



SouthWest Metro News

The Official Newsletter of The SouthWest Metro Chapter of IAAP

www.iaap-swmetro.org

Volume 2, Issue 1

January 2006

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

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



**And the differences
that form friendships!**

"Estate Planning - Wills and Trusts"

**by Michael J. Smith,
shareholder and chair of the
Tax, Trusts & Estates Practice Group of Larkin
Hoffman Daly & Lindgren Ltd**

Michael will discuss (1) financial powers of attorney and health care directives, what they are and why you need to have; (2) wills, and the process of probating a will here in Minnesota; (3) revocable trusts, why they are becoming so popular and are they really as wonderful as they are made out to be; and (4) a brief overview of estate taxes, both federal and Minnesota.

Please join us for this informative meeting.

We welcome ALL administrative professionals and their friends to attend this program which will be held on Thursday, January 19, 2006 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 send an email to Lisa at 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 3:00 p.m. Monday, January 16.

President's Highlights

Renee Raun CPS/CAP

If you attended our program last month you are probably a much happier person by now. I didn't know humor could add so much to my personal and professional life, and the more I laugh - the better I feel. Or perhaps it was the holiday songs that Cheri Wright put together for us that evening that brought us all together and put us in a very happy mood. Whatever it was, we certainly had fun. The best part of the whole evening was the Silent Auction. With all the tremendous donations and support from our chapter members, we were able to raise \$400.00 for our chapter. A BIG THANK YOU to Char Wilkinson and Luanne Jorgenson for organizing this 1st annual event.

And now this brings us into the month of January. This is a very special month for our chapter. Not only is it our chapter's 1st Anniversary, but you also need to begin thinking about how you can help the SouthWest metro Chapter continue to best serve it's members by being an officer on the Board of Directors. As you know, our Board consists of five officers: the President, President Elect (PE), Vice President, Secretary and Treasurer. The President Elect is a two-year commitment because you succeed to President the second year.

By becoming an officer, you will get to know members more quickly, you will gain personal and professional growth and most importantly, you will also have a deeper understanding of everything that IAAP encompasses. Elections for the 2006-2007 board will be held at our May meeting. So please take some time over the next few months to consider this opportunity. It doesn't matter how long you have been a member – what matters is your willingness to help make decisions to place our chapter in the right direction.

Let's have a grand New Year and be sure to come and celebrate our 1st Anniversary on January 19!!

Renee Raun CPS/CAP



2006 Administrative Professional Week (APW) pin



It has been a tradition the past several years for members of IAAP to wear the official Administrative Professional Week (APW) pin during that week in April to help

celebrate the week and especially Administrative Professionals' Day, April 26. The 2006 pin incorporates President Kay Enlow's graphic artist's palate.

The money earned from the sale of these pins helps support the host chapter for the annual International Conference, this year being held in Reno, NV August 7-10. The International official order blank for the 2006 pin is at the end of this newsletter. Additional details about the pin, APW or APD can be found on the IAAP headquarter website, www.IAAP-hq.org.

I have volunteered to collect orders for the pins so we can save postage, etc. You can fill out the attached order form and or send an e-mail to me listing the number of pins you would to order - janrice@mn.rr.com or Janice.rice@USBank.com. I need your **order by January 14**. The orders are due to International on January 15 which is just next week!

The pins will arrive in time for APW, and hopefully before the April Chapter meeting. If not, I will mail them to you. The pins are \$5.00 each. Please call if you have questions, 952.942.0093 (h) or 952.915.7464 (w).

- Jan Rice



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.

PowerPoint Tip ~

Adjusting PowerPoint Layout Slides

For more precisely adjusting and perfecting graphic and text box placement in PowerPoint, select the graphic and then just press the UP DOWN, LEFT or RIGHT arrow keys to move the graphic in the desired direction.

January Chapter Meeting Dinner Menu

Warm Chicken Noodle Salad - SPICY (Warmed chicken noodle salad made from buckwheat pasta, tossed with marinated grilled chicken and vegetables, and tossed with a chili sauce.)

Spaghettta Bolognese (Pasta bed with hearty meat sauce and shaved parmesan)

All dishes come with soup of the day, roll, beverage, and dessert.

Certification (CPS/CAP)

Renee Raun CPS/CAP, Deb Nelson and Kathy Hengel

Certification Study Group

SouthWest Metro chapter's IAAP Certification Study Group will begin on Tuesday, January 17, at 6:00p, at the Best Buy Corporate Campus located at 7601 Penn Avenue South, Richfield MN. Best Buy is hosting this 16-week study group that will cover the CPS portion (Parts 1-3) of the exam. We will meet in the main lobby where the receptionist will have visitor badges, and we will then be escorted to the room.

For more information on the study group and the study materials and textbooks that need to be purchased by participants, please contact Kathy Hengel at 612.291.4920 kathy.hengel@bestbuy.com or Renee Raun CPS/CAP at 952.402.3122 renee.raun@seagate.com.

Thanks to everyone who signed up for this study group and for your dedication to furthering your personal and professional growth in your chosen profession. The CPS rating is a standard of excellence that is recognized by the business community on a global perspective.

Exam Dates:

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

Ways & Means

Luanne Jorgenson and Jean Aslakson

Happy New Year! We are looking forward to any suggestions or ideas to make our chapter a profitable one this year. Please send them to Jean Aslakson or Luanne Jorgenson. Thanks!!!

Silent Auction

Our Silent Auction in December was a huge success. We would like to thank ALL the members for your contributions, and also for your participation in the bidding. Our Chapter raised \$400. Everyone thought this should be an annual event, so I would appreciate any feed back from you so we can make this a huge success again next year.

Community Service

Kathy Kelash

Jean Aslakson and Kathy Kelash delivered our December Chapter donation to St Joseph's Home for Children. They were very appreciative of our efforts.

Our next Chapter Community Service event is still being worked out. We will try to have something set up to announce at the January meeting.

Please remember to bring in any box tops for education, Kemps milk caps, etc. that you have saved. 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 kathleen.m.kelash@seagate.com

Membership

Joan Dietz CPS, Renee Raun CPS/CAP

Happy New Year! And if it's anything like 2005, we will again grow in leaps and bounds!

This month we will celebrate our first anniversary as the SouthWest Metro Chapter of IAAP! One year ago we began with 15 members, and as of this month, we are officially at 45 members!

As always, if you know of anyone interested in joining our chapter, please refer them to our website (www.iaap-swmetro.org), "Benefits/Join" page where they can download an application which contains all SW Metro pertinent membership information. And the membership committee always has extra copies of membership packets at the chapter meetings.

New Member Website Access:

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

Website

Joan Dietz CPS, and Renee Raun CPS/CAP

New HAPPENINGS Website Page

We have added a public page to our website which will contain updated information on Southwest Metro Chapter events, etc. Please make a note to visit this page periodically to see what's going on behind the scenes (<http://www.iaap-swmetro.org/happenings.aspx>).

New Member Website Access

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

Employment Opportunities

One of my favorite duties of the website committee is posting job openings on our website. If you are looking, or know of someone looking, please be sure to check out our employment page at <http://www.iaap-swmetro.org/employment.aspx>.

If you would like to see openings first hand, please let me know (joan.dietz@supervalu.com), and I will discretely send an email to you (at your home or alternate email address) as soon as they are received. Due to the sensitivity of these communications, it has been deemed inappropriate to send job openings to you at your work place.

ALSO, please be sure to let your employer know that we offer the free service of posting admin related openings, which we will forward to the other metro area chapters for posting as well.

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.



January 17 - Elaine Parker
 January 23 - Dawn Cashin
 January 27 - Deb Nelson

Happy Anniversary!

Jean Allen – 4 years
 Martha Jean Pongratz – 3 years
 Jean Aslakson – 1 year
 Diane Chapman – 1 year
 Deb Nelson – 1 year
 Chantel Szambelan – 1 year

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

Division: www.iaap-mnndsd-division.org

SouthWest Metro: 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 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.

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, 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.

Contact any committee chairperson if you are interested in joining a committee or if you have any suggestions for the Chapter! Information is listed under the Committee Section of the website

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!

Upcoming Events

January 12 – SWM Board Meeting

GMACRFC – Common Area – 2nd Level
8400 Normandale Lake Blvd

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

GMACRFC – Common Area – 2nd Level
8400 Normandale Lake Blvd

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

GMACRFC – Common Area – 2nd Level
8400 Normandale Lake Blvd

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

GMACRFC – Common Area – 2nd Level
8400 Normandale Lake Blvd

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 or visit www.iaap-SWMetro.org for the most current event schedule; these programs may be subject to change.



**ADMINISTRATIVE PROFESSIONALS WEEK® 2006
SPECIAL COMMEMORATIVE PIN ORDER FORM**

Please type or print clearly

Name: _____

Chapter / Division _____

Mailing Address _____

City _____ State/Prov. _____ Zip Code _____ Country _____

E-mail _____

Daytime Phone _____ Evening Phone _____

Date Needed By _____

Cost: \$5.00 each -- U.S. funds only *(includes first class shipping)*



Bulk Orders:
 3-12 pins, add \$5.00
 13-25 pins, add \$7.00
 25-50 pins, add \$12.00
 51+ pins, add \$15.00
 For federal express, add \$20.00

Number of Pins: _____
 X \$5.00

Bulk Order charge: _____

Total Amount Enclosed: \$ _____

*Proceeds benefit the 2006 Convention Host Committee
 Actual pin has © mark after Week

We encourage group orders by chapters/divisions

Make checks payable to:
IAAP

Contact for Questions:

Mail to: James Pinger
 2006 Convention Treasurer
 P.O. Box 20882
 Reno, NV 89510-2882

Jill Nichol CPS
 jnichol@gbis.com
 Home: 775/829-9420 (eves/weekends)

Deadline for orders: January 15, 2006
Pins will ship the end of March 2006 (unless otherwise specified above)