



# St. Cloud Quarry Chapter, IAAP

June 2008 Newsletter

## Chapter Awards Program, Officer Installation & Business Meeting

Special Showing of "Who Killed My Chapter?"  
Monday, June 9<sup>th</sup>, 5:30 – 7:30 p.m.  
Kelly Inn, St. Cloud



End our meeting calendar year on a high note with entertainment and awards. And...meet your new officers for the coming year.

Meal: Grilled Chicken Sandwich with cheese, fruit and cake. Cost is \$15 for members; \$20 for nonmembers. **RSVP by noon on Wednesday, June 4<sup>th</sup>** to Sue Tomczik via e-mail at [susan.tomczik@awin.com](mailto:susan.tomczik@awin.com) or phone 320-252-9608.

## Long-Distance Relationships At Work

--Submitted by OfficeTeam

Contrary to popular belief, most employees don't relish time away from their bosses. According to a survey by OfficeTeam, nearly half (48 percent) of workers polled said their jobs would be more difficult if they did not work in the same office as their supervisors. Of this group, 27 percent felt things would be *much* more difficult.

Technological advances and global expansion have made it more common and acceptable for people to work remotely. In some instances, it's hard to avoid. However, if you regularly work outside of the office, or your boss is constantly on the road, make sure you go the extra mile to keep the lines of communication open. Here are some tips that can help:

- **Provide frequent status reports.** Establish a schedule for giving updates to your supervisor so he or she is aware of your workload. At a minimum, offer a weekly status report detailing tasks completed and in progress.
- **Pick up the phone.** While e-mail is an effective communication method, using the telephone can sometimes be more efficient and help strengthen ties with your manager and coworkers. Try scheduling a weekly call where you can also bring up questions on your most pressing projects.
- **Highlight your accomplishments.** When you don't see your supervisor regularly, tooting your own horn becomes even more important to get proper credit for your achievements.
- **Meet face-to-face.** Take advantage of all opportunities to meet in person with your manager. These discussions are imperative to stay connected, avoid miscommunication, and ensure you stay top of mind for desirable projects and promotions.

Keeping in constant touch is the best way to ensure your presence and hard work don't go unnoticed. Like the saying goes, "out of sight, out of mind," so make sure you're doing your part to jog your manager's memory.

*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](http://www.officeteam.com).*

### **Mission Statement:**

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

### **What's Inside:**

<b>From the President.....</b>	<b>2</b>
<b>No Show Policy .....</b>	<b>2</b>
<b>Division Annual Mtg Rpt .....</b>	<b>3</b>
<b>2008-2009 Committee List.....</b>	<b>3</b>
<b>Agenda .....</b>	<b>4</b>
<b>May Minutes.....</b>	<b>5</b>

## Message from the President...

My year as president is nearly over. It has gone quickly! While it has been busy and sometimes challenging, I have most certainly enjoyed it. I have an awesome Board...Andi, Joanne, Marlene, Rachael, and Sue, thank you for all your help and support. Board members, Committee chairs and members, and most certainly, Kris for your great job as editor, and chapter members—you all make our St. Cloud Quarry Chapter look great!

The MN-ND-SD Division Annual meeting last week was wonderful. Thank you to Andi Towner, Pat Zwack and Florann Grettum for attending with me. The educational forums were well worth the time, the meetings went well, the networking was awesome and the entertainment on Saturday night was terrific. Be sure to ask us about "Captain Noah!"

Don't miss our June 9 meeting. This is our last meeting until September and it is going to be great fun. Remember your hat for the hat contest. We have three great prizes—an afghan made by Andi Towner and two gas cards. There will also be games, door prizes and awards.

Also, don't forget the IAAP Leadership Training on June 21 here in St. Cloud. While the training is aimed at current chapter officers and committee chairs, all IAAP members are encouraged to attend. The training will be held at Resource Training and Solutions. Feel free to contact any of our Division officers or myself with any questions.

If you can't make it to our June meeting, I will miss you but wish you a wonderful, relaxing summer. See you in September.

--Joyce Rife, President  
 320-255-3236 (work)  
 320-968-6054 (home)  
 320-828-1297 (cell)  
[jerife@resourcetraining.com](mailto:jerife@resourcetraining.com) (work)  
[jacrife@peoplepc.com](mailto:jacrife@peoplepc.com) (home—not checked as often)




---

## 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](mailto: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.*

---



## Hat Contest

Don't forget your hat! We will be holding a HAT CONTEST at our June meeting. 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!

## 2008 Annual Meeting Report

Chapter Theme: IAAP – Where the Rubber Meets the Road

I was thrilled to see the design of the APW pin this year and made sure that all of my Board members received one as a reminder of our year together.

Chapter News: I wonder if the year went as fast for everyone or if it is just a sign of my age, but it seems like just a couple months ago that I was meeting with my Board for the first time and planning our first meeting in September.

We have had a busy year. We set several goals and while we did not meet all of them, I am pleased with the accomplishments of our chapter this year.

- We welcomed four new members and we are very appreciative of their contributions to our chapter.
- We attempted to establish a study group for CPS/CAP certification; however, we didn't have anyone interested in starting the process this year. We were fortunate enough to receive the donation of a set of study guides from Rasmussen College, so hopefully next year we will get a study group established.
- We applied for and have received recertification points for 5 of our educational forums this year.
- Our 2<sup>nd</sup> Annual "Shop 'Till You Drop" event was very successful and we are already making plans for next fall.

This year the St. Cloud Quarry Chapter was fortunate to have the honor of awarding one of the Division student scholarships. Denise Wegter, a student at St. Cloud Technical College, was chosen. We will be honoring her at our June meeting.

We are looking forward to our June meeting when we will celebrate our accomplishments, thank our retiring Board and install our new officers...not to mention have a little fun! We are planning a hat contest complete with judges and prizes.

I would like to thank my Board for their support and help this year: Andi Towner, President Elect, Marlene Winters, Vice President, Sue Tomczik, Secretary, Joanne Weisz, Treasurer and Rachael Heily, Student Liaison. All our committees did a great job, too. It truly takes everyone to make a chapter successful.

Submitted by Joyce Rife

## 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: Kris Kowalzek

### 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, June 9, 2008**

Kelly Inn, St. Cloud

- 5:00-5:30 p.m.      **Set-Up/Registration/Social**
- 5:30-6:00 p.m.      **Welcome/Introductions/Dinner**  
Video – “Who Killed My Chapter”
- 6:00-7:00 p.m.      **Business Meeting**
1.      Call to Order
  2.      Secretary’s Report
  3.      Treasurer’s Report
  4.      Installation of New Member
  5.      Installation of Officers
  6.      Student Scholarship Award
  7.      Good of the Order
- 7:00-7:05 p.m.      **Five-minute Break**
- 7:05-8:00 p.m.      **Games, Hat Contest Awards, Door Prizes**
- Adjournment**



### 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     |



**St. Cloud Quarry Chapter, IAAP  
Meeting Minutes  
May 12, 2008**

**Present:** Bev Radaich, Joyce Rife, Kathy Lewandowski CPS, Marlene Winters, Pat Zwack CPS/CAP, Susan Tomczik, Amanda Bruno, Florann Grettum CPS, Lori Oldenburg, Andi Towner CPS, Gloria Lensen CPS, Joanne Weisz, Karen Hiemenz, Kris Kowalzek, Kathi Wilke.

**Guests:** Cherie Hanson

President Elect Andi Towner called the May business meeting to order.

**Approval of Minutes (April 14, 2008)**

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

**Treasurer's Report**

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

**Committee Updates/Reports**

- **Review of Bylaws** – Pat Zwack CPS/CAP informed us that the updated bylaws have been submitted for approval.
- **Scholarship Committee:** Bev Radaich informed us the winner of the IAAP scholarship is Denise Wegter. She is a student at the St Cloud Technical Collage.
- **2008-2009 Board Election:** Pat Zwack presented the nominees for the 2008-2009 board. Treasurer – Rachael Heily, Secretary – Susan Tomczik, President – Andi Towner. Nominations closed and election carries. President Elect position is still open; if anyone is interested please contact Pat Zwack.

**Good of the Order:**

Joyce Rife presented Kris Kowalzek with a pin to thank her for doing the IAAP newsletter the past couple of years.

June meeting – hat contest – all members are invited to decorate a hat for the contest. First prize will be an afghan made and donated by Andi Towner. Second Prize will be a \$25.00 gas card and third prize a \$15.00 gas card.

We will also be playing the Family Feud game, which for those of you that were at the Christmas party know how much fun we had.

**Adjournment**

**Have a great summer!**

