



SouthWest Metro News

The Official Newsletter of The SouthWest Metro Chapter of IAAP

www.iaap-swmetro.org

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December 2007

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COMMITMENT
OPPORTUNITIES
MENTORING
MESSENGERS
UNDERSTANDING
NURTURING
INFORMATION
CONNECTION
ACCEPTANCE
TRUST
IMAGINATION
OBJECTIVITY
NETWORKING

SouthWest Metro's

Live Auction and Holiday Social

**Auctioneer: Brenda Shaw CPS/CAP
(City of Lakes Chapter)**

Thursday, December 13, 2007

The SouthWest Metro Chapter's 1st Live Auction and Holiday Program will take place on December 13. Be sure to join us for a fun filled evening of activities, which will include our Live Auction Fundraiser. There will be a wide variety of items to bid on, surely something for everyone.

You won't want to miss an evening of fun, laughter, and enthusiasm.

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, Bloomington. The fee is \$20 for members and \$25 for guests. Registration and social time start at 5:30PM.

Pre-registration is required so please call Judy McCallion at 952-402-7449 or judy.a.mccallion@seagate.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, December 10.

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From the President



I have been struggling to find a way to manage my received emails each day and someone gave me a great suggestion that I would like to share with you. I created a folder that is named IAAP so whenever I get a message and the subject line begins with IAAP it is automatically sent right to that folder. All I need to do is to check every once in awhile to see if any emails have been posted there (it lists the number of emails received) so I don't open the folder until I see a number posted. Doing this I find it easier to respond to emails quickly from my Chapter members, Division or International.

Now, I am sure this is not news to a lot of you but if it helps some of you that makes my sharing worthwhile.

Our speaker at the November 15, 2007 Chapter meeting was fantastic. For those of you who were unable to attend the meeting, I would suggest that if you ever get a chance to hear Janie Jason speak, don't miss the opportunity. There were 43 attendees, which included members and guests, and I believe a good time was had by all!

UPCOMING EVENTS:

**2008 MN-ND-SD Division Annual Meeting, May 16-18, 2008, St. Louis Park, MN
Hosted by the *TwinCities* West Chapter.**

Note: The SouthWest Metro Chapter will be hosting the Division Annual Meeting in 2010 and to make it successful, we need everyone to attend the next two Division Annual meetings to observe and learn.

**International Convention and Education Forum, Hilton Riverside, New Orleans,
Louisiana** – Hotel reservations opened early in September 2007.

Note: Did you know that if you donate a certain amount of hours volunteering at the Convention, you get one-half of your registration fee reimbursed?

I would like to remind everyone that if you have any business you want the Board of Directors to address, please notify me and I will put it on the agenda for the monthly Board Meetings. Also, you are welcome to attend the Board Meetings any time. The next meeting will be held on December 6, 2008 at Davanni's Pizza located at 66th Street and Penn Avenue in Richfield, MN.

The busy holiday season is about to begin for all of us. Gifts to buy, parties to go to, parties to host, Christmas baking, cooking traditional holiday meals, getting together with family and on and on. It is an exciting time of the year but if we are not careful we will get so busy we forget to enjoy what we are doing. So let's remember to eat right, get plenty of rest so we can enjoy our families, friends and especially our IAAP friends! **HAPPY THANKSGIVING TO YOU ALL!**

Respectfully yours,

Jean Allen, President
SouthWest Metro Chapter

Sunshine Committee:

Please send all card requests to [Gloria Seeger CPS](#).

Cards sent: Birthday Card to Mary Zilka
 Birthday Card to Sandy Menning
 Birthday Card to Jean Allen

Ways and Means Committee:

A reminder to turn in any Food Perspectives registration forms at our December meeting (give to Diane Chapman or Cheri Wright). We need to submit the forms by 12/31/07 to receive a \$100 bonus for signing 30 new food testers. We will continue to accept registrations after this date but they will not qualify for any bonus to our chapter. We will, however, continue to receive \$9 for each food test done by anyone who registers through our chapter.

Hospitality Committee:

The November meeting had 27 members and 14 guests. Our speaker was great fun.

December will be our holiday meeting. The festivities will include a "live auction." It will be a fun night for everyone.

Remember to enter the Quarterly Incentive drawing at each meeting. Here is how the program works: Members sign their name to the back of a ticket and place it in the fishbowl. You will have multiple tickets in the drawing as indicated by the list below.

- 1 ticket for bringing a guest to a chapter meeting
- 1 ticket for sponsoring a new member
- 1 ticket for donating to the live auction

The drawing will be held in February and the lucky winner will receive a \$50 gift card. Remember to sign up at the December meeting.



Board Meeting

The next Chapter Board meeting will be held Thursday, December 6, beginning at 5:45 p.m. at Davanni's located at 2312 West 66th Street in Richfield. All members are invited to attend the board meeting, but Board Members and Committee Chairs are required to be in attendance.

Dues Reminder:

Please pay your dues on time, as there is a \$15 additional charge imposed by International to reinstate your membership once it has lapsed. Dues can be charged to a credit card if you use the on-line form found on the International website.

Certification Committee:

CPS/CAP Exam Information:

Friday, February 15 is the deadline for your applications to be in to take the May 2-3, 2008 CPS/CAP exams. The application forms are on the IAAP HQ website under Professional Certification/Forms.

<http://www.iaap-hq.org/Cert/CertAppPacket.pdf>

This application does take some time to fill out, particularly the Job Function and Employers Statement.

This form requires more time as you need to document your work experience and your current and previous employers must sign off on this documentation. If you have changed employers within the time period of your documentation, remember to build in time for mailing and allowing the former employer time to complete the form. This form is part of the Certification Application Packet. Also part of this Packet are qualifications the applicant must have to be eligible to take the exam, cost, and answers to other frequently asked questions.

The Certified Administrative Professional (CAP) certification is a four part exam. Three parts of the exam are administered on Saturday May 3. The fourth part of the exam are administered on Friday May 2. You may apply to take the CPS exam (the Saturday portion – three exams) or you may apply to take the CAP exam (the Saturday portion – three exams AND the Friday portion (one exam)). You will only get the certification you applied for if you pass all the exams for that certification.

Contact judytwisk@aol.com if you have any questions. If anyone in the chapter is planning to take the exam in May, please contact me. I would like to know what members will take the exam to make sure you have available all the resources the chapter has to offer.

Recertification

Also, members who are recertifying in 2007 and 2008, please let me know who you are! Recertification is no small feat and you should be recognized by your fellow members for keeping up your certification. Also, if any of you who are recertifying and are willing to be a resource person to newer CPS or CAP members who haven't gone through the recertification process, please let me know. Mentoring is key to an organization like IAAP and this is another way to help your fellow members.

Certification Update from International/Division:

More than 1500 candidates sat for the CPS and CAP exams on November 2-3, and others are preparing for the May 2008 exams.

Upcoming Deadline and Exam Dates

The deadline for applying to take the May 2-3, 2008, CPS or CAP exam is February 15, 2008. New candidates will find the Certification Application Packet at www.iaap-hq.org/Cert/CertAppPacket.pdf. Eligible retake candidates will receive a personalized Registration Form by the end of January.

Recertification

CPS and CAP holders are required to recertify every five years. Those who do not remain current through recertification have their rating marked inactive on the IAAP database and are no longer afforded the privileges of certification.

The Recertification Brochure found at www.iaap-hq.org/Cert/recertification.pdf includes the application for recertification and the categories to use in earning recertification points. The Certification Department also makes available a helpful spreadsheet to use in recording points earned. The spreadsheet is found at www.iaap-hq.org/Cert/Recertification_Spreadsheet.xls.

Did you know that MN currently sits 6th in having the most active CAP Holders? We have 122 active CAP's!

5 Questions for your Chapter Parliamentary Advisor, Char Wilkinson CPS:

What was your first job...

Following graduation from Willmar High School in 1956, I made my big journey on the Amtrak to Minneapolis to get my first job as a buyer's assistant for Midwest Stores, Inc., a wholesale buying organization for a small, individually owned department stores in the Minnesota-North Dakota area. It was a very scary experience for me going from a small town to the big city, getting a job and finding a place to live.

Midwest Stores, Inc. was a very small office and my beginning salary was \$1.73 an hour. I reported to two very conservative women who didn't have a very good sense of humor, but I got along very well with the buyers who came in from the respective member department stores. I worked for Midwest Stores, Inc. for eight years and decided after eight years that I needed to move on and went to work for Onan Corporation in 1964 as an administrative assistant. I worked for Onan/Cummins Engine Company for 36 years, and after retirement from Onan/Cummins, I joined Ready for Success (Episcopal Community Services), as their Program Assistant, which has been such a rewarding experience for me and the support from all members of IAAP has been excellent.

Most interesting place you have been/dream vacation/ favorite US city...

The most interesting place that I visited was in Spain with my husband on our honeymoon in 1972. We visited the southern coast of Spain and had such a wonderful time. Another dream vacation was a PSI (Professional Secretaries International) sponsored Caribbean cruise in 1992 which took us to Puerto Rico, the British Virgin Islands, the US Virgin Islands and the Bahamas. It was a fabulous cruise and we raised a lot of money for the IAAP Headquarters Building Fund.

Favorite school teacher...

My favorite school teacher was my 11th grade high-school History teacher who was my uncle, Reuben Lundquist. He taught history in the Willmar High School for many years. He was such a mild mannered man, well respected, and everyone loved him.

Favorite ice cream...

Ice cream is one of my favorite desserts. Two of my favorites are "Butter Brickle" and "Maple Nut". I believe I acquired these as a young child as an influence from my mom and dad. I never had a liking for Chocolate or Vanilla, but, I never turned down a chance to taste any flavor. I guess, "I always scream for ice cream"!

Why you like/love IAAP...

This question would take two or three pages to answer, but I will try to keep it short. Since I have been a member of this fantastic organization for 40 years, almost all of you have gotten the hint by now that this organization means a lot to me. IAAP is the best organization for administrative assistants. It has helped me in gaining my CPS certification, helped me in leadership opportunities, networking opportunities, mentoring opportunities and, best of all, making so many wonderful friends throughout the whole wide world. I couldn't have survived some of the many difficult situations that I have encountered throughout my career in IAAP if it wasn't for my wonderful "IAAP friends" from throughout the entire IAAP organization. I have so many friends throughout the whole world, that I can pick up the phone, or email anyone at any time of the day, and ask, "What should I do?" and they will tell me truthfully from the bottom of their hearts, as they are my true friends. This is what I love about IAAP.

5 Questions for your Chapter Treasurer, Jan Rice CPS/CAP:

What was your first job...

Holy Names Academy, my high school in Seattle. I worked in the office to work for a partial tuition grant. My first official job was with the First National Bank of Minneapolis, which is now U S Bank, I worked as a page, sorting and delivering mail until I worked in the Trust Department.

Most interesting place you have been/dream vacation/ favorite US city...

Two years ago my daughter and I went on a tour of Italy, Milan, Florence, Rome and Venice, I'd like to return to Florence, Venice and Rome with my husband who wasn't able to go with us. My favorite U S city is Seattle, Washington.

Favorite school teacher...

Mrs. LaBoeuf, Sophomore English

Favorite ice cream...

I'm lactose intolerant so Ice Cream gives me a tummy ache. Breyers makes lactose free ice cream, so I get the vanilla and load on the fudge sauce.

Why you like/love IAAP...

I love IAAP because of all the tremendous friends I've made since joining. IAAP is responsible for my growth in my chosen career.

Headquarters Information



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Kansas City, MO 64195-0404
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Fax: 816.891.9118
Service@iaap-hq.org
<http://www.iaap-hq.org>

IAAP® Websites

International: www.iaap-hq.org
Division: www.iaap-mnndsd-division.org
SouthWest Metro: www.iaap-swmetro.org

Happy Birthday!!



December Birthdays:

1 – Dee Woychik CPS
12 – Char Wilkinson CPS
17 – Jennifer DeJong CAP
18 – Diane Chapman CPS
31 – Sherrill Mozey

Happy Anniversary!

December:

Elaine Boergerhoff - 3 years
Lisa Keenan - 3 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.

SOUTHWEST METRO CHAPTER, IAAP®

LIVE AUCTION

“Going Once, Going Twice, Sold to the Highest Bidder”

These will be the words that all members will hear at the SouthWest Metro Chapter “Holiday” Meeting on December 13, 2007.



To help celebrate the **Holidays** and the **SouthWest Metro Chapter**, we will be conducting our very **first “Live Auction”** at our December Chapter Meeting featuring auctioneer, Brenda Shaw CPS/CAP, City of Lakes Chapter and our very own “Vanna”! The Live Auction will be an excellent fund raiser for our Chapter, plus, it will be a chance to do some last minute Holiday shopping!!

We are requesting that each member donate one or more items for the Live Auction. You may donate as many items as you wish; the more items, the merrier. Please let us know by **December 11th** (using the form below) what items you will be donating for the Live Auction. Please bring the items with you to the Chapter Meeting, and **be sure to indicate the value of each item you donate.**

We are looking forward to a very successful and **“fun” Live Auction** and are counting on everyone’s participation. Let’s make this the best and most profitable fund raiser ever for our chapter! Last year, we raised \$852.00. So, let’s raise the stakes this year and raise \$1,000!!!! We know that we can do it!!!

Char Wilkinson CPS
Co-Chair, Program Committee
952-933-3424
ca.wilkinson@comcast.net

Sandy Menning
Co-Chair, Program Committee
952-915-7462
sandra.menning@usbank.com

SOUTHWEST METRO CHAPTER, IAAP®
LIVE AUCTION

Individual Name: _____

Description of Item(s): _____

Estimated Value of each Item: _____

Donor Signature: _____ Date: _____

“’Twas an Admin Christmas”

’Twas the night before Christmas, and she's still at work,
she's a dedicated Admin, not just a “clerk.”
She wasn't alone, her boss was there too,
he waited too long, and the big report is due.
Together they worked, pulling out their hair...
frantically searching for info that just wasn't there!

When out on the roof there arose such a clatter,
they sprang to the window to see 'what was the matter.
Away from her desk she flew like a flash,
remembering to hit "SAVE" before her curious dash.

And in the cafeteria, what should appear,
but four fellow IAAP members to spread some cheer.
One to research, one to type, and one to make copies,
one even brought some extra floppies.

On Access, On Word, On Excel, On PowerPoint,
to files, to data and now what's missing?
Oh, the computers, they all were hissing!
The keyboard clack-clattered, its sound sharp and clean,
as the Admin fed the data to the machine.

Like deadlines that before the emergencies fly,
when you reach for the caffeine and the coffeepot's dry.
Over the copier the Admin she did hunch,
collating like crazy, to beat the big crunch!

They cheerfully worked through long hours,
to complete each task within their powers.
Interacting with each other as we know they can,
assembling the product according to plan.

Then packing & stamping and rushing like mad,
they raced to the roof to the heliport pad.
Expecting to find the bird waiting to fly,
in its place was a sleigh with a cute little guy.
Smiling brightly and waving, grinning ear to ear,
and telling them quickly we had NOTHING to fear.

With a cherry Ho Ho, he got right to his work,
storing each package and with a jerk -
Over the skyscrapers he rose,
to deliver the package he goes.

And they heard him mutter, as he flew out of sight
five IAAP members on double overtime – goodness what a night!

Written by Tracie Molik CPS (Houston Chapter), Valerie McAlister (Springfield Chapter), Doris Fulton (Springfield Chapter), Joe Carpenter (Cape Fear Chapter), Kathy Thurber Ottawa (Canada) Chapter, and Katherine M. Astleford CPS (Allegheny Valley Chapter). Reprinted with permission by the authors.

****Please Note that if you received an email in regards to sending Holiday Cards to soldiers at Walter Reed Army Medical Center, this was posted on their website, <http://wramc.army.mil>**

Walter Reed Army Medical Center officials want to remind those individuals who want to show their appreciation through mail to include packages, letters, and holiday cards addressed to 'Any Wounded Soldier' or 'A Recovering American Soldier' that Walter Reed cannot accept these packages in support of the decision by then Deputy Undersecretary of Defense for Transportation Policy in 2001. This decision was made to ensure the safety and well being of patients and staff at medical centers throughout the Department of Defense.

Chapter Committees:

Bylaws & Standing Rules: Chair- Char Wilkinson CPS; Members: Gloria Oveson CPS/CAP, Luanne Jorgenson CPS/CAP

Certification: Chair- Judy Twisk CPS/CAP; *Member: Open*

Community Service: Chair- Kathy Kelash; Member: Marti Clabo

Historian: Chair- Diane Chapman CPS/CAP; Member: Luanne Jorgenson CPS/CAP

Hospitality: Chair- Judy McCallion; Members: Dee Woychik CPS, Dorothy Hruska; Cheri Wright

Membership: Chair- Sandy Menning; Members: Lisa Keenan, Judy Twisk CPS

Newsletter: Chair- Jennifer DeJong CAP; Proofreaders: Gloria Seeger CPS, Char Wilkinson CPS

Nominating: (Immediate Past President serves as chair) Gloria Oveson CPS/CAP

Open House & Vendor Show: Chair- Luanne Jorgenson CPS/CAP; Members: Janean Numan-Fortier; Marvel Thorne, Kathy Kelash, Marion Luft, Judy McCallion, Nancy Janicki CPS/CAP; Jan Rice CPS/CAP; Jean Allen

Programs & Education: Co-Chairs- Sandy Menning and Char Wilkinson CPS; Member: Lisa Keenan

Public Relations: Chair- Samantha Blanchard

Sunshine: Chair- Gloria Seeger CPS

Ways & Means: Chair- Marvel Thorne; Members: Diane Chapman CPS/CAP, Cheri Wright

Website: Chair- Janean Nurman-Fortier

Upcoming Events

December 6 – SWM Board Meeting

Davanni's, 2312 W. 66th Street, Richfield

December 13 – SWM Chapter

Crowne Plaza Hotel, 5401 Green Valley Drive, Bloomington

January 10 – SWM Board Meeting

Davanni's, 2312 W. 66th Street, Richfield

January 15 – All Nominations due for International Board, International Committee or RTF (Retirement Trust Foundation)

January 17 – SWM Chapter

Crowne Plaza Hotel, 5401 Green Valley Drive, Bloomington

February 14 – SWM Board Meeting

Davanni's, 2312 W. 66th Street, Richfield

February 15 – All applications for the CPS and/or CAP due to International

February 21 – SWM Chapter

Crowne Plaza Hotel, 5401 Green Valley Drive, Bloomington

Question of the month?

What do you do to keep motivated during the work week?

Send your comments to jennifer.dejong@ge.com by the newsletter deadline(12/26/07)and they will be posted in our next edition.

Have a question you'd like to know what works/worked for other email it to Jennifer.

2007-2008 Programs SouthWest Metro Chapter IAAP

- Sept 20, '07** "Building a Reputation of Excellence" *
Erin O'Hara Meyer
- Oct 18, '07** Open House/Vendor Show
- Nov 15, '07** "Come To Your Senses" *
Janie Jasin
- Dec 13, '07** Live Auction and Holiday Social
Auctioneer: Brenda Shaw (City of Lakes Chapter)
- Jan 17, '08** "Communication" *
Lori Spangler, Senior Training Consultant for Deluxe Financial Services
- Feb 21, '08** "Software Tips & Tricks: Focus on Excel" *
- Mar 20, '08** "Meeting Management"
Bloomington Visitors and Convention Bureau
- Apr 17, '08** "Making the Cut and Staying the Course" *
Judy Zimmer
- May 8, '08** Chapter Annual Meeting / Election of Officers
- Jun 19, '08** Strategic Planning Meeting / Installation of Officers / Awards Banquet

* 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 \$20; non-members \$25.

For more information about any of these programs, contact [Jean Allen](#) or visit www.iaap-swmetro.org for the most current event schedule; these programs may be subject to change.

The *SouthWest Metro News* is published monthly from September through June.
The next edition is due **December 26, 2007 at noon**. Please note that this is right after the chapter meeting, due to moving our December meeting forward a week.

Editor: [Jennifer DeJong CAP](#)

Please contact the editor with any ideas or articles.