

Minneapolis Matters

City of Lakes Chapter Newsletter

www.iaap-minneapolis.org

January 2010

Volume 90, Issue 7



Please Mark your Calendars for
February 4, 2010
To attend the City of Lakes Chapter Meeting

"Personalities at Work: What Sled Dogs Know That We Don't"

Presented by Chris Heeter, The Wild Institute

Do you feel like you're the only one working toward a successful outcome?

Learn to recognize personalities and work styles,
And how to work together as a productive team.

This program has been approved for recertification points.

The Park Place DoubleTree Hotel
1500 Park Place Boulevard
St. Louis Park, MN

5:30 p.m. Registration/Networking
6:00 p.m. Dinner
6:30 p.m. Program
7:30 p.m. Chapter Meeting

Registration: \$27

To attend or obtain more information contact Therese Simmons by noon on Monday,
February 1, 2010 at theresksimmons@eaton.com or at 952-294-7980.

Visit our website at: www.iaap-minneapolis.org

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Executive Board

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POWER
Commitment
City of Lakes Chapter

Hau'oli Makahiki Hou - Happy New Year!

Have you thought about your New Year's resolutions?

It is never too late to do so. We can always add on one more! Personal experience along with historical studies tell me that we often start out with the best intentions, but often these resolutions are easily broken. Whether this is true or not, I suppose, depends upon the person and the commitment they make to the resolution.



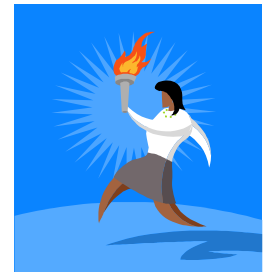
There is that word commitment again. Seems to fit well with the New Year's theme, don't you think. Not to miss a golden opportunity, I hope when you are thinking of your resolutions you also think of IAAP and the City of Lakes Chapter. If you want some ideas to help you out, here are some suggestions for you to consider:

1. Report Cards—Make a resolution to get your report cards up-to-date so that you have an opportunity to get in the competition. Remember there is a prize for the class Valedictorian (a one-week trip for two to whichever RCI resort you and RCI's calendar can agree on.) This is a \$500 value, so it is nothing to sneeze at and, in my opinion, well worth the effort. The items are actually things an active IAAP/Chapter member and office professional would probably be doing anyway.
2. Member of Excellence—Make a concerted effort and commitment to become an IAAP Member of Excellence. Again, this is not difficult if you are an active member. You will be doing this anyway.
3. Pay Your Membership Dues—Your dues not only provide you with many IAAP benefits, they also help support the City of Lakes Chapter. It is a fact that the City of Lakes Chapter could not survive without dues-paying members. For all of you who continue to renew your membership year after year, thank you. As you are aware, to continue to remain a viable chapter, the City of Lakes Chapter must not only retain current members, but add new members each year. Alas, sometimes it is not always that easy to show a net growth in membership when retention is a struggle.
4. Attend More Meetings—As much as we appreciate each member renewing chapter dues, we also would like to see some of you increase your attendance at meetings. Yes, your attendance helps pay for the meeting expenses, but just as important, we like to see you once in awhile. If there is a particular subject/speaker you would like to have as a program to encourage your attendance, please let Connie Hill know so that she can pass this on to next year's education chair.
5. Volunteer—We continually hear how important networking is to our careers. Much of the networking opportunities in IAAP happen at the committee level just as much of our professional development occurs when we get actively involved in either chapter committees or committees in the workplace. This is a valuable career strategy and educational opportunity available to you free of charge.
6. Read Something Educational—Many excellent books are available that will contribute to your professional growth and development. As a result of the Division Fall Conference, there are two books circulating through the Board of Directors and committee chairs on how to grow our chapter. Have you had the chance to read either of these yet? There are some good ideas in them to help us reach out to potential and current members. Each of us could probably find a way to make some improvement in this area.

7. Share Your IAAP Professionalism With Others—This doesn't mean you have to recruit new members (but that is a good idea). It can be something as simple as just telling people what kind of an organization we are. Maybe it is sharing it with your manager. The February meeting would be a wonderful time to do that. We have targeted this as our executive event because the topic is related to teambuilding. After all, isn't your manager a part of your team? Mary Fischer has some wonderful invitations for you to extend to your manager. Why not bring him or her to the meeting and celebrate our association and professionalism?
8. Certification/Recertification—Think seriously about taking the CPS or CAP examination. If you are already certified, kudos to you! Take this opportunity to see what you need to do to make sure you are current in your recertification points.
9. Attend a Division Meeting—The Annual Meeting this year is in Bloomington, our own back yard. This is an exciting opportunity to network with other local chapters and meet other members in our Division. I always learn something new, and I bet you will, too. Why not make plans to attend? You can sleep in your own bed and save on hotel expenses!
10. Celebrate You—Whether you realize it or not, you are a valuable member of our Chapter. You are one of the “unique snowflakes” that makes our chapter what it is. I was going to use a raindrop in our lake analogy, but with our winter weather, snowflakes seemed more appropriate. In any case, you are unique in all the world, and only you can make the unique contribution to our chapter that you do. Nobody else can have the same impact that you do. Your contribution to our whole is different than mine and different from any other member's contribution. Without you we would not be the same and without you we are less than we could be with you. Our chapter values you, and I hope you value the City of Lakes Chapter as well.

So, here are 10 suggestions for your consideration as New Year's resolutions, in case you needed some help.

Our Chapter has a history of being an active IAAP chapter. Many women came before us who dedicated their energies to the dream of all this chapter could be. They worked hard and sacrificed much to bring their vision into reality. The torch is now ours to carry. Let's resolve to do just one thing to help carry the torch and keep it burning for years to come. Let's resolve to not only fuel our own torch to keep it burning brightly but perhaps our resolutions will touch someone else's torch and set it aflame.



It only takes a spark to get a fire going. Soon all those around will warm up in its glow. This is how it can be with IAAP. You experience it, and you want to pass it on. Just think, maybe we could heat up some of this cold weather!

Have a great year, everyone! Stay healthy and stay warm.

Always,

Brenda Shaw
Chapter President

EDITOR'S NOTES

By LaVonne Bittner
Communications Chair

Hi Everyone! Just a quick heads up – a draft of the minutes of the last chapter meeting (January 2010) is attached to the end of this newsletter. Members – please take a moment to read through them. Please contact Sherry Lemmer, Secretary, if you have any changes. Approval of the minutes will be voted on during the February Chapter Business meeting.

Submit all your articles and news items for the February newsletter by close of business Tuesday, February 9, 2010

MEMBERS' NEWS!

City of Lakes Chapter Name Badges

The City of Lakes Chapter is ordering new name badges for members. Some of you may have seen some of our chapter members wearing them. They are 1" x 3" in size with a magnetic holder, and they have a gold background with black print. If you would like to purchase one, the cost is \$9.00 for each badge. Contact Sherry Lemmer if you would like to order one.

*****,

Anniversaries – Congratulations to the following members as they celebrate anniversaries with IAAP:

Cheryl Davis – 3 years (2007)
Connie Hill – 16 years (1994)
Leslie Knutson – 3 years (2007)
Pat Mulcahy – 52 years (1958)



Birthdays – HAPPY BIRTHDAY TO YOU!!!
Therese Simmons – January 26

*****,

Chapter Fund Raising Events

By Mary Ellen Tieche

Chapter fundraising activities are being planned throughout the season. Save your dollars and coins and help raise funds for the chapter! There are two events in the planning at this time and are listed below. Information for the March event is attached to this newsletter. Information for the May event will be forthcoming as the time approaches. If you have any specific questions, please direct them to the person listed as contact point.

MARCH 2010 – Annual Baskets Silent Auction – Contact Person: Laura Johnson

MAY 2010 – Plant Sale – Contact Person: Judy Nelson



Special Deal for IAAP Members

We received an advertisement from Twin City Office Supply on a deal they are featuring on copy paper. They are promoting a special price on cartons of copy paper for IAAP members. If you would like to take a look at this promotion, it has been attached to the end of the newsletter.

Monthly CRYPTO-QUOTE

Crypto Quote

H = T

“RYHQZDHQYL QW HUP DVH YN EPHHQL E GPYGF
HY CY IUDH JYK IDLH HUPR HY CY OPTDKWP
HUPJ IDLH HY CY QH.”

— Dwight D. Eisenhower,
president of the U.S.
from 1953-1961

Answer to this month's quote will be provided in the February newsletter. The first person to come up with the right answer will get a prize from Brenda Shaw at the next chapter meeting. Please email LaVonne Bittner your answer as soon as you have it figured out (lavonne.bittner@opm.gov).

Answer to the December Crypto-Quote:

“ Leaders must invoke an alchemy of great vision.”

UPCOMING EVENTS

February 4	City of Lakes Chapter Meeting/Executive Recognition
February 15	Certification Exam Applications Due
March 8-10	IAAP Spring Conference, Reno, Nevada
March 19	MN-ND-SD Division Incentive Award Applications Due
April 18-24	Administrative Professionals Week
May 7-8	Certification Examination – Location To Be Announced
May 21-23	MN-ND-SD Division Annual Meeting, Bloomington, MN
June 30	Member of Excellence Applications Due

Making Career Resolutions You Can Keep

By Joshua Brost
OfficeTeam

Most people view January as an opportunity to reflect on the past few months and set resolutions for the new year. When identifying upcoming goals, however, don't forget career-related resolutions. Here is some advice for setting new objectives – and sticking with them.

- Don't bite off more than you can chew. Be sure to identify goals that challenge you to stretch your abilities but won't require near-impossible amounts of time and effort to achieve. After all, making an unrealistic resolution can prove more frustrating than motivating. Consider your schedule and available resources. Given these factors, what can you realistically accomplish?
- Break it up. Break your goals into smaller 'mini-goals' to help you stay on track. If you want to take on more responsibility within your department, for example, your mini-goals may be to talk to your manager about your plan, determine the skills you need to develop, identify the appropriate professional development options, then complete the training.
- Set deadlines. To improve your chances of success, establish a timeline for accomplishing each step along the way to your larger objective. This will give you something to work toward and allow you to better track your progress.
- Acknowledge your success. No matter how small the accomplishment, give yourself a pat on the back each time you reach one of your objectives. You might treat yourself to a nice lunch, for instance. By doing so, you will maintain your momentum.
- Maintain perspective. Be dedicated to your career, but don't overdo it. Piling too many goals on your proverbial plate can set you up for failure. At the same time, don't lose sight of any personal resolutions you've set this year. Keeping space for other objectives, like eating healthier or taking a dance class, is important.

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.

CHAPTER SPONSORS

The City of Lakes Chapter is very proud to claim these companies as active sponsors for the chapter.



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GENERAL MILLS



City of Lakes IAAP Chapter Minutes
Draft

Thursday, January 7, 2010

Present: Brenda Shaw, (president), Sherry Lemmer, (secretary), Connie Hill, Ingrid I. Josephson, Lila Kalish, (treasurer), Dawn Konecny, Mary Ritter, Gretchen Stormoen, Phyllis Werness, Georgann Wenisch, (guest), Sherry Zupin, (guest)?, Sandy Anderson,? Joanie Wiken, (guest), Carri Wiken, Robin Getman-InterACT Group (guest speaker) and Dr. Todd Berntson.

Next meeting: February 4, 2010, 5:30pm, DoubleTree Park Place Hotel

I. Call to Order

President Brenda Shaw brought the meeting to order at 6:00 pm on Thursday, January 7, 2010.

II. Welcome and Introductions.

Brenda Shaw, (president), welcomed all of the members and guests for the evening.

As President-Elect Laura Johnson was not present, President Brenda Shaw shared with us the awards her dog Brandi had just accomplished. ASCA

While dinner was served, President Brenda Shaw handed out a "drop quiz" to everyone. It was a Driving Quiz. The person who answered the most questions correctly, received a prize. Dawn Konecny won the prize for the most correct answers to the quiz.

III. Speaker

Robin Getman CSP, speaker trainer humorist spoke on "Laugh, for the Health of It! Ms. Getman has presented to our Chapter before and is always well received. She was in especially good form and we all thoroughly enjoyed her presentation. Laugh from your toes...Lead from your soul...Serve from your heart...

IV. Chapter Meeting convened at 8:00pm.

Chairman's Reports:

Secretary's Report: December was a social event and no minutes were taken.

Treasurer's Report: Lila Kalish, (treasurer), presented the report with a balance as of 12/31/2009 \$7,722.14 less liabilities total was \$7,432.32.

Committee Reports:

Auditing: N/A

Bylaws and Standing Rules: No report

Program Chair: Connie Hill, Chair, Connie wanted to remind us of the Executive Invitation for the February meeting and also let us know that Robin Tierney from University of Phoenix will be a vendor for this meeting. Robin was a guest at this meeting.

Communications: LaVonne Bittner, communications chair (not available) President Brenda Shaw did remind everyone that any news articles for the newsletter were due to LaVonne Bittner by Tuesday, January 12, 2010.

Membership/Network: Cheryl Davis, membership chair (not available), Sherry Lemmer, member of the committee, reported that there was a form on the handout table if anyone wanted to purchase a new Chapter Badge with their name on it. The cost of the badge was \$9.00. Please contact Sherry Lemmer if you wish to order.

Also mentioned was the New Member Orientation which is scheduled to take place on Tuesday, January 26, 2010 at the Doubletree. Anyone can attend this meeting. New members will be receiving their manuals and membership cards at this meeting.

The next item mentioned was in regard to our fundraising from Bagolitas'. Bagolitas' will be sending us a check for \$120.82 for commission on sales so far. We were all encouraged to send this website to all of our friends, family and co-workers to order under the City of Lakes Chapter area of this website and we will get a commission on these sales.

Nominating Committee: Cullynn Richter, immediate past-president (not available) President Brenda Shaw apologized for not having formed this committee at the November meeting but asked to have nominations/volunteers to help on this committee. Lila Kalish and Dawn Konecny said they would help on this committee. Gretchen Stormoen made a motion to have Lila Kalish and Dawn Konecny help with the Nominating Committee for next year's officers. The motion passed.

Professional Development: N/A

Sunshine Committee: Sherry Lemmer, chair (N/A)

Retirement Trust Foundation: Judy Gasser, chair (not available)

Unfinished Business:

Lila Kalish, treasurer, reminded us of the Leadership Training classes that will be held at Quadion Corp. in Plymouth on Wednesday, February 3, 2010 and Monday, April 12, 2010. City of Lakes Chapter members do not have to pay for these classes.

Deadline for signing up for the certification exam is February 15, 2010.

President Brenda Shaw gave us an update on the Chapter of Excellence items. City of Lakes Chapter has accomplished nine (9) of the 14 items required with only five (5) left to go.

New Business: N/A

Good of the Chapter:

Guest, Joanie Wiken will be a first time grandmother soon. She was very excited about that.

President Brenda Shaw will be speaking at the Northstar Chapter on Tuesday, February 12, 2010.

Blanche Kyle, member, will be a first time grandmother soon, also.

TWIN CITY OFFICE SUPPLY – RANDY BOWMAN
720 CENTRAL AVENUE NE
MINNEAPOLIS, MN 55414
PHONE: 612-379-2832 FAX: 612-379-9446

To: **ALL IAAP MEMBERS (TWIN CITIES)**

From: Randy Bowman (Account Executive)

RE: **FEATURED COPY PAPER PRICE FOR IAAP MEMBERS**

Dear Office Supply Buyer,

If you are like most buyers these days facing cutbacks, it is more important than ever to seriously compare pricing and service levels. To that end, I am extending an **outstanding price** on copy paper! Even better, you will find a **convenient order form below!** **FREE NEXT DAY DELIVERY!** **I am making it very easy to try out a local full service dealer!**

If you just take a moment to compare what I am offering you will see that our pricing is **11% - 22% less expensive** than the average metropolitan price!

DATE: _____

NAME: _____

COMPANY/ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE/FAX: _____

PURCHASE ORDER (IF REQUIRED): _____

<u>DESCRIPTION</u>	<u>PART #</u>	<u>PRICE</u>	<u>QTY</u>
LETTER WHITE 20# COPY PAPER, 92 BRIGHTNESS	8511WE	\$31.00 (1-2 CT)	_____ CT
		\$29.89 (3-4 CT)	_____ CT
		\$28.99 (5 + CT)	_____ CT

At the time of delivery, you will also receive our new **super aggressively priced** MEGA catalogue containing over 30,000 office products. Also, you will receive our new 26th Edition Buyer's Guide with **discounts up to 80% off list!** **I would be happy to prepare a cost savings analysis for your company.**

Twin City Office Supply is a locally owned and operated independent dealer that has been serving the local market since 1982. We promise competitive pricing delivered with hometown customer service that is second to none!

Sincerely,

Randy Bowman – Account Executive