



SouthWest Metro News

The Official Newsletter of The SouthWest Metro Chapter of IAAP

www.iaap-swmetro.org

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

Organize Your Data and Let It Tell Your Story Speaker: Mark Slade

Thursday, February 21, 2008

Microsoft Office suite is a powerful tool for the Administrative Professional. Each time you learn something new, you increase your productivity and gain more credibility on the job.

Join Mark Slade, an instructor with New Horizons of Minnesota for a Tips and Tricks session on Microsoft Excel. Examples of included topics are:

- Picking the right chart for your data
- Working with formulas
- Pivot Tables
- Inserting your charts into PowerPoint

Mark Slade became a New Horizons of Minnesota instructor in June of 2005 and teaches a variety of Microsoft classes including Word, PowerPoint, Excel, Visio and Outlook. He also teaches Lotus Notes and SmartBoard. Mark graduated from St. John's University and for the past five years, he was an elementary teacher in the Eden Prairie School District. He also started his own carpentry/handyman business a year and half ago. Mark enjoys carpentry, running, biking and camping.

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. 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, February 18.

What's Inside:

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From the President



January is nearly spent and that means we are one more month closer to spring! If you are a winter sports person, I guess that isn't good news. This past month went fast for me as I spent a good deal of time in Winona helping my daughter, Trish, and her family get through the recuperation period of Trish's surgery that was done on December 28, 2007. All is well and they are back to their busy lives as am I.

I was unable to attend the January Chapter meeting, but from all reports it was a fantastic meeting and Luanne Jorgenson CPS/CAP, our President-Elect, did an outstanding job and the topic of "Communication" by Lori Spangler was well done. I look forward to next year with Luanne as the President of SouthWest Metro.

UPCOMING DIVISION EVENTS:

2008 MN-ND-SD Division Annual Meeting will be May 16-18, 2008 in St. Louis Park, hosted by the TwinCities West Chapter. You will see information coming out in the next few months.

**Event Planners & Suppliers Expo on Wednesday, March 5, 2008 at the Metropolitan Event Center, 5418 Wayzata Blvd, Golden Valley, MN 55416
From 12 noon – 7 pm. I have ordered 20 complimentary passes so let me know if you are interested in attending. See the attached flyer.**

The contract with the Holiday Inn Select for the 2010 Annual MN-ND-SD Division meeting has been signed by all parties so the first step is done. SouthWest Metro will be hosting this event and it is not too early to start thinking of ideas. The best way to get started is to attend the Annual Meeting this year and observe what the host chapter has done to make it a successful meeting. We also need to come up with ways to get all chapter members in our division excited to attend.

That's all for now, over and out!

Respectfully submitted
Jean Allen, President

Board Meeting

The next Chapter Board meeting will be held Wednesday, February 13th, 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.

Happy 3rd Anniversary SouthWest Metro Chapter!

We celebrated our 3rd anniversary in January; hard to believe it's been three great years already!

Sunshine Committee:

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

Birthday Card sent to: Elaine Boergerhoff
Get Well Card sent to: Jennifer DeJong CAP

Ways and Means Committee:

Tupperware Fundraiser – A Tupperware rep will be at our February meeting with catalogs and a display of products that will help solve your food storage needs and give you great ideas for birthday, shower and wedding present giving. The order deadline will be kept open until the March meeting. Our chapter will receive 40% of the sales. If you cannot make the February meeting and would like a catalog, call Marvel at 952-948-9533.

Retirement Centers Trust – We will be collecting donations for the Retirement Trust Foundation in March. The Trust was formed for the primary purpose of acquiring, maintaining and operating homes for needy and elderly administrative professionals. The Retirement Trust Foundation seeks to help fill that need with its retirement community at Vista Grande in Rio Rancho, New Mexico. You can learn more about Vista Grande and the Trust by checking the IAAP Headquarters website. Division Chair MaryEllen Tiche has been invited to our February meeting to a brief presentation and answer any questions you might have.

If you would like a bit of fun to determine how much you should donate, use the RTF Trust Month Calendar included in this month’s newsletter. Add up the daily fees for your suggested total donation.

Hospitality Committee:

The January meeting had 27 members and 7 guests attend. Our speaker was Lori Spangler, Sr. Training Consultant for Deluxe Financial Services. She gave us many tips on communicating.

“Software Tips and Tricks: Focus on Excel” will be presented by Mark Slade at the February meeting.

Remember to enter the Quarterly Incentive drawing at each meeting. Here is how the program works: Members sign their name on the back of a ticket and place it in the fishbowl. You may 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 being active on a committee in 2007/2008

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



JOB OPENINGS:

Great leadership role positions currently available, looking for people that are team players and enjoy new challenges.

SouthWest Metro Chapter is looking for committee chairs and/or members and for Board of Directors. If you would like to nominate someone or run for a position please contact Nominating Chair Gloria Oveson CPS/CAP at gloria.oveson@hotmail.com.



RTF "TRUST" MONTH- February 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 February IAAP Anniversary 25¢ - not my IAAP anniversary 15¢	2 Had a cup of coffee 15¢ - no coffee 10¢
3 Shoveled snow 20¢ - did not mow the lawn 25¢	4 Wrote a check 15¢ - did not write a check 25¢	5 1¢ for each grandchild – 10¢ no grandchild	6 Drove to work 15¢ - did not drive to work 25¢	7 Sent an email 15¢- did not send an email 25¢	8 Exercised today 10¢ - Did not exercise today 25¢	9 Cleaned house 10¢ - Did not clean house 25¢
10 Listened to music 25¢- did not listen to music 15¢	11 This month IAAP Anniversary 25¢- not my IAAP anniversary 15¢	12 Sent a valentine 10¢ - did not send a valentine 20¢	13 Sent a fax today 10¢-did not send fax today 25¢	14 Attended board meeting 15¢ Did not attend board meeting 25¢	15 Wedding anniversary this month 10¢ - no anniversary 25¢	16 Did laundry 15¢- did not do laundry 25¢
17 Had hot chocolate 20¢ - no hot chocolate 25¢	18 Saw a video/DVD at home 25¢ - no video/DVD at home 15¢	19 Brought lunch to work 10¢ - Did not bring lunch – 25¢	20 Recruited new member – 10¢ - Did not recruit new member yet 20¢	21 Attended Chapter meeting 15¢ - Did not attend meeting 30¢	22 Mentored new member 20¢ Did not mentor new member 30¢	23 Went shopping 25¢ - did not go shopping 10¢
24 Started doing income taxes 10¢ - have not started taxes 20¢	25 Had a family birthday this month 15¢ - no family birthday 25¢	26 Made a phone call today 15¢-did not make a phone call today 25¢	27 Saw a movie this month 10¢ - Did not see a movie 25	28 Sent a birthday card 10¢ - did not send a birthday card 25¢	29 Have a Leap Year birthday 15¢ - do not have a Leap Year birthday 20¢	

CERTIFICATION (CPS and CAP):

If you plan to take the Certified Professional Secretary (CPS) 3-part exam or Certified Administrative Professional (CAP) 4-part exam this May, your registration (including payment) must be postmarked on or before Friday February 15, 2008. You may also fax, email/scan if you provide credit card information for payment. I suggest not waiting until February 15 to get this in. *Carpe Diem!*

Registration DEADLINE: Friday February 15, 2008

CPS exam: Saturday May 3, 2008. (all day Saturday)

CAP exam: Friday May 2-Saturday May 3, 2008. (Friday afternoon plus all day Saturday with those taking the CPS portion of the exam)

There are FAQ's on the second page of the Certification Application packet as well as pricing information. The Certification Application Packet is located at: <http://www.iaap-hq.org/Cert/CertAppPacket.pdf>

If you are taking the exam this May, let me know. I'd like to wish you the best of luck and help you in any way I can between now and May and I'm sure there are other members who would echo that statement.

Next Deadline: Friday, August 15, 2008 to have your registration application postmarked for the Friday and Saturday November 7-8 exams. Contact judytwisk@aol.com if you want to team up with a study buddy or study group. It helps and is a lot more fun. Also, the SWMetro chapter has study materials to lend out or use in a group setting to help with your exam preparation. Next month's Certification Corner will have an inventory listing of those items.

RECERTIFICATION:

CPS or CAP holders who received their certification after January 1, 1988, must recertify. Documentation showing 90 points for continuing education credits are required to recertify. Your recertification is due before the 5th year from the month/year your certification was attained. Best rule of thumb is to send in your recertification application and back-up documentation about the same time others are applying for the CAP or CPS exams. The application for recertification is at the following link: <http://www.iaap-hq.org/Cert/recertification.pdf>. The spreadsheet that is helpful to track your recertification points is at the following link for you to download to your PC http://www.iaap-hq.org/Cert/Recertification_Spreadsheet.xls

Headquarters Information



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IAAP® Websites

International: www.iaap-hq.org

Division: www.iaap-mnndsd-division.org

SouthWest Metro: www.iaap-swmetro.org

Happy Birthday!!



February Birthdays:

5 - Jean Aslakson

26 – Jan Rice CPS/CAP

Happy Anniversary!

February:

Gloria Seeger CPS - 9 years

Jessi Kromer - 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.



1st 50 Attendees receive a FREE GOODIE BAG!

MARCH 5, 2008

Metropolitan Event Center, 5418 Wayzata Blvd, Golden Valley, MN 55416

(I-394 and the Xenia/Parkplace exit)

WEDNESDAY 12 noon – 7 pm

BIG PRIZE DRAWINGS and more each day!

FIND ALL YOUR EVENT PLANNING RESOURCES ALL UNDER ONE ROOF ... ALL IN ONE DAY!

ATTENTION EVENT PLANNERS!

First established in 1991, this event brings the people that supply events, face to face, with the people that plan events.

Are you planning an event?
Find ALL Your Event Planning Resources Under One Roof!

Corporations, associations and independent party and event planners of special events, meetings, conventions, tourism, attractions, hospitality and the entertainment industry come here year after year, to shop the exhibits and do business.

Exhibitor categories include, but are not limited to:

- Activities and Attractions
- Entertainers and Speakers
- Cruises and Excursions
- Casinos and Hotels
- Signs and Banners
- Travel Agencies
- Tour Operators
- Country Clubs
- Event Venues
- Ad Specialties
- Props and Decor
- Caterers and Florists
- Gift Baskets / Incentives
- Talent Agencies
- Speakers Bureaus
- Equipment Rental
- Balloon Decoration
- Limousine Services
- Modeling Agencies
- Photographers
- Audio-Visual Rental
- Games and Inflatables
- And much MORE!



PROVEN. ESTABLISHED. SUCCESSFUL.

Always something new, year after year, show after show.

FOR EXHIBITOR INFORMATION: Call (952) 238-1700



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

February 13 – 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

March 2-5 – Professional Education Conference
Charleston Marriott Hotel, Charleston, SC

March 13 – SWM Board Meeting
Davanni's, 2312 W. 66th Street, Richfield

March 20 – SWM Chapter
Crowne Plaza Hotel, 5401 Green Valley Drive, Bloomington

April 10 – SWM Board Meeting
Davanni's, 2312 W. 66th Street, Richfield

April 17 – SWM Chapter
Crowne Plaza Hotel, 5401 Green Valley Drive, Bloomington

April 23 – Administrative Professionals Day

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" ***
Mark Slade, Instructor, New Horizons of Minnesota
- 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 **February 25, 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.