



*Turning Jobs
Into Careers*

International Association of
Administrative Professionals®

St. Cloud Quarry Chapter, IAAP

June 2009 Newsletter

End of Year Awards Program and Officer Installation

Monday, June 8, 5:00 – 7:00 p.m.

Kelly Inn, St. Cloud

Meal: Roast Pork Loin with Mushroom Sauce. Cost is \$15 for members; \$20 for nonmembers. **RSVP by noon, Wednesday, June 3rd** to Sue Tomczik via e-mail at stomczik@republicservices.com or phone 320-252-9608.

How to Talk Money with Hiring Managers

--Submitted by OfficeTeam

Today's tough job market can make even the most seasoned professional nervous about the hiring process, particularly when it comes to broaching the topic of compensation. A recent survey conducted by our organization, however, could help put your mind at ease, at least somewhat. More than half (56 percent) of senior executives surveyed said they are comfortable with applicants asking about compensation in the first or second interview. Here are some tips to help you prepare for the conversation:

- **Do your homework.** Before you talk with the hiring manager about salary, review government data, trade association reports and compensation surveys such as OfficeTeam's annual *Salary Guide*. Also consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
- **Remain flexible.** Enter salary discussions with an open mind and positive attitude. While there may be some aspects of an offer you're unwilling to negotiate, be prepared to compromise on items that are less critical to you, such as the number of vacation days, for example.
- **Don't fixate on just one aspect.** When evaluating an offer, look at the total compensation package, including nonmonetary, but highly desirable, components such as healthcare benefits, paid time off and flexible scheduling.
- **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.

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.

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 stomczik@republicservices.com or phone 320-252-9608.

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Mission Statement:

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

Message From the President...

Quarry Chapter Members,

Here we are at the end of another IAAP year and ready to look forward to 2009-2010.

First of all I would like to thank our President, Andi Towner, CPS for her great leadership this year along with her board including, Sue and Rachael. Along with our Immediate Past President, Joyce Rife we had interesting educational programs and great discussions while we learned many new things. Thank you to Andi, Sue, Rachael and Joyce.

Thank you to everyone that completed the surveys. We had great participation and I will present the results of the survey at our June meeting.

The MN-ND-SD Division Annual Meeting in Rochester was a great success. We have a new and exciting Division Board of Directors with some great enthusiasm and vision. Florann Grettum and Kathy Lewandowski also attended and we will share our thoughts with you. The full delegate's report will also be available at the June meeting and I will also send it out via e-mail. Your feedback will guide your 2009-2010 Board of Directors as we strive to grow and learn together. You are also guaranteed to have fun, too.

There is great excitement for the International Educational Forum and Annual Meeting to be held at the Minneapolis Convention Center this July. I encourage every member to strongly consider attending as this is a great opportunity to see IAAP in action. The education forums, the networking and meeting new friends (Administrative Assistants from all over the world), are just a few of the highlights you will experience. Let me know if you have any questions.

I wish every one of our St. Cloud Quarry Members a restful summer and enjoy your time with family and friends.

See you, in September...  - I hear a song in there somewhere!

Pat Zwack, CPS/CAP
President, 2009-2010
St. Cloud Quarry Chapter

CALENDAR OF EVENTS

St. Cloud Quarry Chapter Awards Event/Officer Installation

June 8, 2009, Kelly Inn, St. Cloud

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

MN-ND-SD Division Fall Conference – October 9-11, 2009, Riverwood Inn &
Conference Center, Otsego, MN



Agenda
Monday, June 8, 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.

Business Meeting

1. Call to Order
2. Additions to the Agenda
3. Approval of May 11, 2009 Minutes
4. Treasurer's Report
5. Committee Updates:
 - a. Education Committee
 - b. Membership Committee
 - c. President Appreciation Presentation
 - d. Installation of 2009-2010 St. Cloud Quarry Chapter Officers
 - e. Welcome from the Incoming President
6. Announcements/Good of the Association

Drawing

Adjournment

Enjoy your Summer!



**St. Cloud Quarry Chapter, IAAP
Meeting Minutes – May 11, 2009**

Present: Marlene Winters, Pat Zwack CPS/CAP, Susan Tomczik, Florann Grettum CPS, Joyce Rife, Karen Heid, Kathy Siemers, Bev Radiach, Kathi Wilke, Leah Posterick, Pamela Cesnik, Peggy Sullivan, Rachael Johannes, Renae Nordmann & Rachael Mendel.

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

Treasurer's Report (March/April 2009)

Approved – file for audit.

Committee Updates/Reports

- **Membership Committee** – Marlene mentioned that we are listed in the Community Compass magazine. She also said she has been calling the St. Cloud Times to let them know about our meetings so they can publish it for us, but so far no response.
- **Nominations Committee** – Karen Heid was nominated for Secretary for the 2009-2010 membership year. Motion was made by Joyce Rife and 2nd by Marlene Winters. All members voted and motion carried – Karen will be our new Secretary. Pamela Cesnik was nominated for Treasurer for the 2009-2010 membership year. Motion was made by Marlene Winters and 2nd by Renae Nordmann. All members voted and motion was carried – Pamela will be our new Treasurer. Pat Zwack is our President -Elect so she will be the President next year. We still need someone for the position of President-Elect for the 2009- 2010 membership year. Please let Joyce, Pat or Andi know if you are interested.
- **Division & International Meetings** – for the Division meeting in Rochester, a motion was made by Florann Grettum to send Pat Zwack as a delegate from our chapter unrestricted. The motion was 2nd by Marlene Winters. A vote was taken and the motion carried. Next a motion was made by Leah Posterick to send Florann Grettum as alternate delegate unrestricted. Motion was 2nd by Joyce Rife. A vote was taken and the motion carried.
- **International meeting in July in Minneapolis** – a motion was made by Florann Grettum to send Pat Zwack as a delegate from our chapter unrestricted. The motion was 2nd by Marlene Winters. A vote was taken and the motion carried. Next a motion was made by Florann Grettum to send Joyce Rife as alternate delegate unrestricted. Motion was 2nd by Marlene Winters. A vote was taken and motion carried.
- **Professional Day Seminar** – The attendance was not as high as expected, only 34 attended. We still need to pay the speaker \$2000.00. Everyone that attended said the speaker was very good.

Strategic Plan – was voted on and passed by all members.

Proposed Amendments – Pat went over all the proposed amendments that will be discussed at the division meeting.

Pat officially installed and welcomed Pamela Cesnik into the IAAP St. Cloud Quarry Chapter.

Survey – The survey has been sent out, please make sure you get it back to Pat ASAP.

Good of the Order – Leah announced that this will be her last meeting as she and her husband are moving to Africa soon to be missionaries. Joyce Rife has a friend that is doing the 3 day cancer walk if anyone is interested in donating.

Raffle – winners were Renae Nordmann, Kathy Siemers & Kathi Wilke.

Adjournment

Submitted by: Sue Tomczik, Secretary