



*Turning Jobs
Into Careers*

St. Cloud Quarry Chapter, IAAP

November 2008 Newsletter

Monthly Education Forum & Business Meeting "An Administrative Professional's Guide to Meeting & Event Planning" Presented by: Fe Mahler, CPS/CAP, IAAP MN-ND-SD Division Treasurer **Monday, November 10, 5:30 – 7:30 p.m.** Kelly Inn, St. Cloud

Fe Mahler, CPS/CAP, brings a wealth of knowledge, experience and ideas. Please join us to learn how to successfully plan your next event. Goals of Meeting:

- Review principles of meeting planning;
- Review industry lingo;
- Identify characteristics of successful meeting planners;
- Show integration of administrative skills in the meeting planning process;
- Identify available resources to assist in the meeting planning process;
- Q&A.

Meal: Fettucine Alfredo with chicken. Cost is \$15 for members; \$20 for nonmembers. **RSVP by Wednesday, November 5th** to Sue Tomczik via e-mail at susan.tomczik@awin.com or phone 320-252-9608.

2009 Division Annual Meeting & 2009 International Convention

Don't forget the MN-ND-SD Division Annual Meeting will be held in Rochester, MN from May 15 through 17, 2009. The Kahler Hotel is now taking reservations. The room rate is \$89 per night.

The IAAP International Convention will be held in Minneapolis July 26 through 29, 2009. The Hilton hotel is the host location and you can make your reservation after November 1, 2008. The Millennium and Hyatt hotels also will be taking reservations after November 1, 2008.

Volunteers are still needed for the International Convention. Remember, if you volunteer 12 days you will be reimbursed after the convention for half of your registration fee. The uniform for the host Division (MN-ND-SD Division) will be white shirts, black pants, skirts and jackets. You will also need to purchase a scarf from the division as a symbol to the attendees that you are there to help them.

Contact Kristi Rotvold and Nita Nurmi or go to the Division web site to sign up.

St. Cloud Quarry Chapter Board Members

President – Andi Towner, CPS
E-mail: Anditowner2020@yahoo.com
President-Elect – Pat Zwack, CPS/CAP
E-mail: pzwack@msn.com
Treasurer – Rachael Johannes
E-mail: Rachael.johannes@yahoo.com
Secretary – Susan Tomczik
E-mail: susan.tomczik@awin.com

Mission Statement:

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

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Message from the President...



*A Thanksgiving Poem
Author Unknown*

*"The year has turned its circle,
The seasons come and go.
The harvest is all gathered in
And chilly north winds blow.*

*Orchards have shared their treasures,
The fields, their yellow grain.
So open wide the doorway-
Thanksgiving comes again!"*

Ah, the smell of a fireplace, the crisp autumn air, the beauty of the colors and the prospect of snow – what else can one be thankful for?

I know as you contemplate that question that you will find so much more to add to the list that it would take pages and pages in order to get it all down. But for the St. Cloud Quarry Chapter there is also a lot to be thankful for.

We have a fine membership that is active and steps forward when a project needs to be completed. We are not afraid to take a chance and commit to belonging to a committee team. We have excellent educational programs. Because we live in Central Minnesota we have the opportunity to travel to division events that most chapters don't have due to their location. We enjoy meeting with the Brainerd chapter each December for a holiday social. As a group of professionals, we the members share freely our experience with others either in our chapter or at our place of work.

The list could go on and on – so, to the members of the St. Cloud Quarry chapter, I thank you for being a member and I enjoy your company each month at our meetings and savor our relationship over the past years.

In December we will be traveling up to Little Falls to the Initiative Foundation to have our holiday social with the Brainerd Chapter. MaryAnn Lindell and Tanya Wiskow are working hard planning the social; we hope that St. Cloud Quarry will be the host next year. By switching on and off each year we will be able to share the workload and continue to enjoy meeting with each chapter. I am setting up a car pool meeting area again with Living Waters Lutheran Church, so we can go together to Little Falls. Your invitation is attached to this newsletter which includes all the details.

I won't be with you on Monday, November 10, as I have a work related event to attend so let me send to you best wishes for a most wonderful Thanksgiving Day. If you will be traveling, travel safe. If you will be hosting a dinner, may all your plans go smoothly.

Andi Towner CPS

President

Anditowner2020@yahoo.com

(320) 249-1462 cell
(320) 259-9514 home



**St. Cloud Quarry Chapter, IAAP
Meeting Minutes – October 13, 2008**

Present: Bev Radaich, Kathy Lewandowski, Marlene Winters, Pat Zwack CPS/CAP, Susan Tomczik, Florann Grettum CPS, Andi Towner CPS, Karen Heid, Rachael Johannes, Leah Posterick, Peggy Sullivan, Tami Mortenson, Joyce Rife, Joyce Schmidt, Kathi Wilke, Kathy Siemers, Lori Oldenberg and Renae Nordmann.

Guests: Kristin Hatten & Ron Wieber.

President Andi Towner called the October business meeting to order.

Approval of Minutes (September 2008)

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

Treasurer's Report (September 2008)

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

Committee Updates/Reports

- **By-Laws Committee** – Reported by Pat Zwack, CPS/CAP, the By-Laws were submitted and we should be good for another four years.
- **Education Committee** – Joyce brought the new education pamphlets and one went to each member.
- **Membership Committee** – 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. Marlene will be sending out 38 letters this week to prospective members.
- **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. We have 25 vendors signed up as of now. Make sure to bring your baked goods before 10 am the day of the sale. Please package your items in ½ dozen or smaller quantities, also we would like some of the items such as cookies wrapped individual for single servings. Also make sure to mark what it is and to note if there are nuts in the item.
- **Herberger's Fundraiser** – The sale date is Saturday November 15th, the coupon books are \$5.00 – all proceeds go to us. Lori has the coupons so you can contact her if you would like some.
- **Sunshine Committee** – Karen Heid reported about the new chapter in Sioux Falls – it was voted on and passed to send \$25.00 to \$50.00 from our chapter to the Sioux Falls chapter.
- **Fall Conference** – Pat reported on the fall conference that was held Oct 3-4th at Thumper Pond. She handed out information that she received at the conference; one of the main topics of discussion was the Chapter of Excellence program.
- **Installation of New Member** – Andi and Pat installed our newest member Kathy Siemers – we all want to welcome Kathy to our IAAP Chapter.

Good of the Order – Bev reported that we received a thank you note from the division for the good job we did on selecting the Scholarship winner.

Thank you to Bev for the really awesome centerpieces and the candy – the winners of the centerpieces were Florann, Marlene, Joyce Schmidt and Sue Tomczik.

Adjournment

Submitted by: Sue Tomczik, Secretary

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: St. Cloud Quarry Chapter Board

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 St. Cloud Quarry Chapter Board

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 November 24. If you would like to submit an article, please have the information to me by November 19.

--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, November 10, 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: Fe Mahler, CPS/CAP, MN-ND-SD Division Treasurer
Topic: *"An Administrative Professional's Guide to Meeting & Event Planning"*

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 October 2008 Minutes
4. October Treasurer's Report
5. Committee Updates:
 - a. Education Committee
 - b. Membership Committee
 - c. Shop 'Till You Drop
 - d. APD Seminar
6. December Social
 - a. Car pooling (meet at Living Waters Lutheran Church in Sauk Rapids)
7. Announcements/Good of the Association



Drawing

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.

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.



Retirement Trust Foundation Update

--Submitted by Jennifer DeJong, CAP, RTF Committee, Northwest District

The Financial Assistance Program allows for the benefit of Vista Grande without leaving their communities and families. In the case of our Canadian membership, that includes not having to leave your country! Our Controller, Sue Tuff, screens all applicants to ensure they meet the eligibility requirements prior to placing the facts of applicants before the Board of Trustees who approve all applications - Controller Tuff is the only person who knows the names of members within the program. Following are the guidelines for eligibility:

- Must live in a *retirement* community;
- U.S. Residents must meet HUD Public Housing Income Limits;
- Canadian Residents must fall within the assistance range of the Canadian Council on Social Development Poverty Lines.

A retirement community is not a nursing home or lodge, you are still somewhat active and have a self-contained unit where you still do your own cooking – much the same as Vista Grande keeping everyone within the program, a resident of Vista Grande or a benefactor of the Financial Assistance Program, as equal as possible.

The Trust also provides retirement education programs. We host half-day informative seminars at the IAAP International Convention and Education Forum, include excellent retirement information through our *reVisions* magazine that is published quarterly, *reVisions 2.0* that is mailed to your in-box weekly, and our new certification-accredited one-hour seminar in PowerPoint format for Chapter and Division programs.

The Trust operates solely on donations from IAAP members. The Trust is a 501(c) in the U.S. – a recognized charity. Currently for Canadian members, the Canadian government does not recognize receipts from your donations to the Trust. The Board of Trustees is currently addressing this with the Canada Revenue Agency. Until we have a resolution, please don't let this hinder your support of the Trust now. The Trust does offer its own internal recognition program - the Family of Givers program. We hope that you will become a member of the Family of Givers - there are various levels of recognition dependant on the dollar amounts donated, and not just within any given IAAP year. We are tracking your donations when made using the Family of Givers form and over time, you could be in the Sustaining, Leadership, or Pacesetter category. The Trust has a Wall of Honour at our headquarters in Kansas City, Missouri where a plaque is placed showing that a donor has reached a certain level. Whenever an individual makes a donation, that same amount is credited toward your chapter and division records of giving.

In summary, the Trust is working for you in these ways:

- Provides housing assistance grants to administrative professionals in need;
- Provides programs to our members at targeted events;
- Supports the Trust's key publications, *reVisions* and *reVisions 2.0*;
- Maintains the Trust's website at www.iaap-rtf.org; and
- Maintains Vista Grande and provides for an affordable and comfortable environment for all residents

For more information about the Trust, visit our web site at www.iaap-rtf.org; contact your Retirement Trust Foundation Committee member representing Northwest District, Jennifer DeJong CAP at Jennifer.dejong@ge.com; any RTF Trustee; or IAAP Controller, Sue Tuff at stuff@iaap.org.

We appreciate the support of IAAP members everywhere. Without you, we could not continue our work supporting the members of IAAP.

CALENDAR OF EVENTS

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

Monthly Education Program & Meeting – November 10, 2008, Kelly Inn, St. Cloud

December Social – December 8, 2008, Initiative Foundation, Little Falls

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

MN-ND-SD Division Annual Meeting – May 15-17, 2009, Rochester



THE BRAINERD & ST. CLOUD QUARRY CHAPTERS
Cordially Invite You to Our

IAAP DECEMBER SOCIAL

Please bring your chapter nametag and a non-perishable food item to donate to the food shelf.

December 8, 2008

6:00 p.m. Social

6:30 p.m. Dinner

7:30 p.m. Activities

Initiative Foundation

405 First Street SE

Little Falls, Minnesota 56345

(Visit www.ifound.org for directions.)

Please send MaryAnn an electronic copy of a favorite Christmas photo for a special presentation we will be sharing.

Please RSVP by November 28 to:

MaryAnn Lindell at mlindell@ifound.org or (320) 630-1442

\$15.00 per person

Make checks payable to *Brainerd Chapter IAAP* and send to:

33170 Bugle Road

Motley, MN 56466



International Association of
Administrative Professionals®

