



# 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:**

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



**And the differences  
that form friendships!**

## **“Leadership in the 21<sup>st</sup> Century”**

**by Lisa Hogan CPS, President-Elect,  
Minnesota, North Dakota, South Dakota Division  
IAAP**

What is a leader? It's the willingness to embrace responsibility. It means you step up to the plate and say "I want to be a leader!" Don't let that scare you as leaders are not born they are made. “Leadership in the 21st Century” will assist members in realizing their individual potential as a leader within a volunteer organization - specifically IAAP - as well as in the workplace. The objectives of the program are as follows:

- Who has leadership potential?
- Reasons to be a leader
- The characteristics and skills of a good leader
- Identify skills helpful to be an IAAP leader
- IAAP roles and structure

We welcome ALL administrative professionals and their friends to attend this program which will be held on Thursday, March 16, 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 email [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 noon on Monday, March 13.

## President's Highlights

*Renee Raun CPS/CAP*

If you were to name one leader who made an impact on your life - who would it be? Sometimes it's someone out of the past and sometimes it's a person who personally helped you learn - a parent, a friend, member of the clergy, coach, teacher, or your boss. In my case, I have been influenced by my Father who taught me to "Never give up", my Mother taught me to "love one another and myself" my higher power gave me the courage to "Don't look back", my teachers encouraged me to "teach and be a good example to other people", my friends gave me confidence and said "you can do it" and my boss keeps challenging me all the time by saying "What else is on your mind? These people and their powerful words have made me into the person I am today. They encouraged me to do things that I have never done before and I feel very fortunate.

*Vice President, Judy McCallion, shares who has had an impact on her life: My mother made the greatest impact on my life. She had a strong spirit and would help everyone as much as she could. She encouraged me to do things I didn't think I could do. Another person was my minister at the time of my divorce. He helped me regain my faith and kept telling me things could only get better. He was so right.*

### SouthWest Metro's Time Capsule

At our January chapter meeting, I presented the idea of a time capsule for our chapter. This idea came from a Metro Lakes Council meeting I attended that month. Since our chapter celebrated our 1<sup>st</sup> anniversary in January, it would be fun to make up a time capsule and keep it somewhere safe and then open it again in 10 years to see how things have changed in our chapter. Everyone please collect items and pictures or write your thoughts on paper and give them to Gloria Oveson CPS/CAP® to put in the time capsule. We will close the capsule at one of our chapter meetings and open it again in 10 years to see where we are at and how things have changed in our chapter and in our lives!

## International Convention 2006

### On the Road to Reno: IAAP International Convention & Education Forum Update

#### Event dates:

August 7-10, 2006

**Location:** Reno Hilton, Reno, Nevada



#### Registration

**information available soon:** Complete convention registration information will be available online beginning mid-March. Printed registration mailers will be packaged with the April issue of *OfficePro*, and mailed to all members the first week in April.

Don't miss IAAP's largest training and networking opportunity of the year...hope to see you there! See [Events and Conferences](#) on the IAAP website for latest event news and updates.

## March Chapter Meeting Dinner Menu

- 1) Soup of the Day (Crème of Wild Rice), Tomato and Mozzarella Salad, Rolls, Beverage, and Desert

OR:

- 2) Soup of the Day (Crème of Wild Rice), Chicken Stir-Fry, Rolls, Beverage, and Desert



**Happy  
St. Patrick's  
Day!!**

**2006 Administrative Professional Week (APW) “Creating Excellence” Pin – order deadline extended to March 15!**

The 2006 pin incorporates President Kay Enlow’s graphic artist’s palate.



Administrative Professionals Week (APW) is IAAP's greatest opportunity of the year to promote our profession and association.

The deadline to order was recently extended to March 15. Please contact Jan Rice if you are interested in ordering a pin

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

**Bylaws**

*Char Wilkinson CPS*

The Board of Directors is recommending that the chapter Bylaws be revised to remove the word “co-presidents” from our officer positions. Initially the chapter decided it would be beneficial to have co-presidents to get the chapter started. Having accomplished that goal, it is no longer feasible to retain that position. International and Division do not recognize co-presidents, and it is difficult to plan the succession from President-Elect to President with a co-president position. In order to make the bylaw change, it is required that chapter members be notified at least ten days prior to the meeting where there will be a vote on the bylaw change. This change requires a two-thirds majority vote. Please watch for this notification which will be sent via email. This will be voted on at our regular monthly meeting March 16. If you have any questions, please contact the committee.

***SWM Members – 3<sup>rd</sup> Quarter Hospitality Incentive Plan***

Second Quarter Hospitality Incentive Contest winner was Sandy Menning. The prize of \$100.00 will pay for Sandy’s registration dues for the Division Annual Meeting in May.

The Hospitality Incentive Contest for 3<sup>rd</sup> quarter (March, April, May) is as follows:

- 1 ticket for attending a chapter meeting
- 1 ticket for bringing a guest
- 1 ticket for signing up to attend the Division Conference in May 2006
- 1 ticket for taking the CPS/CAP exam in May 2006

The prize is a \$50.00 gift certificate to a nearby restaurant.

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

The 3<sup>rd</sup> quarter drawing will be held at our chapter meeting in May.

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***Exceptional members of the Month” - Cindy Wolf and Char Wilkinson CSP***

**Cindy Wolf** - Cindy is the Unsung Hero for our chapter. Her behind the scenes work to put in a request for our chapter for a gift of money at her company was above and beyond. She was thinking about the benefits our chapter would receive from the money gift her company has given us. Cindy, you are Appreciated!! Our success at the SouthWest Metro chapter is assured by members like you who go that extra distance for our chapter. You deserve our thanks and we want you to know we appreciate you.

This person is constantly giving her all to help the chapter, whether it is donations for drawings or help with the board meetings and help with the ways and means committee. We raised a lot of money with our Silent Action – Thank you, **Char Wilkinson CPS®**.

## *Congratulations to Jennifer Dejong CAP ...*

...for passing the three parts of the CPS and the fourth part CAP exam in November 2005. Renee Raun asked Jennifer "What was it like for you when you studied and took the exams? Jennifer replied: "The studying process was a bit harder for me since I have a little one underfoot when I am home. I did take a six week online course through North Hennepin Community College and purchased the CD's from one of the options on the IAAP website.

The day of the CAP<sup>®</sup> portion of the exam was quite scary. I was overly nervous and was just trying very hard to stay calm about the situation. It helped that I knew someone else that was taking the test to talk about something other than what I was about to do. The exam itself wasn't as difficult as I made it out to be. I just made sure I read each question thoroughly and didn't let much else get to me.

The day of the CPS<sup>®</sup> portion I was more relaxed since I had taken the other portion the day before. I of course was nervous about taking all three parts and just hoping I knew what I was doing! Like the day before, I just read each question and didn't worry about the time. Getting those results in the mail right before Christmas was one of the best gifts I have ever gotten!

Best of luck to all those that are getting ready to take the exam you will all do just fine!"

## **Certification (CPS/CAP)**

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

Our group is now studying Part III: Management. This section focuses on Human Resources, Accounting Procedures and Analysis, Time Management and Communication. The more we study, the more we realize there is to learn!

This experience is definitely bonding our study group. We're building new friendships as we challenge ourselves to qualify for our CPS certification. We have a team goal, and we're driving to success.

**Mock Exam Date:** April 22, 2006 – The Mock Exam will be held at Century College in White Bear Lake. Additional details will be announced soon.

### **Certification Exam Dates:**

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



## Community Service

*Kathy Kelash*

Once again we have the opportunity to volunteer our time for Feed My Starving Children. We are scheduled to help on Monday, April 24, at the new Chanhassen location. The address is 18732 Lake Drive East, Chanhassen. We are scheduled from 6:00 – 7:30 PM. I have committed to 15 volunteers from our group. We currently have nine signed up. I will have a sign up sheet at our March meeting. Please check your calendars and join us if you can.

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.

If you are interested in working on the Community Service Committee please contact me - Kathy Kelash 952-402-5719  
kathleen.m.kelash@seagate.com

## Website

*Joan Dietz CPS, Renee Raun CPS/CAP*

Jim Rivord has graciously added the capabilities of adding photos to all our website pages. If anyone has photos they'd like to post, please let Joan or Renee know – we'll work to publish the photos on our site.

Please remember to periodically check our "Happenings" page for current Chapter events of interest  
<http://www.iaap-swmetro.org/happenings.aspx>)

## Nominating Committee

*Judy McCallion and LuAnne Jorgenson*

The Nominating Committee will be contacting members to accept nomination for the 2006-2007 Slate of Board Officers. We encourage members to consider participation on the Board. Please refer to the Chapter Bylaws and Standing Rules for position descriptions. If you are interested in a Board Officer position, please contact one of the Nominating Committee Members.

A. A candidate for office shall be a member in good standing of International Association of Administrative Professionals and must have consented to serve if elected.

B. A candidate for the office of President shall have served as an officer of this Chapter for at least one full year prior to the time of election.

It would be nice to have two candidates for each office to make it a great election!!

## Happy Birthday!!



**March 5 - Beth Larson**  
**March 13 - Nancy Janicki**  
**March 13 - Linda Solmes**  
**March 17 - James Rivord**  
**March 20 - Nancy Yeske**  
**March 31- Judy McCallion**

## Happy Anniversary!

No anniversaries listed for March.

*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.*

## International 2005-2006 “Creating Excellence” Rewards Program –

This award recognizes chapters each month in three different areas.

- The top three chapters that recruit the most new members (not transfers or reinstatements) each month in the 2005-2006 year.
- Any chapter that builds a new IAAP chapter in the 2005-2006 year will receive \$150 (U.S.).
- Any chapter that builds a minimum of two new student chapters in the 2005-2006 year will receive \$200 (U.S.).

## MN-ND-SD Division News:

### 2006 Division Annual Meeting

May 19-20, 2006

Thunderbird Hotel, Bloomington, Minnesota  
Details for the Annual meeting will be available within the next week. Please look for details to be sent to you through email, or US mail for those of you who do not have access to the Internet. Also, this information will be posted to the Division website.

### Division Conference Incentive Award

*Nita Nurmi CPS/CAP*

Planning to attend the 2006 Annual Division meeting May 19-20? Then you will want to apply for the Incentive Award. . .read on. This is the second year the MN-ND-SD Division will be awarding two \$250 Division Conference Incentive Awards to two eligible members. The awards are put towards the payment of registration and lodging expenses (up to \$250 per recipient) to attend the Division Conference or Annual Division Meeting. Winners will be selected by the Division Executive Officers by April 13 and winners will be notified by April 15.

*Editor's note: Details and the application were emailed to chapter members. If you need additional information, please contact any chapter board member.*

## IAAP<sup>®</sup> 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!!

## 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.

### 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

**March 9 – SWM Board Meeting**

GMACRFC – Common Area – 2<sup>nd</sup> Level  
8400 Normandale Lake Blvd

**March 16 – SWM Chapter Meeting**

Crowne Plaza Hotel  
“Leadership in the 21<sup>st</sup> Century”  
Lisa Hogan CPS, President-Elect,  
MN-ND-SD Division, IAAP

**April 13 – SWM Board Meeting**

GMACRFC – Common Area – 2<sup>nd</sup> Level  
8400 Normandale Lake Blvd

**April 20 – SWM Chapter Meeting**

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

**April 23-29 – Administrative Professionals Week****April 26 – Administrative Professionals Day****May 5, 2006 – CAP Exam (part 4)**

Century College, White Bear Lake MN

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

Century College, White Bear Lake MN

**May 10 – SWM Board Meeting**

GMACRFC – Common Area – 2<sup>nd</sup> Level  
8400 Normandale Lake Blvd

**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**

GMACRFC – Common Area – 2<sup>nd</sup> Level  
8400 Normandale Lake Blvd

**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

**August – Chapter Summer Social Event  
Date, time and event to be determined****September 14 – SWM Board Meeting**

GMACRFC – Common Area – 2<sup>nd</sup> Level  
8400 Normandale Lake Blvd

**September 21 – SWM Chapter Meeting****October 12 – SWM Board Meeting**

GMACRFC – Common Area – 2<sup>nd</sup> Level  
8400 Normandale Lake Blvd

**October 13-15 – MN-ND-SD Division 2006  
Fall Conference**

Madden's Resort on Gull Lake,  
Brainerd MN

**October 15-18 – The 2006 Certification  
Seminar**

Marriott Rancho Las Palmas Resort  
Rancho Mirage CA (Palm Springs area)  
Seminar info is on the web at [www.iaap-hq.org/Cert/cert\\_sem/2006\\_cert\\_sem\\_promo.htm](http://www.iaap-hq.org/Cert/cert_sem/2006_cert_sem_promo.htm)

**October 19 – SWM Chapter Open House &  
Vendor Show**

\* 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** "Leadership in the 21st Century" \*  
Lisa Hogan CPS, President-Elect, Minnesota, North Dakota, South Dakota Division of IAAP
- 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.