



The Charter

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

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Debi Cain-Rivord CPS/CAP

Cabin Crew

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Next Port of Call

Clockwise Thinking, Unlocking Creativity

presented by Dennis Stauffer

Award winning author with a 20+ year track record of providing innovative insights.

We're continuing our Quest on **Thursday, November 10, 2005** with a presentation on Clockwise Thinking, Unlocking Creativity presented by Dennis Stauffer.

THERE IS FREE REGISTRATION FOR ADMINISTRATIVE PROFESSIONAL GUESTS TO ATTEND THIS EDUCATIONAL FORUM. PRE-REGISTRATION IS REQUIRED AS SPACE IS LIMITED.

The administrative profession is taking on ever-increasing leadership roles that require creative thinking. Everyone is born creative, but most of us have been conditioned to suppress those abilities. Successful innovation requires that we rediscover those talents and learn to use them effectively. It also means collaborating in ways that create possibilities. Ideas are the fuel of innovation and attending this presentation is a great way to ignite your ideas. This session will inspire you to "think differently about thinking."

The registration fee, which includes seminar, dinner and meeting is only \$18 for *TwinCities* West chapter members, students, and teachers; \$20 for IAAP members; and \$25 for non-IAAP members.

To register you may visit our website at www.iaap-twincitieswest.org, email PFord1@uhc.com, or complete the registration form on page 9 and mail with payment. Please make check payable to *TwinCities* West IAAP and mail to Peggy Ford at: 9900 Bren Road East, Minnetonka MN 55343, **US Postmark Deadline: Friday, November 4, 2005**. For questions, please call Peggy Ford at 952-936-1688. No shows will be billed for the registration fee unless cancelled prior to November 7.

Chapter News

WELCOME ABOARD!

The *TwinCities* West Chapter would like to welcome our newest members: **Angie Johnson, Rhonda Yeager, Sherry Zupin and Holly Peters**. We are very excited to have them as chapter members and look forward to getting to know them better! Let's meet them now...

MEET NEW MEMBER RHONDA YEAGER

Hi, my name is Rhonda. I am an Administrative Assistant for the Director of Patient Care Services at Mercy Hospital in Coon Rapids. I have worked at Mercy for 5 years and love every minute. Eleven years ago, both of my kids were delivered at Mercy, and now working here, I see what goes on behind the scenes. I find it very exciting and every day I learn something new.

I have two children and one cat; Joseph is 11, Chelsea is 10 and Sparkles is 12. The kids are both active in sports. Joseph is in football and baseball in the summer. Chelsea plays fast pitch softball in the summer and all year she is in Karate and is a blue belt level. Both are on a bowling league on Saturday mornings and also bowl in tournaments.

I am in the process of getting my CPS and CAP certifications. I squeeze in time for me to study and go to a study group every Thursday. It is challenging but will be well worth the efforts once May comes and I pass the CPS test and November for the CAP test. I am keeping my fingers crossed for both. Once the test is over, I will be able to join TCW at the monthly meetings. I am looking forward to being a member.

MEET NEW MEMBER ANGIE JOHNSON

Hello! I am an Administrative Assistant at Mercy Hospital in Coon Rapids. I have been there for the past 5 years. I have just started my CPS/CAP course so am preparing for my CPS exam next May and the CAP to follow. That has definitely taken up much time in my life lately but will be worth it in the end.

My husband Jim and I have been married for almost 10 years. We have an 8-year-old son, JJ. We love to rollerblade, bike ride and play just about any sport. Our all-time favorite thing to do is travel anywhere warm during the winter and go to Duluth during the summer.

2005 Impact Team Update

*Submitted by Janice Paulson CPS/CAP
& Joan Gatzmeyer CPS/CAP*

The TC West "Impact" event is taking a new format in 2005! What is an "impact" event? It's a chapter meeting that is focused on "IAAP visibility" by letting guests see the benefits of belonging to IAAP. For the past several years, TC West's impact event has taken the form of an open house combined with a vendor show. While this has proven to be a dynamic, exciting evening, it doesn't fully represent the education and interaction of our typical meetings.

Therefore, this year's event will be held in conjunction with our regularly-scheduled meeting on Thursday, November 10. Our program for the evening – **Clockwise Thinking: Unlocking Creativity** – will be presented by **Dennis Stauffer**, a well-known Emmy Award- winning local journalist and author.



EXTRA, EXTRA!! Note that **program registration, including meal, will be at no charge to our guest admins and IAAP members-at-large at this event!** (Current TC West members will pay the standard \$18 fee and other IAAP chapter members will pay \$20.)

Information on five key areas, including Membership, Programs & Education, ACFCAP (Student Conference), Certification, and Community Service will be highlighted through brief committee reports. Attendees will receive goodie bags and a chance to win some great door prizes, including a free membership that will be given to a lucky guest that evening!

How can you help? We are looking for contributions of goodie bag items as well as members who will volunteer to be greeters that evening and act as hosts at each table during dinner. If you can contribute in any of these ways, please contact Janice Paulson at Janice_Paulson@gage.com or Joan Gatzmeyer at Joan@Rivord.org.

Be sure to mark your calendars for this very special event!

A Special Thank You

Submitted by Georgann Bestler Wenisch CAP

EDITOR'S NOTE: *The following letter was sent to Messerli & Kramer (M&K) to thank them for the funds their company raised to provide relief for victims of Hurricane Katrina. Funds raised by M&K employees were then matched by M&K. Since our TCW Chapter President Georgann Wenisch is employed by M&K, the TCW chapter held a special collection for this cause at the September meeting (which was subsequently matched by M&K.) The TCW Chapter should be very proud of their participation in this group effort which raised a very large amount of money towards this cause.*

Dear Ross and Bill:

On behalf of all of us here at Volunteers of America, thank you and Messerli & Kramer for your generous gift of \$16,214.30 from your employee campaign to help assist the victims of Hurricane Katrina. We are delighted that you could support our efforts in such a significant way! We will be acknowledging each individual employee contribution separately, including your own personal gifts. We are extremely grateful for your long-term support of our efforts.

Volunteers of America is working to provide housing and care for many of the most vulnerable men and women in the Gulf Coast region. While safe housing is one of our major concerns, we are also working to restore our many other vital programs and services to the affected areas as quickly as possible.

We have served the most vulnerable people in New Orleans and the Gulf Coast for over 100 years. In New Orleans alone, we worked with more than 40,000 people each year before the hurricane struck. As recovery continues, we anticipate the demand for Volunteers of America services in this area to far exceed our previous levels.

Many of these families and individuals have lost everything! They will be seeking help for the first time in their lives. But thanks to you, they will find hope, help and understanding through Volunteers of America. Because you care, they can begin to rebuild their lives.

We are so grateful for your help during this difficult and tragic time. It is more important now than ever.

Sincerely,
Chuck Gould, President - Volunteers of America

2006 and 2008 Convention Site Locations Swapped

2006 TO BE HELD IN RENO – 2008 TO BE HELD IN NEW ORLEANS

Excerpts from the IAAP Headquarters Website

Due to the recent Gulf Coast hurricanes, the 2006 International Convention & Education Forum, scheduled to be held in New Orleans, has been moved to the Reno Hilton in Reno, NV on August 7-10, 2006.

New Orleans won't have to wait long to welcome our convention, however, as the 2008 International Convention & Education Forum will be held at the Hilton New Orleans Riverside, July 27-30, 2008.

NOTE: In order to achieve this swap of years, the Opening Session of the 2006 convention in Reno will move from its traditional Sunday date to Monday. The final awards banquet moves from Wednesday to Thursday. Please be sure to note this one day shift in your travel plans. Additionally, due to previous event bookings, the Reno Hilton Hotel does not have guest rooms available prior to Sunday night, August 6. (This should not affect your ability to book lower air fares, as flights to Reno do not require a Saturday night stay.)

Hotel room reservations for the 2006 International Convention in Reno will open November 1. Please be sure to check the [“Events & Conferences”](#) section of the IAAP website on or after November 1 for the online reservation web link to the Reno Hilton. Room rates will be \$99 per room per night/single or double occupancy plus applicable taxes. Again, the hotel will not be able to take any arrivals on Saturday, but if you would like to extend your stay after August 10 to visit the surrounding attractions, the Hilton hotel will honor the IAAP member room rates for the three nights post-convention.

NOTE: Due to the unavailability of hotel rooms on Saturday evening, Aug. 5, there will be no pre-convention workshops on Sun., Aug. 6.

Full registration for IAAP members will be between \$425 and \$450. Registration information will be mailed to all members in March.

If you have any questions, please feel free to e-mail the IAAP Convention and Meetings Department at Headquarters at meetings@iaap-hq.org.

Captain's Log

by President Georgann Bestler Wenisch CAP

Greetings to one and all!

I would like to extend a warm *TwinCities West* welcome to our new members who have joined us since July 1st: Heather Kolstad, Sherry Zupin, Holly Peters, Angie Johnson and Rhonda Yaeger. WELCOME!! We are so glad to have you with us!

Awards, Awards, Awards! So far this year the following individuals have been recognized with *Golden Rose Awards* for their service to the chapter since July 1: Jo Tynen CPS/CAP, Jennifer Severson, Melissa Lidberg, Dawn Staycoff and Joan Gatzmeyer CPS/CAP. Gladys Tripp and Yvette Kanzler have received *Silver Recruitment Awards* for each recruiting a new member and at the October meeting it was my privilege to present the *First Quarter Quest Award* to Marlene Rouillard! Thank you all for your dedication and service to *TwinCities West*!

A special congratulation also goes out to Linda Deutsch CPS and Jane Van Maldeghem CPS who each celebrated their 10th anniversary as members of IAAP in September 2005!

November is going to be a very exciting month for us here at *TwinCities West*. We are embarking on a new version of our annual Impact event. This year, in place of the Open House & Vendor Show we usually have, we are adapting our November educational forum and meeting into a membership recruitment event. Our speaker is Dennis Stauffer who will be presenting a timely program on *Clockwise Thinking, Unlocking Creativity* and we will also be sharing lots of information on IAAP – what we are, what we do and what a benefit membership in this organization can be to administrative professionals. We have invited lots and lots of guests and you are also encouraged to bring your co-workers and friends who are interested in IAAP as 50 guests will receive free registration. (Space is limited so register early!) In addition, we will be celebrating! Our friend and member, Marvel Thorne, is celebrating her 25th year in IAAP in November. Join us as we celebrate this momentous occasion!

Our **Quest for Success** is off to a great and exciting start! I'm looking forward to seeing all of you on November 10!

Georgann Bestler Wenisch CAP
TwinCities West IAAP President 2005-06



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.

Chapter Birthdays

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

- | | |
|------------------------|----------------|
| ▪ Jen Kollar | Nov. 1 |
| ▪ Bonnie Marten | Nov. 22 |
| ▪ Holly Peters | Nov. 22 |
| ▪ Ruth Etienne | Nov. 26 |
| ▪ Jo Tynen | Nov. 28 |



Chapter Anniversaries

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

- | | |
|--------------------------|-----------------|
| ▪ Brenda Varney | 1 Year |
| ▪ Melissa Schultz | 1 Year |
| ▪ Virginia Revak | 1 Year |
| ▪ Val Kosky | 2 Years |
| ▪ Rita Dahlke | 3 Years |
| ▪ Janice Paulson | 4 Years |
| ▪ Roberta Jones | 4 Years |
| ▪ Peggy Ford | 5 Years |
| ▪ Chris Rittmann | 16 Years |
| ▪ Marvel Thorne | 25 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."

Sunshine Committee

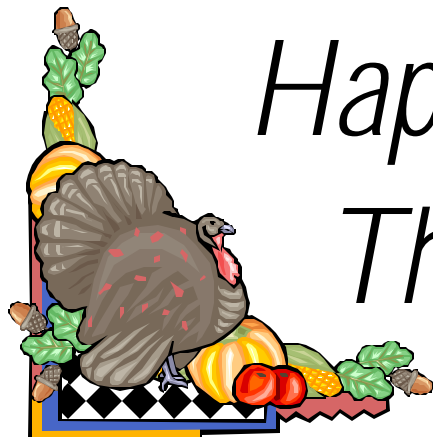
Is it your birthday? Did you get a new job? Please let the Sunshine Committee know! The Sunshine Committee provides member care on behalf of the chapter by sending cards to recognize milestones and occasions in our members' lives. This includes birthday, sympathy, condolence, births, get well, and thinking of you cards for members and their immediate families (father, mother, child, husband, wife, grandchild, brother or sister).

Please send Melissa Lidberg, committee chairperson, a note if you have news (good or not so good) that you would like recognized.

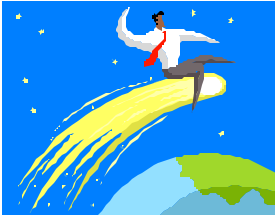
Best Wishes for Recovery

Our thoughts and best wishes go out to Char Wilkinson CPS, member of the Southwest Metro Chapter. Char fell in her kitchen and fractured a bone in the pelvis/hip area. She has been released from the hospital and is now recovering at Hillcrest in Wayzata.

Char is a retired, long-time member of IAAP who is very active and well-known within our division. She is recovering well, getting lots of physical therapy and is in great spirits! She loves having visitors and receiving phone calls so feel free to contact her at 952-404-7303.

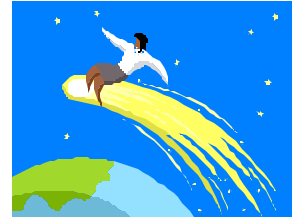


*Happy
Thanksgiving!*



Overcoming the Afternoon Lull

Submitted by Office Team



If you seem to run out of steam as the workday wears on, take comfort in knowing you're not alone. Thirty-three percent of executives surveyed by our company said 4 p.m. to 6 p.m. is the least productive time of the day for employees. Noon to 2 p.m. came in a close second, cited by 29 percent of respondents.

On any given day, you likely juggle meetings, deadlines, phone calls, e-mail messages, questions from colleagues and unforeseen interruptions. As a result, you must be well attuned to your work habits and routine obligations so you can best schedule your time and avoid suffering productivity slowdowns later in the day.

Following are additional tips that can help you avoid the afternoon lull:

Organize your day. As tempting as it is, don't postpone your most difficult activities for the end of the day. Rather than procrastinate, tackle your tough assignments first, when your energy and enthusiasm are highest. Use the afternoon to catch up on less-critical tasks, such as responding to routine e-mails, updating contact lists and organizing files.

Stretch your legs. Take a short walk around the office or enjoy your lunch outside to refuel your energy tanks. Even a few minutes away from your desk can help you recharge and be more productive.

Watch what you eat. Though you may think you're saving time by skipping breakfast or lunch, you're actually doing more harm than good. Well-balanced meals and nutritious snacks are necessary if you hope to maintain your energy level throughout the workday. So, no matter how busy you are, don't forego the "brain food."

Take a mental break. Your post-lunch slump may be due to a long day of intense mental concentration. Putting work issues out of your mind for even a few minutes can provide the boost you need to finish the day on a strong note.

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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.

NEW Passport Requirements

New timeline:

- Starting December 31, 2005, you'll need a passport for all sea and air travel to and from the Caribbean, Bermuda, Central and South America.
- Starting December 31, 2006, you'll need one for sea and air travel from Mexico and Canada.
- By the end of 2007, you'll need one for all land border crossings.

Travel experts think the change is a good idea and, in the long-run, passengers will feel more secure. But the change could impact tourism at first. "There's last-minute deals all the time that people would like to hop on and go, but you can't if you don't have a passport in the future."

New passports cost \$97 if you're 16 and older. They cost \$82 if you're 15 and under. If you're renewing it costs \$67. You must renew every ten years if you were 16 or older when the passport was issued. You must renew every five years if you were 15 or younger when the passport was issued.

Everyone should apply for a passport as soon as possible. Get it over with and you have it.

To apply, you will need two passport photos (you can get them done at most Walgreens), a valid photo ID (Driver's license), a proof of citizenship (certified birth certificate) and the DS-11 application form which can be attained from the following website: (www.travel.state.gov/passport). DO NOT SIGN THE FORM until you are instructed to by the passport acceptance agent. *Excerpts from Joe Fryer, KARE 11 News.*

**Article from IAAP North Suburban Chapter Newsletter*

Certification Study Group

The *TwinCities* West IAAP chapter is once again preparing to start a certification study group beginning in January 2006 in preparation for the May 2006 CPS/CAP examinations. The study group will be held one evening each week (a two hour session) beginning in January 2006 and continuing through April 2006 using the Metcalf Educational Services audio CDs and printed support materials. Each week the study group participants will listen to one or two chapters and progress through the three CPS sections (and the CAP section if the group decides to add this section). There will also time for discussion/questions during each session.

A Study Group informational meeting has been scheduled for Tuesday, November 15, 2005 at the Lund's Market located at Highway 55 and Vicksburg Lane, Plymouth, in Schiebe's Corner Community Room (mezzanine level) from 6:00 – 7:30 pm. At this meeting we will determine the study group location (somewhere in our immediate area), determine the day of the week and session start/end time, review the materials needed by the participants, as well as the study group process in general.

Please contact Georgann Bestler Wenisch CAP at 612-672-3727 or gwenisch@mandklaw.com with any questions.

PRACTICE EXAM QUESTION-OF-THE-MONTH

Submitted by Georgann Bestler Wenisch CAP

From the list below, which one is the most effective type of leadership in a fairly proactive organization:

- Autocratic
- Bureaucratic
- Democratic
- Aristocratic

Copyright 2004/2005 Robert A. Metcalf. Used with the written permission of Metcalf Educational Services (www.capreview.com). Correct Answer: C

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!

NEWSLETTER SUBMISSIONS NEEDED

Did you read a good article that you think might be useful to other assistants?

Have you worked with a vendor that you would recommend?

Have you found a website that you thought was helpful or interesting?

Please email anything you'd like included in the next newsletter to me by **Nov. 28** and I will include it in the next newsletter to share with our fellow IAAP members.

Thank you,
Heather Kolstad
Heather.Kolstad@pentair.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.)

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

Set Your Clock for the *TwinCities West IAAP*[®] November Meeting

Limited FREE registration for Administrative Professional Guests!

Clockwise Thinking, Unlocking Creativity



The administrative profession is taking on ever-increasing leadership roles that require creative thinking. We were all born creative, but most of us have been conditioned to suppress those abilities. Successful innovation requires that we rediscover those talents and learn to use them effectively. It also means collaborating in ways that create possibilities. Ideas are the fuel of innovation and attending this presentation is a great way to ignite your ideas. This session will inspire you to “think differently about thinking!”

Dennis Stauffer has a 20-plus year track record of providing innovative insights.

- Award-winning journalist and author who has prompted colleagues to rethink conventional wisdom
- A compelling speaker you should hear

.1 Continuing Education Unit (CEU) will be awarded to all attendees.

Date: Thursday, November 10, 2005

Time: 5:30pm – 8:30pm

Location: Radisson Hotel and Conference Center – 3131 Campus Drive, Plymouth, MN

Please join us and also help celebrate the 25 – year anniversary of one of our charter members!

Registration includes educational forum, plated dinner, goody bag, and door prize drawings:

\$18 for chapter members, teachers and students; FREE for non-member Administrative Professionals

Yes, I'll be there. My Name: _____ Member Guest
My company or school name: _____
Complete address: _____ Home Work
My phone number: (____) _____ My email address: _____
 I prefer a vegetarian meal. Medical dietary restrictions include: _____
 My check for \$ _____ is enclosed.
 A guest admin is coming. Name(s): _____
Complete address: _____ Home Work

To register you may visit our website at www.iaap-twincitieswest.org, email PFord1@uhc.com, or complete this registration form and mail with payment. Please make check payable to *TwinCities West IAAP* and mail to Peggy Ford at: 9900 Bren Road East, Minnetonka MN 55343, **US**
Postmark Deadline: Friday, November 4, 2005. For questions, please call Peggy Ford at 952-936-1688.

No shows will be billed for the registration fee unless cancelled prior to Monday, November 7, 2005.

**Donations of non-perishable food items will be accepted for Interfaith Outreach & Community Partners (www.iocp.org) ;
you can help make Thanksgiving dinner brighter for families in our community!**

Upcoming Voyages

Nov. 3, 2005 – TwinCities West Board Meeting.
Davanni's in Plymouth, starting at 5:30 PM. ALL members are welcome to attend.

Nov. 4-5 – CAP & CPS Examinations

Nov. 10 – TwinCities West Chapter Meeting & Special IAAP Informational Session.

Location: Radisson Plymouth, 5:30-8:30 PM.

Topic: "Clockwise Thinking – Unlocking Creativity" by Dennis Stauffer, award-winning author. **NOTE: The first 50 administrative professionals who are serious about learning how IAAP can affect your career are invited to attend this special evening FREE of charge.**

The following standard fees will apply for all other attendees: Chapter Members - \$18, Other IAAP Members - \$20, Non-members - \$25

Dec. 1 – TwinCities West Board Meeting,
Davanni's in Plymouth, starting at 5:30 PM. ALL members are welcome to attend.

Dec. 8 – TwinCities West Chapter Meeting and Holiday Social. Location: Radisson Plymouth, 5:30-8:30 PM. **Topic: "Bringing Work to Life and Life to Work"** by Barbara McAfee, Singer/Songwriter. Chapter Members: \$18
IAAP Members: \$20 Non-members: \$25

Dec. 12 – TwinCities West Community Service Event: Feed My Starving Children. 6:00-7:30 PM, Brooklyn Park

Jan. 2006 – TwinCities West Certification Study Group begins. Dates and location TBD.

Jan. 12 – TwinCities West Chapter Meeting with Dinner and Educational Program. Location: Radisson Plymouth, 5:30-8:30 PM. **Topic: "Technical and Professional Writing Tips"** by Sandra Becker, U of M. Chapter Members: \$18
IAAP Members: \$20 Non-members: \$25

May 5-6 – CAP & CPS Examinations

May 19-21, 2005 – MN-ND-SD Division Fall Conference – Thunderbird Hotel, Bloomington, MN

Aug. 7-10, 2005 – IAAP International Convention
Reno Hilton Hotel in Reno, NV. Hotel reservations can be made after November 1. Plan now to attend this fantastic education and networking opportunity...you'll be glad you did!
NOTE CHANGE IN DATE AND LOCATION.

2005-2006 COMMITTEES / TEAMS

ACFCAP Committee ("Student Conference")

Chair: OPEN

Members: OPEN

Bylaws & Standing Rules Committee

Chair: Bonnie Marten

Members: OPEN

Certification Committee (CPS/CAP)

Chair: OPEN

Members: Debi Cain-Rivord CPS/CAP

Chapter Historian (Scrapbook Committee)

Chair: Janice Paulson CPS/CAP

Members: Blanche Keith

Community Service Committee

Chairs: Nancy Berg

Members: Joan Gatzmeyer CPS/CAP, Marvel Thorne

Hospitality & Registration Committee

Co-Chairs: Peggy Ford & Dawn Staycoff

Members: Marlene Rouillard, Jen Severson

Impact Event Committee

Co-Chairs: Joan Gatzmeyer & Janice Paulson

Membership Committee

Chair: Kathy Johnson

Members: Yvette Kanzler, Carolyn Nelson CPS/CAP, Jen Severson, Becky Studt

Newsletter Committee

Editor: Heather Kolstad

Members: Debi Cain-Rivord

Nominating Committee

Chair: Joan Gatzmeyer

Members: Debi Cain-Rivord, Dawn Staycoff

Programs & Education Committee

Chair: OPEN

Members: Kaye Park

Public Relations

Chair: Melissa Lidberg

Members: Georgann Bestler Wenisch

Sunshine Committee

Chair: Melissa Lidberg

Members: OPEN

Ways & Means Committee

Co-Chairs: Melissa Lidberg & Dawn Staycoff

Members: OPEN

Web-Master

Jim Rivord

2005-06 TwinCities West Chapter Awards

International President Kay Enlow, CPS/CAP Member Recognition Programs:

- ? Each member who sponsors a new member will receive the International President's "Creating Excellence" pin. (These pins cannot be purchased and can only be obtained through this program.)
- ? **"Picture This" Recruitment Rewards Program:** Two sponsoring members and two new members will be selected monthly to win prizes for recruiting new members into IAAP. Sponsor and new member names will be entered in the drawing for the month the new member joins.
- ? **"Recruit to the Power of Ten Plus" Program:** A member who recruits a minimum of 10 new members (not transferring members) in 2005-06 will have their 2006-07 international, chapter & division dues paid by IAAP.

TwinCities West Chapter Membership Recruitment Programs:

- ? **"Bring A Guest Award"** Each chapter member who brings a guest to a chapter meeting/educational forum, the member will receive a certificate good for one-half off a future educational forum through June 2006. One-half off certificates can be combined.
- ? **"Guest Pool Funds"** If you, as a TCW member, have a friend and/or co-worker you think would be interested in joining TCW IAAP and you would like to invite them to attend a 2005-06 educational forum as your guest, the chapter will pay the guest's registration for one educational forum. Here is how the program works:
 1. Request a "Guest Certificate" by providing the name of your guest and the date of the educational forum to Georgann Wenisch or Kathy Johnson.
 2. Register yourself and your guest with Peggy Ford indicating that your guest has a "Guest Certificate."
 3. Your guest must attend the educational forum with you for the registration fee to be paid by TCW. If you and/or your guest do not attend and the reservation is not cancelled in accordance with TCW's registration/cancellation policy, you will be invoiced.
 4. Funds for this program are limited and when they are exhausted, the program will end.

? **New Member Recruitment Awards:**

Silver Recruitment Award: For the first new member a chapter member recruits during 2005-06, the chapter member will receive a certificate for one free educational forum valid through June 2006. This certificate is transferable.

Gold Recruitment Award: For every chapter member who recruits a total of five new members during 2005-06, the chapter member will receive a certificate valid for five free TCW educational forums during 2006-07.

Captain Georgann's Chapter President Member Recognition Programs:

- ? **"Golden Rose Award"** Presented to chapter members nominated by their fellow TCW members or selected by the Chapter President for exceptional efforts on behalf of the chapter. Presented monthly.
- ? **"Quest Quarterly Award"** Presented quarterly to one TCW chapter member who goes above and beyond in contributions to TCW and IAAP. Selection is at the sole discretion of the 2005-06 Chapter President.

First Quarter:	July/August/September presented in October
Second Quarter:	October/November/December presented in January
Third Quarter:	January/February/March presented in April
Fourth Quarter:	April/May/June presented in June
- ? **"The Quest Award"** will be presented to one TCW chapter member at the June Awards and Installation Evening who has provided exemplary dedication and contribution to TCW and IAAP during 2005-06. Selection is at the sole discretion of the 2005-06 Chapter President and the recipient does not have to have been awarded the "Golden Rose Award" or "The Quest Quarterly Award" to receive "The Quest Award."



2005 – 2006 PROGRAMS *TwinCities West IAAP®*



- August 10, 2006 Annual Summer Social and Networking Event
Lake Minnetonka Cruise
- September 8, 2005 **Memory Power!**
Michael Monroe Kiefer, M.S., President, PowerMind™ Training Systems, Inc.
- October 13, 2005 **Handling the “Tough” Talks -
The Positive Way to Provide and Receive Feedback**
Annual Employer Recognition Evening
Valerie S. King CPS, IAAP MN-ND-SD Division President
- November 10, 2005 **Clockwise Thinking – Unlocking Creativity!**
Dennis Stauffer, Emmy Award-winning Journalist and author of
Clockwise Thinking, A Field Guide for the Innovative Leader
- December 8, 2005 **Bringing Work to Life and Life to Work**
Barbara McAfee, Singer/Songwriter
- January 12, 2006 **Technical & Professional Writing Tips**
Sandra Becker, Teaching Specialist at the University of Minnesota,
Department of Rhetoric
- February 9, 2006 **Taking the Mystery Out of Estate Planning & Health Care Directives**
Annual Spouse/Significant Other Appreciation Evening
Craig Goldman, Esq., Messerli & Kramer P.A.
- March 9, 2006 **Get Organized!**
Presented by Avery Office Products
- April 13, 2006 **Leading Your Organization to Administrative Excellence**
Celebrating Administrative Professionals Week/Day
Erin O'Hara Meyer, PHR, President of Administrative Excellence, Inc.
- May 11, 2006 **TwinCities West Annual Meeting**
Election of 2006-07 Officers and 2006-07 Strategic Planning Session
- June 8, 2006 **TwinCities West First Annual Awards and Installation Evening**

All 2005-06 *TwinCities West* Educational Forums and Chapter Meetings will be held at the Radisson Hotel & Conference Center, 3131 Campus Drive, Plymouth, MN.

Registration Fees (includes meal and educational forum):

\$18 for Chapter Members, Students and Teachers; \$20 for IAAP Members from other chapters and Members At Large; \$25 for Non Members

5:30 Registration and Networking; 6 pm Dinner; 6:30 pm Program; 7:30 pm Business Meeting
To register, please contact Peggy Ford, 952-936-1688 or pford1@uhc.com

For more information about any of these programs, contact Georgann Bestler Wenisch at Georgann@lommen.com . Visit our website at www.iaap-twincitieswest.org for the most current event schedule . (This schedule is subject to change.)