



SouthWest Metro News

The Official Newsletter of The SouthWest Metro Chapter of IAAP

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!**

Putting the final pieces of the Puzzle Together

SouthWest Metro Chapter ANNUAL MEETING

The Annual Meeting of the SouthWest Metro Chapter will be held on Thursday, May 18, 2006, at the Crowne Plaza located at Highway 494 & Highway 100, 5401 Green Valley Drive, Bloomington, Minnesota 55437. The May Annual Meeting is for members only. This is your privilege as a member to vote for the members who are stepping up to an office. The Annual meeting includes election of officers for the 2006-2007 year, designation of delegates and alternates for the Division Annual Meeting and the 2006 International Convention, and a final ceremony of putting the final pieces of our puzzle together.

Anyone who has submitted his or her IAAP application by May 18 is eligible to attend, participate, and vote at the Annual Meeting. It is very important to the Chapter that every member attends as we must have a quorum (25% of the membership) in order for elections to be held. If you are unable to attend, please request an absentee ballot from Judy McCallion at judy.a.mccallion@seagate.com. Nominations may also be made at the meeting from the floor, provided the candidate has consented to the nomination and is a qualified candidate.

The SouthWest Metro Chapter of IAAP meets the third Thursday of every month from September through June at the Crowne Plaza, 5401 Green Valley Drive in Bloomington MN. The fee is \$18 for members, and \$25 for guests. If you are not a member of SW Metro that evening, you are welcome to attend the dinner and networking but will be excused when the formal business meeting begins. Registration and social time start at 5:30 PM.

Pre-registration is required so please call Lisa Keenan, Hospitality Committee, at 952.933.1223 or lisa_keenan@datacard.com. If you have any dietary needs, please state them in your RSVP.

No-shows will be billed for the registration fee unless cancelled prior to noon on Monday, May 15.

President's Highlights

Renee Raun CPS/CAP

April Showers Bring May
Flowers

I'm sitting here listening to the soft steady rain coming down and recalling some of the words from Barb Greenberg's program last week - "Life is short and there are certain things worth taking risks for."



The first thing that comes to mind is my decision one year ago to become President of the SouthWest Metro Chapter. It was a risk I took because I wanted to be an inspiration to other administrative professionals. I wanted to make a difference in your lives because I truly care about you and your profession. We are all "Career-Minded Administrative Professionals." This is how our International Board of Directors has defined the Association's long-term direction and emphasis, and all Chapters are encouraged to adopt this primary objective.

It is fascinating to me to see how such a young chapter took some risks and how you new members volunteered to be officers while others signed up for committees. We have connected and have begun to understand how we can help each other with the knowledge and information that comes out of our chapter meetings every month.

So take a risk and ask yourself, "Am I open to new ideas? Do I put people first? Can I maintain confidences? Will you share information? Do you strive for excellence not perfection?" If you answered "Yes" to these questions, then you have what it takes to be a leader in this chapter by either running for an office or volunteering on a committee.

Remember, you are an essential piece of the puzzle at the SouthWest Metro Chapter.

See you at the Annual Meeting.

Renee Raun CPS/CAP

**Good Luck to all
who are sitting for
the actual May
2006 CPS exam.
You've studied
hard. We know
you can do it, ladies!
We are PROUD of you!**



**From all your SWM Chapter
Friends!!!**

SWM Members – 3rd Quarter Hospitality Incentive Plan

Don't forget it's time to draw a name out of the fishbowl for the lucky winner of our 3rd Quarter Hospitality Award.



The prize is a \$50.00 gift certificate from Kincaid's Restaurant.

Incentive program for 3rd quarter:

- 1 ticket per meeting for attendance
- 1 ticket for bringing a guest (each guest)
- 1 ticket for signing up to attend Division conference
- 1 ticket for taking the CPS/CAP exam

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

The 3rd quarter drawing will be held at our chapter meeting in May.

SouthWest Metro's Time Capsule

Chapter members please remember to collect items and pictures and give them to Gloria Oveson CPS/CAP to put in the time capsule. We will close the capsule at our June chapter meeting 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!

Certification (CPS/CAP)

Kathy Hengel, and Renee Raun CPS/CAP

A total of 42 participants registered for the mock exam. Of those 42 registered, 29 participants took the mock exam Saturday morning, April 22, at the University of Phoenix.

The last class for the CPS study group was held Tuesday evening, May 2. It was an awesome adventure! We know you will miss your Tuesday night "get-togethers!" Even with all the studying, it has been fun!

Good Luck to all who are sitting for the actual May 2006 CPS exam.

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 following members were presented at the April 20, 2006 SouthWest Metro Chapter meeting as candidates for the 2006-2007 Board Officers.

Each candidate meets the qualifications as outlined in the SouthWest Metro Chapter Bylaws Article III Section 2 and each has accepted their nomination.

President-Elect: Jean Allen
Vice President: Judy McCallion
Karen Brugman - Added
since April meeting
Secretary: Cindy Wolf
Treasurer: Jan Rice
Luanne Jorgenson
Diane Chapman

2005-06 President-Elect:

Gloria Oveson CPS/CAP will automatically assume the office of President.

The election will be held at the May 18, 2006 SouthWest Metro Chapter Annual Meeting.

Community Service

Kathy Kelash

We would like to have another collection for Ready for Success at our May meeting.

If you have any gently used spring clothing that you would like to donate, please bring them to the May chapter meeting. Other items that could be used are: Department store bags, purses, shoes, knee-hi nylons, panty hose (sizes C/D and Queen), scarves, and jewelry.



On Monday April 24 we had the opportunity to volunteer our time for Feed My Starving Children in Chanhassen. There were 14 volunteers from our chapter, a local Girl Scout troop and many young adults from the area that volunteered. When we help out at Feed My Starving Children we help label food bags, fill the bags, seal the bags and pack the bags that will be shipped out the following day. We helped package 10,584 meals that evening. WOW. We know that the food we help package are in the hands of starving/malnourished children and their families within a few weeks. Our chapter also donated \$84.00 in quarters that were collected at our monthly meetings. THANK YOU TO ALL OF YOU. We do make a difference.

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

Membership Committee

*Joan Dietz CPS, Renee Raun CPS/CAP,
Jean Allen, Sandy Menning*

Having just lived through another wonderful Administrative Professionals' Week, the Membership Committee looks forward to participating in United Properties' "Unlock Your Potential" exhibit on May 9 at their Bloomington facility. This exhibit is provided as an educational benefit for their admins – what a gift!

We will be provided a table from which to display our SW Metro information, alongside the MN River Valley, South Suburban and TC West Chapters. I look forward to the opportunity to meet and network with the United Property admins. If your company provides a similar event at which you might consider our involvement appropriate, please contact one of us.

Membership Status

As of April 28, SouthWest Metro Chapter Membership is at 47!

As I attended the MN River Valley Open House last month, I was happy to feel the warmth and enthusiasm expressed by the potential members of this new chapter. Even though we are losing a few members to this chapter, please join us in wishing them all the best.

Members 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

Employment Liaison

Joan Dietz serves as the employment liaison for SW Metro Chapter. Postings for administrative/clerical openings come to us via fellow chapter members and from the employment liaisons of the other chapters.

As liaison, Joan receives job postings and forwards to interested HOME EMAILS (members and prospects) and also posts them on the employment page of our website. If you are interested in viewing the postings firsthand, please let Joan (jodietz@aol.com) know of your interest and provide her your HOME or Alternate email address.

Springtime comes to our Website

Jim Rivord has been doing some updating; if you haven't browsed the yummy new look, check it out: www.iaap-swmetro.org

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.



Happy Birthday!!

May 8 – Kathy Kelash
May 17 – Cindy Wolf

Happy Anniversary!!

Char Wilkinson – 38 years
Renee Raun – 9 years
Dawn Olson – 7 years
Judy Twisk – 1 year
Liz Duffey – 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

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!

Exceptional Member Award

We presented an Exceptional Member Award to a member who has gone above and beyond at every meeting with the ways and means, the library, and volunteering to take the minutes of our Board meeting last month.

Yes, Luanne Jorgenson does all of this on her personal time, which isn't much these days between studying and preparing for the CPS exam. She is always at chapter and board meeting and has volunteered on the nominating committee too! Wow! She is on so many committees she deserves "The Exceptional Member Award!" Don't you think?

* * * * *

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.

Upcoming Events

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 11 – SWM Board Meeting

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

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!!

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 – 2nd Level
8400 Normandale Lake Blvd

September 21 – SWM Chapter Meeting

October 12 – SWM Board Meeting

GMACRFC – Common Area – 2nd 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

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