



St. Cloud Quarry Chapter IAAP

June 2007 Newsletter

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Mission Statement:

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

St. Cloud Quarry Chapter Awards Program & Officer Installation

Guest Speaker: Martha Roth, Resource Training & Solutions
Monday, June 11th, 2006 5:30 – 7:30 p.m.
Kelly Inn, St. Cloud

Martha Roth will be joining us for a good dose of comedy. Enjoy and relax!

Meal: Deep Dish Lasagna with fresh bread. The Board will be providing dessert.

Cost is \$15 for members; \$20 for non-members; and \$10 for students. **RSVP by Wednesday, June 6th** 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 Lori Oldenburg at lorjay22@charter.net immediately and we will make special arrangements for you.

From the President...

Wow, the time has gone so fast and it is hard to believe that this is the end of a very interesting journey. I have gained so much by being your president this year. Thanks to all of you for your support and friendship. I hope that I have done a good job and that you have also gained a lot from this year.

I would like to invite everyone to attend the June installation meeting! We will be presenting team awards and installing the new officers for the 2007-2008 year. I have plenty of thanks to give. All of you have done such a great job in helping me and the board accomplish this year's events and we could not have done anything without the dedication of every member in the St. Cloud Quarry Chapter. My many, many thanks and appreciation go out to all of you!

We ended up with three new members. Not as many as I had set my goal for, but it is the upward path that I am excited about. We will continue to spread the word and get our name out and help our 2007-08 president, Joyce Rife, and board in their quest to help achieve the goals they will set for the St. Cloud Quarry Chapter.

Delegate reports from the MN-ND-SD Annual Division Meeting held in Fargo, ND this weekend will be available at the June meeting. If you are unable to attend, just let me know and I will make sure they are e-mailed to you.

Thanks again for all of your support. See you in June!

--Lori Oldenburg, President



From the President-Elect..

Good news! As we approach our June meeting and installation of officers, I am pleased to present the name of Andi Towner for the position of President Elect. Thank you, Andi, for stepping up to the plate and being willing to accept this very important position. We will accept any additional nominations at our June meeting and then vote to elect a PE prior to installation of our incoming officers.

For those of you who were unable to attend the IAAP MN-ND-SD Division Annual Meeting, it was great. We conducted some business, heard from excellent speakers, and did lots and lots of networking. There were about 130 women and two young men (student chapter members) and it always amazes me how many of them I have come to know in a relatively short period of time and how many of them who remember me. It is like going to a family reunion only more fun because you aren't actually related to anyone!

On Friday afternoon the speaker was Judy Siegle, a two-time Paralympian. Judy was a high school basketball star with a promising college future. But her life changed forever in a split second when her car was struck by a drunk driver who ran a stop sign near her hometown of Pelican Rapids, MN. The car crash left her with a broken neck. Judy earned a bachelor's degree in speech and communications and a master's degree in social work. Judy spoke to us about living without limits. She shared 10 keys to unlocking the champion in each of us:

1. Let stress go.
2. Transform your thoughts.
3. Cultivate an attitude of impact. (Attitude is a choice.)
4. Strengthen your mind. (Knowledge is power.)
5. Make each day a masterpiece. (What is your priority today—live intentionally.)
6. Set goals for success.
7. Increase your energy.
8. Embrace humor. (Laughter is fun, free & healthy.)
9. Build a circle of support.
10. Strengthen your spiritual foundation. (Take time for quiet reflection, meditation, journaling, prayer.)

"Living Without Limits" is an attitude and mindset of being all that you can be. It's not dwelling on what you are not and what you can't be doing. It's giving your all to what is working today. The way you live your life is a choice. May you choose to live without limits and find great health, blessing and fulfillment as you do." Judy Siegle

We are still looking for a few committee chairs:

Bosses' Luncheon – need a chair, we have a co-chair.

December Social – need a chair, we have a co-chair.

Membership – need a chair and co-chair.

Nominating – need a chair.

Open House/Impact Meeting – need a chair and co-chair.

Photographer – We have a chair, but could use a co-chair.

Ways and Means – need a chair and co-chair.

Shop 'Til You Drop – need a chair, we have a co-chair.

Please give these committees some thought. They are all important to the success of our chapter.

I look forward to beginning my year as your president and I am open to any and all suggestions to help our chapter grow and become better. I will be sharing our Division President's theme for 2007-2008 as well as my theme for our chapter. See you in June!

Joyce Rife, President-Elect



From Small to Supersize

--Submitted by OfficeTeam

You recently accepted a job at a large firm after years of working at a company with just a handful of employees. It didn't take you long to realize there's a world of difference between a corporate giant and a mom-and-pop shop. If you are feeling a little lost and wondering how to make your mark, follow these tips:

- **It's all in the network.** In a smaller office, you probably focused on making contacts outside of your company, but in a large business you'll want to get to know people in other internal work groups, as well. It's especially important for administrative professionals to form relationships with colleagues in similar positions. After all, you may work with those individuals on cross-departmental projects or need their assistance in the future.
- **Movin' on up.** Bigger companies may offer more diverse and defined career paths than smaller firms. Note the different tracks within the company, and think about where you might want to be in a few years, as well as how to get there. Your manager can assist you in planning your professional progress.
- **Get some inside help.** All offices have a certain degree of politics and protocols, but those within a large corporation can be more complex. Find a mentor within the company who's well respected internally to help you learn unwritten rules your first few months on the job.
- **Toot your own horn.** With so many other employees and, likely, a large number of workers reporting to a single supervisor, a manager at a big firm may need help keeping track of individual accomplishments and contributions. Make it easy on your boss by providing him or her with regular status updates that detail your completed assignments, current projects and value you've brought the firm.

OfficeTeam is the world's leading staffing service specializing in 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. For more information, call the St. Cloud office at (320) 240-0991.



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

No Show Policy

REMINDER: For all regular monthly meetings, that you RSVP as “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.

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

AGENDA

Monday, June 11, 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: Martha Roth, Resource Training & Solutions, St. Cloud

7:00 p.m. – **Business Meeting**
1. Call to Order
2. Approval of May Minutes
3. May Treasurer's Report
4. Delegate's Report
5. Membership Committee Final Report

Team Awards/Thank You

Installation of Officers

Announcements/Good of the Association

Raffle Drawing

Adjournment



HAPPY ANNIVERSARY!

June:
Kathi Wilke – 38 years

July:
None

August:
Lori Oldenburg – 4 years

HAPPY BIRTHDAY!

June:
9 Lisa Schmitz

July:
26 Karen Heid

August:
None