



St. Cloud Quarry Chapter, IAAP

March 2008 Newsletter

Monthly Education Forum

"Estate Planning & Wills"

Presented by: Leanne D. Miller, Rajkowski Hansmeier Ltd, Attorneys At Law
Monday, March 10th, 5:30 – 7:30 p.m.
Kelly Inn, St. Cloud



Meal: Deep Dish Lasagna or Vegetable Lasagna served with fresh baked bread stick. Tell Sue which lasagna you want when you RSVP.

Cost is \$15 for members; \$15 for members' bosses; \$20 for nonmembers. **RSVP by noon on Wednesday, March 5th** to Sue Tomczik via e-mail at susan.tomczik@awin.com or phone 320-252-9608. Please remember our no-show policy (see page 3). Note: If you have special dietary needs, please let Sue know immediately and we will make special arrangements for you.

**** REMINDER: Please bring your Cub Food receipts with you to the meeting.**

Office Paper Reduction Quick Tips

(Excerpts from <http://www.ciwmb.ca.gov/BizWaste/OfficePaper/QuickTip.htm>)

Policy Considerations

- Adopt a "Double-Sided" Policy. Consider adopting an organizational policy that will ensure all individual documents are printed on both sides of the page.

Printing Improvements

- **Set Computer Defaults to Print Double-Sided.** Set up computer software for default two-sided printing including word processing, spreadsheets, electronic mail, and others.
- **Preview Documents Before Printing. Proofread documents on screen before printing.** Don't forget to use the speller/grammar function to detect errors.
- **Print Only the Pages You Need.** You just got back that 20-page report you wrote and there are changes to make on pages 2, 3, 4, 7, and 15. After making the changes, do you print out the whole document? If yes, consider instead printing only the pages you need.
- **Print Envelopes Without Labels.** Save the cost of buying mailing labels and eliminate the waste associated with those labels by printing addresses directly on envelopes. Printing addresses directly on envelopes also maintains the recyclability of those envelopes, unlike "sticky" labels, which are a paper recycling contaminant.
- **Fill Copier Trays Correctly.** Yes, there is a right way to put paper into the copier. Before filling a copier paper tray, check the label on one end of the paper ream package. Look for an arrow pointing up and the words "copy this side first." Put the paper in the copier so that this side is facing up. This will reduce jams.
- **Route Memos and Newsletters.** Instead of making a copy for each person, route one copy around the office. Ask originators to send fewer copies to your office.

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Mission Statement:

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

Message from the President...

March already! Our IAAP year is moving along rapidly. I hope this crazy weather will settle down and we can start enjoying some spring-like weather soon. So many have been sick with colds, viruses, flu, etc.; I hope you are all well.

Our Microsoft training sessions were very worthwhile and we owe Rachel Heily and Stephanie Hensel a big thank you for organizing the facility and the training. That said, I am looking forward to our March meeting and getting back to a "regular" meeting and visiting with everyone again. Our guest speaker for March 10 will be Leanne Miller who will speak to us about estate planning and wills. This should prove to be very interesting even to those of you who may think you are too young to worry about such things.

Our IAAP Division leadership issued a challenge to all of the chapters to increase our membership and I would like encourage each of you to invite a guest to our next meeting and future meetings. We have a great chapter, but new members are always a welcome plus. Every individual adds to our knowledge base and networking opportunities. Not to mention friendships!

To help us get to know each other better, please be thinking about sharing "something about yourself that nobody else knows." We will be asking you to write it down on a slip of paper when you arrive at the meeting and then we will use them during our introduction segment of our meeting.

See you on March 10 at the Kelly Inn. Think Spring!

If you have any questions or concerns, please feel free to contact me.

--Joyce Rife, President

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320-968-6054 (home)

320-828-1297 (cell)

jerife@resourcetraining.com (work)

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



ANNOUNCEMENTS

HAPPY BIRTHDAY!

Happy Birthday to those members celebrating their special day in March!

12 Tami Mortenson

14 Bev Radaich

DAYLIGHT SAVINGS TIME

Don't forget to spring ahead on March 9th.



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

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.

Online Resources

International: www.iaap-hq.org
Division: www.iaap-mnndsd-division.org
Chapter: www.iaap-stcloudquarry.org



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

Bylaws

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

Agenda

Monday, March 11, 2008

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**
Guest Speaker: Leanne D. Miller, Rajkowski Hansmeier Ltd.,
Attorneys At Law
Topic: "Estate Planning & Wills"
- 7:00-7:05 p.m. **Five-minute Break**
- 7:05-7:30 p.m. **Business Meeting**
1. Call to Order
 2. Secretary's Report
 3. Treasurer's Report
 4. Review Chapter & Division Bylaws
 5. Division Nominations
 6. Herberger's Community Day Fundraiser Update

Announcements/Good of the Association

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! – Joyce



**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 3 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 10 from 6:00 to 9:00 pm 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 and 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 & 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. Meeting 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 & Pat Zwack CPS/CAP. Marlene mentioned that the board members were listed in the St. Cloud Times/In Business section and the 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 by laws in April and make changes to submit before the Division meeting in May.

**Raffle drawing
Adjournment**