



MINNEAPOLIS MATTERS

City of Lakes Chapter Newsletter

www.iaap-minneapolis.org



August 2008
Volume 89, Issue 1

Officers

President

Cullyn Richter
cullynski@hotmail.com

President Elect

Brenda Shaw CPS/CAP
bshawCAP@comcast.net

Vice President

Connie Hill
chill@americanpublicmedia.org

Secretary

Sherry Lemmer
sherry.lemmer@genmills.com

Treasurer

Laura Johnson
ljohnson@quadion.com

Assistant Treasurer

Mary Ellen Tieche
mtieche@berkleyrisk.com

Immediate

Past President

Wendy Peek
wkpeek@msn.com
wendy.peek@hcmcd.org

Directors

Loanne Lindfors
Loanne.lindfors@target.com
Judy Gasser
judy.gasser@target.com

Chapter Meeting Date Change

Due to the Republican National Convention, our September chapter meeting will be held on **Thursday, September 11**. Please make this change on your calendar.

Thursday, September 11, 2008

Keeping Your Skills Sharp During Economic Down Times

Speaker – Lisa Pflipsen, Divisional Director at Office Team

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

5-6 p.m. Registration & Networking, 6 p.m. Dinner, 6:30 p.m. Educational Program, 7:30 p.m. Chapter Meeting

Registration: \$27 (includes program and dinner)

Presidents Message

Greetings from the 2008 Convention, New Orleans, Louisiana!

I think I speak for all in attendance here, that this is an incredible way to start the new IAAP year. There is so much energy here it is impossible not be irrevocably changed by the experience. All of us will return with the power of our voices being heard, and creating positive change within the organization and within ourselves.



Committee Contacts

Auditing

Blanche Kyle

Bylaws and Standing Rules

Connie Hill

Communications

LaVonne Bittner

Education

Dannielle Peterson
Lila Kalish CAP

Membership

Cheryl Davis

Nominating

Wendy Peek

Professional Development

Mary Fischer

Retirement Trust Foundation

Open

Historian & Network

LaVonne Bittner CPS

Hospitality

Bernadette Stanley CPS

Our opening speaker, Simon T. Bailey, addressed our inner brilliance, and how to effect change to find brilliance within ourselves. I encourage you to embrace change.

"Progress is impossible without change; and those who cannot change their minds cannot change anything." –George Bernard Shaw

Let's face it, we all need to change something to capture our dreams. Otherwise we would already be living them. Our closing speaker, Cal LeMon spoke on the difficulty we have in adapting to change and that reluctance to change is the primary argument against creative ideas. If we're not catching our fish by sitting on the same rock on the same side of the river day after day, and we see others on the opposite bank hauling in full nets, then we need to change something. We may need to brave cold water and slippery rocks. But you learn something in the crossing, and the opposite bank gives you a different perspective on the river. Our dreams are worth the effort!

I look forward to seeing you all on September 11th to kick off our 2008 year of fabulous speakers, fine food, and good friends.

Cullyn Richter
2008-2009 President
City of Lakes Chapter

Are You a High-Tech Trendsetter?

According to a survey conducted by OfficeTeam and the International Association of Administrative Professionals (IAAP), a little technical know-how can help you move forward in the administration field. Forty-six percent of executives polled felt technological advances will play a key role in shaping how business is conducted over the next five years. With technology progressing at the speed of light, professionals who keep on top of the latest software and hardware trends will have a definite advantage over those who don't.

In addition to the Microsoft Office suite of applications, in-demand computer programs include contact management, accounting, payroll applications and personnel software.

Here are some suggestions to help you become your office's tech-savvy trendsetter:

- **Keep ahead of the curve.** Read mainstream technology publications and visit computer-industry websites. These resources can give you a detailed overview of emerging software and hardware and help you determine how the tools might apply to the workplace.
- **Take classes.** There are many classes available that allow you improve your technical skills. Online training can be particularly convenient. Don't forget to ask your manager if your company has a tuition reimbursement program to help with the cost.
- **Offer suggestions.** Once you have improved your technical skill set, apply what you have learned to your job. Provide suggestions on how to best to use existing technologies or on new tools the company should consider adopting.



Chapter Meeting Schedule

September 11
 October 2
 November 6
 December 4
 January TBD
 February 5
 March 5
 April 2
 May 7
 June 4

Chapter meetings are held the first Thursday of the month at the DoubleTree Park Place Hotel. Dates are subject to change with notice.

Board Meeting Schedule

August 28
 September 25
 October 30
 November TBD
 December TBD
 January 29
 February 26
 March 26
 April 30
 May 28
 June 25 – Joint Meeting

Board meetings are held at 5:45 p.m. at the DoubleTree Park Place Hotel.

Board members are required to attend, committee chairs are encouraged to attend and all members are welcome. Dates are subject to change with notice.

- **Share what you've learned.** Take what you have learned back to work. By teaching others, you can improve the efficiency of the whole office and increase your visibility.

Many companies rely heavily on administrative professionals to serve as early adopters of new technologies and be willing to share their knowledge with others. By becoming a technology guru, you can significantly increase your value to your firm.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com.

Impressions of a First-timer At Convention

Café au lait and beignets, fried catfish and jambalaya, crawfish etouffee, red beans and rice. The flavors of New Orleans entice and beckon ... and call to us they did, along with the promise of knowledge, friendships, growth, and change at the IAAP International Convention and Education Forum in New Orleans in July.



My motivation for attending this conference was the quality of the seminars and speakers. I was not disappointed. The variety of topics was incredible. Everything from technology advances, keeping up with the pace of change, and business etiquette, to dealing with office mates, likeability for success, and preparing for retirement were covered. I came home with a better attitude and a new perspective on my job.

Meals and events were great opportunities to network. I was able to get to know the members of our Hawaii sister chapter over buckets of seafood and to reacquaint with division members over Cajun music and shrimp gumbo. Even in ladies' room lines, strangers became acquaintances and acquaintances became friends. People were consistently friendly and helpful, and it was great to get new perspectives on challenges in the workplace and in IAAP. I came home with a new support group

The business meetings were a much larger version of our chapter and division meetings. With delegates, caucuses, votes, resolutions, and motions, it was more like watching a national political convention than participating in a chapter meeting. Brenda Shaw, our *City of Lakes* delegate, kept our chapter members in the loop at all times so that we knew what was going on and, even though she was sent uninstructed, consulted us on her votes. New board members were elected, amendments were discussed and passed (or not passed), and the work of the association was done.

This routine part of the conference ended up making the most powerful impression on me. Delegates made two new motions. One allowed all chapters, not just chapters of excellence, to be listed on the International website. The second mandated that guidelines for behavior of candidates for office should be listed and made available to members.

Dates to be noted**October 3-5, 2008**

MN-ND-SD Division Fall
Conference
Thumper Pond Resort
Otter Tail, MN

November 7-8, 2008

CPS/CAP Exam

May 15-17, 2009

MN-ND-SD Division
Annual Meeting
Kahler Hotel
Rochester, MN

July 26-29, 2009

IAAP International
Convention
Minneapolis Convention
Center - Minneapolis, MN

2008-2009 Partners**2008-2009 Sponsors****Visit us**

City of Lakes Chapter
www.iaap-minneapolis.org
MN-ND-SD Division
www.iaap-mnndsd-division.org
IAAP International
www.iaap-hq.org

In spite of opposition from international board members, both motions passed to the cheers of the membership-at-large. It was a particularly moving moment for me to know that the system really does work for the membership. I came home with a new appreciation of the IAAP organization.

The educational presentations were inspiring, the people and friendships were awesome, and the business of the organization was impressive. I came home with a renewed sense that we have the power to change ourselves and our organization to meet the challenges life gives us.

Respectfully Submitted,

Mary Fischer

Chair, Professional Development Committee
City of Lakes Chapter
International Association of Administrative Professionals



Did you know . . .

September 3, 1995 – eBay was founded

September 8, 1930 – 3M began marketing Scotch transparent tape

September 15, 1997 – Google was founded

September 25, 1981 – Sandra Day O'Connor was sworn in as the first female US Supreme Court Justice

September 30, 1947 – the World Series is televised for the first time