



MINNEAPOLIS MATTERS

City of Lakes Chapter Newsletter

www.iaap-minneapolis.org



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Thursday, April 2, 2009

"Greening up the Office"

Mike Erlandson
Vice President, SUPERVALU

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. Program
7:30 p.m. Chapter Business Meeting

Registration: \$27 (includes program and dinner)

Presidents Message

Spring has Sprung!

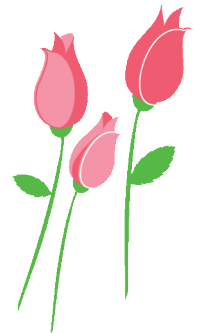
It's the noisiest time of the year. Cars splashing through puddles, geese negotiating terms on their condos for the season, dogs barking from the sheer joy of it, everyone, everything joyfully heralding the promise of warm and fragrant weather.

It's a time for new beginnings and new growth. It is also a time to reconnect with neighbors and friends you haven't seen since the ice imprisoned us in our homes.

If you haven't been to a chapter meeting in a while, now is the time to join us! We have a great speaker April 2nd, Mike Erlandson, who is passionate about green efforts inside the office and out. (He is also happens to be my boss, so a good turnout would make our Chapter look good!)

Kick off spring and Administrative Professionals Month by joining us to celebrate both!

Cullyn Richter
2008-2009 President
City of Lakes Chapter



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

Hospitality
Bernadette Stanley CPS



Notes From the Editor

*By LaVonne Bittner
Chair, Communications Committee*

Happy Spring Everyone!

This newsletter is going to be a bit heftier than normal. We have lots of information to send your way. Just when I get the newsletter ready to go out, more information comes in. Thanks to all my reporters out there – keep the information coming in!



I have been working on the membership roster on the website and using the most recent membership list from IAAP headquarters, it now is as accurate as possible. Please take a few moments to view your information on the site and make any updates necessary.

Various committees, board members, officers, and chapter members rely on the contact information in this spot. The roster can be accessed from the City of Lakes Chapter website, Members Place. If you have trouble getting into the Members Place, please feel free to contact me and we'll get you into the site.

Leadership

*By Brenda Shaw CPS/CAP, MS.Ed
President Elect, City of Lakes Chapter*

The previous articles have covered the following Leadership Rules: 1. Know the Rules, 2. Communication, 3. Motivation, 4. Coaching, 5. Empowerment, and 6. Teamwork. This article will cover the seventh core concept: Organization and Time Management.

Organization and time management is important for a leader because you are often as overwhelmed as everyone else. Leaders need to organize themselves and prioritize their responsibilities in order to complete the greatest amount of work in the shortest amount of time. After all, we all know that an ounce of prevention is worth a pound of cure, so why not head-off the problems before they get started?

Find and develop a system that works best for you. Learn to prioritize and develop a game plan. Determine how you will implement your plan. These steps will help to make you a more effective leader. Needless to say, organization is an important part of this plan. A place for everything and everything in its place is a good rule of thumb to follow. My experience is that this works better for me in theory, because I often forget my organizational plan and where I put things! Maintaining what you have set up is often the tough part!

A leader should not have a million things to do. If you do, you are not truly leading. The leader should always be looking for the next project or a way to advance the organization. Do what you need to do, and pass on the other stuff. Remember the previous article on empowerment? Delegate and empower your team. Then, you can set your sights on nurturing your visions for the future.

Chapter Meeting Schedule

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

March 26
April 30
May 28 – Joint Meeting
June 25

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.

Your leadership service should be an expression of you. Yes, leaders may often be self-confident and committed to making change, but personality will often determine who will be a leader and who will be left on the sidelines. Although leaders may be self-confident and/or have good communication skills, to be effective, leaders must have strong followers to support them. True leaders often emerge when there is a need for change and intolerance for the status quo. If you are never willing to go out on a limb occasionally, leadership will never be a reality in your life. People are generally attracted to those leaders who move in reasoned, affirmative, innovative, or intrepid directions. It is up to you to make sure others see you in that light.

SPECIAL EVENT INFORMATION

*By Laura Johnson, Treasurer
City of Lakes Chapter*

MS Office Professional 2007 Drawing!

Tickets for this FANTASTIC drawing, that includes the items listed below, can be purchased at the April and May chapter meetings or at the MN-ND-SD Division Annual Meeting, where the drawing will be held. You do not have to be present to win. Tickets are \$5.00 each and only 300 will be sold. One winner will take home of the following items:

- MS Office Professional 2007
- Canon MP210 4-in-1 Printer
- Dray erase combo board with markers
- Logitech cordless optical mouse
- 4-gb memory stick
- 2-gb flash card



MN-ND-SD-Division Annual Meeting

The following are links to everything you ever wanted to know about the May 15-17 meeting in Rochester, Minnesota. REGISTER TODAY!

Registration:

https://services.rochesterclub.org/iebms/reg/reg_p1_form.aspx?oc=20&ct=INTERNET&eventid=5758

Event Information:

http://www.rahrochester.com/events/2009_International_Association_of_Administrative_Professionals/index.aspx

City of Lakes Annual May Basket Silent Auction

The theme this year is small and thoughtful. Put a basket together with a friend or a group of friends. Take a look at the attached flyer for more information.

Calendar Events

April 21
Downtown Lunch Bunch
11:37 a.m. location TBD

May 1 & 2
Certification Exam

May 15-17, 2009
MN-ND-SD Division
Annual Meeting
Kahler Hotel
Rochester, MN

May 19
Downtown Lunch Bunch
11:37 a.m. location TBD

June 13
2009 Leadership Training
St. Cloud, MN
10:00 AM – 3:00 PM

June 16
Downtown Lunch Bunch
11:37 AM location TBD

July 26-29, 2009
IAAP International
Convention
Minneapolis Convention
Center, Minneapolis, MN

2008-2009 Partners



How Your Virtual Reputation Can Impact Your Real-Life Career

By Josh Brost
Officeteam

A polished professional reputation can make or break your chances of cultivating a successful long-term career. And now, thanks to the Internet, that reputation includes your online activities.

Connecting with others through sites like LinkedIn and Facebook can be useful in building your roster of professional contacts. But be careful as you navigate the scene in cyberspace. Information you post to these venues, online bulletin boards, and your personal website or blog can be found by hiring managers. Prospective employers are increasingly turning to the Internet to get a more complete picture of applicants.



Keep the following in mind the next time you surf the Web:

Take stock. Discover what information about you – if any – already is online by performing a search using popular search engines. If you discover an item that you wouldn't want your professional peers to see, ask the person who posted the information or website administrator to remove it.

Exercise discretion. When interacting online, be selective about which venues you participate in and who you allow into your personal and professional networks. If you regularly contribute to blogs or forums, give thought as to how your statements may be interpreted by those outside your community.

Take charge of your image. If you belong to a professional networking website, treat your online profile like a resume and include information that will give others a sense of your background and skill set. Leave out facts unrelated to your professional history and career goals, unless you're networking for purely social reasons.

Observe the proper etiquette. When networking with others online, behave graciously with everyone you encounter and follow posted protocols. Thank anyone who assists you, and be sure to return the favor when possible.

Share your insights. Posting useful advice and commentary on industry forums and authoring online articles in your area of expertise can add to your credibility.

For additional tips on managing your online reputation, as well as conducting an online job search, download a free copy of Search Smarts: Best Practices for Conducting an Online job Search at <http://www.rhi.com/onlinejobsearch>.

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.

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

CONVENTION PLANS UPDATE

By Brenda Shaw CPS/CAP, MS.Ed

President Elect, City of Lakes Chapter

Okay, everyone, from here on out, you get monthly updates of the convention plans so that you can start to prepare your own calendar, etc.

This article will focus on some of the preliminary plans for getting together friends from the Hawaii Chapter (our sister chapter) members attending convention (five that we know of from this point), our own chapter members, and others attending convention. Please understand that there may be some activities that will be for smaller groups due to logistics, time, expense, etc. However, as many activities as possible will be planned to include as many of our chapter members who may want to attend.

There may be opportunities as well for some of you to help with any expenses related to the activities. These expenses might include transportation (vehicle), gas, food, physical help, etc. PLEASE NOTE THAT:

(1) ANY OF THESE WOULD BE STRICTLY VOLUNTARY ON YOUR PART AND
(2) ALTHOUGH GREATLY APPRECIATED BY THOSE OF US HOSTING THE EVENT(S), CONTRIBUTIONS OF ANY KIND ARE NOT REQUIRED FOR ATTENDANCE AT THE EVENT. I will try to be clear about each of these for each activity planned.

1. First activity is set for Tuesday night between 4:30 pm (seminars closing) and 8 pm (Evening of Entertainment starts). The event will be open to ALL City of Lakes Chapter members whether they are registered for the convention or not. Jim Schwebel has volunteered to host a reception for our chapter members AND all attendees from the Hawaii Chapter, Oahu Chapter, Maui Chapter, and Mahalo Chapter at the top of the IDS Tower. Jim has agreed to provide pizza, beer, wine, soda, a "bartender," and the conference rooms. We will be asking you to RSVP in advance (at a later date). All donations of alcohol to help stock the bar will be accepted.
2. Second activity currently in the planning stage is a dinner in Hudson, Wisconsin on the Thursday evening following convention (5 or 5:30 pm). Any City of Lakes Chapter member is invited to attend. Reservations will be required. More details to follow at a later date regarding location, etc. At the moment, it will be only Hawaii Chapter members (5), and (at this time) I plan to personally pick up the full tab for all six of us. If any of our chapter attendees want to help contribute, it would be appreciated, but not required. Some transportation for carpools will be provided. The HI Chapter ladies have been invited to cruise down the St. Croix from Stillwater to Hudson and back. Details to follow.
3. Third activity is happy hour at the Timber Lodge in Eden Prairie on Friday 07/31/2009 beginning around 4 pm until The start and end time will depend upon what events get scheduled for earlier in the day on Friday and any event that might be scheduled after the happy hour. Although not required, your help with paying for the Hawaii Chapter member's meals would be appreciated. Otherwise everyone is on their own.

4. Fourth activity is burgers and fries at the Lions Tap in Eden Prairie. Again, the start and stop time depends upon what happens before and after. The attendees at the moment are the five HI Chapter attendees and any COL Chapter members who want to attend. Again, if you would like to help pay for the HI ladies bill, it would be appreciated. However, it is not required for attending. Otherwise everyone is on her own. Details to follow.
5. Fifth activity will be a reception for all HI Chapter attendees (the other chapter attendees if they are still here) and any COL Chapter members who want to attend. Food, alcohol, and transportation contributions may be requested, but not required. At the moment it is expected to be pot luck (menu to be determined—keep in mind it is after hamburger and fries) Location and details to follow.

Except for the Tuesday pizza at the top of the IDS, the Hudson cruise, and the Saturday reception, nothing else is set in stone. All events are subject to change, and many more may be added. I just wanted to give you a heads-up so you can plan ahead. If you have any questions, please feel free to contact me but understand I may not have all the information yet. Also please keep in mind that written response in some form is better than verbal, and be sure to ask/recheck because you all know I am terrible at remembering, but much better at planning!

Just so you understand, the Hawaii Chapter members are not only spending \$700-\$800 each for plane fair, they are also spending three additional nights after the convention for hotel rooms so they can network with us. That is one of the big reasons we are trying to save them \$\$\$ on food since none of us will have these expenses.

Also, for any of you that have had the pleasure of networking with them in Hawaii, they have done the same for us.

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