



*Turning Jobs  
Into Careers*

# St. Cloud Quarry Chapter, IAAP

May 2009 Newsletter

## Monthly Education Forum

**"Are You Prepared For Your Future? How to Recession-Proof Your Career"**

Presented by: Susan Antolak, Branch Manager for OfficeTeam

**Monday, May 11, 5:30 – 7:30 p.m.**

Kelly Inn, St. Cloud

Sue Antolak, Branch Manager for OfficeTeam, A Robert Half International Company in St. Cloud, will share insights on the future of the administrative profession. Sue will also discuss strategies for staying motivated and productive on the job, becoming an indispensable asset to your employer, and how to land a job in a tough economy.

Meal: Picnic Chicken Chef Sald. Cost is \$15 for members; \$20 for nonmembers. **RSVP by noon, Wednesday, May 6<sup>th</sup>** to Sue Tomczik via e-mail at [susan.tomczik@awin.com](mailto:susan.tomczik@awin.com) or phone 320-252-9608.

## Message From the President...

Dear Chapter Members,

Here we are at the end of another fiscal year for our chapter; soon we will be busy planting our gardens, getting the boat ready, opening up the cabin or swimming pool, spring cleaning and planning for the summer.

One thing we don't want to lose sight of is the upcoming annual meeting for our chapter on Monday, May 11. We will have a presentation then a short business meeting.

In this business meeting we will also vote for next year's officers. The chapter needs your help with this. As of this writing we need a couple offices to be filled. Please contact Joyce Rife if you would be interested in running for office. Then of course the task of finding committee members will be next.

I don't mind saying that this year several members were not able to attend meetings or assist on committees because of various reasons. I do hope the future will bring some spare time to you so that you can be actively involved in the chapter's business and events. Those who do the work every year don't mind to do so but the chapter is not just a few but all who claim to be members.

Next month Pat will send out a survey which will present thoughtful questions on the business and continuation of the chapter, I hope that you will answer the survey and be honest with your answers.

This is my last note to you as your President. I will keep you all in my prayers and wish you all much joy and love in the coming year.

See you in May,  
*Andi Towner CPS*

President

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### **Mission Statement:**

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

## To Negotiate or Not To Negotiate – How To Get The Best Compensation Package Possible

--Submitted by OfficeTeam

If you're reluctant to discuss compensation with hiring managers during tough times, you could be selling yourself short. More than half (56 percent) of senior executives surveyed by our firm said they are comfortable with applicants broaching the subject in the first or second interview.

Although you and the hiring manager don't have to agree on a final figure right away, general salary requirements should be discussed early in the hiring process. This will help you avoid surprises later on. Just make sure you've adequately highlighted the value you can bring to an employer before broaching the subject.

Here are five pitfalls to watch out for when negotiating compensation:

1. **Going in unprepared.** Base your request on strong supporting evidence, which you can obtain by reviewing professional journals and industry publications, searching online salary sources, consulting publications such as OfficeTeam's annual *Salary Guide*, and talking with members of your professional network.
2. **Over- or underestimating your leverage.** Consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
3. **Being inflexible.** While there may be some aspects of an offer you'll be unwilling to negotiate, be prepared to compromise on items that are less critical.
4. **Fixating on base salary.** Look at the total compensation package, including nonmonetary, but highly desirable components such as healthcare benefits, paid time off and flexible scheduling.
5. **Failing to get it in writing.** Once you've agreed on terms, ask the employer to draw up a letter of agreement that outlines the specifics of the offer, such as the position's key responsibilities, salary and any special arrangements that resulted from the negotiations.

One final piece of advice: When inquiring about salary for the first time, be prepared to hear a broad range. Employers will want to get a sense of your qualifications and fit for the position before extending a more specific offer.

*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 325 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*

### CALENDAR OF EVENTS

#### **Monthly Education Program & Meeting – “Are You Prepared for Your Future?”**

May 11, 2009, Kelly Inn, St. Cloud

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

#### **St. Cloud Quarry Chapter Awards Event/Officer Installation**

June 8, 2009, Kelly Inn, St. Cloud

#### **International Convention – July 26-29, 2009, Minneapolis Convention Center**

## 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)

Guide to Grammar and Writing:

<http://grammar.ccc.commnet.edu/grammar/>

## Newsletter Deadline

The next newsletter is due to be sent by May 25. If you would like to submit an article, please have the information to me by May 22.

--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, May 11, 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: Sue Antolak, Office Team  
Topic: *“Are You Prepared For Your Future? How to Recession-Proof Your Career”*
- 7:00-7:05 p.m.      **Five-minute Break**
- 7:05-7:30 p.m.      **Business Meeting**
1. Call to Order
  2. Additions to the Agenda
  3. Approval of April 13, 2009 Minutes
  4. Treasurer’s Report
  5. Committee Updates:
    - a. Education Committee
    - b. Membership Committee
    - c. St. Cloud Quarry Chapter Strategic Plan (vote needed)
    - d. Nominations Committee – Present Nominations & Voting For Officers
    - e. APD Seminar Update
  6. 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](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, IAAP  
Meeting Minutes – April 13, 2009**

**Present:** Kathy Lewandowski, Marlene Winters, Pat Zwack CPS/CAP, Susan Tomczik, Florann Grettum CPS, Joyce Rife, Karen Heid, Kathy Siemers, Bev Radiach.

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

**Treasurer's Report (March 2009)**

No treasurer's report as Rachael was not at the meeting.

**Committee Updates/Reports**

- **Education Committee** – Joyce Rife will follow up with Tami Mortenson to make sure she is still planning on being our presenter for the May meeting.
- **Membership Committee** – Nothing new to report from Marlene.
- **Nominations Committee**- Joyce Rife reported that Karen Heid offered to run for secretary, she has been playing phone tag with Rachael all week to check with her and see if she will be the treasurer for a second term. No one up for President Elect yet.
- **Division & International Meetings** – Not enough members present to vote on sending the delegate and alternative delegate as instructed or uninstructed. We will probably have to do a vote by e-mail.
- **Professional Day Seminar** – If you are planning on attending the seminar please come early and ask if there is anything you can help with. As of Monday night we only had 21 people signed up for the seminar. Marlene reported that they have a lot of great door prizes for the seminar.
- **Dues** – International sent out information that they IAAP dues will be going up \$25.00 in 2010. Please look at this as it is for long term planning.
- **Strategic Plan** – this was tabled until next month as we did not have enough members present to vote on it.
- **Survey** – There will be a survey sent out to each member in May to complete. We need everyone's input to keep this chapter going. The enthusiasm and participation is just not there and we need to know all members thoughts and ideas.

**Adjournment**

*Submitted by: Sue Tomczik, Secretary*

