



SouthWest Metro News

The Official Newsletter of The SouthWest Metro Chapter of IAAP

www.iaap-swmetro.org

Volume 4, Issue 10

May 2008

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

SouthWest Metro Chapter, IAAP Annual Meeting and Election of 2008-2009 Officers

The Annual Meeting of the SouthWest Metro Chapter will be held on Thursday, May 8, 2008, 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 2008-2009 year, designation of delegates and alternates for the Division Annual Meeting and the 2008 International Convention in New Orleans, Louisiana.

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 Gloria Oveson CPS/CAP at gloria.oveson@hotmail.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, 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, May 5.

What's Inside:

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From the President- Elect

I hope you all had a great Administrative Professional's Week last month.

According to the Wikipedia encyclopedia "Spring marks the transition from winter into summer." It means something different to all of us. What does it mean to you??? To me it means it's time for the aggravation, surprise and I knew I could get it on the green in one. I am talking about golf. To me the game is just as frustrating and just as rewarding as being an administrative professional. We all have a broad level of skills and we need to be creative in managing new situations. With that being said, I want to remind all of you that we as chapter members need to rely on each other's expertise. Maybe you have a situation at work, or a software problem, or maybe you learned something new that might benefit other members. The list goes on and on but that is what our chapter is about. The networking is great and I encourage everyone to take full advantage of it.

I also want to let everyone know it's not too late to register for the IAAP MN-ND-SD 2008 Division Annual Meeting being held Friday, May 16th, through Sunday, May 18th at the Marriott Mpls West Hotel. We have many members from our chapter that have already signed up and we would love to have you join us. You can get all the information on the Division website www.iaap-mnndsd-division.org.

Respectfully submitted
Luanne Jorgenson CPS/CAP, President Elect

Board Meeting

The next Chapter Board meeting will be held Thursday, May 1st, beginning at 5:45 p.m. at Davanni's located at 8061 Flying Cloud Drive in Eden Prairie. All members are invited to attend the board meeting, but Board Members and Committee Chairs are required to be in attendance.

MN-ND-SD Division Board Members:

President: Nita Nurmi CPS/CAP
Crow River Chapter

President-Elect: Kristi Rotvold CPS
Red River Chapter

Secretary: Brenda Jindra
Brainerd Chapter

Treasurer: Joan Gatzmeyer CPS/CAP
TwinCities West Chapter

Northwest District Director:



Teresa Bennett CPS
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tbennett@iaap-hq.org

Good Luck to all those taking the CPS/CAP exam!!

Sunshine Committee:

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

Birthday Card sent to: Jessi Kromer
Judy McCallion
Jane Reinke

Get Well Card sent to: Char Wilkinson CPS

Sympathy Card to: Jennifer DeJong CAP



Ways and Means Committee:

Book Sale

Did you read and good books this winter that you would like to share with other IAAP members? Bring them to the May meeting for the Ways and Means used book sale (May meeting only). Books not sold at the meeting will be brought to a used bookstore with proceeds going to Ways and Means.

Hospitality Committee:

The April meeting had 24 members and 11 guests in attendance. Our speaker for the evening was Judy Zimmer, who is a motivational speaker.

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 running for an office or joining a committee for 2008-2009

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

Treasurer's Note: Committee Chairs, please remember to prepare vouchers for any outstanding '07-'08 expenses and bring them to the Board meeting on May 1st. If the expenses are over \$40 or if your Committee has exceeded its approved budget, the expenses must be approved by the Board. All expenses need to be cleared by the end of June so the books can be closed and turned over to the Auditor.

Any committee with Chapter assets should list the assets they are holding and indicate when the assets are turned over to another member. On a separate page, please indicate if you have made *Donations in Kind* to the Chapter. Donations in Kind can include any non-reimbursed expenses you wish to donate to the Chapter, such as mileage, office supplies, gift items, refreshments, etc.

SouthWest Metro Chapter, IAAP®

Slate of Officers for 2008 – 2009 Board of Directors

President-Elect: Judy Twisk CPS/CAP

Vice President: Maria Diiorio
Jan Rice CPS/CAP

Secretary: Nancy Janicki CPS/CAP

Treasurer: Diane Chapman CPS/CAP

Elections will be held at the SouthWest Metro Chapter Annual Meeting on May 8, 2008.
Installation of new officers will be conducted at the June 19, 2008 meeting.

Respectfully Submitted,

Gloria Oveson CPS/CAP
Immediate Past President and Nominations Chair

Here's how you'll benefit personally by taking a leadership role in your chapter ...

taken from the [IAAP Headquarters Webpage](#) in the Members Place Section

Next month: How it Benefits You Professionally

1. Meet new people – both inside IAAP and outside the association.
2. Learn from the pros.
3. Gain self-confidence.
4. Get recognition from your peers for your accomplishments.
5. Focus on yourself – for a change.
6. Learn to measure and take acceptable risks.
7. Stretch your limits (many of them self-imposed).
8. Learn how to sell your ideas to others.
9. Take stock of your interests and do something just for fun.
10. Master the art of working as a part of the team.
11. Discover the secret of getting people to work with you.
12. Find out how to motivate others (including spouses and children).
13. Improve your public speaking skills (as they say...get the butterflies to fly in formation).
14. Travel to places you've never seen before.
15. Experience new things you've never done (yet).
16. Unleash your creativity.
17. Gain respect.
18. Show your children you're into learning (in other words, walk your talk).
19. Open doors to new opportunities.
20. Expand the circle you count on as friends.
21. Interact with people who are in the same stage (life/career) as you.
22. Be a mentor (or a good role model) for others less experienced than you.
23. Give back what you got from your association with IAAP
24. Feel good about doing something for others.
25. Learn fair play; take your turn.

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!!



May Birthdays:

6 – Janean Numan-Fortier
8 – Kathy Kelash

Happy Anniversary!

May:

Char Wilkinson CPS - 40 years
Renee Breiwick CPS/CAP - 11 years
Dawn Olson CAP - 9 years
Judy Twisk CPS/CAP - 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.

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, 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- Open

Sunshine: Chair- Gloria Seeger CPS

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

Website: Chair- Janean Nurman-Fortier

Upcoming Events

May 1 – SWM Board Meeting

Davanni's, 8061 Flying Cloud Dr, Eden Prairie (*Adjacent to Eden Prairie Center*)

May 8 – SWM Chapter

Crowne Plaza Hotel, 5401 Green Valley Drive, Bloomington

**May 16-18 – MN-ND-SD Division Annual Meeting
Marriott, St. Louis Park, MN**

June 12 – SWM Board Meeting

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

June 19 – SWM Chapter

Crowne Plaza Hotel, 5401 Green Valley Drive, Bloomington

**July 27-30 – International Convention & Education Forum
New Orleans Hilton Riverside, New Orleans, LA**

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 Planning" ***
Jan Tolle MacDonald, Sales Manager, 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 **May 26, 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.