



# MINNEAPOLIS MATTERS

City of Lakes Chapter Newsletter

[www.iaap-minneapolis.org](http://www.iaap-minneapolis.org)



June 2009

Volume 89, Issue 9

## Chapter Officers

President  
Cullyn Richter  
[cullynski@hotmail.com](mailto:cullynski@hotmail.com)

President Elect  
Brenda Shaw MS.Ed, CPS/CAP  
[bslawCAP@comcast.net](mailto:bslawCAP@comcast.net)

Vice President  
Connie Hill  
[chill@americanpublicmedia.org](mailto:chill@americanpublicmedia.org)

Secretary  
Sherry Lemmer  
[sherry.lemmer@genmills.com](mailto:sherry.lemmer@genmills.com)

Treasurer  
Laura Johnson  
[ljohnson@quadion.com](mailto:ljohnson@quadion.com)

Assistant Treasurer  
Mary Ellen Tieche  
[mtieche@berkleyrisk.com](mailto:mtieche@berkleyrisk.com)

Immediate  
Past President  
Wendy Peek  
[wkpeek@msn.com](mailto:wkpeek@msn.com)  
[wendy.peek@hcmcd.org](mailto:wendy.peek@hcmcd.org)

Directors  
Loanne Lindfors  
[Loanne.lindfors@target.com](mailto:Loanne.lindfors@target.com)  
Judy Gasser  
[judy.gasser@target.com](mailto:judy.gasser@target.com)

The 2008-2009 season has drawn to a close. It's time to enjoy the summer and re-energize for next season.

The next chapter meeting will be Thursday, September 3, 2009. Our program will be:

## "Empowering Women and Saving Lives"

Presented by Al Horner, Author of "Not Me!" as seen on Kare11 and reported in the Star Tribune.

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 Business Meeting

Registration: \$27 (includes program and dinner)

## President's Message

### Gone Fishin'

Have a wonderful, dream-filled, summer.  
Hope to see you at the Education Forum and Annual Meeting (EFAM) at the Mpls. Convention Center!

Cullyn Richter  
Outgoing Chapter President



## 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*

This month's newsletter is the transition issue between the 2008-2009 season and the new 2009-2010 season. The list of Board and Committee contacts in this issue is the outgoing Board. The new Board and Committee contacts will be provided in the next issue. Also, some calendar events for next season appear in this issue. More information on these events will be provided in the next issue.



There will be no break in publishing of the newsletters over the summer. The new season is fast approaching and we need to keep members informed about all kinds of upcoming events so look forward to newsletters all through the summer.

I wish to thank everyone for all the articles and items of interest for the newsletters this past season. Even though it was a bit rocky at times, I enjoyed this past year immensely and learned so much. All your articles and news items made my job all the more interesting and enjoyable. I will be continuing on as Chair of the Communications Committee for next season. I have some members already signed up to assist me and I am looking forward to working with them. If anyone out there is interested in joining the committee, please contact me any time. I will be in contact with the committee shortly to set up our first meeting.

## 2009-2010 Board of Directors

Please welcome the new 2009-2010 Board of Directors! The installation ceremony was conducted at the June meeting by Nan DeMars CPS.



Pictured from right to left are: Brenda Shaw CPS/CAP, MS.Ed., President; Laura Johnson, President-Elect; Mary Ellen Tieche, Vice President; Lila Kalish CAP, Treasurer; Sherry Lemmer, Secretary; Mary Fischer, Director; and Blanche Kyle, Director. Not pictured – Dannielle Peterson, Asst. Treasurer.

## Chapter Meeting Schedule

September 3, 2009  
 October 1, 2009  
 November 5, 2009  
 December 4, 2009  
 January 7, 2010  
 February 4, 2010  
 March 4, 2010  
 April 1, 2010  
 May 6, 2010  
 June 4, 2010

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

June 25, 2009 Joint Board  
 August 27, 2009 Budget  
 September 24, 2009  
 October 29, 2009  
 November TBD 2009  
 December TBD 2009  
 January 28, 2010  
 February 25, 2010  
 March 25, 2010  
 April 29, 2010  
 May 27, 2010 Joint Board  
 June 24, 2010

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 chapter members are welcome. Dates are subject to change with notice.

## Leadership

*By Brenda Shaw CPS/CAP, MS.Ed  
 Incoming President, 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, 7. Organization and Time Management, 8. Resolving Conflict, and 9. Accepting Change. This article will cover the tenth concept: Hiring the right person for the job. WAIT! Don't stop reading because you think this has nothing to do with leadership and even less to do with IAAP. This certainly is not the case at all.

Instead of hiring, let's look at this as "finding" the right person for the job. As a leader in your chapter, you may be a committee chair that needs to find committee members, a President/President-Elect looking for committee chairs, or, members of a nominating committee looking for officers. Finding the right person for the job will call on your achievements with the previous concepts we have read about. This process will call for a strategic plan of action that only a leader with a successful track record in communication, time management, and problem solving will be able to develop.

The future of the City of Lakes Chapter (or any chapter) starts on the inside. The best way to make our chapter better is to find the best people from the get-go! This sounds a lot easier than it is in actuality. Finding the right people requires a strategy, planning, and a good amount of time—but in the long run, the extra effort to find great people will likely be one of the very best uses of your time. Our members are our human assets, as important, if not more important than, the financial assets we have in the bank.

The caliber of people who lead our chapter will arguably have more impact on the success of our chapter than any other factor. Finding qualified and enthusiastic people who share your vision and your passion is the ultimate objective. As in all endeavors, you should have a plan or strategy for conducting your search.

The first place to start is to assess the needs of our chapter and then start recruiting the right people for the right positions. For example, if a President is looking for committee chairpersons, you would need to think about what skills the person will need in order to be successful in the position. Then you need to make a clear list of expectations and responsibilities so both of you will be clear about the position and expectations. Specifically, suppose you are looking for a membership chair and a newsletter chair. Although there may be some similar qualities necessary for both positions, the first position is more likely to be a highly visible position and would probably require a more outgoing personality to speak to groups, recruit new members, lead an impact meeting, etc. The second position, on the other hand, may more likely be a behind the scenes position with some creativity. Therefore, a creative, conscientious but considerably less outgoing personality could likely succeed in the newsletter position but would find the membership chair position quite difficult. The same strategy should be considered for all committee positions.

Some questions you may want to think about or discuss with your potential committee chairs/members might include:

## Calendar Events

July 26-29, 2009

IAAP Educational Forum  
and Annual Meeting  
Minneapolis Convention  
Center, Minneapolis, MN

October 9-11, 2009

MN-ND-SD Division Fall  
Conference  
Otsego, MN

October 19-21, 2009

Certification Conference  
Portland, OR

November 6-7, 2009

Certification Examination  
Hennepin County Medical  
Center, Minneapolis, MN

December 10, 2009

Metro Lakes Council  
Joint Social

2008-2009 Partners



Visit us

City of Lakes Chapter  
[www.iaap-minneapolis.org](http://www.iaap-minneapolis.org)  
MN-ND-SD Division  
[www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)  
IAAP International  
[www.iaap-hq.org](http://www.iaap-hq.org)

1. What are the strengths and weaknesses of the person, and do they fit with what is required for the position?
2. What trait or characteristic of the member offers the greatest opportunity for growth? Remember some of the earlier articles. Every one of us can use our experiences in IAAP as an opportunity for growth (including me). As members, we need to allow everyone that opportunity.
3. Are they resourceful?
4. Do/would people enjoy working with them?
5. Will they be accountable and reliable?
6. Why is this person the best person for the position?

Once you have made the decision of whom you are asking to serve the chapter and that person has accepted, the next step is to provide the appropriate guidance and orientation. As part of the team, everyone should be clear about expectations, commitments, duties, and expected difficulties. A frank and open discussion is necessary and important if you and your team are to begin the new year in the best possible manner and insure the future success of the committee chair and the chapter. It is the leader's (in our example the President's or President Elect's) responsibility to accomplish this task.

The leader must develop a detail-specific plan for orienting committee chairs. The plan should include: scheduled meetings, description of duties, additional expectations, challenges (personal or organizational), themes, and plans/goals for the coming year. A proper orientation will be fundamental to the success and growth of the individual and the chapter.

The City of Lakes Chapter has been very lucky over the course of our 67 years. Granted, some years may have been better and easier than others, and I am sure, none of them have been without their challenges. However, because those who have come before us have laid a firm foundation and have paved the way, our job today is much easier. It is, however, not without its own challenges.

Once again, the City of Lakes Chapter is privileged to have an excellent set of leaders this year to move our chapter forward. Your Board of Directors and committee chairs have embraced the Power of Commitment theme which will offer each of us our own personal challenges, not to mention the responsibilities and challenges the members have entrusted to us. As I said at the end of the kick-off speech:

We have always known that we are an excellent chapter. We know that we have valued and dedicated members. Let's prove it to everyone else. Let's embrace the POWER OF COMMITMENT. Let's accept the challenge to become a CHAPTER OF EXCELLENCE. Let's dedicate ourselves to make our personal commitments. Let's graduate successfully in June, and LET'S GET THE JOB DONE!

## 2009-2010 Theme

*By Brenda Shaw CPS/CAP, MS.Ed.*

*Incoming President, City of Lakes Chapter*

For those of you who were not able to attend the June meeting or had to leave early, the chapter theme for next year will be the same as that used for the division and international: Power of Commitment. This fits well into the results of the SWOT analysis that members performed at the May Annual Meeting.

As part of the installation ceremony, your Board of Directors have signed Power of Commitment forms in which they commit to adhere to IAAP's five core values: Integrity, Respect, Adaptability, Communication, and Commitment.



Members present also agreed to commit to sharing one of three traits/talents with the chapter in 2009-2010 and also sign the attached form. Your 2009-2010 chapter leadership invites you to make the same commitment to encourage commitment at all levels, expect leadership accountability, make an effort to contribute to the 2009-2010 goals and objectives, and sign the Member of Excellence Form (attached to this newsletter).

I will be using a school theme to encourage the Power of Commitment while being responsive to the goals the membership shared as a result of the SWOT analysis (see SWOT Analysis results attached to the newsletter). We will modify the typical 3 Rs to Recruit (six new members), Retain (thirty-eight members), and Re-create/Recreate (adapt and have some fun). Motivation and reporting of individual progress toward these goals will be with a school report card (attached to this newsletter). If you would like a two sided copy printed on card stock, e-mail me at [bshaw@schwebel.com](mailto:bshaw@schwebel.com) with your preferred mailing address, and I will get a hard copy out to you. Members are asked to grade themselves in the various subjects and core values. A description of what needs to be accomplished for particular grades is attached to the report card and should be removed for your use. Basically, members are to turn their report cards in every two months (September, November, January, March, and May) at the chapter meeting. I will record your "grades" and mail you back your report card so you may update it and turn it in again at the next reporting time. If everything goes according to plan, we should be able to determine a Valedictorian and Salutatorian by our graduation in June. Although the payment details have yet to be worked out, it is hoped that the Valedictorian will receive a one-week's vacation for two at one of the 3000+ resorts in my timeshare catalog. The Valedictorian must work out the time and place with the timeshare company. Details will be provided to the Valedictorian at the June 2010 meeting.

I hope you will all get into the spirit of the coming year. I think we can all have some fun with this. The leaders of the chapter are excited and committed. We ask you to join us in a challenging but fun year.

---

## How to Talk Money with Hiring Managers

By Josh Brost  
OfficeTeam

Today's tough job market can make even the most seasoned professional nervous about the hiring process, particularly when it comes to broaching the topic of compensation.

A recent survey conducted by our organization, however, could help put your mind at ease, at least somewhat. More than half (56 percent) of senior executives surveyed said they are comfortable with applicants asking about compensation in the first or second interview.

Here are some tips to help you prepare for the conversation:

- Do your Homework. Before you talk with the hiring manager about salary, review government data, trade association reports and compensation surveys such as OfficeTeam's annual Salary guide. Also consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
- Remain flexible. Enter salary discussions with an open mind and positive attitude. While there may be some aspects of an offer you're unwilling to negotiate, be prepared to compromise on items that are less critical to you, such as the number of vacation days, for example.
- Don't fixate on just one aspect. When evaluating an offer, look at the total compensation package, including nonmonetary, but highly desirable, components such as healthcare benefits, paid time off and flexible scheduling.
- 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.

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 325 locations worldwide and offers online job search services at [www.officeteam.com](http://www.officeteam.com).

---

## June Historical Factoids

June 25, 1638 – First lunar eclipse recorded in America

June 20, 1782 – US Congress officially adopts Great Seal of the United States

June 6, 1844 – YMCA organized in London

June 14, 1922 – Warren G Harding - first US President to broadcast message via radio

June 17, 1928 – Amelia Earhart becomes first woman to complete transatlantic flight

June 16, 1963 – Valentina Tereshkova becomes first woman in space

June 19, 1978 – Comic Strip Garfield debuts

June 18, 1983 – Dr. Sally Ride becomes first American woman in space