



# The Charter



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

Co-Editors: Heather Kolstad and  
Debi Cain-Rivord CPS/CAP

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## Next Port of Call

### *Leading Your Organization to Administrative Excellence*

*presented by Erin O'Hara Meyer*

The *TwinCities* West Chapter is pursuing the Quest for Success during our 2005-2006 membership year. Our Quest continues on **Thursday, April 13, 2006** with a presentation entitled, ***Leading Your Organization to Administrative Excellence***, presented by Erin O'Hara Meyer, PHR, President of Administrative Excellence, Inc.

Learn what leading-edge organizations are doing to promote the growth and development of administrative teams to increase value and visibility in the workplace. Our presenter is an international trainer and consultant dedicated to the personal and professional development of administrative professionals. Erin is also the author of "Administrative Excellence - Revolutionizing Our Value in the Workplace."

Registration for this special Educational Forum celebrating the 2006 Administrative Professionals Week/Day for "Creating Excellence" for all *TwinCities* West chapter members, IAAP members, students, teachers and guests will be \$18.

To register please visit our website at [www.iaap-twincitieswest.org](http://www.iaap-twincitieswest.org), email [PFord1@uhc.com](mailto:PFord1@uhc.com), or complete the registration form on page 5 and mail with payment. Please make check payable to *TwinCities* West IAAP and mail to Peggy Ford at, United Health Group, MN008-B217, 9900 Bren Road East, Minnetonka MN 55343, **US Postmark Deadline: Friday, April 7, 2006.**

For questions, please call Peggy Ford at 952-936-1688. No shows will be billed for the registration fee unless cancelled prior to **Monday, April 10, 2006.**

Our April corporate sponsor, **American Express Travel**

**Center** in Plymouth, combines personal attention and local expertise with the financial and service strengths of a global travel company in a one-stop shop. They offer highly-trained, tenured professional staff and state-of-the-art technology supported by negotiated rate programs. Gayle Tyson will join us to tell us more about how the Plymouth American Express Travel Center can deliver cost-effective travel for both your professional and personal needs.



## Captain's Log

by President Georgann Bestler Wenisch CAP

Greetings Everyone!

We need to pat ourselves on the back! We survived another Minnesota winter (what winter?! HOORAY! The Vernal (or Spring) Equinox has officially arrived. The sunshine is staying with us longer each day (isn't it nice to come home from work and the sun is still out!), the air is warmer and signs of life are slowly returning to our yards. Doesn't it just make you feel GREAT and really alive with that fresh air, blue sky and sunshine!!!

We've got lots of great things happening this month beginning with our special Administrative Professionals Week/Day celebration at our chapter meeting/educational forum on April 13<sup>th</sup>. The action continues on April 22<sup>nd</sup> as *TwinCities West* hosts the Metro Lakes Council Spring Mock Exam at Century College in White Bear Lake. Many thanks go out to Jo Tynen CPS/CAP and Janice Paulson CPS/CAP for their efforts over the past few months in coordinating all aspects of this event. The fun doesn't stop there, on Wednesday, April 26<sup>th</sup> our friends at Office Team – Minnetonka Office are sponsoring a very special Administrative Professionals Day Breakfast for admins in our area, members of *TwinCities West* and our friends and co-workers. Details on all these events can be found elsewhere in this edition of *The Charter*. Mark your calendars and plan now to be a part of the excitement!

Our *Quest for Success* is drawing quickly to a close and, like the Spring Equinox, we find it necessary to start our own renewal as we begin preparing for the new 2006-07 membership year. With your membership in IAAP you have the tools at your fingertips to learn and experience new things; make new friends and become a better administrative professional.

In the words of Sir W.S. Gilbert, of the famed Gilbert & Sullivan musical duo:

"If you wish in this world to advance, your merits you're bound to enhance;  
you must stir it and stomp it, and blow your own trumpet,  
Or trust me, you haven't a chance."

Experience first hand the benefits this organization can truly provide to you, both personally and professionally – get involved - take a chance – experience the true meaning of IAAP Creating Excellence!

Best Regards,  
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.

## **WELCOME ABOARD!**

The *TwinCities* West Chapter would like to welcome our newest members: **Barb Schieffer and Shaun Freeburg**. 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 BARB SCHIEFFER**

Hi my name is Barb Schieffer. I am a division manager at Pellent Administrative Staffing. I have been in the Staffing industry for 10 years and place people in Human Resource and Administrative Positions in the Twin Cities Area. I joined IAAP to network with other people. I have been married 23 years and have 3 children Jake (is 19 and attending the Uni of WI - Madison) Christine (is 16 years old) and Zach (is 14 years old) We also have a yellow lab, Meggie who is 6 years old! I enjoy creative memories and photography and would love to travel to Ireland and Alaska someday.

### **MEET NEW MEMBER SHAUN FREEBURG**

Hi to each and every one of you. I know that many of you have seen me several times at past meetings as a non-member. More and more I found topics of interest at your meetings and have appreciated the opportunity to network with those that have common professional interests. With each meeting attendance, I learned more and more about the organization and have come to recognize it as an excellent opportunity for those in the office and administrative support roles. I know that everyone works very hard to make the experience worthwhile to all members. Hats off to all of you!

I am currently acting as the Senior Administrative Assistant to the Director of Investment Product Marketing at Thrivent Financial for Lutherans (a merger of Lutheran Brotherhood {Mpls} and Aid Association for Lutherans {Appleton, WI}). I have been at Thrivent for a total of 9 years now and it has certainly been a development experience in learning about the insurance and mutual fund business. The larger number of my work years, however, was spent in the manufacturing field; specifically aluminum replacement window manufacturing where I worked in the research, sales and advertising departments and finally as the Assistant to the President.

I am a mother of two daughters that have blessed me with three grandsons ages 8, 12 and 15. I have loved seeing them develop into young men and enjoy every moment that I spend with them. For some reason they seem to be growing faster than I remember my girls did.

Do you suppose there is truth to what they say about the time going faster as you get older? I spend as much time as possible in the summer time at our lake retreat in Northern Wisconsin with all of them.

My other hobbies include sewing, quilting, scrap booking, cooking and gardening. It seems like I don't find enough time to spend on these things right now, but am looking forward to having more time in retirement to enjoy these interests.



## **Bachman's Gift Card Fundraising Program**

- ❖ Bachman's Gift Cards are available in amounts from \$5.00 to \$500.00.
- ❖ Gift Cards can be redeemed for merchandise or services at Bachman's retail stores throughout the Twin Cities area (excluding the Flowers by Bachman's locations within the Byerly's stores), as well as through Bachman's Phone Order Center, and on-line at [www.bachmans.com](http://www.bachmans.com).
- ❖ *TwinCities* West IAAP receives 15% of our chapter's total Gift Card sales.
- ❖ Pre-payment is required at the time of order.

***If you would like to order any Bachman's Gift Cards, please contact a member of the Ways & Means Committee.***

## Chapter Birthdays

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

- |                    |          |
|--------------------|----------|
| ▪ Tracy Rue        | April 6  |
| ▪ Nancy Berg       | April 12 |
| ▪ Elly Anderson    | April 13 |
| ▪ Kathryn Hinchler | April 23 |
| ▪ Dawn Staycoff    | April 23 |
| ▪ Sherry Zupin     | April 25 |



## Chapter Anniversaries

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

- |                       |         |
|-----------------------|---------|
| ▪ Kathy Eiden         | 2 Years |
| ▪ Laura Green-Johnson | 5 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."

## The 2006 IAAP MN-ND-SD Division

### Annual Meeting is May 19-21!

Here are the reasons why you should attend the Division Annual Meeting:

- It is our Division's most important meeting of the year!
- We elect next year's officers.
- We receive updates on what other Chapters have done.
- We receive personal and professional development; such as the seminars and workshops.
- For the CPS/CAP holders, there are Recertification Points.
- You can enjoy excellent opportunities for networking, make new friends and get to see old ones!
- And we have fun!

**Where:** Ramada Mall of America  
Bloomington, MN

**When:** May 19 – 21

*For more information, see the attached file in the email this newsletter was sent*

***We are looking forward to seeing  
you in May!***

*The TwinCities West Chapter of the  
International Association of Administrative Professionals® (IAAP®)*



*Cordially invites you to join us as we celebrate*  
**“CREATING EXCELLENCE”**  
**2006 ADMINISTRATIVE PROFESSIONALS**  
**WEEK®/DAY®**

**Thursday, April 13, 2006**  
**Radisson Hotel & Conference Center, 3131 Campus Drive, Plymouth, Minnesota**  
**5:30 – 8:30 pm**  
**Dinner and Educational Forum - \$18 per person**

***Leading Your Organization to Administrative Excellence***

*Presented by*  
*Erin O’Hara Meyer, PHR, President of Administrative Excellence, Inc.*

*As Administrative Professionals in today’s fast-paced, high-tech workplace, we each play a vital role in the success of our employers. Learn what leading-edge organizations are doing to promote the growth and development of administrative professionals to increase their value and visibility in the workplace.*

*Erin O’Hara Meyer believes that administrative professionals are an untapped leadership resource in most organizations. For over 20 years Erin has performed administrative responsibilities, managed administrative teams and directed human resource initiatives specific to administrative staff development. Erin’s first book, Administrative Excellence – Revolutionizing Our Value in the Workplace was published in April 2005. As a trainer and consultant she has shared her strategies for success with administrative teams around the world.*

*Plan now to spend an evening with fellow Career-Minded Administrative Professionals – learning, networking and celebrating our profession! Bring a friend or co-worker! There will be some great door prizes too!*

*We greatly appreciate the generosity of American Express Travel Center Plymouth,  
our Silver Level Corporate Sponsor of this event.*



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**To register:** visit our website at [www.iaap-twincitieswest.org](http://www.iaap-twincitieswest.org), email [PFord1@uhc.com](mailto:PFord1@uhc.com), or complete this registration form and mail with payment (check payable to *TwinCities West IAAP*) to Peggy Ford, United Health Group, MN008-B217, 900 Bren Road East, Minnetonka MN 55343, **US Postmark Deadline: Friday, April 7.** Questions, please call Georgann at 612-672-3727 or Peggy at 952-936-1688.

- Yes, I’ll be there. My Name: \_\_\_\_\_  Member  Guest  
 A friend/co-worker is coming. Name(s): \_\_\_\_\_  
 A check for \$ \_\_\_\_\_ is enclosed.  
 I prefer a vegetarian meal.  Medical dietary restrictions include: \_\_\_\_\_  
My company name: \_\_\_\_\_  
My mailing address: \_\_\_\_\_  
My phone number: (\_\_\_\_\_) \_\_\_\_\_ My email address: \_\_\_\_\_

***No shows will be billed for the registration fee unless cancelled prior to Monday, April 10, 2006.***

## Nominating Committee Report

*Submitted by Joan Gatzmeyer CPS/CAP, Chair*

The Nominating Committee is pleased to present the following candidates for 2006-2007 *TwinCities* West officer positions:

Vice President:	Melissa Lidberg
Treasurer:	Janice Paulson CPS/CAP
Assistant Treasurer:	Patty Romanko

Biographies for these candidates are listed below. Additionally, President-Elect Bonnie Marten will succeed to President and Dawn Staycoff will serve as Second Year Director at Large. The committee is still accepting nominations for all positions, including President-Elect, Secretary, and First Year Director at Large.

We understand that making the commitment to become a board member can seem scary, intimidating, or overwhelming and that by attending the monthly board meeting, you are giving up an evening with your family, hobby, or other interests. Until you've experienced it firsthand, it's difficult to explain how much you will get out of it. However, (with apologies to David Letterman) direct from our home office in Plymouth, here is our Top 10 list of what you will get from being a chapter board member:

10. Renewed sense of passion for your career
9. Get to know your fellow members better so you know the best person to call when you have a particular issue or question
8. Fast-track your career with new and improved professional skills
7. Earn incentive points toward fabulous chapter awards!
6. Do it because nobody says you can't...or because someone thinks you couldn't...
5. Increased self-esteem and confidence that may be lacking at home or work
4. Get the full value of every dollar of your membership dues by taking advantage of leadership opportunities
3. Expand your personal skills in ways you never dreamed possible, such as speaking in a group
2. Fun, laughter, and camaraderie—especially with Dawn Staycoff on board! ☺
1. Feel gratification in knowing you've helped other admins get excited about their career too

### Vice President Candidate Melissa Lidberg

IAAP provides me with excellent opportunities to continually develop my professional and leadership skills. I would like to be an officer so that I can further assist with conducting our chapter's business so that it continues to remain successful. I feel that I can offer enthusiasm and dedication to the office of vice president.

In 2005/06, I served as Public Relations Committee Chair, Sunshine Committee Chair, and Ways & Means Committee Chair. In January 2006, I received the Second Quarter Quest Award.

*Continued on next page...*

**Treasurer Candidate Janice Paulson CPS/CAP**

Before joining *TwinCities* West IAAP, I worked as a secretary for approximately 20 years with no support group in the same profession. Since joining IAAP, I have benefited greatly from the support of fellow members and gained a greater understanding of my own abilities as well as those of other members. The insight I have gained from IAAP has allowed me to perform my duties with newfound enthusiasm and improved my self-esteem concerning my occupation.

After joining IAAP and being exposed to the enthusiasm, understanding and excitement of other members, I realized the true potential of being an Administrative Assistant and would like to share that enthusiasm with current as well as new members. By serving as Treasurer of the Chapter, I believe I can use my abilities and my belief in the organization to further improve IAAP for new and existing members as well as myself. I have been a member of the organization since 2000 and have served on the Board as Vice President; therefore I have an understanding of the budget and financial process of the organization.

In previous positions, I supported the CFO of a company and also the Director of Finance. In these positions, I was directly involved in compiling budgets and monthly financial reports. I was a Girl Scout Troop Leader for 13 years, which involved everything from organizing the meetings, being a mentor for the girls as they grew and developed over the years and keeping the financial records for the troop.

**Assistant Treasurer Candidate Patty Romanko**

IAAP has given me valuable new ways to look at my job duties and become more efficient, and increase my productivity. The meeting topics are always informative, and I enjoy getting together with other administrative professionals.

I am applying for the assistant treasurer position in order to learn more about IAAP, use my accounting background, and to have the opportunity to work with others in the organization. In my current position as an administrative assistant to investment brokers, I have used my accounting background making up Excel spreadsheets for profit and loss, interest schedules, and other various accounting sheets.

## **REMINDERS from the Community Giving Committee**

*Submitted by Nancy Berg*

**March is Food Collection Month** across the entire state of Minnesota. PLEASE give a couple of meals to your local Food Shelf, your work collection drive or at your place of worship. More people visit the MN Food shelves now who are also working and most have children. Others needing help with their food needs are the retirees and the elderly. PLEASE be generous and don't forget the snack foods you like, the personal care items and throw in a cake and frosting with a box of candles for birthdays.

We will be collecting **clean and wearable** SPRING and SUMMER clothing appropriate for office attire to be given to Ready for Success. Other needs are new under garments, panty hose and sox and accessories. (belts, purses, etc) Please help others who are entering or working in our field of Administrative Professionals.

**MN Helpers** is the organization headed by Mary Gray. They are collecting items to be shared with people affected by the devastation from hurricane Katrina.

- plastic storage containers with covers
- crock pots
- electric skillets
- kitchen utensils
- area rugs/scatter rugs
- plastic sheets for mattresses
- towels
- buckets
- cleaning supplies
- gloves/masks
- tools - hand and power
- furniture
- computers
- new bedding for travel trailers
- gift cards to Wal-mart, Home Depot, Lowe's
- Art supplies - paints, brushes, kilns, potters wheels, jewelry material, etc.

Cash donations are also accepted; checks should be made payable to MinnesotaHelpers. MinnesotaHelpers is a tax-exempt, non-profit organization and all donations are tax deductible to the extent allowed by the IRS. For more information about the organization and its latest initiatives, visit [www.minnesotahelpers.org](http://www.minnesotahelpers.org). To learn more about Lori Gordon, the artist whose work Mary featured at the February meeting, visit <http://thekatrinacollectionbylorikgordon.blogspot.com>; the site also includes photos of all the pieces she has created using remnants of items left from the hurricane. Art by Lori and other Gulf artists may be viewed locally at the Minnetonka Center for the Arts.

## Murder Mystery in the Morning

Employers Association invites administrative professionals and the leaders or supervisors of their work teams to a breakfast program...  
Featuring a presentation by **Dean Russell**, Professional speaker, trainer and consultant

### **Murder Mystery in the Morning.... Critical Thinking Skills**

**Tuesday, April 25, 2006**

8:30 am Check in and Breakfast social

9:00 - 10:30 Program

Employer's Association Office  
Plymouth

*For more information, see the attached file in the email this newsletter was sent*

## Katoland's Administrative Professionals Week Seminar

Tuesday, April 25, 2006, Mankato

### Schedule of Events:

8 – 9 am Registration & Breakfast Buffett  
9 – 12 pm Keynote Speaker - Shari Peace - **“Unleash Your Potential! How to be the One Administrative Professional Your Organization Cannot Live Without”**  
12 pm Lunch and Fashion Show – JCPenney  
1 – 2:30 pm Tiffany Songvilay  
“Microsoft Office 2003 Tips and Tricks”  
2:45 – 3:15 Jen Bruns  
“Exercising Your Body and Mind”  
3:15 – 4:00 Pauline Genter, MS, RD, LD  
“Food and Mood: Eating to Ease Stress”  
4:00 – 4:30 Door Prizes & Vendor Information  
(FREE samples, etc.)

**ONLY \$69 for IAAP members**

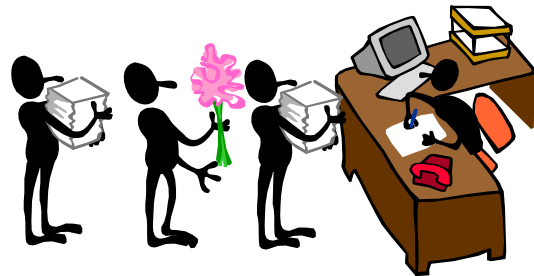
**Fee includes:** Breakfast buffet, lunch, educational and entertaining presentations, seminar materials, vendor and office supply information and some FREE samples

### **Register here:**

<http://www.iaapkatoland.org/doc/IAAPSeminar2006.pdf>

Or contact Melissa Ridler, Katoland President, at [iaap\\_katoland@charter.net](mailto:iaap_katoland@charter.net) or 507-385-0808.

## Happy Administrative Professionals Day!



### From the Honeywell Chapter

The Honeywell Chapter is pleased to invite you to the **15th Annual Administrative Professionals Day Luncheon and Seminar.**

**Pam Borton**, head coach of the Minnesota Gophers Women's Basketball team, will be our guest speaker. To find out more about how Pam has turned the heads of the entire state of Minnesota and players, coaches and fans around the country visit the U of M Website at

[http://www.gophersports.com/Coaches/wbasket/Borton.asp?sport\\_id=wbasket](http://www.gophersports.com/Coaches/wbasket/Borton.asp?sport_id=wbasket)

**Thursday, April 20, 2006**

Social hour beginning at 11:30 a.m. Seating for lunch at 12:00 p.m. and concluding at approx. 3:00 p.m.

Northland Inn, 7025 Northland Drive, Brooklyn Park

**\$50 per person**

**Entrees:** All entrees include a mixed green salad, with your choice of dressing, a seasonal accompaniment, fresh rolls and butter and dessert. Your lunch is served with coffee, decaffeinated coffee or tea. Your choices for entrees are as follow:

- Seared Breast of Chicken with a Dijon Asiago Crust and Chardonnay Sauce
- Top Sirloin Steak topped with a Portobello Sauce
- Baked Walleye Almond Crusted with Chive Beurre Blanc
- Or a Vegetarian entree (TBD)

*Please confirm attendance with menu choice to Diana Brown, President of IAAP Honeywell Chapter at 612-951-5210 by April 12, 2006.*

## **Celebrate Administrative Professionals Day with OfficeTeam and IAAP**

OfficeTeam will be hosting our second annual Administrative Professional Day breakfast/open house on April 26<sup>th</sup> at The Carlson Towers. Festivities will begin at 8:00 and conclude around 10:00. We will be serving breakfast, having drawings for door prizes, and presenting information on our 2006 campaign theme.

Our theme this year is *Making it Click: Successful Relationships Between Managers and Administrative Professionals*. We have prepared a research booklet, quiz brochure and a PowerPoint presentation on the information we have gathered. *TwinCities* West IAAP President Georgann B. Wenisch CAP will also be presenting information about IAAP.

We had a great time last year and hope to make 2006 even better. This will be an excellent opportunity to celebrate your special day with fellow IAAP members and meet other administrative professionals. On behalf of OfficeTeam and IAAP we hope to see you on the 26<sup>th</sup>!

### **It's Not Too Late to Make Career Resolutions**

*Submitted by Office Team*

Already, 2006 is well underway, but that doesn't mean it's too late to make New Year's resolutions, especially ones aimed at improving your career. In a recent survey of managers conducted by OfficeTeam, 31 percent said their wish at work would be to develop a new skill. Other popular responses included spending less time in the office and improving relationships with bosses and coworkers.

The start of a new year provides an opportunity to take stock of your career and outline steps for advancing. Employees at all levels must continually develop their professional skills and abilities in order to reach their full potential and remain engaged at work.

Following are some additional career-planning tips for 2006:

- **Start studying.** Commit to expanding your technical knowledge by learning a new software application or attaining a professional certification, such as the International Association of Administrative Professionals' Certified Professional Secretary or Certified Administrative Professional designations.
- **Focus on soft skills.** Interpersonal abilities, or soft skills, are increasingly seen as a differentiator in the workplace. Being a strong communicator and working well with others are pivotal for administrative professionals, who often work in team settings. Develop your soft skills by identifying areas of weakness, such as business acumen, and taking steps to improve, like enrolling in a general business course.
- **Start fresh.** Settle any past misunderstandings with supervisors or colleagues and take the lead in improving these relationships in the new year.
- **Re-establish lost connections.** Now is a good time to reach out to members of your professional network with whom you have lost touch. These contacts are valuable resources, and renewing old ties can lead to new business or career opportunities.

*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](http://www.officeteam.com).*

## Certification Study Group

The second *TwinCities* West IAAP Certification Study Group covers the CPS portion (parts 1-3) of the exam, and will run for 17 weeks through Monday, April 24, 2006. Sessions are held on Monday evenings, from 6:30 - 8:30 p.m. Stanley Consultants, Inc., is hosting our study group for the program. Their address is 5775 Wayzata Blvd., Suite 955, St. Louis Park, Minnesota, and they are located in the Park Place East office building on the south frontage road of I-394 between Hwy 100 and Louisiana Avenue, just behind TGI Friday's. For more information on the study group, the necessary study materials which need to be purchased by participants, and other helpful textbooks, please contact Jo Tynen CPS/CAP at 612-672-3626 ([jtynen@mandklaw.com](mailto:jtynen@mandklaw.com)).

*The CPS/CAP MOCK Exam will be held on April 22 at Century College*

## Practice Exam

### Question-of-the-Month

*Submitted by Georgann Bestler Wenisch CAP*

*Copyright 2004/2005 Robert A. Metcalf. Used with the written permission of Metcalf Educational Services. ([www.capreview.com](http://www.capreview.com)).*

Greeking is a term used in desktop publishing which relates best to

- A. The HTML authorizing language
- B. The graphic display process
- C. Document line spacing
- D. The relationship of graphics and objects

*Correct Answer: B*

## Easter Basket Cake



### Ingredients

- 1 package yellow cake mix
- Water, oil and eggs called for on cake mix package
- 1 tub chocolate fudge ready-to-spread frosting
- 1 cup shredded coconut
- Green food color
- Candy Easter eggs

1. Heat oven to 350°F. Grease bottoms only of 2 round pans, 8 or 9 x 1 1/2 inches.
2. Make cake mix as directed on package, using water, oil and eggs. Pour into pans.
3. Bake 8-inch pans 33 to 38 minutes, 9-inch pans 28 to 33 minutes, or until toothpick inserted in center comes out clean. Cool 10 minutes; remove from pans to wire rack. Cool completely, about 1 hour.
4. Fill layers and frost side of cake with frosting. Spread thin layer of frosting on top of cake. Make a basket weave pattern in frosting on side of cake by drawing inch-long horizontal and vertical lines with tines of fork.
5. Shake coconut and 3 or 4 drops food color in tightly covered jar until coconut is evenly tinted; sprinkle on top of cake. Place candy eggs on coconut.



## Benefits Of IAAP<sup>®</sup> 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<sup>®</sup> (CPS<sup>®</sup>) and Certified Administrative Professional<sup>®</sup> (CAP<sup>®</sup>) 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 Georgann Bestler Wenisch, at [gwenisch@mandklaw.com](mailto:gwenisch@mandklaw.com), 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 administrative professionals?

Have you worked with a vendor that you would recommend?

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

Please email me anything you'd like included in the newsletter.

Thank you,

Heather

[Heather.Kolstad@pentair.com](mailto: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.

## Upcoming Voyages

- April 6, 2006 TwinCities West IAAP Board Meeting**, 5:30 pm Davanni's Restaurant, Plymouth
- April 13, 2006 TwinCities West IAAP Chapter Educational Forum**, 5:30 pm, Radisson Hotel, Plymouth Educational Forum: Leading Your Organization to Administrative Excellence - *Celebrating Administrative Professionals Week/Day*
- April 22, 2006 - Metro Lakes Council Mock Exam** - Century College, White Bear Lake
- May 5-6, 2006 IAAP CPS and CAP Certification Exams** – Century College, White Bear Lake
- May 11, 2006 TwinCities West IAAP Annual Meeting and Elections**, 5:30 pm, Radisson Hotel, Plymouth
- May 19-21, 2006 – MN-ND-SD Division Spring Conference** – Thunderbird Hotel, Bloomington, MN
- Aug. 7-10, 2006 – IAAP International Convention** Reno Hilton Hotel in Reno, NV. Plan now to attend this fantastic education and networking opportunity...you'll be glad you did!

## 2005-2006 COMMITTEES / TEAMS

- 2008 Spring Division Meeting**  
Co-Chairs: Georgann Bestler Wenisch, Kaye Park,  
Committee Members: Debi Cain-Rivord, Melissa Lidberg
- ACFCAP Committee** ("Student Conference")  
Chair: Kaye Park, Members: OPEN
- Bylaws & Standing Rules Committee**  
Chair: Bonnie Marten, Members: OPEN
- Certification Committee (CPS/CAP)**  
Chair: Jo Tynen, Members: Janice Paulson
- Historical Committee** (Scrapbook Committee)  
Chair: Janice Paulson CPS/CAP  
Members: Blanche Keith
- Community Service Committee**  
Chair: Nancy Berg  
Members: Joan Gatzmeyer CPS/CAP, Marvel Thorne, Joan Claude, Linda Sanderson
- Hospitality & Registration Committee**  
Chair: Peggy Ford  
Members: Marlene Rouillard, Jen Severson
- Impact Event Committee**  
Co-Chairs: Joan Gatzmeyer & Janice Paulson  
Members: All Committee Chairs/Co-Chairs
- Membership Committee**  
Chair: (Acting Chair) Georgann Bestler Wenisch  
Members: Jen Severson, Becky Studt, Kathy Johnson
- Newsletter Committee**  
Editor: Heather Kolstad, Members: Debi Cain-Rivord
- Nominating Committee**  
Chair: Joan Gatzmeyer  
Members: Debi Cain-Rivord, Dawn Staycoff
- Programs & Education Committee**  
Chair: Bonnie Marten; Members: Kathy Hinchler, Joan Gatzmeyer
- Public Relations/Marketing**  
Chair of Public Relations: Melissa Lidberg;  
Marketing: Co-Chairs / Members: OPEN
- Retirement Trust Foundation**  
Chair: Marlene Rouillard
- Sunshine Committee**  
Chair: Melissa Lidberg
- Ways & Means Committee**  
Chair: Melissa Lidberg  
Members: OPEN
- Web-Master**  
Chair: Teri Kornberg, Jim Rivord, Web Master



## 2005 – 2006 PROGRAMS *TwinCities* West IAAP®



### International Association of Administrative Professionals® *TwinCities* West Chapter 2005-06 Schedule of Educational Forums

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

All 2005-06 *TwinCities* West Educational Forums and Chapter Meetings will be held at the Radisson Hotel & Conference Center, 3131 Campus Drive, Plymouth, Minnesota  
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](mailto:pford1@uhc.com)