



MINNEAPOLIS MATTERS

IAAP - Minneapolis Chapter 2004 - 2005
CSI Communications Newsletter



October 2004

Volume 85, Issue 3

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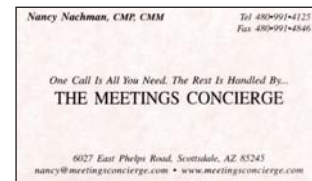
EDUCATION FORUM NOVEMBER 4, 2004

"INCREASING YOUR VISIBILITY IN THE WORKPLACE"

Speaker: Angela Holton - Office Team®

<http://www.officeteam.com>

*This meeting is sponsored by
The Meetings Concierge.*



Building your visibility in the workplace is one of the essential elements in advancing your career. By demonstrating your abilities to a wider audience, you can open the door to expanded responsibilities, greater job satisfaction and a higher salary.

A representative from OfficeTeam, a leader in specialized administrative staffing, will present "Top Five Ways to Build Your Visibility". The presentation will identify the critical focus areas necessary for setting yourself apart in the workplace and explain why strategies used in the past may not produce results in today's environment.

Angela Holton, Branch Manager of Robert Half International's Professional Staffing Services operations, is a dynamic presenter who brings her audience a simple, fun and direct approach to becoming successful in the business world. Since joining Robert Half International in 1995, Angela has provided mentoring to business executives and administrative professionals on staffing industry trends and hiring models.

Angela works closely with leading organizations to identify, hire, and integrate administrative talent. In addition, Angela has opened new Robert Half International offices and assisted with the launch of multiple business initiatives, new divisions and service lines. Angela is a noted expert on employment trends, job search and career management strategies in the administrative field. She uses her outgoing, vibrant style to capture people's attention and leaves them with tangible, easy to implement techniques to enhance their professional development and performance.

The DoubleTree Park Place Hotel

1500 Park Place Blvd. (Hwy 394 & Xenia/Park Place)

5:30 p.m. Registration; 6 p.m. Dinner; 6:45 p.m. Educational Forum

Registration: \$27 (includes program and dinner)

To register, contact Laura Johnson by noon on Friday, October 29 via email at ljohnson@quadion.com (preferred) or 952-927-1411. Email Laura if you want to be placed on the permanent list. If you or your guest are unable to attend after you have registered, please cancel your reservation before 5 p.m. on Friday, October 29. After that time, your reservation has been guaranteed and you will be billed for the registration fee.

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ADMINISTRATIVE PROFESSIONAL WEEK (APW)

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CSI REPORT by Mary Ellen Tieche, President

What a great meeting! Thanks to everyone who attended the October 7 Education Forum - and to those who brought guests, co-workers, managers or supervisors. It was a wonderful time with everyone participating during the interactive portion of the Creative Dynamics presentation by Ann Davidson and Marilyn Thompson - I heard comments that some wished we could have had more time. It was also a fun way to



recognize National Boss Day. Thanks to Tiffany Tieche who created the labels for the candy bars and Mary Ritter who created the pumpkin table decorations. Thanks to Schwebel Goetz and Sieben who sponsored the forum, and also to the vendor "Cookies by Design". Many enjoyed being selected as winners of cookie arrangements donated by Tami. The Hospitality Committee provided another great drawing, and Kitty Curran took home some fun Halloween decorations.



The Fall Conference was another wonderful place to be recently. About 80 people gathered at Fair Hills Resort in

Detroit Lakes, the area where the newest chapter resides. The seminars/workshops were excellent and started with Dr. Verna Cornelia Price, who presented "The Power of People: 4 Kinds of People Who Can Change Your Life."

The Saturday morning Business Session included a discussion about changing the current wording of the Division Scholarship in the Division Bylaws. The discussion centered on having an option to use scholarship money for a chapter member to attend a Division meeting. It was then decided to continue this discussion at another time and will most likely be put before the Division at the Annual Meeting in May 2005. In addition, the International Headquarters notified the Division officers that this Amendment should not even be in the Division Bylaws; therefore, it was voted on and approved to move this Amendment as currently worded to the Division Committee Procedures Manual.

Each chapter president, or representative, gave a two minute report updating their chapter's activities. A copy of my report is included in this newsletter.

The meeting was followed by a seminar presented by Erin O'Hara Meyer PHR on "Partnering Assertively With Your Manager." Additional seminars were "The Art of Planning Meetings and Events" by Teresa Dambowy CPS, CFM and "Communications Across Generations" by Valerie King CPS.

The Business Meeting reconvened on Sunday followed by a seminar presented by Lisa Hogan, Division Secretary, on "How to Lead and Build a Dynamic Chapter."



This year's Division Ways and Means project is providing a variety of coffees to purchase - and can include personalized labels. And, a new Division pin has been created, which I wore to our chapter meeting. Details about these two Division Ways and Means projects will be available at the November meeting.

See you in November - Angie Holton, OfficeTeam, will be our presenter, and the sponsor is "The Meetings Concierge".

CHAPTER CONNECTION**MEMBERSHIP ANNIVERSARIES**

Evelyn Eskeli - 39 years

Lili Duin Hassler - 31 years

Adeline VanCura

Meskan - 26 years

Ruth Jereczek - 16 years

Jill Borchardt - 15 years

★ Susan Godding - 14 years

Susan Johnson - 7 years

Kariann Hafner - 4 years

Lila Kalish - 4 years

Sherry Lemmer - 3 years

Carol Ann Jackson - 2 years

**OCTOBER BIRTHDAYS**

10/5 - Mavis Sievert

10/9 - Margaret Bork

10/17 - Nan DeMars

10/22 - Gretchen Stormoen

10/28 - Theresa Laukkonen

10/31 - Susan Godding

WORK ANNIVERSARIES

Anniversary congratulations to Phyllis Werness on her 30 years with Neurosurgical Associates, Ltd.; Blanche Kyle's 20 years with

Target Corporation, and

Bernadette Stanley's 15 years with Berkley Risk Administrators Company.

BOARD MEETING SCHEDULE

10/28/04 - October

11/18/04 - November

12/30/04 - December

1/27/05 - January (Budget)

2/24/05 - February

3/31/05 - March

4/28/05 - April

5/26/05 - May (Joint)

6/30/05 - June

Board members are required to attend, committee chairs are encouraged to attend, and all members are welcome to attend.

NOMINATING COMMITTEE

At the October Chapter Meeting, the following chapter members were nominated and accepted appointment to the Nominating Committee: Susan Godding, Nancy Grech and Carol Ann Jackson. If you are interested in running for a Chapter office please contact Mary Beth Wacek, Chairperson. Thank you for your interest and support of the Minneapolis Chapter, IAAP.

COMMUNICATION**Downtown Minneapolis Lunch Bunch**

The Downtown Minneapolis Lunch Bunch meets the third Tuesday of the month. Everyone is welcome - if you are interested in joining us at one of the Lunch Bunch gatherings, please contact Brenda Shaw CPS/CAP at bshaw@schwebel.com.

Employment Committee

Please inform Connie Hill, 2004-2005 Employment Chair, when you know of an employment opportunity in the Minneapolis/St. Paul area. Please include position description, requirements, salary, and contact name, telephone, etc. This information can be forwarded via email to: chill@mpr.org or you may contact Connie at 651-290-1550. Employment opportunities are updated regularly, please check them out on our website: www.iaap-minneapolis.org.

Retirement Trust Foundation - Book Sale

Based on the popularity of the Book Sales held last year to benefit the RTF, we are continuing the tradition with our first book sale at the November 4th Meeting. The theme for this book sale is 'Gift-book Month' and all types of books are appropriate. Remember, all books are priced to sell and are very affordable. The more books members have to choose from the more books we sell, and that means we'll have more to contribute to RTF. Don't forget to pick up a complimentary bookmark as a reminder from the Information Table! Thanks in advance for your participation. Any questions you may contact Laura McMahon at laura.mcmahon@ryancompanies.com

WHAT'S HAPPENING**OCTOBER 19, 11:37 A.M.**

Downtown Mpls. Lunch Bunch - Mission, IDS Center

**OCTOBER 31**

Daylight Savings Time Ends

NOVEMBER 16, 11:37 A.M.

Downtown Mpls. Lunch Bunch - Newsroom

MAY 13 -15, 2005

MN-ND-SD Division Annual Meeting - St. Cloud, MN

JULY 17 - 20, 2005

International Convention - Adam's Mark Hotel, Denver, CO

WORKPLACE DILEMMA

How well do you handle workplace dilemmas? The way in which you react to and manage even trivial events is often a reliable indicator of your behavior in situations that have a bigger impact on your career.

10 Your manager is upset with you for not completing a project by Wednesday. You are certain she asked for it by Friday instead. How do you handle the situation?

- A. Apologize for the mistake and immediately work on finishing the project.
- B. Say that you understand the deadline to be Friday; offer to stay late to finish the work.
- C. Say that she's mistaken - the deadline you mutually agreed upon was Friday.
- D. Ask your co-workers if your boss tends to be forgetful.

9 *Answer from last month*

- A. Not the best move. If it's urgent and confidential, why would you risk leaving a detailed message in two places?
- B. Excellent! Top executives rely on their assistants to be sensitive to confidential issues, and to know how best to reach them with a variety of issues. The assistant is your best resource for this question.
- C. Watch out. This could be a waste of time if the CEO is on the road and unable to retrieve mail from home.
- D. Careful. While face-to-face meetings are preferable for sensitive issues, waiting may delay action on an important matter.

Are you keeping track of how many workplace dilemmas you get right?

1-C	5-B	9-B	13-
2-B	6-A	10-	14-
3-D	7-A	11-	15-
4-B	8-D	12-	16-

COMMITTEE FOCUS**CERTIFICATION COMMITTEE**

The semi-annual CPS/CAP Mock Exam sponsored jointly by the Metro Lakes IAAP Chapters is Saturday, October 30, 2004 at Century College-West Campus. The cost is \$12 for IAAP members and \$15 for non-IAAP members.

The Mock Exam is designed to give CPS/CAP candidates the opportunity to experience the CPS/CAP Exam atmosphere as well as sharpen their test-taking skills. It is held in the spring and fall approximately one to two weeks prior to the actual exam. In addition to this, Century College offers several review courses for each part of the test throughout the year. Each chapter from the Metro Lakes Council rotates hosting responsibilities of the Mock Exam. Representatives from each chapter form a Certification Committee. Some of the responsibilities of the Certification Committee are publicizing the exam, processing registrations, writing test questions, preparing goodie bags for test takers, and fielding questions from test takers. The committee then follows up with participants to see if they passed, if the Mock Exam was helpful with test taking and what portion(s) they may have experienced trouble with.

The fall Mock Exam is being hosted by the St. Paul Chapter, and the spring Mock Exam will be hosted by the South Suburban Chapter. If you are interested in participating in the preparation of the spring exam, please contact Jody Schliemann at jschliemann@uproperties.com.

If you are interested in learning more about the certification program for you personally or for the organization you belong to, IAAP headquarters has a PowerPoint presentation and script available promoting the program.

EDUCATIONAL OFFERS

"Recognizing the Leader Within" a half-day workshop with Erin O'Hara Meyer, PHR international trainer and consultant on November 10 from 8:30 to 12 or 1 to 4:30 at the Eagan Community Center, Eagan, MN.

EDUCATIONAL READING

The following notes are courtesy of Brenda Shaw CPS/CAP who attended the workshop "Getting to Peak Performance Through Collaboration and Cooperation." This three-hour seminar was part of the Managing Teams, Individual and Cultural Differences track at the IAAP Convention in Washington, DC. The presenter was Casey McNeal PhD, National Seminars/Padgett-Thompson.

We were first given a list of skills needed for 21st century thinking. These are:

- Taking charge when you are not in charge
- Gaining acceptance for your plan of action
- Building "webs"
- Replacing authority with information
- Managing ideas, not resources
- Becoming comfortable creating change
- Being perceptive: "seeing the patterns"
- Balancing imagination and logic

NEWSLETTER ARTICLE DEADLINES

11/9/04 - November
 12/7/04 - December
 1/11/05 - January
 2/8/05 - February
 3/8/05 - March
 4/12/05 - April
 5/10/05 - May
 6/7/05 - June

VENDOR

The vendor represented at the November Chapter meeting will be Southern Living at Home, a division of Southern Living Magazine. Products include pottery, glassware, decorative items for the home, and wonderful cookbooks.

MISSION

To be on the leading edge of advanced technology for the changing office environment; to provide programs for professional growth, leadership development, continuing education and certification.

EDUCATIONAL READING (CONTINUED)

He explained that it is no longer enough to do one's own job well. Every person must also think of how to do more by accessing other departments and working collaboratively within their department. Sharing resources has created a demand for inter-dependent collaboration. Getting the most information, the greatest time commitment, the clearest priorities, and a level of quality that reduces mistakes from co-workers can create stress and organizational disorientation.

Mr. McNeal started out with the "Dynamics of Solutions." Essentially, there are three intersecting circles: Control, Influence and No Control. There is really only a very small portion that we actually can totally control. Effective teams accomplish more than individuals because TEAMS WORK! He provided a quote from Margaret Hvas Servant (considered the smartest person in the world): "Together you and I are smarter than either of us alone." He made a reference to seagull management: You don't see them. They fly in once in a while, poop on everything, and fly out. Sometimes management makes teamwork more difficult by what they do. There are five reasons for teams:

1. Problem Solving:
 - Pure math - a functioning team is more creative than individuals working separately.
2. Employee Commitment/Involvement:
 - Employees feel they are an important part of the organization.
 - They are contributing to their own job security.
3. Acceptance of Change:
 - Employees are more accepting of changes generated by their peers.
 - Employees become innovative about change.
4. Cost Control:
 - Employees think in smaller terms regarding cost.
 - Problems get solved more rapidly because the "red tape" is avoided.
 - Employees think in terms of "simplification."
5. Morale:
 - Employees feel that "we are doing good things for ourselves."
 - They have a feeling of personal growth.
 - It turns thought modes from negative and neutral into positive.

The perfect team is: efficient, insightful, goal-oriented, cooperative, like thinking, and professional. Even the perfect team will have conflict. Conflict is inevitable to some degree and team members must accept that fact. He provided us with some rules for resolving team conflict:

1. Train team members to recognize advance symptoms of conflict and turn into constructive use.
2. Avoid either-or situations.
3. Avoid "us-them" divisions.
4. Avoid the personal pronoun "you" in your evaluations. Use situational descriptions and attack the problem, not the person.
5. Don't try to control feelings with arguments, persuasion or threats. Use facts and logic.
6. Limit the number of decision makers to those directly involved with the conflict.
7. A solution must have quality and acceptance or it will only be the source of further conflict.

EDUCATIONAL READING (CONTINUED)

It is important to hold people accountable. If they are not, then they are being rewarded for negative behavior. Mr. McNeal explained that it is important to take an interest rather than take a position.

Mr. McNeal provided us with an EASY script to present a point of view that generates respect. This is how it works:

- E - Express how you feel
- A - Address the situation
- S - Say what you want to happen next time
- Y - Yes or no question (Will you do that?)

To stay competitive in the marketplace, companies must find ways to make collaboration work, and develop strategies to equip every co-worker with problem-solving tools and techniques.

Mr. McNeal explained how important it is to keep the lines of communication open using one of the four communication skills: speaking, listening, reading, and writing. He explained that verbal and nonverbal communications are both important.

His suggestions to managers to keep the lines open were:

- Express an interest in your employees.
- Listen (really Listen) to what the person is saying.
- Watch body language and tone of voice (words are only 7%; tone of voice, 38% and body language 55%)
- Use open-ended questions.
- Give your undivided attention and avoid interruptions.
- Make notes of what is said during the conversation if appropriate.

Finally, we were given 10 team rules:

1. Focus on how to make it right, not who is at fault.
2. Everyone enjoys equal status within the group.
3. Everyone shares in team success and failure.
4. Everyone deserves support.
5. Everyone deserves positive reinforcement.
6. Commitments are met.
7. All projects are vital.
8. Quality prevails.
9. Communicate, communicate and communicate!
10. Have fun.

GREAT LINKS

www.office-ethics.com
www.century.cc.mn.us

VISIT US

www.iaap-minneapolis.org
www.iaap-mnndsd-division.org
www.iaap-hq.org

TIME OF GIVING AND SHARING

At our December meeting, we would like to collect needed items and/or money for Ready For Success (RFS). They provide low-income women with gently used clothing and accessories suitable for interviews and the workplace. Women served include: low-income and/or other obstacles to economic independence; a strong interest in achieving self-sufficiency; and those who have a family to support both financially and emotionally. RFS fills a gap in the welfare to work system, by providing women with appropriate attire enabling them to feel that they "fit" into the workplace. We feel this agency is a good fit for our annual charity event because they serve women trying to return to the workplace.

RFS has a real need for accessories and personal care items, so that is the area we are targeting during our drive. Accessories include: lingerie, jewelry, scarves, purses, shoes and outerwear. So, if you would like to participate in our drive, please bring gently used accessories and/or new personal care items to our November or December dinner meeting. We will have a table available where you can drop them off for delivery to RFS. Please contact Mary Ritter, at mary.h.ritter@pjc.com or 612-303-6647, with any questions.

BREAST CANCER - A DECADE OF AWARENESS

If you've been seeing pink the past few weeks it's for good reason. During the months of September and October dozens of retailers have been selling pink or ribbon-adorned merchandise in conjunction with the Breast Cancer Research Foundation's 10th anniversary. Through the purchase of products, consumers demonstrate their commitment to the cause.

The milestone has been promoted on its website (www.bcrfcure.org) under the slogan "Power of 10." In addition to the links to merchants, the website features stories from 10 courageous breast cancer survivors, a timeline of the BCRF progress, and current statistics on breast cancer.

- Breast cancer is the second leading cause of cancer death in women, after lung cancer.
- In 2004, the American Cancer Society estimates that 215,990 new cases of invasive breast cancer and 59,390 new cases of non-invasive breast cancer will be diagnosed among women in the United States.
- Increasingly successful therapies and the effect of screening, combined with improved treatment efficacy, have decreased mortality rates and improved survival.
- 20-30% of women with breast cancer have a family member with the disease.
- In her lifetime, 1 out of 7 women will develop breast cancer.
- Two out of ten breast cancer cases occur in women under the age of 40.
- In women whose breast cancer is diagnosed at an early stage, 97% survive more than 5 years.
- Currently, there are at least 2 million women living in the U.S. who have survived breast cancer.

TAKE BACK YOUR TIME DAY

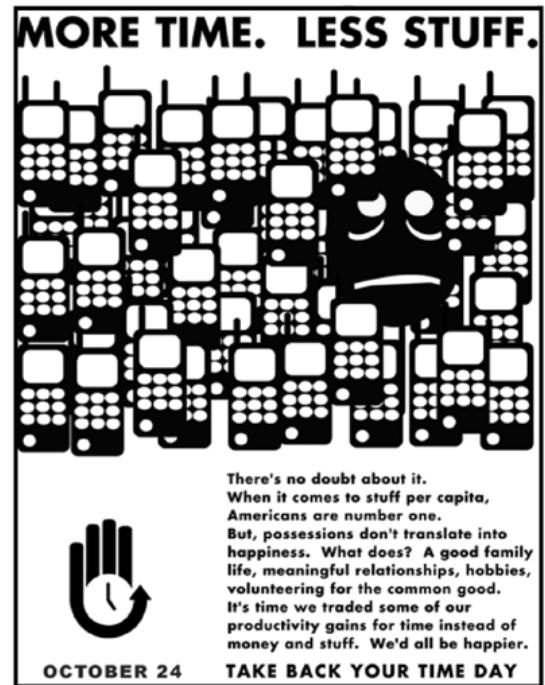
"Give and you shall receive" or so the credo goes. But if we give more than our fair share of time and energy to our employers, what exactly do we get in return? Organizers of Take Back Your Time Day (Oct. 24) say we receive a long list of bad things, such as poor mental and physical health, weakened community networks, a lack of family bonding, even reduced employment rates.

The ultimate goal of Take Back Your Time Day - which launched in 2003 - is to bring attention to the "over-scheduling and time famine that now threatens our health, our families and relationships, our communities and our environment." The Center for Religion, Ethics and Social Policy at Cornell University is the sponsor, and selected Oct. 24 specifically because, they report, it's by Oct. 24 when the average American has already worked as much as the average European works in an entire year.

Besides organizing events each year on this date to generate awareness of the issue, the sponsor recommends a host of legislative initiatives as well as individual, workplace, and university activities that empower Americans to actively participate in creating a more just and sustainable society. Such as, you may be wondering? Their 2004 legislative agenda includes a request to make Election Day a national holiday to allow citizens greater flexibility in exercising their civic duty.

For more information visit www.simpleliving.net/timeday/.

According to sponsors of Take Back Your Time Day: On average, Americans and Canadians work nearly nine weeks longer per year than our peers in Western Europe do. Working Americans average a little over two weeks of vacation per year, while Europeans average five to six weeks. Many of us (including 37% of women earning less than \$40,000 per year) get no paid vacation at all.



MINNEAPOLIS CHAPTER - CHAPTER REPORT

MIN-ND-SD FALL CONFERENCE - SEPTEMBER 2004

Submitted by Mary Ellen Tieche
2004-2005 Chapter President
metiaap@yahoo.com

The 2004-2005 IAAP Minneapolis Chapter focus is Communications. Our logo "CSI Minneapolis Chapter" stands for

COMMUNICATIONS - LEADS TO SOLUTIONS - WHICH MAKES AN IMPACT.

Using various methods of communicating we share information about IAAP and the Minneapolis Chapter. We invite guests to attend chapter meetings and hear great presentations, provide membership information to non-IAAP groups, and share experiences with co-workers and friends. For example, Brenda Shaw CPS/CAP Membership Committee co-chair uses many notes, cards, and memos to current and former members for membership retention. Membership Committee co-chair Tiffany Tieche communicates via written and printed IAAP materials, guest packets handed out at chapter meetings; personalized follow-ups to guests and membership inquiries.



In July the Minneapolis Chapter participated at the Shared Services Women's Initiative Rally at Deloitte & Touche'. In August we made a presentation to the Administrative Professionals Group of RBC Dain Rauscher. Both events were opportunities to share the history of IAAP, the organization, and the Minneapolis Chapter.

The September meeting presenter was Rosanne Bane, Imagination Ink, and was a great kickoff to our 2004-2005 year. We also have a *CSI Initiative*: a chapter challenge with the promise of rewards in June 2005 to (1) the member who brought the most guests, and (2) the member who had the most guests that become Minneapolis Chapter members.

We continue with our Sponsorship program. Employer contributions enable our Education Forum Committee to schedule wonderful presentations for our chapter meetings. (For information about the Sponsorship Program, please contact Education Forum co-chairs Kristen Basgall (Kristen.basgall@honeywell.com or Fe Mahler (felicie.s.mahler@wellsfargo.com).

In October the program "Dynamic Communications" will be presented by Marilyn Thompson & Ann Davidson. This meeting is sponsored by Schwebel, Goetz & Sieben.

We will recognize National Boss Day; encouraging our members to invite any boss, supervisor, or manager to attend the October chapter meeting with them. Our vendor of the month will be "Cookies by Design".

Our November meeting is sponsored by "The Meetings Concierge" from Arizona. Fe Mahler, Minneapolis Chapter member, met Nancy Nachman at the International Convention. Through Fe's efforts Nancy offered to be the November Education Forum sponsor. Nancy also plans to fly to Minneapolis and attend that meeting.

We have a program/activity scheduled for each month through June 2005 due to the wonderful efforts of the Education Committee and our sponsors. Many forums will offer recertification credits also.

Our Hospitality/Friendship Committee is offering a monthly drawing as a fund raiser. In September the item was a slow cooker filled with packaged food items, a cookbook, and live potted herbs. The committee's catch-phrase is "*Growing in Friendship*" and the slow cooker's message - "the growth of friendship is slow and can't be rushed".

MINNEAPOLIS CHAPTER - CHAPTER REPORT (CONTINUED)

Back by popular demand, The Retirement Trust Foundation Committee is planning three used book sales this year. Laura McMahon, chair, created and distributed bookmarks at the September meeting listing sale dates and information.

Mary Ritter, Minneapolis Chapter member, has offered to donate one of her many handmade items for the Fall Conference Ways and Means, as well as an item for an RTF drawing at one of the chapter meetings.

The Communications Committee, led by Diane Carlson, Editor, has a great committee that is providing us with wonderful Minneapolis Matters Newsletters each month. Diane is the liaison for the web site - www.iaap-minneapolis.com. Connie Hill, Employment Committee chair, provides the job opportunities that are listed on the web site. Each year our Network/Historian, LaVonne Bittner CPS updates and provides us with our chapter Network containing member, chapter, Division, and HQ information. APW Committee chair, Kariann Hafner, is working on plans for APW Week, April 2005. Certification, Jody Schliemann CPS, Professional Development, Mary Ritter, ...all of our chapter committees have wonderful, creative, dedicated members who are working together to make this an educational, enjoyable, and rewarding year for the Minneapolis Chapter.

And on a personal note...I would like to publicly thank the members of the Minneapolis Chapter Board and Committees. They are hard working, dedicated, and very supportive members of the Minneapolis Chapter.

December 2 Minneapolis Chapter Meeting

IAAP Holiday Creativity Contest

- *No true creativity needed to take part...we are just out for some fun!*
- *Have a great holiday creative decorating idea, gift idea, centerpiece idea, etc...*
- *Here is your chance to show off your stuff.*
- *We are asking for submissions of creativity between now & our November 4th meeting.*
- *We will then pick the most creative idea.*
- *You will be recognized and everyone will create your project in our December Holiday Meeting.*
- *So the big catch is....your project/idea must be something that we can make/create in our 1 hour time allotted at our meeting.*
- *Even if you are not creative...just come to get the idea and pass along to someone as a gift idea...we will give you ideas for that too.*



Submission Information Needed

- 1. Name & Telephone Number*
- 2. Sample of your idea/project*
- 3. List of all materials needed*

Please respond to Kristen Basgall or Fe Mahler by November 4

kristen.basgall@honeywell.com

felicie.s.mahler@wellsfargo.com



EARLY BIRD REGISTRATION

INNOVATIVE OPPORTUNITIES ABOUND AT THE 2005 INTERNATIONAL CONVENTION AND EDUCATION FORUM!

The Colorado-Wyoming-Montana Division is offering not one—but **TWO** “FREE” early bird registrations (June 1, 2005 deadline) to the 60th IAAP International Convention and Education Forum in Denver, Colorado.

Two separate winners will be drawn on

Wednesday, April 27, 2005
Administrative Professional Day®

Entry deadline:
Friday, April 22, 2005!

Make check payable to:

2005 IAAP Convention
(\$5 per entry)

Send check and form to:

2005 IAAP Convention
c/o 2005 Host Committee Treasurer
Cheryl L. Maguire CAP
17895 E. Bethany Place
Aurora, CO 80013

The more you enter, the better your
“opportunity” to win!

Cut here. Please print or type—One form per entry—\$5.00 each entry (form may be reproduced)



2005 International Convention and Education Forum Early Bird Registration Opportunity

Name _____

Address _____

City _____ State _____ Zip Code _____

Work Phone _____ Home Phone _____

Email _____