



St. Cloud Quarry Chapter, IAAP

May 2008 Newsletter

Monthly Education Forum & Business Meeting

"Employee Rights & Discrimination"

Presented by: Gary Gorman, MN Department of Human Rights

Monday, May 12th, 5:30 – 7:30 p.m.

Kelly Inn, St. Cloud

Gary Gorman will be with us to provide an overview of the Minnesota Human Rights Act. Mr. Gorman will point out the nine common mistakes that employers make, review some discrimination charges, and cover 11 things an employer might need to do to comply with the Human Rights Act. There will be time for questions and Mr. Gorman will stay after the presentation if someone has a question that they prefer not to discuss during his presentation.

Meal: Picnic Chicken Chef Salad. Cost is \$15 for members; \$20 for nonmembers. **RSVP by noon on Wednesday, May 7th** to Sue Tomczik via e-mail at susan.tomczik@awin.com or phone 320-252-9608.

Crafting a Compelling Cover Letter

--Submitted by OfficeTeam

According to a recent survey by our company, less than half (44 percent) of job candidates use the cover letter to demonstrate their knowledge of a prospective employer's firm or industry. The cover letter and resume are typically what prompt a hiring manager to extend an interview invitation. If you fail to present a strong case in writing, you may not get an opportunity to shine in a face-to-face meeting.

Before writing your cover letter, learn as much as possible about the firm to which you are applying. By visiting the company's website, you can locate information about the firm's mission, values and recent successes. The more you know about an organization, the better you can tailor the information in your cover letter to the firm's needs.

Here are some additional tips to help you craft a compelling cover letter:

- **Personalize it.** Never begin a cover letter with "Dear Sir or Madam" or "To Whom It May Concern." Correspondence with generic salutations often signal to potential employers that you lack the initiative to locate the appropriate contact.
- **Start strong.** A good cover letter begins with a powerful opening paragraph. Your goal is to briefly describe how you heard about the position and why you're interested in it.
- **Highlight your accomplishments.** Don't worry about summarizing your entire resume in the cover letter. Instead, take one or two paragraphs to illustrate one or more experiences in which you demonstrated the skills necessary for the position.
- **Be bold.** In addition to expressing gratitude for the hiring manager's time and interest, close your letter by outlining your next steps. Be proactive by stating when you will contact him or her to follow up, which will reinforce your enthusiasm for the job.
- **Provide error-free communication.** Be vigilant about spelling, grammar and punctuation. Take advantage of your computer's spell-check function, and ask a trusted friend to proofread your letter as well.

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.

Mission Statement:

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

What's Inside:

From the President	2
From the President-Elect.....	3
2008-2009 Committee List ...	4
No Show Policy.....	4
Agenda	5
April Minutes	6

Message from the President...

It finally feels like Spring...and yet there is snow in the forecast. This has to be Minnesota! At least we are getting some of the rain we need to freshen everything up and turn our lawns green again.

It is hard to believe that I am coming to the end of my term as president. It has been a great experience and I do hope that the rest of you will consider serving as an officer or chairing a committee. Our chapter needs all of you to be active members in order to grow professionally.

I am looking forward to attending the MN-ND-SD Division annual meeting. It is always a learning experience and great fun networking with other members. IAAP is a terrific way to make a lot of new friends very quickly.

Michael Kieffer's presentation last month on customer service was very interesting and informative. He even donated five of his books for our raffle drawing.

Our May meeting should also be very interesting with Gary Gorman of the MN Department of Human Rights presenting on "Employee Rights and Discrimination." Be sure to invite your co-workers and management.

Andi Towner, our President-Elect, will be conducting our May meeting. If you have any questions or would like something included in our meeting, please let either Andi or me know. See you then and enjoy the newness of Spring!

--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)



Hat Contest

Have you secretly always wanted to design or decorate hats? Well now is your chance. We will be holding a HAT CONTEST at our June meeting. So now is the time to start planning/decorating that favorite old hat or maybe designing a new one. Remember this is not about how much you spend but how creative you are. We want to see 100% participation in this contest. There will be judges and PRIZES!

Mother's Day Story—Happy Mother's Day!

--Google Search

A loving daughter from West Virginia, Anna Jarvis, is recognized as a 'Founder of Mothers Day' and 'Mother of Mother's Day'. Anna kept the word of her activist mother, Mrs. Ann Marie Reeves Jarvis who once expressed a wish that someone should strive to provide mothers their due recognition. After her mother's death in 1905, Anna's determination became strong and she along with several supporters started lobbying for the official holiday on Mother's Day by writing letters to the people in power. To celebrate Mothers Day, Anna began to send her mothers favorite flowers, carnations in her local church requesting people to wear them in honor of their mothers. The idea gained immense popularity over the years and in 1910, West Virginia became the first state to recognize Mother's Day holiday. On May 8, 1914 President Woodrow Wilson signed a Joint Resolution designating the second Sunday in May as Mother's Day.



Message from the President-Elect...

Happy May to all!

As I jot this note to you it is raining outside with snow expected later today and through the night. I don't know about you but I put away almost all my heavier clothing already and digging out some to last another week or so is not a happy thought.

Speaking of "thought", I was just thinking of what being a member of St. Cloud Quarry-IAAP brings to me and you. There are many benefits that you can use now and in the future. Your membership with the chapter gives you essential information and insights on office trends, a link to local and international colleagues, educational programs and seminars, a chance to become Microsoft Business Certified by summer at a very low price, and desktop learning from seminars through IAAP and KRM Information Services, Inc. and McMurray – bringing virtual learning directly to your home through your pc or laptop. Check out the IAAP web site www.iaap-hq.org for more info.

But on a more "thoughtful" point, St. Cloud Quarry desperately needs your help. We do not have nominations for two key positions on the Quarry board – President-Elect and Treasurer. We also need team chairs for many of our committees. A chapter is only as successful as the members allow it to be. And you are a member. Your talents are worth gold not only to your company/organization but also to your community through volunteerism and your IAAP chapter. No experience is necessary, you may think to yourself, "I don't know how to do that!" but remember we've all done things for the first time and being active in the chapter business is no exception.

Won't you share those talents today and call Pat Zwack at (320) 492-7016, if she does not answer please leave a voice mail, or email Pat at pzwack@msn.com. Tell Pat you'd like to throw your "IAAP sash" in the ring for President-Elect or Treasurer. If you look at the chapter by-laws you will find job descriptions for both positions.

We also have committees that need team members to handle various aspects for the coming year. You may choose to be on a committee as "a one time shot" deal but I assure you that you will enjoy doing it so much your "thoughts" will soon be "What can I do next year?"

Please take a moment to review the committees and think about your talents then give me a call at (320) 249-1462 or email me at btandi@chartermi.net and let me know how you want to share your "gold" with the chapter. I am looking forward to serving the members of St. Cloud Quarry in the coming months and working with all of you.

See you on the 12th of May!

--Andi Towner CPS, President-Elect

Leanne Miller – March Educational Forum Speaker

--Submitted by Marlene Winters

St. Cloud Quarry Chapter guest speaker for the March Educational Forum, Leanne Miller, Rajkowski Hansmeier Ltd Attorney At Law was recognized as a Minnesota Rising Star and was nominated by her peers. A Rising Star is defined as an up-and-coming attorney, 40 years old or younger, who has been practicing for less than 10 years. Leanne was featured in the Business Central magazine/St. Cloud Chamber of Commerce.



Congratulations, Rachael!!

Rachael Heily and Andrew Johannes have invited St. Cloud Quarry Chapter members to their wedding. Rachael and Andrew will be married Saturday, May 17, 2008 at 2:00 p.m. at St. Mary's Cathedral, St. Cloud. Reception will follow at the Eagles Club, St. Cloud. Please e-mail Rachael at rheily@msn.com as soon as possible if you are able to attend.

Upcoming Events

- 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

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

2008 – 2009 Committee Member List:

Audit

Co-Chairs:

Bosses' Day Luncheon – Thursday, October 16, 2008

Chair:

CPS/CAP Liaison

Co-Chairs:

December Social:

Co-Chairs:

Hospitality

Co-Chairs:

Membership

Chair: Marlene Winters

Newsletter

Chair:

Nominating

Chair: Joyce Rife

Open House/Impact Meeting

Board of Directors

Photographer

Chair:

Programs and Education

Co-Chairs:

Sunshine

Chair: Joanne Weisz

Website Liaison

Chair:

Shop 'Til You Drop

Members: Leah Posterick and Bev Radaich,
Lori Oldenburg and Marlene Winters

Cub Foods Receipts

Chair:

Public Relations

Chair:

Agenda

Monday, May 12, 2008

Kelly Inn, St. Cloud

- 5:00-5:30 p.m. **Set-Up/Registration/Social**
- 5:30-6:00 p.m. **Welcome/Introductions/Dinner**
- 6:00-7:30 p.m. **Program/Educational Forum**
Guest Speaker: Gary Gorman, MN Department of Human Rights
Topic: "Employee Rights & Discrimination"
- 7:30-7:35 p.m. **Five-minute Break**
- 7:35-8:00 p.m. **Business Meeting**
1. Call to Order
 2. Secretary's Report
 3. Treasurer's Report
 4. Update on By-laws
 5. Division Scholarship
 6. Installation of New Member: Pam Ceznik
 7. Nomination Committee Presentation—Slate of Nominees
 8. Nominees from the Floor
 9. Election of 2008-2009 Quarry Officers
(Installation at the June Meeting)

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
April 14 2008**

Present: Bev Radaich, Joyce Rife, Kathy Lewandowski CPS, Marlene Winters, Pat Zwack CPS/CAP, Rachel Heily, Susan Tomczik, Amanda Bruno, Florann Grettum CPS, Karen Heid, Joyce Schmidt, Sharon Maus, Lori Oldenburg, Peggy Sullivan, Sandy Benoit, Andi Towner CPS, Kris Kowalzek, Leah Posterick, Stephanie Hensel, Tami Mortenson.

Guests: Vicky Welty (St Cloud Refrigeration) Nita Nurmi (MN-ND-SD division president)

President Joyce Rife called the April business meeting to order.

Approval of Minutes (March 10, 2008)

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

Treasurer's Report

We received our bill on the web page (the first 3 years were free) and Lori Oldenburg thought the price seemed higher than quoted so she checked with Jim and the price is correct. The March treasurer's report was accepted and will be filed for audit.

Committee Updates/Reports

- **Review of Bylaws** – Pat Zwack CPS/CAP updated us on the bylaws. After discussion the motion was approved by Kathy Lewandowski and seconded by Bev Radaich to change Article III section 3 to read “the immediate out-going president shall be chair of the nominations committee.” The motion to approve the bylaws was carried and Pat will send them to the division for filing. Other corrections were just housekeeping issues. Pat and Andi will bring the new bylaws to the April meeting for approval.
- **Nominations** – Pat Zwack CPS/CAP updated us on the board of directors nominations for the upcoming year. Joanne will not return as treasurer; Rachel Heily is interested in the secretary position; and Sue Tomczik said she would return as secretary if no one else is interested. Positions still open are treasurer and president-elect. Pat needs to know before the May meeting if you are interested in a position.

President's Report

Division Annual meeting will take place May 16-18 in St. Louis Park MN. Joyce Rife and Andi Towner CPS will be going to the annual meeting. It was decided to send Joyce Rife as an uninstructed delegate and Andi Towner CPS as the alternate uninstructed delegate.

Good of the Order:

Rachel Heily is getting married May 17, 2008 and invited all members to her wedding. Please let her know as soon as possible if you are able to attend. You can let her know by e-mail.

Andi Towner CPS would like to thank everyone who sent her cards and e-mails and that her sister is doing well.

It was suggested by Marlene that we will have a hat contest at the June meeting – so all members are invited to make a hat for the contest.

If you know of anyone that you think would be interested in joining IAAP please let Marlene know and she will contact them.

Thanks to Marlene Winters for donating the center pieces for the tables tonight – they were really nice!

Raffle drawing

Adjournment

Respectfully submitted by,
Sue Tomczik, Secretary