



# SouthWest Metro News

The Official Newsletter of The SouthWest Metro Chapter of IAAP

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

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**Chapter Officers -  
the border of our puzzle  
that anchors the rest of  
the pieces together:**

**President**  
**Renee Raun CPS/CAP**  
[renee.raun@seagate.com](mailto:renee.raun@seagate.com)  
work phone 952.402.3122

**President-Elect**  
**Gloria Oveson CPS/CAP**  
[gloria.oveson@hotmail.com](mailto:gloria.oveson@hotmail.com)  
work phone 612.726.7191

**Vice President**  
**Judy McCallion**  
[judy.a.mccallion@seagate.com](mailto:judy.a.mccallion@seagate.com)  
work phone 952.402.7449

**Secretary**  
**Karen Brugman**  
[Karen.Brugman@shavlik.com](mailto:Karen.Brugman@shavlik.com)  
Work phone 651-255-5481

**Treasurer**  
**Dawn Olson CAP**  
[dawn.m.olson@pearson.com](mailto:dawn.m.olson@pearson.com)  
work phone 952.681.3882

*It's the differences that  
bring us together...*



**And the differences  
that form friendships!**

## **Humor Presentation by Vicki Gee-Treft, an associate of Hutchinson & Associates**

Vicki will deliver a playful and practical look at humor at work and in personal relationships, gender and cultural issues, as well as humor's healing and creative power.



She will include experiential, interactive learning exercises to challenge you to take your ability to make a difference with others, to the next level of a paradigm shift or transformation, through humor.

For 30 years, Vicki has brought fun, zeal and passion in making a difference to individuals, companies, and organizations.

We welcome ALL administrative professionals and their friends to attend this festive program, which will be held on Thursday, December 15, 2005 at the Crowne Plaza Hotel located at 5401 Green Valley Drive (Highways 494 & 100), Bloomington MN. Registration and social time begin at 5:30 p.m.

There is a fee of \$18 for IAAP members and \$25 for nonmembers. This fee includes social/networking time, a terrific dinner, an educational program, and a brief business meeting. Pre-registration is required so please contact Lisa Keenan on our Hospitality committee at 952-933-1223 or email her at [lisa\\_keenan@datacard.com](mailto:lisa_keenan@datacard.com) to make a reservation. If you have any dietary needs, please state them when you RSVP. No-shows will be billed for the registration fee unless cancelled prior to December 14.

**To help celebrate the *Holidays* and the *SouthWest Metro Chapter*, we will be conducting a "Silent Auction" at our December 15 Chapter Meeting. See the *Ways & Means* article in this issue for more details.**



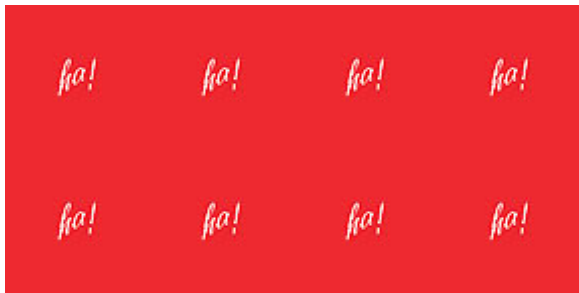
# President's Highlights

Renee Raun CPS/CAP

December is the time to remember those people who touch our lives in so many ways – OUR FRIENDS!!



I like going to a Christmas concert with my friends at one of the local high schools, where at the end of the concert the audience and the entertainers end up singing together. This year I will partake in the cookie exchange and Toys for Tots with my friends at work and send "Secret Santa" messages to coworkers.



I'm really looking forward to our Festive December meeting. We all need to take some time from the hustle and bustle and relax and have a little fun during this holiday season. Come early for the social and take part in the Silent Auction where you will find some lovely gifts for the holidays.

The Humor presentation by Hutchinson Associates (ha) will have tips that everyone can use to add laughter to your lives and be happier. Knowing how to lighten up and laugh at ourselves can heal our minds, our relationships, and in some cases, our bodies too. Invite your friends to come and join us at this very energizing and fun program.

As the year 2005 slowly comes to an end at the SouthWest Metro chapter, I want to take this moment to wish you all happy holidays and a New Year that brings you peace and happiness.



## Our Holiday Menu (December 15 Meeting):

- Hors d'oeuvres
- Fresh Vegetable Crudités with Dip
- Fresh fruit tray
- Vegetable Eggrolls
- Italian Meatballs
- Chicken Tenders
- Assorted Sauces
- Cheeseball and crackers
- Holiday Desserts
- Coffee and Milk

## Attention: SWM Members – New Hospitality Incentive Plan

A new Hospitality Incentive Plan was introduced for the 2005-06 year. Please invite friends and colleagues to our meetings and be included in a quarterly drawing as listed below.

### Hospitality Incentive Plan for 2nd Quarter (December, January, February)

- 1 ticket per meeting for attendance
- 1 ticket for bringing a guest
- 1 ticket for writing an article in the newsletter
- 1 ticket for taking the CPS/CAP classes

Each member is responsible for writing his/her name on the back of each ticket and putting the ticket in the fishbowl.

The 2nd quarter drawing will be held at our chapter meeting in February. The winner will receive free chapter dues for one year at their next membership renewal worth \$25.00.

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## Certification (CPS/CAP)

*Renee Raun CPS/CAP, Deb Nelson and  
Kathy Hengel*

WHO: Anyone interested in certification  
 WHAT: Study group to prepare for May Exam  
 WHEN: 6:00pm every Tuesday starting January 17,  
 2006 – weekly sessions for 16 weeks  
 WHERE: Best Buy Corporate Campus in Richfield  
 WHY: To obtain CPS status

The SouthWest Metro IAAP chapter is conducting a study course for anyone interested in obtaining their CPS and/or CAP certification. Facilitators for these classes are: Renee Raun CPS/CAP, Gloria Oveson CPS/CAP, Dawn Olson CAP, Jan Rice CPS/CAP, Joan Dietz CPS

For more information, please contact Kathy Hengel at [kathy.hengel@bestbuy.com](mailto:kathy.hengel@bestbuy.com) or Renee Raun at [renee.raun@seagate.com](mailto:renee.raun@seagate.com)

### Examination Dates:

CPS Exam (part 1-3) May 6, 2006  
 CAP Exam (part 4) May 5, 2006



## Community Service

*Kathy Kelash*

The SW Metro IAAP had 15 volunteers at Feed My Starving Children at the Eagan Location on Monday, November 7. Due to the interest shown when helping out at FMSC, we will continue volunteering for this organization on a regular basis. They will be opening up a facility in the Chanhassen/Eden Prairie area early next year. This location may be easier for more people from our group to volunteer at.

We will have a collection at the December meeting to collect gifts for children and young adults for Christmas. We will donate them to St. Joseph's home for Children in Minneapolis. Please bring unwrapped donations. We will display the items before we pack them up. A wish list was distributed at our November meeting. If you need another copy please contact me and I will forward one to you.

We will also be collecting small items for Ready for Success. Items that are needed at this time are knee high nylons, trouser socks, jewelry, department store shopping bags, make-up, and personal hygiene items.

Please remember to bring in any box tops for education, Kemps milk caps, etc. that you have saved up. I will put these together to donate to a school or church in the area. If you are a new member that would like more information, please contact me for a list of items that we are collecting.

Let me know if you have any Community Service ideas for our group. If you are interested in working on the Community Service Committee, please contact me. Kathy Kelash 952.402.5719 or [kathleen.m.kelash@seagate.com](mailto:kathleen.m.kelash@seagate.com)

## Historian

*Luanne Jorgenson*

Our book tells a story about the things we have achieved as a new chapter. It's fun to look back and reminisce. If you have any thing to put in our album please bring it to Cindy Wolf or Luanne Jorgenson. I would also enjoy any input about page ideas or your help.



## Membership

*Joan Dietz CPS, Renee Raun CPS/CAP*

As of this writing, the SouthWest Metro Chapter of IAAP has 41 official members + 3 pending applications = **44**. Way to Go!

### New members as of open house:

- 1) Susan Hilden – Lifeworks
- 2) Clare DenDoooven – Personnel Decisions
- 3) Christina Clausen – MTI
- 4) Sherrill Mozey – Park Nicollet Foundation
- 5) Robert Romanus – CompUSA
- 6) Ann McCaw – GMAC-RFC

If you know of anyone interested in joining our chapter, please refer them to our website ([www.iaap-swmetro.org](http://www.iaap-swmetro.org)), “Benefits/Join” page where they can download an application which contains all SW Metro pertinent membership information.

### Website Alert for New Members:

To access the “Members Only” section of our website ([www.iaap-swmetro.org](http://www.iaap-swmetro.org)) and to update your personal information, all you need do is enter your membership # and the temporary password.

### Name badges

If you have ordered a name badge, they will be available at the December 15 Chapter Meeting. If you are unable to attend, we will hold it for the January meeting.

**TO ALL OF YOU: Have a wonderful, stress-free holiday season!**

## Website

*Joan Dietz CPS, and Renee Raun CPS/CAP*

One of the benefits of a membership website is the ability to personalize our association. Regardless of how large this chapter gets, we will always want to know each other and consider each other friends as well as associates. Therefore, we’d like to encourage getting your photo taken at your next chapter meeting for our website if you are not already on it.

Karen Brugman and Gloria Oveson have volunteered to offer their expertise in taking the photos before or after the chapters meetings. So – please prepare yourself – we really want to know you!

## Ways & Means

*Luanne Jorgenson & Jean Aslakson*

To help celebrate the **Holidays** and the **SouthWest Metro Chapter**, a “Silent Auction” Chapter Auction will be a chance to do some last minute Holiday shopping!!



we will be conducting at our December 15 Meeting. The Silent an excellent fund Chapter, plus, it will

We are requesting that each member donate one or more items for the Silent Auction. You may donate as many items as you wish; the more items, the merrier. The auction will begin during the networking/social hour and will conclude at the end of the business meeting.

Please let us know by **December 12** what items you will be donating for the Silent Auction. Please bring the items with you to the chapter meeting. Please be sure to indicate the minimum bids on all items.

We are looking forward to a very successful and “fun” Silent Auction and are counting on your participation. Let’s make this the best and most profitable fund raiser for our chapter!

Luanne Jorgenson 952.402.8002

[luanne.d.jorgenson@seagate.com](mailto:luanne.d.jorgenson@seagate.com)

Charlotte Wilkinson CPS 952.933.3424

[cawilkinson@isd.net](mailto:cawilkinson@isd.net)

**Why go anywhere else?** Get your must-have 2006 calendars and reading material here. If you are interest in a book please email me at [luanne.d.jorgenson@seagate.com](mailto:luanne.d.jorgenson@seagate.com) and I will send you a list of books that are available. If you find one you want let me know and I will bring it to the next meeting.

### 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!



**Happy Birthday!!**

December 2 - Dee Woychik  
 December 12 - Char Wilkinson CPS  
 December 17 - Jennifer DeJong  
 December 18 - Diane Chapman

**Happy Anniversary!**

Lisa Keenan - 2 years  
 Elaine Parker – 2 years

*If we missed your birthday or anniversary, we apologize, and ask that you update your personal information in the "Members Only" section on the website.*

## IAAP® Websites

International: [www.iaap-hq.org](http://www.iaap-hq.org)

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

SouthWest Metro: [www.iaap-swmetro.org](http://www.iaap-swmetro.org)

We encourage each of you to take advantage of the **IAAP Bits & Bytes newsletter** that is posted on the headquarters website. There are many interesting and informative articles!!

## Want to become a member?

Contact Joan Dietz, Membership Chair, at [joan.m.dietz@supervalu.com](mailto:joan.m.dietz@supervalu.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.

## 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.

## Exceptional Member Award

Is there a member at SouthWest Metro chapter who you think is truly exceptional? You can nominate that person for the "Exceptional Member Award"! Honor them for accomplishments and contributions either at work or in the chapter. If you know someone who has gone above and beyond to accomplish something, someone who has stepped out of their comfort zone, someone who has taken on a leadership role as a Board or committee member at SouthWest Metro, then you should nominate them for this award. You can send an email to our Vice President, Judy McCallion, [judy.a.mccallion@seagate.com](mailto:judy.a.mccallion@seagate.com), with the nominee's name and why you feel they should be recognized. Each recipient will receive an appreciation candy bar and a certificate of recognition.

# Upcoming Events

## **December 8 – SWM Board Meeting**

Houlihan's Restaurant - 6601 Lyndale Av S,  
Richfield.

## **December 15 – SWM Chapter Meeting**

Crowne Plaza Hotel  
“Humor, Education, Diversity, Teamwork” \*  
Vicki Gee-Treft, Hutchinson & Associates

## **January 12 – SWM Board Meeting**

Location to be determined

## **January 19 – SWM Chapter Meeting**

Crowne Plaza Hotel  
Estate Planning, Financial Planning, Wills” \*  
Michael J Smith, Attorney –  
Larkin Hoffman Daly & Lindgren Ltd

## **February 9 – SWM Board Meeting**

Location to be determined

## **February 16 – SWM Chapter Meeting**

Crowne Plaza Hotel  
“The Professional Advantage: Knowing  
Yourself, Understanding Others” \*  
Erin O’Hara, PHR Administrative Excellence

## **March 9 – SWM Board Meeting**

Location to be determined

## **March 16 – SWM Chapter Meeting**

“Speaking in Public (and Living to Tell About  
It)” \* Terri Steinhoff RP, CPS/CAP and Debi  
Neitzel Waitkus CPS

## **April 13 – SWM Board Meeting**

Location to be determined

## **April 20 – SWM Chapter Meeting**

Crowne Plaza Hotel  
“Embracing Change” \*  
Barb Greenberg, Author and Speaker

## **May 5, 2006 – CAP Exam (part 4)**

## **May 6, 2006 – CPS Exam (parts 1-3)**

## **May 10 – SWM Board Meeting**

Location to be determined

## **May 18 – SWM Chapter Meeting**

Crowne Plaza Hotel  
Chapter Annual Meeting  
Election of Officers

## **May 19-21 – Annual Division Meeting MN-ND-SD Division**

Thunderbird Hotel - Bloomington, Minnesota

## **June 8 – SWM Board Meeting**

Location to be determined

## **June 15 – SWM Chapter Meeting**

Crowne Plaza Hotel  
Strategic Planning Meeting  
Installation of Officers

## **August 7-10 2006 IAAP International Convention and Educational Forum**

Reno Hilton in Reno, Nevada

## **October 15 -18, 2006 The 2006 Certification Seminar**

Marriott Rancho Las Palmas Resort  
Rancho Mirage CA

\* have applied for re-certification points

## 2005-2006 Programs SouthWest Metro Chapter IAAP

- Sept 15, '05** "Memory Training" \*  
Blaine Halverson - Freedoms Speakers Training
- Oct 20, '05** Open House/Vendor Show
- Nov 17, '05** "Communication Across Generations" \*  
Val King CAP, MN-ND-SD Division President
- Dec 15, '05** Festive Meeting - "Humor, Education, Diversity, Teamwork" \*  
Vicki Gee-Treft, an associate of Hutchinson & Associates
- Jan 19, '06** "Estate Planning, Financial Planning, Wills" \*  
Michael J Smith, Attorney - Larkin Hoffman Daly & Lindgren Ltd
- Feb 16, '06** "The Professional Advantage: Knowing Yourself, Understanding Others" \*  
Erin O'Hara, PHR Administrative Excellence
- Mar 16, '06** "Speaking in Public (and Living to Tell About It)" \*  
Terri Steinhoff RP, CPS/CAP and Debi Neitzel Waitkus CPS
- Apr 20, '06** "Embracing Change" \*  
Barb Greenberg, Author and Speaker
- May 18, '06** Chapter Annual Meeting / Election of Officers, etc.
- Jun'15, '06** Strategic Planning Meeting / Installation of Officers

\* CPS/CAP re-certification points have been applied for.

Meetings are held the third Thursday of every month at the Crowne Plaza Hotel, 5401 Green Valley Drive (Highway 494 & Highway 100), Bloomington MN 55437.

Registration includes meeting, program and dinner: IAAP members \$18; non-members \$25.

For more information about any of these programs, contact Renee Raun at 952.402.3122 or [renee.raun@seagate.com](mailto:renee.raun@seagate.com) or visit [www.iaap-SWMetro.org](http://www.iaap-SWMetro.org) for the most current event schedule; these programs may be subject to change.