



*Turning Jobs
Into Careers*

St. Cloud Quarry Chapter, IAAP

October 2008 Newsletter

Monthly Education Forum & Business Meeting

"Going Green at Home and at Work"

Presented by: Doug Lien, Tri-County Solid Waste Commission

Monday, October 13, 5:30 – 7:30 p.m.

Kelly Inn, St. Cloud

Learn some simple things to do at home and at work to be more environmentally friendly. Waste reduction in general will be a focus of this presentation, as well as some tips for reducing the amount of hazardous waste we produce.

Meal: Lasagna. Cost is \$15 for members; \$20 for nonmembers. **RSVP by Wednesday, October 8th** to Sue Tomczik via e-mail at susan.tomczik@awin.com or phone 320-252-9608.

Remote (Career) Control

--Submitted by OfficeTeam

Higher fuel prices have caused many professionals to look for ways to reduce the cost of commuting. Combine this with the added availability of home office technology, and it's no wonder more individuals are working remotely. In fact, in a survey conducted by our company, more than two-thirds of executives polled said it's common for their companies to offer employees off-site work arrangements. Moreover, 82 percent of managers said they expect the number of employees who work remotely to increase in the next five years.

Of course, not all positions lend themselves to remote arrangements. Jobs that require a great deal of face time with colleagues or customers, for instance, cannot be performed outside the office. If your role allows for flexibility, you may want to discuss working remotely with your manager. Here are some questions to ask yourself before making a request:

- **What's in it for them?** Managers will respond more favorably to your request if they know the arrangement will benefit the company and not just you personally. Will the arrangement save your firm money or increase productivity?
- **Have I thought through the details?** Your supervisor will want to know key information, like why you are a good candidate for telecommuting, technology tools and upgrades you will need to successfully manage your workload, and security measures you have in place at home or at your proposed remote work site to protect company information.
- **How will I stay in touch?** Think about how you intend to interact with colleagues to ensure projects stay on track. Also, offer to provide regular status updates so your manager knows your progress on assignments.
- **How will I stay visible?** To avoid being overlooked for plum projects or promotions, maintain plenty of face time with your managers and colleagues. Schedule important meetings for your on-site workdays.
- **How can I show the arrangement will work?** Ask your supervisor if you can try telecommuting on a trial basis, working remotely one or two days a week. Propose several meetings with your boss throughout the test period so you both can evaluate how the arrangement is working.

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. For more information visit www.officeteam.com.

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Mission Statement:

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

Message from the President...

WOW, as I was driving back from Rochester this weekend I was struck by all the colors that have already started in this part of the state. I thought how wonderful to have so many varieties of trees and how fortunate we are that we have so many in Minnesota. However, this may not always be the case. In the near future we may find ourselves wondering where all trees have gone.

Doug Lien from Tri-County Solid Waste Commission will be with us Monday, October 13, to help us learn about some simple things to do at home and at work to be more environmentally friendly. With this presentation we might be able to find out how to keep the wonderful forest of color in our state for the future. We will also learn how to reduce hazardous waste that each individual produces. Doug will present possible ways to improve our home and office life.

BRING YOUR "BOSS" TO OUR OCTOBER 13 MEETING!!

Thursday, October 16 is **National Boss Day**. So we want you to feel free to bring your "boss" along on Monday, October 13. As an added incentive we will ask that you pay only \$15.00 for your guest along with your fee. This will be an excellent time to show how IAAP and St. Cloud Quarry Chapter are trying to education administrative professionals on a wide array of subjects.

National Boss Day is a day to show appreciation to a boss, manager, or supervisor. Many times we do not realize the challenges of being the boss, which is why Patricia Bays Haroski, in 1958, decided to register the holiday and designate October 16 in honor of her father's birthday. That was 50 years ago! Inviting your "boss" is a great way to treat him or her to a special dinner and to show your "thanks".

I look forward to seeing all of you in October,

Andi Towner CPS

President

St. Cloud Quarry Chapter IAAP

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btanda@chartermi.net (home)



A man was telling his neighbor, "I just bought a new hearing aid. It cost me four thousand dollars, but it's state of the art. It's perfect."
"Really," answered the neighbor. "What kind is it?"
"Twelve thirty."



**St. Cloud Quarry Chapter, IAAP
Meeting Minutes – September 8, 2008**

Present: Bev Radaich, Kathy Lewandowski, Marlene Winters, Pat Zwack CPS/CAP, Susan Tomczik, Florann Grettum CPS, Andi Towner CPS, Karen Heid, Rachael Johannes, Karen Hiemenz, Leah Posterick, Peggy Sullivan & Tami Mortenson.

President Andi Towner called the September business meeting to order.

Approval of Minutes (June 2008) Motion made and seconded to accept the minutes. Motion passed.

Treasurer's Report (June & July) The June and July treasurer's report was accepted and will be filed for audit.

Nomination for President Elect Pat Zwack CPS/CAP was nominated, members voted and vote was passed. Andi installed Pat Zwack CPS/CAP as our President Elect for the 2008-2009 year.

Committee Updates/Reports

- **Audit Committee** – Florann reported that the audit went well and we have an end of year balance of \$2,927.20.
- **By-Laws Committee** – Reported by Pat, the by-laws were submitted and returned with corrections. We went through the by-laws to look at the corrections and most were housekeeping issues. Please read the by-laws over and if you see any errors let Pat know right away.
- **Education Committee** – No report as Joyce is on vacation; but Joyce would like help with this committee.
- **Membership Committee** – Marlene reported we have a new member, Kathy Siemers, that we will be installing next month. We need every member to give Marlene a name of someone that they feel would be interested in joining IAAP and Marlene will contact them. For new members joining in October the Division is waiving the dues. A motion was made by Marlene and seconded by Bev, that St. Cloud Quarry Chapter also waive the dues for new members joining in October. Motion passed. October would be a good month to encourage any new potential member to join since this would be a savings of \$25.00.
- **Shop Till You Drop Committee** – Leah reported that the Shop Till You Drop event is planned for November 1st at the Sauk Rapids American Legion. She reported a problem with the vendors not getting back to her to sign the contracts. We will again be having the bake sale and the committee asks each member to bake at least one item to sell at the event (or donate money). Please package your items in half-dozen quantities. This can be a really big fundraiser for us if all participate.
- **Herberger's Fundraiser** – The sale date is Saturday, November 15, the coupon books are \$5.00 – all proceeds go to us. Lori will have the coupons at the October meeting or you can contact her if you would like some.
- **Sunshine Committee** – Karen Heid reported she has the cards, she sent one to Marlene this summer.
- **Fall Conference** – The Fall conference is taking place October 3 - 5 at Thumper Pond in Ottertail MN. It was motioned by Bev and seconded by Kathy L. to send Pat Zwack CPS/CAP, uninstructed, in Andi's place to the conference. The motion was passed.
- **Chapter Goals** – Our goal for the 2008-2009 Chapter year is to obtain the IAAP Chapter of Excellence Award for 2008-2009 by achieving 14 of the 18 criteria. In January we will take an inventory of our progress.

Good of the Order – Bev reported that we received a thank you note from the Scholarship winner.

Adjournment

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.

2008 – 2009 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 October 27. If you would like to submit an article, please have the information to me by October 24.

--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

Agenda

Monday, October 13, 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. **Educational Forum:**
Guest Speaker: Doug Lien, Tri-County Solid Waste Commission
Topic: *“Going Green at Home and at Work”*
- 7:00-7:05 p.m. **Five-minute Break**
- 7:05-7:30 p.m. **Business Meeting**
1. Call to Order
 2. Additions to Agenda
 3. Approval of September 2008 Minutes
 4. September Treasurer Report
 5. Committee Updates:
 - a. By-laws Committee
 - b. Education Committee
 - c. Membership Committee
 - d. Shop ‘Till You Drop
 - e. Other Committees
 6. Strategic Plan
 7. Report from the MN-ND-SD Division 2008 Fall Conference—
Pat Zwack, CPS/CAP
 8. Installation of New Member(s)
 9. Announcements/Good of the Association

Drawing

Adjournment



Members who bring their boss to the meeting
need only pay \$15 for the guest.

Cub Food Receipts

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:

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.

CALENDAR OF EVENTS

MN-ND-SD Division Fall Conference – October 3-5, 2008, Thumper Pond, Ottertail, MN

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

Bosses' Day Observed – October 16, 2008

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

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

Spring Seminar – April 22, 2008, Kelly Inn, St. Cloud