



St. Cloud Quarry Chapter, IAAP

August 2008 Newsletter



2008-2009 IAAP Kick-Off Meeting

--Submitted by Joyce Rife, Programs and Education Chair

Monday, September 8, 2008, 5:30 – 7:30 p.m.

Presenter: Kristi Rotvold CPS/CAP- Kelly Inn, St. Cloud

Don't miss our September 8 meeting! We will be starting off our 2008-2009 IAAP year with the opportunity to meet our Division President, Kristi Rotvold. Kristi will tell us about the *Pathways to Excellence* Program. She will share with us how we can each become a *Member of Excellence* and how we can help our chapter become a *Chapter of Excellence* as well as how we can all help our Division become a *Division of Excellence*.

If you have any questions or suggestions for future educational programs for our St. Cloud Quarry Chapter, please feel free to contact me or any of your Chapter officers.

NOTE: RSVP information to follow at a later date.



Shop 'Til You Drop

--Submitted by Shop 'Til You Drop Committee

IAAP members please get ready for our largest fundraiser of the year! We had over 300 people attend last year and made over \$700. Home show vendors and crafters, all in one place, along with homemade baked goodies! Please be prepared to get your baking mitts on and show us your baking talent. It's okay if you can't bake very well, Rice Krispie bars sell too!

Annual Shop 'Til You Drop Event
November 1, 2008, 10:00 a.m. to 4:00 p.m.
American Legion of Sauk Rapids

Hospitality Committee

--Submitted by Bev Radaich, Co-Chair

The Hospitality Committee for 2008-2009 consists of Sue Tomczik and Bev Radaich. Our primary responsibility is greeting members and guests as they arrive at our meetings. In addition, we make sure that the room set up is correct for the meeting, that the room temperature is comfortable, and that the centerpieces for the tables are in place.

Mission Statement:

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

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Message from the President...

Based on the American Society of Associations Executives book, *The 7 Measures of Success; What Remarkable Associations Do That Others Don't*, the IAAP Board of Directors, when they met last spring, continued to develop the strategic initiatives for our Association. From that discussion the *Pathways to Excellence Recognition Program* was developed.

IAAP members that were able to attend the Division meeting had a sneak preview of this program. WOW! The *Pathways to Excellence Recognition Program* has been well thought out with the criteria being obtainable for each member, chapter and division. This program will be explored further at our September 8, 2008 meeting. Kristi Rotvold CPS/CAP, 2008-2009 MN-ND-SD Division President, will be on hand to explain the program, describe the criteria and to meet Quarry Chapter members.

10 points of excellence have been identified by the IAAP Board, and are the foundation of the *Pathways to Excellence* and the newly developed *Recognition Program*. They are:

- *Certification*
- *Commitment*
- *Communication*
- *Education and Training*
- *Fiscal Responsibility*
- *Leadership Development and Roles*
- *Marketing, Research, and Community Outreach*
- *Programs and Participation*
- *Recruitment and Retention*
- *Strategic Planning*



A *Member of Excellence* will attain a minimum of 8 of the 10 criteria, while the chapters and divisions will attain a minimum of 14 out of 18 criteria. But don't be nervous – these criteria are designed to assist you in your quest for excellence in every aspect of your life. And I believe they are easy for the admin professional.

Until our September 8 meeting, Andi Towner CPS, President

(320) 249-1462 cell

(320) 259-9514 home

(320) 229-3506 work

atowner@unitedwayhelps.org (work)

btandi@chartermi.net (home)

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.

Are You a High-Tech Trendsetter?

--Submitted by OfficeTeam

According to a survey conducted by OfficeTeam and the International Association of Administrative Professionals (IAAP), a little technical know-how can help you move forward in the administration field. Forty-six percent of executives polled felt technological advances will play a key role in shaping how business is conducted over the next five years. With technology progressing at the speed of light, professionals who keep on top of the latest software and hardware trends will have a definite advantage over those who don't.

In addition to the Microsoft Office suite of applications, in-demand computer programs include contact management, accounting, payroll applications and personnel software.

Here are some suggestions to help you become your office's tech-savvy trendsetter:

- **Keep ahead of the curve.** Read mainstream technology publications and visit computer-industry websites. These resources can give you a detailed overview of emerging software and hardware and help you determine how the tools might apply to the workplace.
- **Take classes.** There are many classes available that allow you to improve your technical skills. Online training can be particularly convenient. Don't forget to ask your manager if your company has a tuition reimbursement program to help with the cost.
- **Offer suggestions.** Once you have improved your technical skill set, apply what you have learned to your job. Provide suggestions on how to best to use existing technologies or on new tools the company should consider adopting.
- **Share what you've learned.** Take what you have learned back to work. By teaching others, you can improve the efficiency of the whole office and increase your visibility.

Many companies rely heavily on administrative professionals to serve as early adopters of new technologies and be willing to share their knowledge with others. By becoming a technology guru, you can significantly increase your value to your firm.

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.

Cub Foods Receipts

--Submitted by Kathi Wilke, Cub Foods Receipts Chair

Quarry Chapter is registered with *The Cub Foods Community Dollars* Program. This means that we receive 1% of the total receipts we turn into Cub. It's easy; just save your Cub East or Cub West grocery receipts and submit to Kathi Wilke by the due date:

July, August, September receipts due: Thursday, October 9
 October, November, December receipts due: Friday, January 9
 January, February, March receipts due: Thursday, April 9
 April, May, June receipts due: Thursday, July 9

Mail the receipts to:
 Kathi Wilke
 1521 SE 14th Street
 St. Cloud, MN 56304



Or give the receipts to Kathi at a chapter meeting.

Receipts not acceptable: prescriptions, liquor, cigarettes, money orders, lottery tickets, and gift certificates.

2009 – 2010 Committee Member List:

Audit (*July – August*)

Co-Chairs: Florann Grettum, CPS
Kathie Lewandowski
Peggy Sullivan

Bosses' Day Recognition – Monday, October 13, 2008 (Monthly Meeting)

Chair:

CPS/CAP Liaison (*August – June*)

Chair: Peggy Sullivan

December Social with Brainerd Chapter (*October – December*)

Chair: MaryAnn Lindell, Brainerd Chapter
Location: Initiative Foundation, Little Falls

Hospitality (*September – June*)

Co-Chairs: Bev Radaich & Sue Tomczik

Membership (*August – June*)

Chair: Marlene Winters

Newsletter (*August – June*)

Chair: Kris Kowalzek

Nominating (*February – May*)

Chair: Joyce Rife

April Seminar/Open House/Impact Meeting **April 22, 2008 – Speaker: Jill Siegel**

(October – April)
Members: Pat Zwack, CPS/CAP, Joyce Rife
and Chapter Board of Directors

Photographer (*September – June*)

Chair: Help Wanted

Programs and Education (*May – June*)

Chair: Joyce Rife

Sunshine Coordinator (*August – June*)

Chair: Karen Heid

Website Liaison (*August – June*)

Chair: Lori Oldenburg

Committee Member List Continued...

Shop 'Til You Drop (*August – November*)

Members: Leah Posterick, Bev Radaich, and Lori Oldenburg

Cub Foods Receipts (*September – May*)

Chair: Kathi Wilke

Public Relations (*August – June*)

Chair: Tami Mortenson

Ink Cartridge Recycling Coordinator (*September – June*)

Chair: Help Wanted

Online Resources

International: www.iaap-hq.org

Division: www.iaap-mnndsd-division.org

Chapter: www.iaap-stcloudquarry.org

Newsletter Deadline

The next newsletter is due to be sent by August 29th. If you would like to submit an article, please have the information to me by August 22nd.

--Kris Kowalzek, Newsletter Editor
kkowalzek@ifound.org

International Convention and Education Forum Sites

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

QUARRY CHAPTER CLASSIFIEDS

Help Wanted – Your Organizational Skills Are Needed!

Recycle Ink Cartridges Coordinator: This chapter member will collect the cartridges from other members and when there is a fair amount of them, call Nancy at Mattson Marketing. Together you will set a date to have them picked up. The Coordinator will need to continue getting updated product lists of acceptable cartridges that Mattson will take as their list does change. All you will need is a large box in your office to put the cartridges in, no marking or anything like that ...just put in the box and when ready to be picked up, shut or seal up the box. Contact Nancy at Mattson marketing and they come in pick it up and leave...no other formality is needed. We have all the information to continue this project. We just need **YOU** to be the **Recycle Ink Cartridges guru**.

Please contact Andi Towner CPS (320) 249-1462 if you are interested.

Help Wanted – Chapter Photographer

We are looking for that special someone who has the “perfect eye” for photography. You don’t have to be a professional but it would help if you belonged to Quarry Chapter, IAAP. The purpose of this position is to take photos of our events for our history - installing a new member, documenting our speakers or just plain having fun. Term: September through June

Please contact Andi Towner CPS (320) 249-1462 to request information.

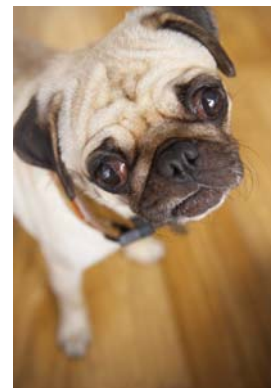
Help Wanted – Ways & Means Committee Members

Members of this committee shall devise and promote projects to further the objectives of the chapter. Committee members will be responsible for developing and implementing fundraising activities, provide different methods of obtaining funds for the chapter by ways of drawings, etc. Term: August thru June.

Please contact Andi Towner CPS for more information.

If A Dog Were Your Teacher, You Would Learn Stuff Like...

- When loved ones come home, always run to greet them.
- Never pass up the opportunity to go for a joyride.
- Allow the experience of fresh air and the wind in your face to be pure ecstasy.
- When it's in your best interest, practice obedience.
- Let others know when they've invaded your territory.
- Take naps.
- Stretch before rising.
- Run, romp, and play daily.
- Avoid biting when a simple growl will do.
- On warm days, stop to lie on your back in the grass.
- On hot days, drink lots of water and lie under a shady tree.
- No matter how often you're scolded, don't buy into the guilt thing and pout .
Run right back and make friends.
- Delight in the simple joy of a long walk.
- Eat with gusto and enthusiasm. Stop when you have had enough.
- Be loyal. Never pretend to be something you're not.
- If what you want lies buried, dig until you find it.
- When someone is having a bad day, be silent, sit close by and nuzzle them gently.



Message from the Division President

From Kristi Rotvold CPS/CAP, 2008-09 Division President giving us this quick update of the New Orleans convention conducted business.

This is just a quick message, we had a great time in New Orleans and missed those of you that weren't with us.!

Elections:

President: Barb Horton

President Elect: Susan Shamali

Vice President: Mary Ramsey-Drow

Secretary: Janine Riemersma

Treasurer: Karlena Rannals

NW District Director: Val King (from our own division)

The first amendment to bylaws failed – the rest were adopted. The first amendment to standing rules failed. The other was adopted.

Both motions from the floor were from the Northwest District:

"I move that the International Board of Directors compile behavioral guidelines that define/describe "misconduct" as applies to any IAAP officer at any level of the association. These guidelines should include the wording, "including, but not limited to," and should also define appropriate levels of sanction up to removal from office for violation of the guidelines. This should be accomplished in time for submission to the delegates for their approval at the 2009 international convention."

This motion was adopted.

The 2nd motion was for online registration for all chapters to be available by January 1, 2009 (sorry I don't have all of the wording with me) This motion was adopted.

Karin Bartz, CPS/CAP was one of three finalists for the Adecco Mentor Award which was presented at the final banquet at the convention. We applaud her standing as one of the finalists on stage.

--Kristi Rotvold CPS/CAP, 2008-09 Division President

CALENDAR OF EVENTS

Monthly Education Program & Meeting – September 8, 2008, Kelly Inn, St. Cloud

Bosses' Day Recognition & Monthly Meeting – October 13, 2008, Kelly Inn, St. Cloud

Bosses' Day Observed – October 16, 2008

MN-ND-SD Division Fall Conference – October 3-5, 2008, Location TBD

Shop 'Til You Drop Event – November 1, 2008, American Legion, Sauk Rapids

Spring Seminar – April 22, 2008, Location TBD