



# SouthWest Metro News

The Official Newsletter of The SouthWest Metro Chapter of IAAP

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

Volume 4, Issue 6

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## Chapter Officers -

President

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

## Communication

**Lori Spangler, Senior Training Consultant for Deluxe Financial Services**

*Thursday, January 17, 2008*

- **What does "Communication" mean to you?**
- **Does it occur only when you are speaking?**
- **Or, when someone is listening to you?**

Think about great communicators you have known and why they were able to effectively convey their message. At our meeting, we will talk about communication and what you can do to get your message across – each and every time you communicate!

We are happy that Lori Spangler is available to do another program for us this year. Lori has been involved in public speaking for the past 20 years. She is a long-time member of Toastmasters and enjoys getting audiences involved and helping others learn. Lori is currently a Senior Training Consultant for Deluxe Financial Services. Previous to that, she was an Instructional Designer for Aveda. Lori holds a Masters degree in Training and Development and a Masters degree in Communication.

You won't want to miss this month's Chapter meeting!!!

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 5:30 p.m.

Pre-registration is required so please call Judy McCallion at 952.402.7449 or [judy.a.mccallion@seagate.com](mailto: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, January 14.*

### What's Inside:

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## From the President



HAPPY NEW YEAR!!

It is hard for me to believe that my year as Chapter President is half over. I have had such a great time working with all of you; the time has really gone by quickly. It is now time for our Nominations Committee to spring into action by contacting chapter members who are interested in becoming Board members, Committee Chairs, Co-Chairs, and Committee members for the 2008-2009 year.

There are four excellent programs coming up that you won't want to miss.

- January 17 "Communication" by Lori Spangler
- February 21 "Software Tips & Tricks" with the focus on Excel
- March 20 "Meeting Management" by the Bloomington Visitors and Convention Bureau
- April 24 "Making the Cut and Staying the Course" by Judy Zimmer

Then it is time to get ready for our next fiscal year with the Chapter Annual Meeting and Election of Officers on May 8, 2008 followed by the June 19<sup>th</sup> Strategic Planning Meeting and Installation of Officers.

Gloria Oveson CPS/CAP, Immediate Past President, is the Nominations Chair. She may contact you to run for a board position or to become a member on a committee. Please consider sharing your talents and expertise with your chapter.

I wish each and every one of you a very happy, healthy and prosperous 2008.

Respectfully yours,  
Jean Allen, President  
SouthWest Metro Chapter

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## Board Meeting

The next Chapter Board meeting will be held Thursday, January 10th, beginning at 5:45 p.m. at Davanni's located at 2312 West 66<sup>th</sup> Street in Richfield. All members are invited to attend the board meeting, but Board Members and Committee Chairs are required to be in attendance.



Thanks to  
our  
Auctioneer  
Brenda  
Shaw  
CPS/CAP  
and our  
very own  
Vanna  
(Lisa  
Keenan)

### Sunshine Committee:

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

Birthday Cards sent to: Diane Chapman CPS/CAP Jennifer DeJong CAP Jenni Ellson Sherrill Mozey	Char Wilkinson CPS Dee Woychik CPS Cheri Wright
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### Ways and Means Committee:

“Happy New Year” – Do you need a pocket calendar for the new year? Ways and Means has a few 2008/2009 2-Year Pocket Calendars left that it is selling for \$1.00 each.

Plan early for Valentine’s Day. Purchase a Bachman’s Gift Card for a gift or to use towards purchasing flowers for that special person. If you place an order at the January meeting and live or work in the South Metro area, we will arrange to get the card to you before Valentine’s Day. Cards can be purchased in amounts of \$10, \$25, \$50 or higher. Our chapter receives 15% of sales and will share it with you by giving you a \$1 discount on each \$25 card you purchase.

Retirement Centers Trust – We will be collecting donations for the Retirement Centers Trust in March. Watch for the “Trust Month” calendar in the February newsletter and play along using the calendar to determine the amount of donation to give. Have a bit of fun and donate to an important cause.

In February we will be selling Tupperware as a chapter fundraiser.

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### Hospitality Committee:

The December holiday meeting had 20 members and 7 guests. We had a good time with the live auction. The auctioneer was fun and we raised quite a bit of money.

“Communication” will be the subject for the January meeting. The speaker will be Lori Spangler, Sr. Training Consultant for Deluxe Financial Services.

**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 volunteering at Feed My Starving Children

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



**A Note from the Treasurer:**

Hope that all of you had a wonderful white Christmas!! The predicted “dusting” turned into a “dumping”. We are going to take pictures to send to the Arizona grandkids that are building snowmen on a computer and looking at the snowcapped mountains around Phoenix. Our Christmas celebration was certainly different without their wild enthusiasm and Christmas musings.

I only received two positive responses to the use of a debit or credit card, Visa, MasterCard or Discover to pay monthly meeting and Ways & Means fees through Merchant Services through the Chapter bank account. So that issue **will not** be presented to the Board or Chapter for a vote in January. We can always revisit the issue at any time if the need arises.

With the great results of the December live auction proceeds of \$927 the Chapter will be able to go ahead with our growth goals to provide networking opportunities to many more Administrative Professionals in the Twin Cities area. We will also be able to expand our Public Relations activities and continue to support our community charities. It will also make it possible to consider some exciting new initiatives for the Chapter. The December Treasurer’s report will be emailed to the entire membership after the January 10<sup>th</sup> Board meeting.

For those of you that will be receiving membership renewal notifications, please act on them quickly, especially if you have employer support. Renewal notices are sent out almost 90 days ahead of time which allows time for you to ask for reimbursement of your annual dues. If you have an annual performance review coming up, this is a good time to include your request for support in IAAP. You can highlight your Chapter involvement and the learning you have received from our monthly speakers and your work on Chapter committees in your career goals. Most employers would agree that our membership fees are very reasonable and within their budgets for training and organizational memberships.

The International website has a renewal (using your credit card information) site. If you are new to the International website you need to register for Member’s Place before accessing the renewal page. If you have difficulty, please call the contact number provided and they will make sure you can get to the page. Please be patient with the site and allow ample time to complete your renewal registration. While in the site, please check out the articles that have ideas on how to approach your employer for support and for spreading the IAAP name.

See you in the NEW YEAR!!!

Submitted by Jan Rice, CPS/CAP, Treasurer, SouthWest Metro Chapter, IAAP

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**WELCOME**

Welcome to the newest members of the SouthWest Metro Chapter:

- Lynne Kiner- Pro Staff in Edina
- Angela Gillquist – Karges-Faulconbridge in St Paul
- Constance McClure – International Office Technologies in Eagan
- Rene Dolan – International Office Technologies in Eagan
- Cassie Beckfeld – International Office Technologies in Eagan

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**Please note as a courtesy to all members, when sending an email to the membership, please start the RE: line with IAAP. This assists everyone in being able to distinguish between work email, junk and IAAP.**

## SOUTHWEST METRO CHAPTER'S HOLIDAY "LIVE" AUCTION

Submitted by: Char Wilkinson CPS

**THANK YOU** to all of the great members of the SouthWest Metro Chapter for making our very first "Live" Auction such a huge success. The final tally was \$927, which far exceeded last year's Silent Auction total of \$568.50.

My special thanks to all of the members who donated items for the Live Auction, and "congratulations" to all of the "high bidders."

Thanks again for your participation, generosity and support of the SouthWest Metro Chapter's first "Live" Auction.

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## READY FOR SUCCESS

Submitted by: Char Wilkinson CPS

On behalf of all of our volunteers and clients, I want to thank all of you so very much for all of your clothing/accessory/personal care donations that you made this past year to the Ready for Success program. It really has made a real difference in the lives of all of our clients. I am so very honored and thankful that the SouthWest Metro Chapter has adopted Ready for Success as an on-going Community Outreach project. If you want to donate any clothing/accessory item, you can bring your items to any Chapter meeting, and I will be very happy to take them down to Ready for Success.

I am also extending an invitation to anyone who would like to visit our Minneapolis Ready for Success site. Please let me know and I can set up a tour – we are open on Tuesday evenings and also on Saturdays. Please let me know if you are interested, and I will arrange a tour. I can be contacted at 952.933.3424 (Home) or at 612.872.1509 (Ready for Success), or at [ca.wilkinson@comcast.net](mailto:ca.wilkinson@comcast.net).

Thanks again for thinking about Ready for Success and for making a real difference in the lives of so many of the clients that we serve.

Char

### Headquarters Information



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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!!



**January Birthdays:**  
 17 – Elaine Boergerhoff

### Happy Anniversary!

**January:**  
 Jean Allen - 6 years  
 Martha Jean Pongratz CPS - 4 years  
 Jean Aslakson - 3 years  
 Diane Chapman CPS/CAP - 3 years  
 Nancy Janicki CPS/CAP - 2 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.*

### 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

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## Upcoming Events

**January 10 – SWM Board Meeting**

Davanni's, 2312 W. 66<sup>th</sup> 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. 66<sup>th</sup> 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

**March 13 – SWM Board Meeting**

Davanni's, 2312 W. 66<sup>th</sup> Street, Richfield

**March 20 – SWM Chapter**

Crowne Plaza Hotel, 5401 Green Valley Drive, Bloomington

## 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](http://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 **January 28, 2008 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.