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International Association of  
Administrative Professionals®

# St. Cloud Quarry Chapter, IAAP

January 2009 Newsletter

## Monthly Education Forum & Business Meeting

"Higher Education and the Non-Traditional Student"

Presented by: Rick Butte, Director – St. Cloud Campus of College of St. Scholastica

**Monday, January 12, 5:30 – 7:30 p.m.**

Kelly Inn, St. Cloud

Are you interested in learning how to complete the degree you started way back when? Or do you wish to start a program to get that degree you always wanted?

Rick Butte, as a non-traditional student, earned his Masters degree in Organizational Management from Concordia University, Saint Paul, in 2002 and enjoys helping non-traditional students achieve their educational goals. We will also learn about classes that will help you attain your CPS or CAP certification.

Meal: Soup and Sub Sandwich. Cost is \$15 for members; \$20 for nonmembers. **RSVP by Wednesday, January 7<sup>th</sup>** to Sue Tomczik via e-mail at [susan.tomczik@awin.com](mailto:susan.tomczik@awin.com) or phone 320-252-9608.



## New Year's Traditions

--Google Search



Celebrating the arrival of the New Year is perhaps the **oldest holiday** in recorded history. It started with the ancient Babylonians more than **4,000 years ago**, and continued with the Egyptians, Romans, Celts and so on. Here are some other quick facts about New Year's traditions and their origins:

- **January 1.** January 1st officially became the first day of a new year in 46 B.C. when Julius Caesar established the Julian calendar.
- **New Year's resolutions.** The ancient Babylonians began the idea of New Year's resolutions as a way to start the year off with a clean slate by returning borrowed items.
- **Baby New Year.** Using a baby to represent the birth of the New Year started in ancient Greece in 600 B.C.
- **Black-eyed peas & cabbage.** Some say the black-eyed pea's lucky streak dates back to the pharaohs. Others say it started in Vicksburg, Virginia, during the Civil War when the town ran out of food while under siege and the inhabitants were lucky enough to discover cow peas (a.k.a., black-eyed peas). Meanwhile, cabbage leaves (a symbol of prosperity) are thought to bring prosperity to those who eat them on New Year's Day.
- **Tournament of Roses Parade.** The first parade was staged in 1890 by the Pasadena, California, Valley Hunt Club as a celebration of the town's mild winter weather. In 1895, the Tournament of Roses Association took charge of the festival when the parade had grown too large for the hunt club to continue hosting. Today, the elaborate floats can take as long as a year to design and build.
- **Auld Lang Syne.** Inspired by old Scottish tunes, the lyrics to the song Auld Lang Syne were written by the poet Robert Burns and published after his death in 1796. Do you know the words? (See page 5)

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### Mission Statement:

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

## Message From the President...

Happy New Year St. Cloud Quarry Members!

The beginning of a new year is always exciting. We have our hopes and dreams that we wish to come true. We also have a whole year to do the things we want to do. I don't know about you, but I am looking forward to the New Year challenges, whatever they may be.

One of the challenges this year will be our April seminar with Jill Spiegel. We will need everyone's help to pull this together. We are looking for co-sponsors now, and also checking into close IAAP chapters to co-sponsor. We don't know if that will work but it is a challenge we will face head on.

Any ideas you may have are welcome; please contact one of the board members (Rachael, Sue, Pat or me) or Joyce Rife from the Education Committee, who is also helping on the committee to get this together.

May your New Year bring you much joy, laughter and love. And may all your wishes come true.

*Andi Towner CPS*

President

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## 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.

## St. Cloud Quarry Chapter Board Members

**President – Andi Towner, CPS**

E-mail: [Anditowner2020@yahoo.com](mailto:Anditowner2020@yahoo.com)

**President-Elect – Pat Zwack, CPS/CAP**

E-mail: [pzwack@msn.com](mailto:pzwack@msn.com)

**Treasurer – Rachael Johannes**

E-mail: [Rachael.johannes@yahoo.com](mailto:Rachael.johannes@yahoo.com)

**Secretary – Susan Tomczik**

E-mail: [susan.tomczick@awin.com](mailto:susan.tomczick@awin.com)



## St. Cloud Quarry Chapter, IAAP Meeting Minutes – November 10, 2008

**Present:** Kathy Lewandowski, Marlene Winters, Pat Zwack CPS/CAP, Susan Tomczik, Florann Grettum CPS, Rachael Johannes, Peggy Sullivan, Joyce Rife, Joyce Schmidt, Kathi Wilke, Karen Hiemenz, Sharon Maus, Renae Nordmann.

President Elect Pat Zwack CPS/CAP called the November business meeting to order.

### **Approval of Minutes (October 2008)**

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

### **Treasurer's Report (October 2008)**

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

### **Committee Updates/Reports**

- **Education Committee** – There was nothing new to report from the education committee per Joyce Rife.
- **Membership Committee** – Marlene will be mailing out about 200 of the save the date postcards for the April 22, 2009 half-day seminar with Jill Spiegel. The seminar will be in the morning starting with a continental breakfast and ending with a light lunch. Cost of the seminar is yet to be determined. Pat and Andi had the opportunity to attend one of Jill Spiegel's seminars last May and said she is absolutely great and they highly recommend all members to attend. Please invite other co-workers and friends that would be interested.
- **Shop Till You Drop Committee** – As no one from the committee was at the meeting, Marlene Winters reported on the Shop Till You Drop fundraiser. She said the turn out was not as good this year as it was last year; they were thinking maybe it had to do with the date since we had it one week earlier this year. She reported that we did really well on the baked good items. Leah & Bev have co-chaired this event the last two years, so we need new chairpersons for this event next year. It was suggested to have five people on this committee. It was also mentioned that we should maybe discuss if we want to do the Shop Till You Drop fundraiser again next year and, if so, what changes would we like to make. If we do not have this fundraiser we will have to come up with another one. It was decided to lock in the date of November 15<sup>th</sup> 2009 just to be safe and we will discuss this issue again at our next meeting.
- **Herberger's Fundraiser** – The sale date is Saturday November 15<sup>th</sup>, the coupon books are \$5.00 – all proceeds go to us. Contact Lori Oldenburg if you are interested in getting coupon books.
- **December Social** – The December Social is going to be held on December 8<sup>th</sup> in Little Falls at the Initiative Foundation. We will be meeting at the Living Waters Church in Sauk Rapids (same place as last year) at 5:30 pm to car pool. Please make sure to RSVP to MaryAnn Lindell at [mlindell@ifound.org](mailto:mlindell@ifound.org) or call 320-630-1442 by November 28<sup>th</sup>.

**Good of the Order** – It was suggested by Marlene that we send a thank you card to Coborns in Sauk Rapids to thank them for advertising our Shop Till You Drop event on their marquee. Sue Tomczik will send the card.

### **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](http://www.iaap-hq.org)

Division: [www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)

Chapter: [www.iaap-stcloudquarry.org](http://www.iaap-stcloudquarry.org)

## Newsletter Deadline

The next newsletter is due to be sent by January 26. If you would like to submit an article, please have the information to me by January 23.

--Kris Kowalzek, Newsletter Editor

[kkowalzek@ifound.org](mailto: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, January 12, 2009**  
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: Rick Butte, Director – St. Cloud Campus of  
College of St. Scholastica  
Topic: *“Higher Education and the Non-Traditional Student”*
- 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 November 2008 Minutes
  4. November/December 2008 Treasurer’s Report
  5. Committee Updates:
    - a. Education Committee
    - b. Membership Committee
    - c. Shop ‘Till You Drop
    - d. St. Cloud Quarry Chapter Strategic Plan
    - e. APD Seminar
  6. Announcements/Good of the Association

**Drawing**

**Adjournment**



***Words to “Auld Lang Syne”***  
Should auld acquaintance be forgot and never brought to mind?  
Should auld acquaintance be forgot and days of auld lang syne?  
For auld lang syne, my dear, for auld lang syne,  
We'll take a cup of kindness yet, for auld lang syne.

Should auld acquaintance be forgot and never brought to mind?  
Should auld acquaintance be forgot and days of auld lang syne?  
And here's a hand, my trusty friend, and gie's a hand o' thine  
We'll tak' a cup o' kindness yet for auld lang syne.

## Reclaim Your Lunch Break!

--Submitted by OfficeTeam

In today's fast-paced workplace, a lunch break often takes a backseat to e-mails, phone calls, meetings and pressing deadlines. Most professionals are doing more work with fewer resources and, therefore, putting in more time at their desks. Workers may also be collaborating across time zones and forgoing lunch breaks to accommodate their colleagues' schedules.

According to a survey by our company, executives say their typical lunch break is now just 35 minutes, down from 42 minutes in 2003. Moreover, respondents work through lunch three days a week on average.

However, it's necessary to step away from your desk in order to recharge and remain productive. The following tips can help you take back your lunch break:

- **Plan your day.** Schedule your break to fall between projects, if possible, and set morning deadlines for important tasks so you can relax over lunch.
- **Schedule lunch with colleagues.** During a busy period, change a team meeting to a working lunch outside the office. The time away will improve your energy while maintaining productivity.
- **Book an appointment.** Block off your online calendar so coworkers don't schedule calls or meetings during your lunch break. Be flexible, though, if there are no other options.
- **Step away from the desk.** If you are unable to leave your building for lunch, take a walk around the office. If possible, eat in the lunch room or break area with colleagues.
- **Put work aside.** If you have to be near your computer or phone, face your chair away and do a nonwork activity, such as reading a newspaper or magazine.

While you may want to work through lunch to stay ahead of your workload or help your team during a particularly busy period, keep in mind that taking regular breaks to recharge can actually increase, rather than hinder your productivity.

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

### CALENDAR OF EVENTS

**Monthly Education Program & Meeting** – January 12, 2009, Kelly Inn, St. Cloud

**Monthly Education Program & Meeting** – February 9, 2009, Red Cross, St. Cloud

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

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