on a committee in 2007-2008, please let Lori know.

2007-2008 Board Election

Joyce Rife presented the new slate of officers for 2007-2008.

Vice President – Marlene Winters
 Secretary – Sue Tomczik
 Treasurer – Joanne Wiesz
 President-Elect – Vacant

The President-Elect position is still vacant; please let Joyce Rife know if you are interested. They are also adding to the board at Student Liaison position, in which Rachel Heily has volunteered to serve.

IAAP Boot Camp

Joyce Rife stated that IAAP will be having a boot camp for officers, members to learn more about IAAP and it's benefits. It will be held on June 23 from 10-2, more information to follow.

Raffle drawing

Adjournment

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.

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



International Association of Administrative Professionals
World Headquarters, Kansas City, Missouri
www.iaap-hq.org



The “Shaping the Future” theme for Administrative Professionals Week 2007 signifies that today’s administrative professionals must take charge of their own career development and be fully aware that the necessary skills to remain key contributors to employers are constantly changing. In addition to shaping the future of their individual careers, today's career-minded administrative professionals can also shape the future of their profession as a whole by:

- Leading by example: making a commitment to continuing education and lifelong learning.
- Taking pride in their work and their profession.
- Approaching all projects with a high level of integrity and professionalism.
- Bringing greater value to their employers by building professional networks to exchange ideas, best practices and find workable solutions to problems.
- Mentoring and training others – working with entry-level administrative support staff and students to show them the advantages of pursuing a career as an administrative professional.
- Educating employers about the value that administrative professionals bring to their organizations.

Celebrated annually during the last full week in April, Administrative Professionals Week (APW) brings together millions of people for community events and seminars, with individual bosses recognizing their support staff in various ways. As a founder of this observance and sole official sponsor, the International Association of Administrative Professionals (IAAP) has the following objectives for APW:

- Educate the public about administrative professionals’ expanding roles and value in the business world.
- Enhance the profession’s image.
- Encourage people to consider administrative careers.
- Promote lifelong learning, certification, and professional development.

IAAP members and staff use Administrative Professionals Week as a powerful opportunity to work toward these objectives—often simply by serving as role models.

You'll find more information about Administrative Professionals Week and Day, including observance suggestions, news releases, national and local event listings and much more on this page of the IAAP website:

<http://www.iaap-hq.org/APW/apwindex.htm>



**** TRAINING OPPORTUNITY****
SPONSORED BY THE ST. CLOUD QUARRY CHAPTER IAAP

PERSONALITY PROFILING
MICHAEL MONROE KEIFER, MS
POWER MIND TRAINING INC.

Michael Monroe Kiefer is a tactical leadership trainer providing time-sequenced training in over 15 separate management disciplines. He is one of the elite national trainers who incorporates accelerated learning methodology into his programs.

This class teaches powerful presence, uncanny influence, and how to be a skillful communicator. This is a "must list" workshop for everyone in business today. A true eye opener for those already familiar with profiling and a more practical application oriented program. Learn rapid personality profiling, perform group profiling exercises, even how to profile a person without ever meeting them!

Please join us for a great learning opportunity...

When: April 9th 2007
Time: 5:00 pm- 8:00pm
Cost: \$25.00 per person
Includes dinner and workshop
Where: Kelly Inn/ Green Mill St. Cloud

If you are interested in attending this meeting, Please contact Marlene Winters at marpooh6@charter.net or by phone at 251-6861.



Memory Power!

Why Should You Attend

In this surprising workshop you will discover that you have a great memory!!! Most people do! However, they lack specific tricks and methods to help them maximize the use of their memory and use their tremendous storehouse of untapped creative power.

What You Will Learn

- *What type of genetic memory you have through a personal self assessment.*
- *How to use “mindmapping” to creatively solve problems fast and how to solve problems in your sleep!*
- *How to remember people's names with an 8 step formula.*
- *To remember where you placed objects like car keys and even where you parked your car.*
- *When is the best time during the day to memorize data.*
- *How to use music to enhance memorization.*
- *What types of foods help or hinder memory power.*

Brenda Jindra
Brainerd Chapter IAAP
11382 Bonnie Road
Brainerd, MN 56401



*Shaping the
Future by using
the mind to
enhance your
Memory Power!*



Hosted by
Brainerd Chapter IAAP

Tuesday, April 26

8 a.m.—1:30 p.m.

**The Lodge at Brainerd Lakes
Baxter, MN**

Brainerd Chapter IAAP
proudly presents

**Our Keynote
Speaker**



**Michael Monroe Kiefer MS
President
Powermind Training Inc.**

Michael Monroe Kiefer M.S. is the president of Powermind Systems Inc. He holds a B.S. degree Magna Cum Laude from SUNY Buffalo N.Y. in psychology, as well as a M.S. degree from Texas A&M University in genetic engineering. He worked as a DNA Fingerprinting research lab manager for 7 years and for 10 years was the Principle Investigator for the Powermind System Project, a privately funded research study on peak performers in the U.S. to determine their genetic traits and psychological habits. This research resulted in the publication of his nationally bestselling book, The Powermind System that reveals their secrets of success! For the past 11 years Michael has been a popular national motivational speaker and trainer working with Colleges, corporations and government agencies including the FBI, University of Wisconsin system and fortune 500 corporations. He is a dynamic, fascinating speaker!

**The Agenda
At A Glance**

- 8:00 a.m.—8:30 a.m.**
Registration & Continental Breakfast
- 8:30 a.m.—9:00 a.m.**
Welcome & Vendor Fair
- 9:00 a.m.—10:30 a.m.**
Memory Power—Part 1
- 10:30 a.m.—11:00 a.m.**
Break & Vendor Fair
- 11:00 a.m.—12:00 p.m.**
Memory Power—Part 2
- 12:00 p.m.—1:00 p.m.**
Lunch & Vendor Fair
- 1:00p.m.—1:30 p.m.**
Prize Drawings

The Vendor Fair

There will be opportunities throughout the day to visit with several vendors about their specialty products and services.

Directions to

The Lodge At Brainerd Lakes

6967 Lake Forest Road, Baxter, MN

Take Highway 371 North from Baxter for 3 1/2 miles. Turn left onto Lake Forest Drive (first intersection past Morey's Fish Market).

REGISTRATION FORM

—RSVP by April 13, 2007—

\$50 Non-Member

\$30 IAAP Member

Cost includes continental breakfast & lunch

Organization Name

Address/City, State, ZIP

Phone

Attendee Name

Attendee Name

Check enclosed for \$ _____

*Make checks payable to Brainerd
Chapter IAAP and mail to:*

Brenda Jindra
Brainerd Chapter IAAP
11382 Bonnie Road
Brainerd, MN 56401

Questions? Call Colleen at 218-824-1287 (daytime)
or 218-829-1353 (evening) or email
rocoja@brainerd.net.

Additional registration forms and information is
available at www.iaap.brainerd.com