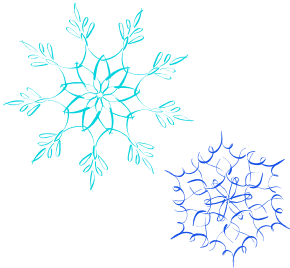




St. Cloud Quarry Chapter, IAAP

January 2008 Newsletter



Monthly Education Forum

"Microsoft Office 2007 Training – Part I"

Presented by: Stephanie Hensel & Rachael Heily,
St. Cloud Technical College

Monday, January 14th, 6:00 – 8:00 p.m.
Room 1-438, St. Cloud Technical College



Join us in January and February for hands-on training for Microsoft Office 2007. This is a two-part program. Part I of the program will take place on January 14th and consist of an overview of what is new for Microsoft Word and Excel and will provide an overview of the Vista operating system. Part II will be held on February 11th and will consist of training for Powerpoint and Access.

Please RSVP to Stephanie Hensel by **noon on Wednesday, January 9th**. (E-mail: shensel@sctc.edu or call 308-5215)

Park near Door 6. The Door 6 entrance has a copper overhang and faces the St. Cloud Hospital. Parking passes will be available at Door 6 when you arrive.

Training Cost: \$15 for members; \$20 for nonmembers. You may arrive a few minutes prior to 6:00 p.m. for networking and bring a "brown bag" supper, if you like.

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)

What's Inside:

From the President	2
No Show Policy	2
How Your Virtual Identity Can Affect Your Career	4
Top 10 New Year's Resolutions	4
Program Schedule	5

Mission Statement:

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

Message from the President...

Happy New Year! Can you believe it? It seems like such a short time ago that everyone was worrying about Y2K and here we are beginning 2008.

I especially wish to thank everyone for your contributions to IAAP and the St. Cloud Quarry Chapter. It takes everyone's effort to make our chapter the success that it is.

We had a great time at our December social in Little Falls. Thank you to the Initiative Foundation for letting us meet at their facility—and a special thank you to Kris Kowalzek and Leah Posterick as well as Mary Ann Lindell of the Brainerd Chapter for all their time and effort in organizing this event. I hope we can meet with the Brainerd Chapter again. Maybe we can plan some type of summer outing together?

As we "Move Forward" in 2008, I am looking forward to our Microsoft training in January and February. I hope all of you who are interested in this training can make it and feel free to invite friends and co-workers. The cost is \$15 for IAAP members and \$20 for non-members. Look for the RSVP information in this newsletter. The training begins at 6:00 but anyone who would like to arrive earlier can bring their "brown bag" supper with them and we can network for a few minutes before the training starts. We will not be having a formal meeting, but if you have questions or something to discuss with the group, we can certainly take a few minutes to do so—perhaps while we are eating and networking. The Board of Directors will be meeting in January.

Take care everyone and have a safe holiday season. See you in January.

--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)

*"We aren't permitted to choose the frame of our destiny
but what we put into it is ours."*

--Dag Hammarskjold



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.

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

Division Board Members

President – Nita Nurmi, CPS/CAP
Crow River Chapter – Hutchinson, MN
Nita.nurmi@sparboe.com

President-Elect – Kristi Rotvold, CPS/CAP
Red River Chapter – Fargo, ND
Kristi.rotvold@meritcare.com

Treasurer – Joan Gatzmeyer, CPS/CAP
Twin Cities West Chapter – Plymouth, MN
joan@rivord.org

Secretary – Brenda Jindra
Brainerd Chapter – Brainerd, MN
bdjindra@uslink.net

International Board of Directors

President:	Judy McCoy, CPS/CAP Bellingham Chapter (WA)
President-Elect:	Barb Horton, CAP Vancouver Chapter, Canada
Vice President:	Sandy Chandler, CPS Orlando Chapter, FL
Secretary:	Susan Shamali, CPS/CAP Milwaukee Chapter, WI

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

How Your Virtual Identity Can Affect Your Career

--Submitted by OfficeTeam

With the rapid growth of the Internet, more and more professionals are leading a “second life” online. But your activities in this alternate universe may have lingering effects in the real one, especially if you are looking for a new job.

Many employers now search online for information about prospective hires. And some have even chosen not to hire someone based on what they discovered in their web searches.

But employers aren't just looking for red flags. They also are seeking evidence that a potential new hire is invested in the administrative profession through participation in trade associations, industry blogs or message boards. Following are some tips for creating a positive digital footprint:

- **Stack the deck in your favor.** Websites such as ZoomInfo.com allow you to post positive information about yourself, ensuring that online sleuths see your best side. Consider including details about your professional accomplishments, qualifications and industry involvement on these types of forums.
- **Make the most of social networking sites.** LinkedIn.com and other online networking sites are good venues for learning about job openings and making new contacts. But be selective about who you allow into your network. Prospective employers who have access to your contact list may get in touch with these professionals during a reference check.
- **Share your insights.** Posting your comments on industry forums or authoring online articles in your area of expertise is a smart way to reinforce your professional reputation.
- **Create your own website.** You can bolster your online presence with a personal site that contains links to articles administrative professionals might find interesting and information about your skills and achievements.
- **Be prepared to explain.** If there is unflattering information about you online that you cannot remove, be prepared to offer an explanation to employers who might inquire about it.

Keep in mind that your online activities can often become public, and search engines make it quick and easy for others to learn about you. If you want to make a good impression in the real world, build your virtual reputation on solid ground.

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.

Top 10 New Year's Resolutions

--excerpts from MSN.com

1. Spend More Time With Family
2. Fit in Fitness
3. Tame the Bulge (Weight)
4. Quit Smoking
5. Enjoy Life More
6. Quit Drinking
7. Get Out of Debt
8. Learn Something New
9. Help Others
10. Get Organized

International Convention and Education Forum Sites

2008	New Orleans, LA
2009	Minneapolis, MN
2010	Boston, MA
2011	Quebec, Ottawa
2012	Grapevine, TX
2013	Anaheim, CA

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 Office 2007 Training – Part I Rachael Heily and Stephanie Hensel Location: St. Cloud Technical College
February 11, 2008	Microsoft Office 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