



# SouthWest Metro News

The Official Newsletter of The SouthWest Metro Chapter of IAAP

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

Volume 2, Issue 4

April 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!**

## IN OBSERVANCE OF ADMINISTRATIVE PROFESSIONALS DAY



### “Embracing Change”

by Barb Greenberg, author and speaker

In celebration of Administrative Professionals Week, author and speaker, Barb Greenberg, will present "Embracing Change". Barb will share her personal story of crisis and transformation to inspire and encourage you to:

- Develop your inner voice
- Break through self-imposed boundaries
- Honor the changes and journeys of life

For more information about Barb, check out her website at [www.barbgreenberg.com](http://www.barbgreenberg.com)

We welcome ALL administrative professionals and their friends to attend this program which will be held on Thursday, April 20, 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, April 17.

## President's Highlights

*Renee Raun CPS/CAP*

Happy Administrative Professionals Day!



I know it isn't until April 26, but I want you to think about the many contributions that you make to your company and to the SouthWest Metro chapter and then give

yourself a nice pat on the back. This annual event was originally organized in 1952 as "National Secretaries Week" by the National Secretaries Association (now known as the International Association of Administrative Professionals and a consortium of office product manufacturers). It was established in an effort to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers. Now, 54 years later, the administrative support duties have grown more complex and this year the theme for the 2006 observance of Administrative Professionals Week (April 23-29) is "Creating Excellence." President Kay Enlow CPS/CAP introduced "Creating Excellence" as the international theme for 2005-2006 at the convention in Denver last July. The SouthWest Metro chapter has lined up a top notch speaker/author, Barb Greenberg for our event at our next chapter meeting on Thursday, April 20. Barb will speak to us about "Embracing Change" as she shares her personal story of hope and transformation to encourage others to break through self-imposed boundaries, and to honor all the journeys of their life.

Hope to see all your "Smiling Faces" there.

Renee Raun CPS/CAP

### SouthWest Metro's Time Capsule

A reminder to all chapter members to please collect items and pictures 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!

## A note from President-Elect:

*Gloria Oveson CPS/CAP*

The year is flying by fast, and it is already time to start thinking about election of officers for next year. At our annual meeting in May, the nominating committee will present a slate of officers including president-elect, vice president, secretary, and treasurer. Here is a wonderful opportunity to learn more about IAAP, a chance to work with other members and get to know them better, and to help our chapter grow. You can improve professional and leadership skills, gain confidence by showing yourself that "you can do it," and have fun! Please consider volunteering. You'll be glad both personally and professionally that you did!

Not only is our annual meeting an important meeting, your vote is important. Please plan to attend.

## 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:** You should have received a registration packet in the mail. Check out the registration information online at the headquarters website. If you are planning to attend, please get your hotel reservations made as soon as possible.

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.

### ***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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### **2006 Division Annual Meeting**

**Remember to send in your application for the 2006 Division Annual Meeting May 19-20, 2006 at the Thunderbird Hotel in Bloomington. Details are on the Division website [www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)**

### **Community Service**

*Kathy Kelash*

With the change of seasons, Ready for Success is now looking for some fresh, spring items. We would like to have a collection for Ready for Success at both the April and May meetings. Items that are needed at this time are: gently used spring clothes, purses, shoes, knee-hi nylons, panty hose (sizes C/D and Queen), scarves, jewelry, panties (all styles and sizes). They also could use some department store shopping bags with handles.

Please bring items to either the April or May IAAP Chapter meetings.

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 will be sending a reminder to those that signed up to help.

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](mailto:kathleen.m.kelash@seagate.com)

### **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!

### 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 –  
University of Phoenix in St. Louis Park

**Certification Exam Dates:**

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

### 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.

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

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### 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)



**Happy Birthday!!**

April 2 – Julie Lee

**Happy Anniversary!**

**Maria Di Iorio – 2 years  
Jane Reinke – 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.*

### 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

### 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

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!!

## 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.