



The Charter



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

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Cabin Crew

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www.iaap-twincitieswest.org

Next Port of Call

Igniting Your Passion Within

*By Margo Abdo O'Dell, successful entrepreneur,
former award-winning corporate salesperson, and
world-class Middle Eastern dancer*

**Thursday, December 14
at the Marriott Minneapolis West**

5:30 p.m. – 8:30 p.m.

Price:

Members at the door: \$25.00
Members using Pay Pal: \$26.06
Guests at the Door: \$28.00
Guests using Pay Pal: \$29.15

Pre-registration is required. Visit our website at: www.iaap-twincitieswest.org; please include your email address and any dietary needs. Payments can be made at the door made payable to *TwinCities* West IAAP or through Pay Pal (convenience fee applies.) When registering on-line, please be sure to note if you will be using a coupon and what the value of that coupon is.

Registration deadline is Friday, December 8. If you are unable to attend, cancellations must be received by Monday, December 11. No shows will be billed for the registration fee.

For questions or further information, please contact Marlene Rouillard at 763-847-0210 or by email at marlene.rouillard@buhlergroup.com.

Captain's Log

I hope you had a wonderful Thanksgiving, complete with some well deserved time off, a wonderful meal with family or friends, and perhaps a head start on your holiday shopping.

In this season of thanksgiving, I want to thank those of you who invited a guest to our Membership/Impact meeting in November. Besides being an information night for prospective members, the Impact meeting is a time for you, as a member, to be reminded of the services that IAAP has to offer and the benefits of membership. Membership in IAAP is a small investment that yields huge benefits such as:

- A network of amazing women
- Quality monthly programs that are applicable to your career
- Enhancing personal and professional development
- Keeping skills polished and current
- Perhaps lifelong friendships

We are reminded that along with our local chapter, we have many resources at the district, division, and international level. These include conferences, certification programs, Web site resources, Office Pro magazine and much more.

The IAAP International board, in its strategic planning session last year, identified that IAAP should focus its programs and services on the "Career-Minded Administrative Professional." The planning participants defined "Career-Minded Administrative Professionals" as those who:

- Take pride in their work and profession
- Have a definite interest in furthering themselves and their employer organizations
- Pursue professional development and access to information networks as part of a life-long improvement process
- Advance the image of the professional in the business world through their professionalism and positive influence
- Realize the value of membership and being active in an association like IAAP

Congratulations on being a "Career-Minded Administrative Professional" and continuing to reach out to friends and co-workers who would benefit from membership in our chapter.

Special thanks to Georgann Bestler Wenisch, CAP who chaired the Impact meeting along with committee members Connie Anderson, Blanche Keith, Kaye Park, Holly Peters, Marlene Rouillard, and Sherry Zupin, CPS.

A committee is hard at work preparing our chapter's 10th anniversary meeting and celebration in January. Make plans to invite your spouse or significant other, boss, or guest to this meeting. All pay the member price of \$25 for this special meeting. Our MN-ND-SD Division President, Lisa Hogan CPS, will visit that night. You also have the opportunity to recognize your boss with an Executive Award. Enjoy a trip back in time to learn about our chapter's beginning.

Bonnie Marten
2006-07 *TwinCities* West IAAP President



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:

- | | |
|------------------|---------|
| ▪ Joan Claude | Dec. 1 |
| ▪ Rita Dahlke | Dec. 9 |
| ▪ Lori Eilers | Dec. 17 |
| ▪ Gayle Petrie | Dec. 18 |
| ▪ Janice Paulson | Dec. 31 |



Chapter Anniversaries

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

- | | |
|---------------------|---------|
| ▪ Staci Lifer | 1 Year |
| ▪ Claudia Lane | 1 Year |
| ▪ Julie Higbee | 1 Year |
| ▪ Jennifer Severson | 2 Years |
| ▪ Marlene Rouillard | 2 Years |
| ▪ Linda Sanderson | 6 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."

New Members!

The *TwinCities* West Chapter would like to welcome the following member:
Vicki Orwick—let's meet her now:

MEET NEW MEMBER VICKI ORWICK

Hi! I'm an Administrative Assistant for one of the engineering departments at General Mills. Although I have just recently started my position at General Mills, I've been in the administrative support field for 13+ years. Past roles have given me extensive experience with graphics, desktop publishing, marketing and executive level support.

My real full-time job is a single mother of two active children. When I can find a spare moment, I enjoy making Christmas cards, scrapbooking and selling jewelry. I'm originally a transplant from Ohio (Go Buckeyes!), but have lived in Minnesota for 14 years and I still have not been able to get used to the cold temperatures. Since my family still resides in Ohio, my kids and I travel home as much as we can. I'm looking forward to learning from everyone and contributing to IAAP as much as possible.

HAPPY HOLIDAYS!



Special December Fundraiser!

The December 14 meeting of the *TwinCities* West Chapter will feature a fundraiser that will also help you make the most of your limited holiday shopping time. Julie Olson, who has participated in past TC West vendor shows, will be displaying the latest line of Impressions fashion earrings; the earrings will be available to purchase that evening with 20% of total sales donated to the chapter. Impressions earrings are made in the U.S.A. of high-quality materials, are completely hypo-allergenic, and feature a lifetime guarantee. At \$9.95 per pair, they make a great gift for co-workers and friends, stocking stuffers for family, or a special present for yourself! They also would be a wonderful gift to contribute to Home Free, TC West's community service project for December; donations will be accepted at the December meeting.

Division Ways & Means Fundraiser

Still in time for Christmas, order your candles as gifts for those hard to buy for people. Scents available:

- Americana Apple Pie
- Blackberry Cobbler
- Blueberry Muffins
- Cherry Lemonade
- Creamy Vanilla
- Crème Brulee
- Hot Cinnamon Rolls
- Spiced Apple

\$7.00 each; Priority mail shipping is \$4.05 for 2 candles.

Breast Cancer Awareness pink Paper Mate ink pens (black ink) \$2.00 each.

Claudette Boeckel
P.O. Box 669
Beulah, ND 58523
beulawtax@westriv.com



Lighting the Way

Join us for our 10th Anniversary celebration on January 11, 2007, at the Marriott Minneapolis West. Remember to invite your spouses and bosses. This is a great time to recognize our bosses for all they do to support our membership to IAAP. Please note that the meeting will start at 5 p.m. where we will have a vendor show followed by dinner and a great speaker showing us tips and tricks to Microsoft software. We will also have a special guest, Lisa Hogan, CPS – our division president!

Sioux Falls Chapter Builder Update

Submitted by Joan Gatzmeyer CPS/CAP



The MN-ND-SD Division of IAAP is actively working with administrative professionals in Sioux Falls, South Dakota, to establish an IAAP chapter

there. An informational open house was held on November 6 with seven IAAP representatives and almost 20 admins in attendance. The next meeting is being planned for January 18, 2007, and is being hosted by Karen Rollag, Executive Administrator, at the Lutheran Social Services office. The meeting will include an educational speaker, dinner, and organizational business meeting. If the required 15 members have submitted applications, the charter ceremony may also be held at this meeting. The Red River Chapter of Fargo, North Dakota, is sponsoring the Sioux Falls chapter.

If your company has a branch office or works with clients in Sioux Falls, or if you have family or friends living there, please contact Jean Allen, Division Chapter Builder Chair, at 612-789-0019 or Allen0019@msn.com; or Joan Gatzmeyer, Division Treasurer, at 763-225-8624 or joan@rivord.org with those names and contact information so they can be added to the new chapter's distribution list.

December Company Highlight

Corla Inskeep of THE RIGHT STAFF has provided us with the following info on her company:

THE RIGHT STAFF is a professional employment services firm, with proven expertise in finding the right people for administrative, financial or technical opportunities. THE RIGHT STAFF has developed a unique and proven approach to identifying, qualifying, matching and delivering the right candidate, one who is the right fit for the job. At THE RIGHT STAFF, our employees are as important to us as our customers.

If your company has employment needs, or you are personally looking to expand your career, we can help you! We believe success starts with the right people!

www.therightstaff.com

952-546-1100

866-845-2935



Community Service Corner

Help Schools Earn Sports Gear

Drink Nestle Pure Life Purified Water, collect labels and help schools earn sports gear and healthy field trips. For more information and to register your school, go to goplaylabels.com.

Help residents of Ocean Springs, Mississippi

Allison Marten, Bonnie's daughter, and a group of students from Gustavus Adolphus College in Saint Peter are traveling to Ocean Springs, Mississippi, for two weeks in January as a community service project to aid in the reconstruction efforts in the aftermath of Hurricane Katrina. The group will be staying at Camp Victor. They are in need of money to fund transportation and a donation to the camp. If you are willing to donate and help them make this trip a reality, please mail donations to:

Gustavus Adolphus College
P.O. Box 5049
800 West College Ave.
St. Peter, Minnesota 56082

Make checks payable to Kelly Anderson, the group leader. If you have any questions, feel free to call (218) 838-4704. Thank you for considering a donation to this worthy project.

IAAP Study Group for CPS/CAP Exam

Colonial Supplemental Insurance
Interchange Towers
600 Hwy 169 S, Suite 730
St. Louis Park

Class time: Monday, 5:30 p.m. - 7:30 p.m.

2006: December 4, December 18

2007: January 1 (week of TBD), January 15, January 29, February 12, February 26, March 12, March 26, April 9, April 23

Life is the Coffee

Submitted by Janet Blexrud

A group of alumni, highly established in their careers, got together to visit their old university professor. The conversation soon turned into complaints about stress in work and life.

Offering his guests coffee, the professor went to the kitchen and returned with a large pot of coffee and an assortment of cups - porcelain, plastic, glass, crystal, some plain-looking, some expensive, and some exquisite - telling them to help themselves to the coffee. After all the students had a cup of coffee in hand, the professor said: "If you noticed, all the nice looking expensive cups were taken up, leaving behind the plain and cheap ones. While it is but normal for you to want only the best for yourselves, THAT is the source of your problems and stress."

"Be assured that the cup itself adds no quality to the coffee. In most cases, it's just more expensive and in some cases even hides what we drink. What all of you really wanted was coffee, not the cup, but you consciously went for the best cups and then began eyeing each other's cups."

"Now consider this: Life is the coffee. . .and the jobs, houses, cars, things, money and position in society are the cups. They are just tools to hold and contain life, and the type of cup we have does not define nor change the quality of life we live. Sometimes, by concentrating only on the cup, we fail to enjoy the coffee God has provided us. God brews the coffee, not the cups. Enjoy your coffee."

"Being happy doesn't mean everything is perfect; It means you've decided to see beyond the imperfections."



What Would It Take For You to Relocate?

Submitted by Office Team

Relocating is a huge endeavor. After all, taking a new job in a new town is not just a career decision — it's a lifestyle choice. According to a survey by our company, 31 percent of executives polled said the quality of life in a new city would be the most influential factor in their decision to move.

Of course, other components also play key roles in the decision-making process, including:

- Compensation for the new position
- Cost of living in the new city
- Status of the new position
- Distance of the move
- Family considerations

What does this mean for professionals considering relocating? Start by looking at the big picture. Make sure you keep in mind all the factors involved in relocating, rather than focusing on a single element of the job. For example, though a company may provide a solid benefits and compensation package, would you be comfortable living in the new city? You may want to examine elements of the new area, such as safety, school rankings and cultural events. Does the employer offer moving assistance or job-placement services for spouses?

Some additional things to consider regarding relocation: Are there opportunities for further growth with the firm? Will you be able to work on the types of projects you enjoy? Will you be given the types of resources that you need to succeed?

Even if relocating is a good professional move, you also must determine if it's the right move personally. Does relocating come at a good time for you and your family? Are family members going to enjoy the new location, or will they resent losing friends, changing schools or having to find new employment? Can you afford the move and the cost of living in the new location? Relocation can be a beneficial career move, as long as you examine all the factors associated with pulling up stakes. While a move to a new city can be exciting, also remember that sometimes the best choice is to stay put and wait for the right opportunity in your current location.

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.

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 Georgann Bestler Wenisch, at 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

hkolstad@meristemmo.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

December 7, 2006 TwinCities West IAAP Board of Directors Meeting – 5:45 p.m. Davanni's in Plymouth

December 14, 2006 TwinCities West IAAP Chapter Educational Forum, 5:30 p.m., Minneapolis Marriott West

January 4, 2007 TwinCities West IAAP Board of Directors Meeting – 5:45 p.m. Davanni's in Plymouth

January 11, 2007 TwinCities West IAAP Chapter Educational Forum, 5:30 p.m., Minneapolis Marriott West

February 8, 2007 TwinCities West IAAP Chapter Educational Forum, 5:30 p.m., Minneapolis Marriott West

March 8, 2007 TwinCities West IAAP Chapter Educational Forum, 5:30 p.m., Minneapolis Marriott West

April 12, 2007 TwinCities West IAAP Chapter Educational Forum, 5:30 p.m., Minneapolis Marriott West

May 10, 2007 TwinCities West IAAP Chapter Educational Forum, 5:30 p.m., Minneapolis Marriott West

June 14, 2007 TwinCities West IAAP Chapter Educational Forum, 5:30 p.m., Minneapolis Marriott West

2006-2007 COMMITTEES

If you are interested in joining a committee, please join at anytime! Please contact the committee chair or chapter President, Bonnie Marten.

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: Dawn Staycoff, Members: Joan Gatzmeyer

Certification Committee (CPS/CAP)

Chair: Members: Gayle Petrie

Community Service Committee

Chair: Nancy Berg

Members: Joan Claude, Linda Sanderson

Historical Committee (Scrapbook Committee)

Chair: Connie Anderson

Members:

Hospitality & Registration Committee

Hospitality Chair: Marlene Rouillard

Members: Jennifer Severson, Holly Peters, Connie Anderson, Debi Cain-Rivord

Impact Event Committee

Co-Chairs: Georgann Wenisch

Members: Melissa Lidberg, Marlene Rouillard, Holly Peters, Connie Anderson, Sherry Zupin, Blanche Keith, Kaye Park, Kathy Hincer, Bonnie Marten

Membership Committee

Chair: Georgann Bestler Wenisch Members: Melissa Lidberg

Newsletter Committee

Editor: Heather Kolstad

Nominating Committee

Chair: Georgann Bestler Wenisch

Members:

Programs & Education Committee

Chair: Kathy Hincer Members: Joan Gatzmeyer, Bonnie Marten, Kaye Park

Public Relations/Marketing

Chair: Tracy Dockendorf

Members: Sherry Zupin, Melissa Lidberg, Kaye Park, Connie Anderson

Retirement Trust Foundation

Chair: Marlene Rouillard Members: Shaun Freeburg

Sunshine Committee

Chair: Gayle Petrie

Ways & Means Committee

Chair: Members: Melissa Lidberg

Web-Master Chair: Teri Kornberg, Jim Rivord



2006 – 2007 PROGRAMS *TwinCities West IAAP*[®]



International Association of Administrative Professionals[®] *TwinCities West Chapter* 2006-07 Program Schedule

- August 3, 2006 **Summer Reunion** at The Reserve, 3155 Empire Lane, Plymouth, MN
- September 14, 2006 **Business Writing for the Email Age**
Joan Loshek
- October 12, 2006 **Office of the Future: 2020**
OfficeTeam; www.officeteam.com
- November 9, 2006 **Flirting for Success**
Jill Spiegel, Founder of Goal Getters, author, and radio/TV personality.
www.flirtnow.com
- December 14, 2006 **Igniting Your Passion Within**
Margo Abdo O'Dell, successful entrepreneur, former award-winning corporate salesperson, and world-class Middle Eastern dancer will talk about personal empowerment. www.margo1.com
- January 11, 2007 ***TwinCities West 10th Anniversary Celebration***
60 Computer Tips in 60 Minutes!
Sue Mach will present shortcuts to increase efficiency when using Microsoft software.
- February 8, 2007 **The Art of Wastebasketry**
Mary'n Hallock, organization and productivity "re-thinker" will explain her Quick-Sort Process[™]. www.painlesspapercut.com
- March 8, 2007 **Meeting Planning Essentials: Everything You Ever Wanted to Know About Meeting Planning, But Didn't Know Who to Ask**
Panel discussion: Jodi Collen CSEP, Senior Event Planner, Thrivent Financial for Lutherans; Deb Daly, Regional Manager, HelmsBriscoe
- April 12, 2007 **How to be a Five Star Negotiator**
Corla Inskip, a recruiter with The Right Staff and former presenter/trainer, will provide insight and tools that we can use to be better negotiators.
And come celebrate Administrative Professionals Week with us, too!
- May 10, 2007 ***TwinCities West Annual Meeting***
Election of 2007-08 Officers and 2007-08 Strategic Planning Session
- June 14, 2007 ***TwinCities West Annual Awards and Installation Evening; and Personal Safety Tips***

All 2006-07 *TwinCities West* Educational Forums and Chapter Meetings are held at the
Minneapolis Marriott West, 9960 Wayzata Boulevard, Minneapolis, MN 55426

5:30 p.m. Registration and Networking; 6 p.m. Dinner; 6:30 p.m. Program; 7:30 p.m. Business Meeting
To register, please contact Marlene Rouillard, 763-847-0210, or marlene.rouillard@buhlergroup.com.