



The Charter

The Official Newsletter of the *TwinCities* West Chapter of IAAP®

www.iaap-twincitieswest.org

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Cabin Crew

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Next Port of Call

Installation of Officers and Strategic Planning Session

June 9, 2005

The June meeting of the *TwinCities* West Chapter is both a celebration of the past year and an opportunity to plan for the new year to come. All members and guests are encouraged to attend and give insight on how IAAP, through our chapter, can provide you with the benefits and support you are looking for. IAAP is supported by the dues of its members and our goal is to ensure you receive full value for your investment. The 2005-2006 Board of Directors will be officially installed at this meeting and we will also recognize those members who have contributed their time and talents this past year, including the winners of the member incentive program and perfect attendance awards, among others. It promises to be a fun and stimulating evening!

TwinCities West is pleased to recognize **Intentional Marketing Services** as our June corporate sponsor. Intentional Marketing provides marketing resources as they were intended to be: integrated, creative, and in perfect harmony with your business goals. At our June meeting, **Kathy Stuart** will provide more information on the perfect blend of services they provide: Promotions, Events Management, Artwork, Graphic Design, Marketing Communications, and Feng Shui for business.

To register, submit the on-line registration form at www.iaap-twincitieswest.org, email Dawn Staycoff at tcwestiaap@yahoo.com, or call Peggy Ford at 952-936-1688. The registration fee, including dinner, is only \$18 for TC West Chapter members, students, and teachers; \$20 for other IAAP members; and \$25 for non-IAAP members. No shows will be billed for the registration fee unless cancelled prior to June 6.

TwinCities West Chapter is on summer hiatus in July, but will be meeting in August for a boat cruise on Lake Minnetonka, sponsored by **Bayview Charter Cruises!** This is a great networking occasion that will provide first-hand information about a potential venue for your corporate events. (More details will be available in the coming weeks.) Our 2005-2006 year kicks off on September 8 with a dynamic presentation on *Memory Power!* by Michael Monroe Kiefer M.S., President of PowerMind™ Training Systems, Inc.

Chapter News

WELCOME ABOARD!

The *TwinCities* West Chapter would like to welcome our newest members, **Elly Anderson** and **Blanche Keith**. We are very excited to have them as chapter members and look forward to getting to know them better! Let's meet one of our newest members...

ELLY ANDERSON

My name is Elly Anderson and I live in Maple Grove. My son, Matthew, 26, is a college grad of University of Kansas. He lives and works in Las Vegas in men's wear. A great place to visit!

I am currently seeking an administrative assistant position and am asking for any ideas or contacts you have that will aid me in my search. IAAP is a powerful force and a great group, both influential and chock full of good ideas and sharing! I am eagerly looking forward to meeting more of you, being part of your group and bring to the group my gratitude and enthusiasm.

Today, I am an experienced Senior Administrative Assistant with Board of Directors and twelve years of administrative experience. I was employed for 22 years at Prudential Financial in Plymouth, MN. Since leaving Prudential, I have worked several temporary Administrative Assistant positions in downtown Minneapolis, Brooklyn Center, Eden Prairie, and Golden Valley. I was a community volunteer in a project to register voters in the 2004 Presidential campaign and a First Point of Contact. I also had a personal growth opportunity to volunteer with a Career Transition Leadership Team at a highly successful Maple Grove church, Lord of Life Lutheran, with 106 career transition members. I helped with training for Small Group Leadership skills, and helped arrange speakers to educate the members. I was rewarded by the difference I could make by volunteering my services to help the community.

My administrative background started as a pre-teen, learning to type at twelve! I am a team player, though independent. I use good judgment, with a detail-oriented mind and the ability to prioritize work, multi-task, and consistently meet deadlines, with excellent verbal and written communication skills. I have insurance/financial company experience in IT, as well as Convention and Visitor's Bureau experience.

What do I want to be when I grow up? My dream is to meet and greet the VIP's and clients in a front desk administrative role, working in the western suburbs of Minneapolis. I look forward to connecting with all the IAAP members this summer and am thrilled to be aboard!

Community Service

From Marlene Rouillard

FEED MY STARVING CHILDREN

Just a reminder to those who attended the May Chapter Meeting that you can bring your filled M&M containers to the June meeting and I will drop them off to Feed My Starving Children on behalf of the TWC Chapter that Friday.

You may also bring them in to any subsequent chapter meeting if you are still working on filling the containers.

Immediate Job Opening: Chapter Secretary

The TCW IAAP, a super association that you are all familiar with, is looking for a key individual to join our motivated 2005-06 Board of Directors as Chapter Secretary.

The position requires someone with note taking ability to attend Chapter and Board meetings, prepare minutes of the meetings and then distribute them to the membership. On-the-job training is provided.

Other Immediate Job Openings:

Various Committee Members

The TCW IAAP is also looking for a few good members to serve on our various committees for 2005-06. Previous experience not necessary – only an interest in learning, having fun, and serving your fellow TCW IAAP members is needed.

Salary and benefits: Invaluable experience will be your compensation! (Plus it will look good on your own resume!)

If you are interested, or have any questions regarding the positions available, contact Georgann at 612-672-3727 or gwenisch@mandklaw.com.

No interviews or resumes are necessary.

Captain's Corner

by President Joan Gatzmeyer CPS/CAP

Happy New Year! No, you aren't seeing a repeat of a past newsletter column – this is my 11th and final column as “Captain” of the *TwinCities* West Chapter and our upcoming June meeting feels almost like New Year's Eve to me. It's a time to celebrate our accomplishments, share a meal and laughter, and identify those areas on which we resolve to focus in the coming year.

While we didn't meet every goal we set for this past year, we did accomplish many and achieved a great deal of professional and personal growth in the process!! A complete written annual report book was distributed at our May Annual Meeting and additional copies will be available at the June meeting so that each of us has a record of the chapter's goals and results for the past year as well as thoughts on how we can enhance the experience of our members to an even greater degree in the future.

In my initial Captain's Column last July, I included some excerpts from my installation address about the issues that impact our profession and organization. For this final column, I have included the oral report I presented on behalf of TC West at the Division Annual Meeting in Saint Cloud that highlights our many successes:

As you know, Division President Debi Cain's theme this year was RENEW! and focused on finding ways to keep members energized and coming back, and not necessarily on recruitment. The *TwinCities* West Chapter did find many ways to energize our members that also dovetail well with the key criteria that IAAP looks for in a successful chapter:

- Through the efforts of Bonnie Marten and our Program Committee, we offered interesting, relevant programs that qualified for recertification points every month;
- We purchased a set of the Robert Metcalf on-line study materials and the Certification Committee of Jo Tynen CPS/CAP and Georgann Wenisch CAP put in many hours leading our first Metcalf study group and promoting the CPS/CAP certification;
- We found ways to reach out to students in administrative career programs by supporting the ACFCAP Student Conference and we plan to award our chapter's first ever Student Scholarship in June – both projects led primarily by Kaye Park;
- Through Nancy Berg's tireless efforts as Community Service Chair, we had a wide variety of community service projects that offered something for everybody and gave members a chance to get to know each other better as they worked together for a common good – and boy, did we look good in those hair bonnets at Feed My Starving Children! ☺

The one area which looks not quite so successful on paper is membership. Although we did add 20 new members, attrition resulted in an approximately 20% net decrease. However, a considerable portion of that was the result of our members that transferred to the new SouthWest Metro Chapter – and sponsoring that new chapter was another first in the history of TC West!!

Because of the decrease, we did look for new methods to publicize IAAP and enlarge our member base, such as a direct mailing to the admins of over 450 Chamber members, and others which you can read more about in our written annual report.

Although I mentioned but a few of them, I want to thank each of the Board Members and Committee Chairs & Members for all their hard work this past year. We've planted a lot of seeds and look forward to seeing them come to fruition in the months and years ahead with the continued help of the new chapter leaders!

It has been my privilege and honor to “spread my wings” by serving as your chapter President and I hope that you have been inspired to invest in your continual education and take on new challenges to “soar” to your highest potential. I look forward to seeing many of you at the June meeting and I'll conclude this column with the same closing I used the first time...

Until then, keep reaching for the skies!

Chapter Birthdays

The *TwinCities* West Chapter would like to wish a very happy birthday to the following members:

- | | |
|------------------------|----------------|
| ▪ Brenda Varney | June 3 |
| ▪ Gladys Tripp | June 5 |
| ▪ Marvel Thorne | June 16 |
| ▪ Becky Studt | June 22 |
| ▪ Luisa Sikkink | June 27 |
| ▪ Teri Kornberg | June 30 |

Chapter Anniversaries

The *TwinCities* West Chapter would like to congratulate the following chapter members on their anniversaries with IAAP!

- | | |
|-----------------------------------|----------------|
| ▪ Joan Claude | 5 Years |
| ▪ Jen Kollar CPS | 5 Years |
| ▪ Debi Cain-Rivord CPS/CAP | 8 Years |
| ▪ Kaye Park | 8 Years |

If we missed your birthday or anniversary, we apologize and ask that you enter your info into the "Members Only" area of our website for inclusion in future issues of "The Charter."



Ways & Means

\$200 was raised by the TCW Ways & Means team at the Division Annual Meeting in St. Cloud last month. Most of the funds were raised with a drawing for a basket and several totebags and pin sashes were sold as well.

Chapter Library

CHECK OUT THIS LIBRARY OFFERING!

from Janice Paulson CPS/CAP

How To Put On Dynamic Meetings by Chester K. Guth and Stanley S. Shaw will make you a communications expert. It will show you how to get your message across with impact, no matter what type of audience you face. You'll learn how to get their attention, hold their interest, and keep them involved. You'll learn how to make your presentations interesting and entertaining as well as informative. You'll find everything you need to know right here, within the pages of this practical, easy-to-use guide!

Dear IAAPy Follow-up

FOLLOW UP TO LAST MONTH'S COLUMN

For those who read the IAAPy article in last month's newsletter, I was asked to forward the following message to you from the member seeking advice regarding a change in their supervisor's opinion of them.

"I wanted to send you a note to thank you for all the advice you gave me with my question last month. The advice was very helpful and I tried several of the suggestions. Unfortunately, they fired me today (May 19). The reason given was "I feel that you no longer can represent myself [the supervisor] or the company in a professional manner".

I have been interviewing with several companies and look forward to taking on new challenges and working in an open and honest environment. Thanks again."

August Boat Cruise

MARK YOUR CALENDARS

Details: Wednesday, August 10, 2005. Boarding begins at 5:30 pm; cruise at 6:00 pm. Bayview Charter Cruises on Lake Minnetonka; cost is \$18 p/p, includes dinner.



IAAP WORLD HEADQUARTERS BUILDING FUND MINNESOTA-NORTH DAKOTA-SOUTH DAKOTA DIVISION



THANK YOU, THANK YOU, THANK YOU TO ALL OF THE GREAT MEMBERS OF THE MINNESOTA-NORTH DAKOTA-SOUTH DAKOTA DIVISION:

Your support and generosity of the IAAP Building Fund “Silent Auction” at the Annual Division Meeting in St. Cloud was overwhelming!! The final tally was \$1,250 which is outstanding and was the largest Silent Auction ever!!

My special thanks to the St. Cloud Quarry Chapter for their help in making the arrangements for the “Silent Auction” and to all of the chapters and individual members for all of their great donations. “Congratulations” to all of you who bid high and were the lucky winners. It is so amazing on how teamwork and dedication made the outcome of this event so successful!!

Thanks again for your participation, generosity and support in celebrating the 10th Anniversary of IAAP’s Building Fund. Your continued support of the Building Fund is very much appreciated.

My sincere “thank you” to all of you!!!

Your IAAP friend,

Char Wilkinson CPS
MN-ND-SD Division Building Ambassador

TwinCities West Chapter Mission Statement

To provide educational programs and networking opportunities in an ever-changing work environment that enhance the marketable skills and professional image of our members

Taking an Active Role in Professional Organizations

from Becky Studt and OfficeTeam

As a member of the International Association of Administrative Professionals, you no doubt realize the many benefits of participation in industry associations. Networking with other administrative professionals allows you to meet important contacts, gain valuable career advice, and remain up to date on the latest trends and developments in the field.

But are you making a large impact with other members? Following are strategies to consider:

Offer your expertise. It's likely that you have skills and experience that can benefit other members of your chapter. Share your knowledge with them by supplying content for your group's newsletter or by delivering presentations at monthly meetings. Doing so will provide you with greater visibility and let potential employers know of the marketable traits you possess.

Volunteer. Joining a committee or organizing a chapter event not only helps your fellow members, but also enables you to enhance your communication, interpersonal and leadership skills.

Lend a helping hand. Be responsive when association members, or their friends, request your guidance with business issues or job searches. If you are unable to help, recommend someone else who can. You will build a positive reputation within the organization, and people will be more likely to reciprocate when you need their assistance.

Talk to your employer. In a recent survey conducted by our company, 86 percent of hiring managers polled cited involvement in industry or trade associations as beneficial to an employee's career. Speak to your supervisor about what types of support the company offers that could make it easier for you to take an active role. A flexible schedule arrangement or reimbursement for association dues and other fees are just two examples.

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OfficeTeam is the world's leading staffing service specializing in 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. For more information, call OfficeTeam at (800) 804-8367.

2005 Division Annual Meeting

The 2005 MN-ND-SD Division Annual Meeting & Spring Conference was held May 13-15, 2005 at the Holiday Inn, St. Cloud.

Highlights included terrific presentations by Mary Jo Paloranta, Bonnie Klitzke, and Lynda Boulay CPS/CAP. Entertainment for Saturday's banquet was provided by the *Half Steps*, a truly talented and humorous a cappella group.

Elections and installation of the 2005-06 Division officers were also held. Effective July 1, 2005, the new Division officers will be:

Val King CPS, President (Rochester Chapter)
Lisa Hogan, President-Elect (South Suburban)
Nita Nurmi CPS/CAP, Secretary (Crow River)
Kristi Rotvold CPS/CAP, Treasurer (Red River)

Over 115 people were registered for the Friday seminar and over 100 people attended the meetings and seminars on Saturday and Sunday. Increasing Division meeting attendance was a goal of the 2004-05 Division officers and they were very excited to reach their target.

Save the Date

Would you like to know more about the types of meeting facilities available in the north suburbs, but don't have time to set up all those site tours? Here's an excellent solution for you! The **Minneapolis Metro North Convention and Visitors Bureau** is hosting a **free** tour of five of the area's unique meeting facilities in one afternoon.

The event will begin at the Earle Brown Heritage Center where you will board a bus and travel to each of the other sites. Come hungry as there will be a variety of refreshments as well as grand prizes! More information will be coming, but save the date of Thursday, June 30 from Noon – 5:00 p.m. For questions or to register now, email meetings@justaskmn.com or call 763-566-7722. For additional information on the services provided by the Minneapolis Metro North CVB, visit www.justaskmn.com or contact Brooke Stoeckel, Sales Manager, at brooke@justaskmn.com.

 <p>MINNEAPOLIS METRO NORTH CONVENTION & VISITORS BUREAU</p> <p>call today! 1.800.541.4364 1.763.566.7722</p>	<p>Everything you need in a destination!</p> <p>WHERE TO STAY THINGS TO DO</p> <p>Just ask</p>
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Benefits Of IAAP[®] Membership

Continuing Education – Earn Continuing Education Credit (CEUs) and/or CPS Recertification Points at Chapter, Division, and International meetings or conferences.

Networking – Meet and exchange ideas with other office professionals.

Professional Growth – Enhance your career and develop self-confidence.

Certified Professional Secretary[®] (CPS[®]) and Certified Administrative Professional[®] (CAP[®]) Programs – Attain the recognized standard of measurement of secretarial and administrative assistants' proficiency through an extensive written examination.

Leadership Development – Learn team-building and organizational skills as a committee member, committee chair, and/or chapter officer.

Technology Updates – Keep up to date on industry trends and technological advances.

Professional Publications – Receive timely information on issues facing business professionals today.

Want to Become a Member?

Contact Kathy Johnson, Membership Chair, at kjohnson@ccfcu.org and ask that an IAAP Informational Packet be sent to you. Better yet, attend one of our meetings and see for yourself how IAAP can help you achieve success in the administrative profession!

PERMANENT MEETING RESERVATIONS

Do you attend almost every single chapter meeting? If yes, did you know you can sign up for a “permanent meeting reservation”? Members on the Permanent Reservation list are automatically signed up to attend every meeting *unless you notify Dawn Staycoff that you will not be attending a specific meeting.* No need to submit an RSVP or let anyone know when you *will* be there...just show up and pay at the door!

NOTE: Per our No-Show Policy, you are responsible to pay for any meetings you miss if you do not notify Dawn by noon on the Monday prior to the meeting. Dawn S. can be reached at tcwestiaap@yahoo.com.

TCW's “No Show” Policy

Just a reminder that “no shows” will be billed for the monthly fee unless cancelled prior to the reservation deadline stated on the reservation RSVP (usually the Friday prior to the meeting).

We understand that “life happens”...*especially* in our line of work!! Sometimes registrants are not able to make it at the last minute. However, the hotel still requires payment for your meal, whether or not you are there. For this reason, we must collect from you if you are unable to attend at the last minute. (You will receive a receipt upon request if needed for tax or expense reimbursement purposes.)

If you have signed up for a Permanent *TwinCities* West Reservation, please remember that you must notify the Hospitality Team by the registration deadline if you will NOT be attending a meeting or you will be charged for the meeting regardless of attendance.

Your help and understanding is truly appreciated. If you have any questions, feel free to contact any board member.

TwinCities West IAAP[®] Chapter Meeting

Strategic Planning Meeting and Installation of 2005 – 2006 Officers

Thursday, June 9, 2005

5:30 – 8:30 PM, Radisson Hotel & Conference Center
3131 Campus Drive, Plymouth, Minnesota

The June meeting of the *TwinCities* West Chapter is both a celebration of the past year and an opportunity to plan for new initiatives in the year to come. All members and guests are encouraged to attend and give your insight on how IAAP and our chapter can provide you with the benefit and support you are looking for. IAAP is supported by the dues of its members and our goal is to ensure you, in turn, receive full value for your investment. The 2005-2006 Board of Directors will be officially installed at this meeting and we will also recognize those members who have contributed their time and talents this past year, including the winners of the member incentive program and perfect attendance awards, among others. It promises to be a fun and stimulating evening!

SPONSORED by ...



Intentional Marketing is about marketing resources as they were intended to be: integrated, creative and in perfect harmony with your business goals. Offering a perfect blend of: Promotions, Events Management, Artwork /Graphic Design, Marketing Communications, and Feng Shui for business. Presented by Kathy Stuart. (763) 428-4429; intentional@comcast.net.

Register online at www.iaap-twincitieswest.org

or fill in the form and follow directions provided. Registration includes dinner:

\$18 for chapter members, teachers and students; \$20 for IAAP members; and \$25 for non-members. No shows will be billed for the fee unless cancelled prior to June 6. **All attendees will have a chance to win a fabulous door prize (as always!)**

 Yes, I'll be there. My Name: _____

A friend//co-worker is coming. Name(s): _____

My check for \$_____ is enclosed.

I/We prefer a vegetarian meal. Medical dietary restrictions include: _____

My company or school name: _____

My phone number: (____)_____ My email address: _____

Make check payable to *TwinCities* West IAAP and mail with registration form to Dawn Staycoff at MGI Pharma, 5775 West Old Shakopee Road, Suite 100, Bloomington, MN 55437 U.S. Postmark Deadline: Friday, June 3, 2005, or **email: Peggy_A_Ford@uhc.com by 3 PM, Monday, June 6, 2005**, or 952-936-1688. No shows will be billed for the registration fee unless cancelled prior to June 6.

Upcoming Voyages

June 9 – TwinCities West Chapter's Strategic Planning Meeting & Installation of the 2005-2006 Chapter Officers. Location: Radisson Plymouth, 5:30-8:30 PM. All admins are invited to attend this session and to help lay the groundwork for next year. Chapter Members: 18
IAAP Members: \$20 Non-members: \$25

June 23 – Kick-off Planning Meeting for the 2005 TwinCities West Open House & Vendor Show. Davanni's in Golden Valley, starting at 5:30 PM. ALL members are welcome to attend.

July 14 – TwinCities West Board Meeting, Davanni's in Golden Valley, starting at 5:30 PM. ALL members are welcome to attend.
(NOTE CHANGE IN DATE & TIME.)

July 17-20, 2005 – IAAP International Convention Adam's Mark Hotel, Denver. Reservations can be made by calling 800-444-2326. Plan now to attend this fantastic education and networking opportunity...you'll be glad you did!

Aug. 25 – TwinCities West Board Meeting, Davanni's in Golden Valley, starting at 5:30 PM. ALL members are welcome to attend.
(NOTE CHANGE IN DATE & TIME.)

Sept. 8 – TwinCities West Chapter Meeting with Dinner and Educational Program. Location: Radisson Plymouth, 5:30-8:30 PM. **Topic: "Memory Power"** by Michael Monroe Kiefer of PowerMind Training Systems.
Chapter Members: \$18 IAAP Members: \$20
Non-members: \$25

Sept. 9-11, 2005 – MN-ND-SD Division Fall Conference – Sioux Falls, SD, Ramkota Hotel

Oct. 14 – 10th Annual Century College Administrative Professional Seminar. "The Ultimate Assistant: Competent and Confident". Best Western- Maplewood Inn 1780 East County Road D, Maplewood, 8:00am-3:00pm. Cost: \$125 (Course Number: 20063-001690, includes continental breakfast and lunch.)

2004-2005 COMMITTEES / TEAMS

ACFCAP Committee ("Student Conference")

Chair: Kaye Park
Members: OPEN

Bylaws & Standing Rules Committee

Chair: President Elect
Members: Joan Gatzmeyer CPS/CAP

Certification Committee (CPS/CAP)

Chair: Jo Tynen CPS/CAP
Members: Georgann Bestler Wenisch CAP, Janice Paulson CPS/CAP

Chapter Historian (Scrapbook Committee)

Chair: Laura Green-Johnson
Members: Debi Cain-Rivord CPS/CAP, Bonnie Marten, Carolyn Nelson CPS/CAP

Community Service Committee

Chairs: Nancy Berg
Members: Joan Claude, Linda Sanderson, Marvel Thorne

Hospitality & Registration Committee

Co-Chairs: Dawn Staycoff & Peggy Ford
Members: Marlene Rouillard, Gladys Tripp

Membership Committee

Co-Chairs: Kathy Johnson & Yvette Kanzler
Members: Carolyn Nelson, Becky Studt

Newsletter Committee

Editor: Debi Cain-Rivord

Nominating Committee

Chair: Carolyn Nelson
Members: OPEN

Open House & Vendor Show 2005 Committee

Proj. Coordinators: Joan Gatzmeyer & Janice Paulson

Programs & Education Committee

Chair: Bonnie Marten
Members: Ruth Etienne, Kaye Park

Public Relations

Co-Chairs: Georgann Bestler Wenisch & Kathy Eiden

Sunshine Committee

Chair: Linda Sanderson
Members: Nancy Berg,
Joan Claude

Ways & Means Committee

Chair: Joan Claude
Members: Janice Paulson

Web-Master

Jim Rivord

2004 – 2005 PROGRAMS TwinCities West IAAP®

Aug. 9, 2004 *6th Annual Kick-Off Event: Lake Minnetonka Cruise.*
Sponsored by SeaNote Cruises



Sept. 9, 2004 *Employment Law and Admins: Balancing What You Know with What's Legal**, by Steve Heikens, Attorney at Law. *Sponsored by InterCall*



Oct. 7, 2004 *IAAP Open House & Vendor Show* (Free to all administrative professionals). *Sponsored by Radisson Hotel & Conference Center Plymouth*



Nov. 11, 2004 *Inspiring Breakthrough Secrets to Live Your Dreams **, by Christine Clifford, CSP, CEO/President, Christine Clifford Enterprises (www.christineclifford.com); *2nd Annual Employer Appreciation Evening.* *Sponsored by Archway Marketing Services®*



Dec. 9, 2004 *Mind Your Global Ps & Qs **, by Debi Cain-Rivord CPS/CAP, President, MN-ND-SD Division, IAAP



Jan. 13, 2005 *Increasing Your Visibility**, by Angie Holton. *Sponsored by OfficeTeam*



Feb. 10, 2005 *Healthy, Wealthy, & Wise: Guide to Women's Heart Health **, by Guidant, *3rd Annual Spouse/Significant Other Recognition Evening*

Mar. 10, 2005 *Advanced PowerPoint Tips ** by Hennepin Technical College. *Sponsored by Cedar Lake Farms*



Apr. 14, 2005 *Thriving in Chaos **, by Tracy Knofla of High Impact Training Company. *Sponsored by Randstad*



May 12, 2005 *Annual Meeting (Members Only)*

June 9, 2005 *Strategic Planning Meeting & Installation of 2005–2006 Officers.* *Sponsored by Intentional Marketing*



* CPS/CAP Re-certification points applied for. Registration, including meeting/program and dinner: Chapter members, students & teachers \$18; IAAP members \$20; and Non-members \$25. Meetings are held at the Radisson Hotel & Conference Center, 3131 Campus Boulevard, Plymouth, MN 55441

For more information about any of these programs, contact Joan Gatzmeyer at 763.488.6856 or joan_gatzmeyer@archway.com or visit www.iaap-twincitieswest.org for the most current event schedule; these programs may be subject to change.

* CPS/CAP re-certification points have been applied for.