



St. Cloud Quarry Chapter, IAAP

November 2007 Newsletter



December Social

Monday, December 10, 2007, 6:00 – 9:00 p.m.
Initiative Foundation, Little Falls



You and your guest are invited to join the St. Cloud Quarry and Brainerd Chapters as they co-host the December Social. Great food, great fun, and great prizes!

Social: 6:00 p.m.

Dinner: 6:30 p.m.

Fun and Networking: 7:30 p.m.

Cost: \$15/person. REMINDER: RSVPs were due to Leah Posterick at posteric@fallsnet.com by December 3rd.

** If you like, you may bring a food item or donation for the food shelf. **

Shop Til You Drop Event Summary

We made it through the event and I am so thankful there were four of us on this committee as it was a lot of work BUT also a lot of fun. We had 19 vendors come and three tables of baked goodies which disappeared really fast. Thanks to all the members who brought some goodies since we made \$172 on the goodies along with \$40 for the cookbooks and Andi's handmade dishcloths. The net amount is not finalized, but it looks like we cleared **\$735** which I think is pretty good.

We tried something new this year by handing out small cards explaining how to win a door prize on the front and on the back had squares with the table numbers. They needed to go to each vendor and have them mark their box and when they had the boxes all marked, they signed it and dropped their card in the basket as they left. They didn't need to be present to win and we ran out of cards at 280! Most of the vendors were extremely happy with the turnout. We had each vendor fill out a feedback form and most are ready to come back next year. They scored the overall quality of the event and we averaged a score of 4.25 out of 5.0!

Our committee will discuss ideas to make next year's event even better and we are definitely ready to do it again! Please give us your ideas of how we can improve, as we would like to make even more money for the chapter next year.

Thanks again,
Leah, Marlene, Bev and Lori



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Message from the President...

Merry Christmas! I can't believe how fast this year is going. I am really looking forward to our December Social and getting together with the Brainerd Chapter. Thanks to Leah and Kris for working on this important networking event. Andi has arranged for us to be able to park in the Living Waters Lutheran Church parking lot and carpool to Little Falls. Look for directions to Living Waters further in this newsletter.

Welcome to our new members: Joyce Schmidt, Sharon Maus, and Sandy Benoit
We are very glad you have joined us. I hope that you join us at the December Social so that we can get to know each other a little better. Please feel free to contact me or any of the Board members if you have any questions or concerns.

I want to thank the Shop Till You Drop Committee (Leah Posterick, Bev Radaich, Marlene Winters and Lori Oldenburg) and everyone who helped with this event. I know that it was a lot of work, but very successful.

Our November meeting was certainly informative. Special thanks to Andi Towner, Pat Zwack and Rachael Heily for leading this educational forum. I am very excited about our upcoming Microsoft training in January and February. Thanks to Rachael Heily and Stephanie Hensel for making all the arrangements and doing the training at the St. Cloud Technical College.

At our last meeting I shared the Wolf Credo with everyone present, but thought it would be good to put down on paper for all to reflect on:

- Respect the elders
- Teach the young
- Cooperate with the pack
- Play when you can
- Hunt when you must
- Rest in between
- Share your affections
- Voice your feelings
- Leave your mark.

I really feel that this creed describes how IAAP functions both as an organization and as individual members.

May you all have a very blessed Christmas season. Be sure to take time to relax and enjoy friends and family and reflect on the true meaning of Christmas.

--Joyce Rife, President

320-255-3236 (work)

320-968-6054 (home)

320-828-1297 (cell)

jerife@resourcetraining.com (work)

jacrife@peoplepc.com (home—not checked as often)



Upcoming Events

March 3-5	Professional Education Conference, Charleston, SC
April 20-26	Administrative Professionals Week ©
May 16-18	2008 Division Annual Meeting Marriott Minneapolis West, St. Louis Park
July 27-30	International Convention and Education Forum, New Orleans, LA

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 susan.tomczick@awin.com or phone 320-252-9608.

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.



Committee Member List:

Audit

Co-Chairs: Florann Grettum and Kathie Lewandowski

Bosses' Day Luncheon

Chair: Karen Heimenz – Not held this year.

CPS/CAP Liaison

Co-Chairs: Andi Towner and Pat Zwack

December Social:

Co-Chairs: Leah Posterick and Kris Kowalzek

Hospitality

Co-Chairs: Bev Radaich and Sue Tomczik

Membership

Chair: Marlene Winters

Newsletter

Chair: Kris Kowalzek

Nominating

Chair: _____

Open House/Impact Meeting

Board of Directors

Photographer

Chair: Lisa Schmitz

Programs and Education

Co-Chairs: Amanda Bruno and Lori Oldenburg

Sunshine

Chair: Joanne Weisz

Ways and Means

Co-Chairs: _____

Website Liaison

Chair: Lori Oldenburg

Shop 'Til You Drop

Co-Chairs: Leah Posterick and Bev Radaich
Members: Lori Oldenburg and Marlene Winters

Cub Foods Receipts

Chair: Kathi Wilke

Public Relations

Chair: Marlene Winters

**St. Cloud Quarry Chapter, IAAP Meeting Minutes
November 12 2007**

Present: Bev Radaich, Joanne Weisz, Joyce Rife, Karen Hiemenz, Kathy Lewandowski CPS, Marlene Winters, Pat Zwack CPS/CAP, Rachel Heily, Sue Tomczik, Amanda Bruno, Stephanie Hensel, Andi Towner CPS, Floriann Grettum CPS, Karen Heid, Kathi Wilke, Joyce Schmidt, Sharon Maus, Renae Nordmann, Tami Mortenson.

Guests: Sandy Benoit, Jolene Howard, DeNetta Wolbeck, Emily Lindenfelser

President Joyce Rife called the November business meeting to order.

Approval of Minutes (October 8 2007)

Motion made and seconded to accept the minutes. Motion passed.

Treasurer's Report

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

Committee Updates/Reports

- **Shop Till You Drop 2007** fundraiser was held Saturday, November 3rd at the Sauk Rapids American Legion. Marlene gave an update on the event. We had 280+ people come through the doors. Rough estimate on money made:

Vendor Booths	\$735.00 (one still owes)
Bake Sale	\$172.00
Cook Books and Dish Cloths	\$40.00 (Andi donated the dish cloths)
Expense SR Legion	\$-150.00
Ads – Times & Tidbits	\$-88.00
Tablecloths	\$-27.00

 Thanks to all who helped make this a success, especially the Shop Till You Drop Committee.
- **Holiday Party** – will be held on Monday, December 10th from 6:00 to 9:00 p.m. at the Initiative Foundation in Little Falls. This will be the Brainerd and St. Cloud chapters together. Andi is going to check with Living Waters Church to see if we can meet in their lot, park our cars and car pool from there.
- **Scholarship** – St. Cloud Quarry Chapter will administer this year's MN-ND-SD Division Student Scholarship. We will need to form a committee. Members interested in being on the committee are Bev Radaich, Stephanie Hensel, Peggy Sullivan and Kathi Wilke.

President's Report

Joyce updated us on the Fall Conference that she attended. Joyce also discussed the Trust Retirement Foundation and asked us all to think of a way to collect money throughout the year to donate in June. The next two months we will be meeting at St. Cloud Technical College. You need to bring a brown bag lunch. Enter through the main door, which faces west. Karen will be at the door to hand out RSVP parking permits. Meet in Room 2420. More information to come in the newsletter.

Good of the Order:

Four of our chapter members were chosen to serve on the St Cloud Technical College Advisory Board; they are Lisa Schmitz, Jeanne Terres, Andi Towner CPS and Pat Zwack CPS/CAP. Marlene mentioned that the board members were listed in the St. Cloud Times "In Business" section and that Rachel Heily, student liaison, will be mentioned as an additional item on November 13th. An ad was also placed in the Women In Business section of the St. Cloud Times. If you have any other places we could advertise without a lot of cost, let Marlene know. Let Tami Mortenson know if you would like a copy of the 2007 salary averages. Andi brought it to our attention that we will need to discuss the bylaws in April and make changes to submit before the Division meeting in May.

**Raffle drawing
Adjournment**

2007-2008 St. Cloud Quarry Chapter Program Schedule

September 10, 2007	Decrease Stress and Increase Productivity...Stress Anyone? Dr. Mark Roerick, DC, Advantage Chiropractic Location: Kelly Inn, St. Cloud
October 8, 2007	How to Understand Almost Anyone Val King, CPS, Past MN-ND-SD IAAP Division President Understand the Benefits of Becoming an IAAP Member Nita Nurmi, CPS/CAP, Current MN-ND-SD Division President Location: Kelly Inn, St. Cloud
November 12, 2007	Care About Your Future by Becoming a Certified Professional Secretary, Certified Administrative Professional and Microsoft Certified for Microsoft Programs Rachael Heily, Andi Towner, CPS, Pat Zwack, CPS/CAP Location: Kelly Inn, St. Cloud
December 10, 2007	Joint Holiday Social with Brainerd Chapter Location: Initiative Foundation, Little Falls
January 14, 2008	Microsoft 2007 Training – Part I Rachael Heily and Stephanie Hensel Location: St. Cloud Technical College
February 11, 2008	Microsoft 2007 Training – Part II Rachael Heily and Stephanie Hensel Location: St. Cloud Technical College
March 10, 2008	Estate Planning & Wills Leanne D. Miller, Rajkowski Hansmeier Ltd, Attorneys at Law Location: Kelly Inn, St. Cloud
April 14, 2008	Culturally Competent Customer Service Michael Monroe Kiefer M.S. Location: Kelly Inn, St. Cloud
May 12, 2008	Employee Rights & Discrimination Gary Gorman, MN Department of Human Rights Location: Kelly Inn, St. Cloud
June 9, 2008	St. Cloud Quarry Chapter Awards/Officer Installation Location: Kelly Inn, St. Cloud