



SouthWest Metro News

The Official Newsletter of The SouthWest Metro Chapter of IAAP

www.iaap-swmetro.org

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February 17 Program

Our February program will offer new members a chance to become familiar with an educational tool of IAAP. Certification is an important part of IAAP and is the internationally recognized standard of excellence. Lynda Boulay CPS/CAP, IAAP Northwest District Director, has graciously offered to provide an overview on the advantages of certification - and the benefits of being an active chapter member with her program:

"Professional Certification: The Career Advantage" & "What You Have Gained by Volunteering for a Chapter Position"



Lynda B. Boulay CPS/CAP
Director, Northwest District
Saint Paul Chapter,
MN-ND-SD Division
Northwest District

Lynda is an Executive Administrator to Timothy C. Yocum, Chief Operating Officer, Yocum Oil Company, Inc. Previous employers include Xcel Energy, Korn/Ferry International, Caterpillar Inc., National Association of Childrens' Hospitals, and the Federal Government. Lynda earned her CPS rating in 1994, recertified in 1999, and received her CAP rating in 2001.

An additional highlight for the evening will be a slide presentation of the pictures from our January Charter Meeting.

This program will be held on Thursday, February 17, 2005 at the Crowne Plaza Hotel located at 5401 Green Valley Drive (Highway 494 & Highway 100), Bloomington, MN. Registration and social time start at 5:30p.m. Please join us for this very informative evening.

We encourage and welcome ALL administrative professionals to attend. The fee is \$18 for SWM members, \$20.00 for other IAAP members and \$25 for guests. This fee includes social/networking time, a terrific dinner, an informational program and a brief business meeting.

President's Highlights

Gloria Oveson CPS/CAP

Renee Raun CPS/CAP

Welcome to the first edition of the SouthWest Metro Chapter Newsletter. This newsletter is designed to keep you updated on what is happening in your chapter. Articles include a short update on what our committees are doing, some pictures of our charter meeting, a list of all the committees and upcoming events for the SWM Chapter, the Division, and MLC. Check it all out! We hope you find it informative.

What an exciting time we've had getting our chapter and committees started. Each of you is an important part of this chapter, so be sure to take advantage of the opportunities offered by getting involved in a committee or project. Your talents are needed so please volunteer where you find an interest. You will find it a fun and easy way to get to know our chapter members.

Our next chapter meeting is February 17. We're looking forward to seeing the slide presentation that Glen Oveson put together of our charter meeting and also hearing about the certification program designed to help us build new skills for career development and advancement.

Of course, we need to develop our personal lives too. February isn't just the month for sweethearts - it's also the American Heart Month, Black History Month and Friendship Month.

Did you know... for every woman who dies of breast cancer, five die of heart disease. According to the American Heart Association, the number one killer of women and men is heart disease. One in five women suffers from some form of cardiovascular disease (CVD). The good news is that some of the risk factors can be controlled. If you smoke, take oral contraceptives, have a high cholesterol diet, are overweight or use alcohol excessively there is an increased risk of blood clots lodging in the arteries of your heart or brain. By minimizing these risk factors it will

dramatically reduce your chances of heart disease.

Black History examines the time periods from the revolts of early America through the success of the Civil Rights Movement.

Lastly, the precious gift of Friendship! It's time to celebrate the magical bond that you share with your buddy - someone who understands you best and brightens your day - a friend who sticks by you and shares your feelings. So pick up the phone, or send an email to your friend, or better yet, send them a yellow rose ... the symbol of Friendship.

We look forward to seeing you at our next meeting!

SWM Chapter Meeting Info

The SouthWest Metro Chapter meets the third Thursday of every month at the Crowne Plaza Hotel, 5401 Green Valley Drive, Bloomington MN 55437.

5:30 social/networking & registration;
6:00 dinner - followed by an educational program and a short business meeting.

\$18 for chapter members, teachers, and students; \$20 for IAAP members; and \$25 for non-members. Meetings are open to all administrative professionals. To RSVP or for further information visit www.iaap-swmetro.org.

Member Highlights

We're happy and proud to announce that Joan Dietz recently passed the CPS exam! *Way to go!!* Congratulations, Joan Dietz CPS!!

Bylaws & Standing Rules

Char Wilkinson CPS

The Bylaws and Standing Rules Committee has submitted a draft of the SouthWest Metro Chapter Bylaws to Co-Presidents, Renee Raun and Gloria Oveson. The draft will be reviewed by the SWM Chapter Board of Directors at their meeting on February 10, and if accepted, the recommended Bylaws and Standing Rules will be brought forth to the membership for approval at the March Chapter meeting. A copy of the recommended Bylaws and Standing Rules will be emailed to all chapter members for review 10 days prior to the March Chapter meeting.

Certification

Karen Brugman

A reminder for anyone planning to take the CPS or CAP exam in May

February 15 is the deadline for mailing in new applications and retake registration forms for the May 6 & 7 CPS and CAP Exams. New applicants for the May 2005 exams can download and print the Certification Application Packet from the IAAP Web site at www.iaap-hq.org.

Certification Study Group

TwinCities West Chapter has formed a certification study group and has invited members from SWM to join them. The study group is held every Monday evening from 6:00 – 8:00pm at Stanley Consultants, Hwy 394 & 100 (SW Corner) Park Place East Building. If you are interested, please RSVP to Jo Tynen CPS/CAP at jtynen@mentorcorp.com.



*Happy
Valentines
Day!!*

Community Service

Kathy Kelash

On February 15, ten volunteers from the SWMetro Chapter will be helping out at Feed My Starving Children in Eagan. We will be packing boxes of food to send to countries that are in need of assistance. If you are interested in helping, please contact Kathy Kelash at 952-402-5719 or kathleen.m.kelash@seagate.com.

The committee is researching a few places for March or April community service at this time. Some places for future community service are: Cornerstone, Crisis Nursery, Bridging, CAP and VEAP. If you know of any other places that we could help out, please let Kathy Kelash know. We will be working with Ready for Success to coordinate an annual clothing drive.

Membership

Joan Dietz CPS

Gloria Oveson's February presidential message on the home page of SouthWest Metro's website summed it up completely: "Looking back when we started to plan this new chapter and only five people were planning to become members, it appeared that it might be difficult finding the fifteen members needed to charter. Then the *TwinCities West Chapter* helped us organize an open house, and we just took off from there."

As of this writing, we are 25 members strong! I'm sure the TC West Chapter felt a sadness at losing a few of their members, but we are overjoyed to welcome those of us who transferred from other chapters. We welcome all with experience, as well as new faces with new ideas!

One of the responsibilities of the Membership Committee is to distribute a survey which collects member information regarding interests and areas of expertise. Thanks to TC West and Joan Gatzmeyer, we have been given permission to work off their current survey, which will be distributed this spring.

Membership -continued

We are also working to find a vendor to provide, at best cost, our name badges.

As a novice to IAAP, my newly-acquired duty as Membership Chair has been an exciting challenge, and I'm ever striving to reach my optimum level of efficiency in this role. I appreciate everyone's help and advice. I am always available if you have any questions, advice or need prospective member packets, etc.

We are doing our best to spread the word and hope you think of mentioning your IAAP association at your place of work or any place you might run into administrative professionals.

Newsletter Articles

Brenda Kougang and Gloria Oveson CPS/CAP

The Newsletter team would like to invite you to submit articles, tips or suggestions for the monthly newsletter. If you enjoy writing articles or have any computer tips, time management or organizational tips that you would like to share, please forward them to Brenda or Gloria. The deadline to submit tips or articles for the next newsletter will be the 26th of each month.

Public Relations

Gloria Oveson CPS/CAP

The Chapter Meetings are listed in the Sun Current Newspapers in the Community Events column. Watch for these in your neighborhood newspaper.

An article along with two pictures on the January charter meeting has been submitted for publication to the Sun Current Newspaper.

Website

Joan Dietz CPS and Renee Raun CPS/CAP

Remember to update your personal information in the Members Only section of the website.

Ways & Means

Luanne Jorgenson & Gloria Oveson CPS/CAP

The Ways & Means Committee held basket drawings at the November, December and January meetings.

The November basket was provided by the *TwinCities West Ways & Means Committee*. The December basket was donated by Judy McCallion and the items in the basket were donated by Gloria Oveson and Luanne Jorgenson. The January basket items were donated by Louie Goodnough. The beautiful candy bouquet was donated by Candy Bouquet # 2415 in Plymouth. A special thank you to everyone for their donations and support of SWM!

If you have any items that you would like to contribute for drawings, please contact Luanne or Gloria.

Recipe from TwinCities West

Many people requested the recipe for the candy favors that were on the tables at the charter meeting. Thanks to *TC West* for sharing the recipe with us!

Crispy Bird's Nests



1 jar (7 oz.) marshmallow
creme (about 2 cups)
¼ cup creamy peanut butter
2 Tablespoons butter, melted
3 cups chow mien noodles
1 cup chopped plain M&M
chocolate candies

Peanut M&M chocolate candies

Combine marshmallow creme, peanut butter, and butter; mix well until blended. Add noodles and 1 cup chopped plain M&Ms; mix well. Drop by 1/3 cupfuls onto greased cookie sheet and shape with greased fingers to form nests. (Note: greased cupcake tins work even better than cookie sheets for this.) Let stand until firm. Fill with Peanut M&Ms before serving. Makes 10 to 12 nests.

Committee Teams

Bylaws & Standing Rules Committee
Char Wilkinson CPS

Certification Committee (CPS/CAP)
Karen Brugman

Community Service
Kathy Kelash

Historian
Luanne Jorgenson

Hospitality & Registration
Cindy Wolf and Dawn Olson CAP

Membership
Joan Dietz CPS and Renee Raun CPS/CAP

Newsletter
Brenda Kougang & Gloria Oveson CPS/CAP

Programs & Education
Chantel Szambelan and Cindy Wolf

Public Relations
Gloria Oveson CPS/CAP

Sunshine
Brenda Kougang

Ways & Means
Luanne Jorgenson & Gloria Oveson CPS/CAP

Website
Jim Rivord,
Joan Dietz CPS & Renee Raun CPS/CAP

Contact any chairperson if you are interested in joining their committee.

Upcoming Events

February 10 – SouthWest Metro Board Meeting at 5:45pm – Location: Accredited Investors, 7701 France Ave South – Suite 105, Edina MN - Phone 952.841.2222 (Joan Dietz CPS). All committee chairs are encouraged to attend, and all chapter members are welcome to attend

February 17 – SouthWest Metro Chapter Meeting at Crowne Plaza Hotel in Bloomington – 5:30 registration and social time, 6:00 dinner. Program Topic: "Professional Certification: The Career Advantage" & "What You Have Gained by Volunteering for a Chapter Position" By Lynda B. Boulay CPS/CAP, Northwest District Director, IAAP

March 10 – SouthWest Metro Board Meeting at 5:45pm - location to be determined. All committee chairs are encouraged to attend, and all chapter members are welcome to attend

March 17 – SouthWest Metro Chapter Meeting at Crowne Plaza Hotel in Bloomington – 5:30 registration and social time, 6:00 dinner. Program Speaker: Dr. Kurt B. Hornnes, D.C., F.A.S.A., P.A.

April 21-27 - Administrative Professionals Week

April 24 - Administrative Professionals Day

May 3 - CAP Exam - Century College

May 4 - CPS Exam - Century College

May 13-15 – MN-ND-SD Annual Meeting and Spring conference – St. Cloud Holiday Inn, St. Cloud MN

July 17-20 – IAAP International Convention – Adam's Mark Hotel, Denver CO. Reservations can be made by calling 800.444.2326

January Charter Meeting

The SouthWest Metro Chapter of the International Association of Administrative Professionals® (IAAP) was officially chartered on Thursday, January 20, at the Crowne Plaza Hotel in Bloomington MN.



Debi Cain-Rivord, President, MN-ND-SD Division, presided over the member installation.

Speakers for the ceremony included Lynda Boulay CPS/CAP, Northwest District Director, IAAP; Debi-Cain Rivord CPS/CAP, President, MN-ND-SD Division, IAAP; and Joan Gatzmeyer CPS/CAP, President, *TwinCities* West Chapter, IAAP.



Officers installed at the meeting:

Co-Presidents - Gloria Oveson CPS/CAP
Renee Raun CPS/CAP
Vice President - Judy McCallion
Secretary - Karen Brugman
Treasurer - Dawn Olson CAP

The SouthWest Metro Chapter would like to thank all the people on the Planning Team who worked so hard to get this chapter started.

THANK YOU!!

A very special “thank you” to Debi Cain-Rivord and Jean Allen from Division for all their time and expertise in getting the ball rolling; to *TwinCities* West Chapter for organizing an open house and for sponsoring our new chapter; and to Joan Gatzmeyer for her time and talents with the ceremony.

We couldn’t have done it without you!

Thank you to Lynda Boulay CPS/CAP for taking the time from her busy schedule to be with us and to speak at our ceremony!

Thank you to *TwinCities* West for the beautiful engraved walnut gavel and stand; and to the MN-ND-SD Division for the IAAP banner!

Thank you to all the chapters for their wonderful congratulatory comments, their best wishes and monetary support. We truly appreciate it.

THANK YOU!!

THANK YOU!!

Thank You to **Jon Maack** at **Candy Bouquet # 1425** in Plymouth for donating a beautiful candy bouquet for the Ways & Means drawing at our charter meeting in January. Look for the Candy Bouquet link on our website and keep them in mind when you are looking for something special. Valentines is just around the corner!!

www.candybouquet.com.

Thank You!!

Thank you to Glen Oveson for recording our memorable occasion by taking pictures at the charter meeting and putting together a slide presentation. We appreciate it! His presentation will be shown at our February 17 meeting.

Computing in the Dark Ages . . . Converting From Earlier Versions of Word .docs. Or - How Procrastination Does Work!

By Joan Dietz CPS, Membership and Website Committee Member

I have been very lax in upgrading my Microsoft Word software at home. I'm working with versions from the Dark Ages - namely Word 96.

Being involved in the IAAP Membership and Website Committees, I am shifting internal / external IAAP communications between home and office. And it's always a struggle trying to keep both locations current. I've been saving the Word 97 versions from work into Word 96 to send home, but they are not converting properly.

I found a way that will work, albeit a little reformatting may still be needed. From Windows Explorer, select the file you have converted from and the earlier version and right click to "open in." I chose Word Pad (or Notepad). After opening in Word Pad, I saved as an .rtf file. This enabled all (graphics, etc.) to convert. I then opened that .rtf file in Word 96 and saved as a .doc for consistency.

So from all that, I learned to now send home the document in .rtf format.

I'm unsure how this will work in all situations, but this has enabled me to procrastinate on buying the upgrade - be it good or bad!

Employment Postings

Please remember that job openings will be posted on our website. If you want to post a job opening, please contact Debi-Cain Rivord at debicain@rivord.org

IAAP Websites

International: www.iaap-hq.org

Division: www.iaap-mnndsd-division.org

SouthWest Metro: www.iaap-swmetro.org

Happy Birthday!!

According to our roster there are no birthdays of chapter members in January or February. However, if you haven't done so, please go into the "Members Only" section of the SWM website to update your info. We want to know when it's time to wish you a Happy Birthday!

Did you know that amethyst is the birthstone for February?

President's Day is February 21!

February 12: Abraham Lincoln - Born in a log cabin on the Kentucky frontier in 1809, Lincoln grew up to become the 26th president and one of the most beloved presidents of all time.

February 22: George Washington - The "father of our country" was born in Virginia on this day in 1732.

Happy Anniversary!

No anniversaries are listed for chapter members in January or February. Again, if you haven't done so, please go into the "Members Only" section of the SWM website to update your info.

Chapter Dinner "No-Show" Policy

Just a reminder that "no shows" will be billed for the monthly fee unless your reservation is cancelled prior to the deadline stated on the reservation RSVP (Monday prior to the meeting).

We know that "things happen" and sometimes we just can't make it at the last minute. However, the hotel still requires payment for your meal. For this reason, we must collect from you. Thanks for your understanding!

BENEFITS OF MEMBERSHIP

Continuing Education – Earn Continuing Education Credit (CEUs) and/or CPS Recertification Points at Chapter, Division, and International meetings or conferences.

Networking – Meet and exchange ideas with other office professionals.

Professional Growth – Enhance your career and develop self-confidence.

Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) Programs – Attain the recognized standard of measurement of secretarial and administrative assistants' proficiency through an extensive written examination.

Leadership Development – Learn team-building and organizational skills as a committee member, committee chair, and/or officer.

Technology Updates – Keep up-to-date on industry trends and technological advances.

Professional Publications – Receive timely information on issues facing business professionals today.

The SWM Board of Directors has set a goal to obtain five new members by the end of this fiscal year (June 30).

All members are encouraged to share IAAP information and the benefits of membership with your co-workers and friends.

Please invite them to attend our meetings!!

For every guest you bring to a meeting from February through June, your name will be entered into a drawing for a "surprise" gift.

More About Membership.....

There are four classifications of membership: Professional, Professional-Merited, Student and Associate. Currently we have: 22 Professional Memberships; 1 Member At Large; 1 Associate and we are honored to claim 1 Professional Merited. A Professional member is someone who, at the time of admission to membership, has been employed as an administrative professional or who has attained the Certified Professional Secretary® CPS® and/or the Certified Administrative Professional® CAP® rating or a teacher who is employed in the teaching of business education. A Professional-Merited member shall be a member who has been a Professional member for five years at the time of retirement and has either attained the age of fifty-five years or received forced work retirement because of physical disability or is an applicant to the Sandia Retirement Chapter who is a resident of Vista Grande and has been employed as an administrative professional, attained the CPS and/or CAP rating, or has been a teacher of business education. A Student member shall be enrolled as a student of business education. Membership in the Student classification shall not extend beyond four years. An Associate member is an individual, firm, or educational institution which sustains the objectives of IAAP.

Want to become a member:

Contact Joan Dietz, Membership Chair, at joan@accredited.com and ask that a prospective membership packet be sent to you. Better yet, attend one of our meetings and see for yourself how IAAP® can help you achieve success in the administrative profession.

My CPS Success Story *by Joan Dietz CPS*

As an Executive Assistant at a wealth management/financial planning firm in Edina, I liked what I did, but wanted to feel that more profound satisfaction and appreciation for a job done over and above what I'd been doing in the past.

I researched and fell onto the IAAP website containing the Certification information. And oh yeah, you could get a great discount if you joined IAAP.

This was June 2004. In early August, I checked and found the deadline was that day – Friday! I also found out I had to have employment verification from employers from so many years back (Job Function and Employer's Statement or a letter submitted on letterhead stating your functions and years at location). I must have blanked out on this employer verification piece when I had previously read it. Oh, well, I'd take a stab at it, and if I didn't get the proper documentation, I'd have an excuse out, right?

My current employer filled it out on the spot. Now going back to the last couple of jobs (in order to get the required number of years in) was a little trickier. But thank goodness for email, they both immediately sent me back the signed letters, and I no longer had an excuse. I raced home and got all to the post office.

I was so carefree considering an old pro like me would just waltz in there and ace any test on "secretarial" stuff. Well, after looking over the sample questions, the recommended books, and hearing that only one-third pass their first time, I became a little less sure of myself. Maybe I should study!?

I decided the best way to study would be to spend my lunch hour sitting upright in my car in the parking lot, behind the wheel. The studying continued until that Saturday in November. What a nice, warm day – way too warm to spend taking a test! I was pretty relaxed, and when I found that we had 2.5 hours to complete each test, I was planning what to do with all that left-over time. It was nice out – I could take a one-hour walk in between tests. I thought I could run over to Maplewood Mall! Wrong; I used over 2 hours for each test (I wasn't such an old pro).

The tests cover all aspects, and undoubtedly there will be more than one area we are not very familiar with or seldom use. Afterward, with the test fresh in my mind, it seemed like I kept bumping into those questions and discovering which ones I knew I had gotten wrong. Unfortunately, your results don't include which questions you had incorrect.

It was over. I put the test behind me, knowing I would have to make a decision of when I would retake. The good thing is that you only have to retake the section/s you failed; I just was not geared up for all that studying in spring, but I was determined that I would be certified!

I had counted out the 45 days, estimating I'd be notified with my results around December 21, but did not give it much more thought. Then near Christmas I received an envelope in my inbox. As I rushed through my day, I thought I should really take another glance at it. Sure enough, it was addressed to Joan Dietz CPS! Did that make my day! I quickly opened and copied for both of my bosses and wrote "I did it – I have a title." The next day I had a gift certificate from Spalon Montage for the Executive Retreat. Can't wait until February 16!

CPS to me means creating confidence, a sense of belonging to an elite crowd, and most important - knowing that training and education are never ending, as are my growth possibilities in life and in my career.

And after all this, the best part is that I found myself involved with like and kind; a wonderful group of professionals striving to make the administrative professional more acknowledged, more exposed, and better appreciated and needed. The IAAP has been the extra umph I've needed to feel satisfaction with my career path and goals. As a member of the Membership and Website committees, I truly feel good about stepping out of that comfort zone and into the growth lane.