



MINNEAPOLIS MATTERS

City of Lakes Chapter Newsletter

www.iaap-minneapolis.org



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Chapter Officers

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Thursday, May 7, 2009

City of Lakes Chapter Annual Meeting

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

5-6 p.m. Registration & Networking

6 p.m. Dinner

7:00 Business Meeting

Registration: \$27 (includes program and dinner)

CANDIDATES FOR OFFICE

2009-2010

By City of Lakes Chapter
Nominating Committee

There is a full slate of candidates running for office for the City of Lakes Chapter 2009-2010 year. The candidates are as follows:

President – Brenda Shaw CPS/CAP, MS.Ed.

President-Elect – Laura Johnson

Vice President – Mary Ellen Tieche

Secretary – Sherry Lemmer

Treasurer – Lila Kalish CAP

Assistant Treasurer – Danielle Peterson

Director – Mary Fischer

Director – Blanch Kyle

Attached to the newsletter is the credential report which will give you a closer look at all of the candidates. The vote for Officers and Directors will be held at the May meeting.

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

SPECIAL EVENT INFORMATION

MS Office Professional 2007 Drawing!
Tickets for this FANTASTIC drawing, that includes the items listed below, can be purchased at the May chapter meeting 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 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.rochestercvb.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.

Notes From the Editor

*By LaVonne Bittner
Chair, Communications Committee*

Hi everyone!
Just a quick heads up – I have attached a copy of the proposed changes to the City of Lakes Chapter Bylaws and Standing Rules to this issue. If you haven't had a chance to look them over, please do so. They will be discussed and voted on at the upcoming chapter annual meeting in May.



Chapter Meeting Schedule

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

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.

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, 6. Teamwork, and 7. Organization and Time Management. This article will cover the eighth core concept: Resolving Conflict and Solving Problems.

No matter how good the leader or the leadership team, every workplace and organization will have some conflict. The conflict can often be distracting in that it channels energy that might otherwise be useful in building the organization in a more positive way. As a leader, the trick is to identify conflict as early as possible, determine what kind of conflict is involved, and determine its underlying causes. The affected persons must then be actively involved in finding solutions.

Conflict occurs on many levels, and if it is addressed effectively, the outcome can benefit individuals and organizations in numerous ways: Conflict resolution can (1) produce stronger, more resilient working relationships, (2) improve creative output, and (3) generate innovative problem-solving solutions.

The problem-solving approach to conflict resolution is the one that works best for most leaders. The problem-solving approach seeks input from everyone involved and often results in a creative and lasting resolution. Using this type of approach involves the leader being direct and confronting the issues head-on. Confronting the issue head-on may be easier for certain leadership styles than others. Confronting the issue head-on is often easier for male leaders than it is for female leaders. For some first-time leaders, a fear of the conflict will get in the way of the resolution. Effective leaders find ways to overcome the fear and develop personal skills and tools to come up with a solution.

Of course, preventing conflicts from arising in the first place would be the ideal choice. Preventing conflicts becomes easier as time goes on. This characteristic of good leadership is not something that will happen overnight. Preventing conflicts takes time and experience. So, don't get upset if you need to polish your skills. Keep in mind that allowing our leaders the opportunity to grow and develop, sometimes fails, but always learn from their mistakes - it is one of the major advantages of our organization.

To Negotiate or Not to Negotiate

How to Get the Best Compensation Package Possible

*By Josh Brost
Officeteam*

If you're reluctant to discuss compensation with hiring managers during tough times, you could be selling yourself short. More than half (56 percent) of senior executives surveyed by our firm said they are comfortable with applicants broaching the subject in the first or second interview.

Calendar Events

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



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

Although you and the hiring manager don't have to agree on a final figure right away, general salary requirements should be discussed early in the hiring process. This will help you avoid surprises later on. Just make sure you've adequately highlighted the value you can bring to an employer before broaching the subject.

Here are five pitfalls to watch out for when negotiating compensation:

1. Going in unprepared. Base your request on strong supporting evidence, which you can obtain by reviewing professional journals and industry publications, searching online salary sources, consulting publications such as OfficeTeam's annual Salary Guide, and talking with members of your professional network.
2. Over – or – underestimating your leverage. Consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
3. Being inflexible. While there may be some aspects of an offer you'll be unwilling to negotiate, be prepared to compromise on items that are less critical.
4. Fixating on base salary. Look at the total compensation package, including nonmonetary, but highly desirable components such as healthcare benefits, paid time off and flexible scheduling.
5. Failing to get it in writing. Once you've agreed on terms, ask the employer to draw up a letter of agreement that outlines the specifics of the offer, such as the position's key responsibilities, salary and any special arrangements that resulted from the negotiations.

One final piece of advice: When inquiring about salary for the first time, be prepared to hear a broad range. Employees will want to get a sense of your qualifications and fit for the position before extending a more specific offer.

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.

International Convention Week Special Event

By Brenda Shaw
City of Lakes Chapter
President Elect

It's a Party – and You're Invited!

Attached to the newsletter is a flyer regarding a pizza and cocktail reception that will be held on Tuesday, July 28, 2009 at the top of the IDS Tower. This reception is going to be hosted by Schwebel, Goetz, and Sieben and is for the City of Lakes Chapter members and our Hawaiian sister chapter members and friends. Please see the flyer for all the details and get your RSVP in for this fun filled event.