



# The Charter



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

Editor: Heather Kolstad

## Cabin Crew

### 2006-2007 CHAPTER OFFICERS

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### **Mailing Address**

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[www.iaap-twincitieswest.org](http://www.iaap-twincitieswest.org)

## Next Port of Call

### “The Art of Wastebasketry!”

So much stuff...piles and files and stacks of stuff and you just don't know what to do with it all. So you don't do anything... and the piles just grow.

Mary'n Hallock, organization and productivity re-thinker, will explain her Quick-Sort Process™ so you can easily and quickly make decisions about what to keep and what to toss. Plus you'll learn the top five ways to organize what's left after you've finally cleared it out!

Also, to help our panel members prepare for the March meeting, we'll have cards available for everyone to submit their questions on meeting planning.

Our Community Service Committee invites you to start getting ready for this month's organization program by clearing out your gently used books (no magazines, reference, or text books, please) and bring them to the February meeting to help us help St. David's Child Development & Family Services.



**Thursday, February 8**  
**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](http://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, February 2. If you are unable to attend, cancellations must be received by Monday, February 5. No shows will be billed for the registration fee. For questions or further information, please contact Debi Cain-Rivord at 952-848-6302.

## Captain's Log

This is the time of year when we make New Year's resolutions. I hope your resolution is to consider running for a board position or to co-chair one of our committees. Elections are right around the corner. Positions include President-Elect, Secretary, Treasurer, Assistant Treasurer, Vice President and Director at Large. If you are interested in developing skills to use at work, this is a great opportunity. If you've already honed these skills, it is an opportunity to model your abilities for others. You also get to work with some talented, amazing women!

Our committees are: Bylaws and Standing Rules, Certification, Community Service, Historical, Hospitality and Registration, Membership, Newsletter, Public Relations/Marketing, Retirement Trust Foundation, Sunshine, Ways and Means, Web Master, Nominating, Student Conference, and Programs/Education. Either chairing or co-chairing a committee provides leadership and people skills that are in demand in this age of the Knowledge Worker. In the months ahead, we will provide you a summary of the duties involved in these positions. This information is available in the bylaws posted on our Web site at [www.iaap-twincitieswest.org](http://www.iaap-twincitieswest.org). In addition, any of the current board members and committee chairs would be happy to talk with you about their experience serving in this role. Or, contact me during the day at 612-626-9665, evenings at 763-420-8772, or [marte004@umn.edu](mailto:marte004@umn.edu).

At the Office of the Future: 2020 presentation at our October meeting, we learned that to prepare for future success, administrative professionals should focus on six key areas: Analysis, Collaboration, Technical Aptitude, Intuition, Ongoing Education and Training, Negotiation, and Team-building Skills. In addition, administrative professionals will need to learn delegation, budgeting, supervision and planning skills, desktop publishing, and electronic communication. Many presenters at our monthly meetings in the last year have given us tips on developing those skills. In addition, studying for the CPS/CAP certification will teach you about office administration, technology, and management.

Make the most of your membership by volunteering to serve on the board or chair a committee. It is a resume builder, not to mention the new skills you will acquire!

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:

- **Debi Cain-Rivord, CPS/CAP** Feb. 2
- **Marcia Wallingford** Feb. 19
- **Marlene Rouillard** Feb. 25
- **Kathy Johnson** Feb. 26
- **Connie Anderson** Feb. 28



## Chapter Anniversaries

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

- **Tracy Dockendorf** 1 year
- **Barb Schieffer** 1 year
- **Gladys Tripp** 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."

## 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.

We meet every Monday until April 30.

## Employment Network

*by Debi Cain-Rivord CPS/CAP*

If you are interested in receiving a copy of job postings sent to our chapter, please contact me at [DebiCain@Rivord.org](mailto:DebiCain@Rivord.org). Be sure to include the email address you want postings sent to. Once your name is on the list, you will automatically receive any employment-related emails that I receive. This is a handy network for people actively seeking employment or just "keeping their eyes open".

Likewise, if you know of any openings or have a job posting you'd like to share with other IAAP members, please let me know.

If you are a chapter member, your name will remain on this routing list until you ask to have it removed. If you are a non-member, your name will remain on the list for a 2-month "trial membership" period. Please note that the number of routings varies depending on what I receive. Sometimes I don't have anything to share for several weeks and other times, I will send out a few a day. The more postings I receive, the more you will receive! :-)

## January Vendor Show Recap

*Submitted by Joan Gatzmeyer CPS/CAP*

Thank you to everyone who attended the *TwinCities* West Chapter vendor show held in conjunction with our January 11, 2007, meeting. There were 12 business resources represented, including the Minneapolis Marriott West, our venue for the event. We extend special thanks to the Marriott for sponsoring the champagne toast for our 10<sup>th</sup> anniversary celebration and for their professional response in getting the ballroom cleared and prepped with a very tight turnaround between our event and the meeting that preceded ours.

Special thanks also go to D. Brian's Deli & Catering who helped promote the event by including informational flyers with catering orders at their Plymouth, St. Louis Park, and Edina locations. Additionally, thank you to TC West member Kaye Park who copied and cut 600 flyers that were delivered to D. Brian's for distribution.

The support of these vendor partners is greatly appreciated, and you are encouraged to consider them as your vendors of choice at work or home. A list of the vendors and their contact information is included in this edition of the newsletter for your ease of reference.



### Shortbread Hearts

Prep Time: 20 min

Start to Finish: 1 hr 5 min

Makes: 2 hearts (6 to 8 servings each)

1 cup butter or margarine, softened  
 3/4 cup powdered sugar  
 1 teaspoon almond extract  
 1/4 teaspoon red food color  
 2 cups all-purpose flour  
 1/4 cup sliced almonds  
 1/4 cup white baking chips  
 1 teaspoon shortening  
 Small candy hearts, if desired

1. Heat oven to 350°F. Beat butter, powdered sugar, almond extract and food color in medium bowl with electric mixer on medium speed 2 minutes. Stir in flour and almonds.
2. Divide dough in half; cover half and set aside. Place remaining half on ungreased cookie sheet; press into heart shape, about 1/4 inch thick.
3. Bake 15 to 18 minutes or until edges just begin to brown. Cool on cookie sheet 25 minutes; carefully remove from cookie sheet to serving platter. Repeat with remaining dough.
4. Place baking chips and shortening in microwavable bowl. Microwave uncovered on Medium-High (70%) about 1 minute 30 seconds, stirring every 30 seconds, until chips can be stirred smooth. Drizzle over shortbread. Sprinkle with candy hearts.

## **February Company Highlight:**

### **General Mills**

*Rita Dahlke has provided us with the following info on her company:*

General Mills, (NYSE: GIS) with annual net sales of \$12.5 billion, is a leading global manufacturer and marketer of consumer foods products. Its global brand portfolio includes Betty Crocker, Pillsbury, Green Giant, Häagen-Dazs, and Old El Paso. It also has more than 100 U.S. consumer brands, more than 30 of which generate annual retail sales in excess of \$100 million. These consumer brands include Yoplait, Progresso, 8th Continent Soymilk, Cascadian Farm (organic) and Muir Glen (organic). General Mills also is a leading supplier of baking and other food products to the foodservice and commercial baking industries.

General Mills is headquartered in Minneapolis, Minnesota and currently employs over 28,000 full and part-time employees worldwide.

## **Committee Spotlight: Education/Program Committee**

Hi! My name is Kathy Hinchler and I am the Program Committee Chairperson for the 2006-07 Chapter year. The Education/Program Committee arranges for the programs at each monthly meeting. Throughout the year, we gather information from various resources including recommendations from Chapter members on programs they have attended; then, we brainstorm and work diligently to fit speakers, topics, and dates all together and keep it within budget! We also conduct an annual survey to obtain feedback from members on topics they would like to see at our monthly meetings. All programs are submitted to the Board of Directors prior to submission to the MetroLakes Council for publication. We strive to provide high-quality professional programs that qualify for recertification points; and it is the Committee's responsibility to submit the program overview to IAAP Headquarters for approval and to make copies of the recertification points for distribution at each meeting.

The Committee is also responsible for introducing the speaker/program at meetings, ensuring that the Hospitality Committee takes care of the audio-visual needs of the speakers, and makes arrangements for the speakers to be paid and receive feedback from the evaluation survey.

If you are interested in becoming a member of this Committee and helping plan the programs for the 2007-08 year, please contact me at [kathy\\_hinchler@archway.com](mailto:kathy_hinchler@archway.com).

### **Buy Quilted Northern Bathroom Tissue and Help The Susan G. Komen Breast Cancer Foundation**

Quilted Northern Ultra has partnered with the Susan G. Komen Breast Cancer Foundation so that together they can help eradicate breast cancer through research, education, screening, and treatment. For every package code redeemed online or for every proof of purchase you mail-in, Quilted Northern will donate 50¢ to the Susan G. Komen Breast Cancer Foundation. For more details, read the package label.

## **Upcoming Elections for 2007-08 IAAP Year**

Submitted by Georgann Bestler Wenisch CAP,  
Nominating Committee Chair

Greetings everyone! It's that time again when we begin the process of looking for the leadership for our chapter for the next IAAP term (2007-08) beginning on July 1, 2007. The 2006-07 Nominating Committee is looking to fill the positions of President-Elect, Vice President, Secretary, Treasurer, Assistant Treasurer and one Director At Large position for the 2007-08 IAAP term. By virtue of her current position as President-Elect, Dawn Staycoff will automatically assume the position of President for 2007-08 on July 1, 2007. In addition, by virtue of her current position, Gayle Petrie, as First Year Director at Large will automatically assume the position of Second Year Director at Large.

One of the great advantages our IAAP membership affords us is the great leadership skill building opportunity by serving as an officer on the local chapter level. Leadership skills are something that employers look for in their administrative professionals. IAAP provides you with the opportunity to gain these skills to enhance your professional career!

You are probably thinking that you just don't have the time available to serve in an officer position due to family commitments, other volunteer activities and just basically life in general. **I ask you to consider this: if you could improve your skills and marketability as an administrative professional by taking a free business management class, would you do it?** By serving as an officer of our chapter, you have the opportunity at your fingertips to gain leadership skills and knowledge – only without the expense of the class (nor the weekly commitment) – it doesn't cost you anything but your time the first Thursday evening of each month. **Worried you don't have the skills or knowledge needed?** No one expects you to know anything when you walk in to your first board meeting. We have a vast pool of experienced individuals who have already served in these positions ready and willing to assist and guide you! Remember, this is a volunteer organization – a chance to learn and grow!

Any member of our chapter is eligible to serve in an officer position. Think about the reason why you joined *TwinCities West IAAP* in the first place – was it to network? For education? For camaraderie with your fellow admins? If you take that step and pursue an officer position, you are gaining all of these skills altogether in one package. You gain networking skills by working with your fellow officers on a one-on-one basis and you gain the education and leadership skills by operating our chapter (which is basically the same premise as a very small business).

Over the next few weeks, the Nominating Committee will be contacting the membership, via email and/or telephone, to inquire as to your interest in taking this all important step for yourself, your career, and your chapter – to run for office. Short descriptions of the various officer positions can be found at the end of this article. If you have any questions, please feel free to contact me ([gwenisch@MesserliKramer.com](mailto:gwenisch@MesserliKramer.com) or 612-672-3727) or you can also contact the officer currently serving in the position you are interested in, for more information.

This is an opportunity knocking at your door – an opportunity to learn and grow. Please strongly consider placing your name on the ballot.

## **President/President-Elect**

During your year as President-Elect, your job is basically to attend board and chapter meetings and to serve on the bylaws committee to learn as much as you can about how the chapter functions. In this learning process, you shall assist the President in all ways. You should attend all quarterly meetings of the Metro Lakes Council (all of the metro area chapter presidents and presidents-elect who meet to share ideas and best practices). By stepping into the President-Elect position, you are making a two-year commitment as you will automatically step into the position of President upon completion of your term as President-Elect.

In your role as President, you will have the responsibility to be the representative of and to oversee all activities of the *TwinCities* West chapter during your term. As President you should delegate responsibilities in order to provide all officers and members with opportunities to learn new skills which, in turn, provide you (and them) with leadership skills that can be invaluable to careers and personal lives.

## **Vice President**

As Vice President, you support both the President-Elect and President in any way possible. It is at your discretion to find ways that you can best assist the President and President-Elect during the year. The only specific assigned duty is to manage the chapter resource library.

## **Secretary**

As Secretary, you are responsible to take minutes of both the board and chapter meetings each month to provide a permanent record of the activities of the chapter. You are also responsible for the distribution of the minutes to the membership. This is a great position to learn how to take minutes – this is a skill many employers look for in their admin employees.

## **Treasurer and Assistant Treasurer**

As Treasurer, you are responsible for keeping track of the chapter's funds, both incoming and outgoing, and for the preparation of the yearly budget in conjunction with the chapter officers and committees. As Assistant Treasurer, you assist the Treasurer in any way possible. Both positions are great skill building positions as many employers look for budgeting and financial skills in their admins.

## **Director at Large**

As a Director at Large, you can gain networking skills in addition to learning more about our organization by attending both board and chapter meetings on a monthly basis. The Director at Large is the representative of the membership at the board meetings as they are the conduit for any suggestions, ideas and/or concerns the membership would like to have addressed by the board. If you like to talk to people, this is your position!

## Executive Awards

*Submitted by Bonnie Marten CPS/CAP*

**The following members recognized their managers with an Executive Award.**

### **Joan Gatzmeyer CPS/CAP recognized Betty Ice**

My employer, Health Dimensions Group, provides a very warm and supportive environment, and my manager, Betty Ice, Director of Marketing, contributes greatly to that; Betty is known for her sense of humor and engaging laughter. I have been with Health Dimensions Group only three months, but Betty has quickly made me feel a valued part of the team by seeking my input on a number of matters, and encouraging me to offer my ideas.

Health Dimensions Group is financially supportive of my IAAP membership, and Betty recognizes the professional value and achievement that both membership and certification in a professional association bring. She has accommodated me taking days off to attend IAAP division conference and chapter builder activities—two of those days coming in my first two weeks of employment! Betty also provided door prize items for the Sioux Falls open house and personally gift-wrapped them.

I look forward to being a part of her team for a long time to come!

### **Mary Ann Peterson recognized Paula Winkler**

Paula has always supported my decision to become a member of the IAAP organization. She is aware that IAAP offers me the opportunity to develop my personal and professional skills through my membership.

Carlson Learning does offer some training classes, but they are limited. We have worked together for nearly 4 years and I'm a lucky gal to have such a supportive boss.

### **Bonnie Marten CPS/CAP recognized Miriam Ward**

Miriam encourages all of her employees to pursue personal and professional development opportunities. She supported my decision to run for president of our chapter. Despite a tight budget in our department, she allocated money to cover hotel costs for me to attend the International convention during my year as President-elect and as incoming President. Miriam is a supportive supervisor who cares about her employees on a personal and a professional level.

## 10th Anniversary Greetings From Other Chapters

### **South Suburban Chapter**

On behalf of the South Suburban chapter of IAAP, I want to congratulate the *TwinCities* West chapter on their 10<sup>th</sup> anniversary. It is due to the dedication and commitment of your members that you have been able to develop and grow through the years.

Here's to many more years!

*Linda Wittmann, Secretary, South Suburban Chapter-IAAP*

### **SouthWest Metro Chapter**

Congratulations to *TwinCities* West chapter on your 10<sup>th</sup> Anniversary! This is an exiting milestone! You can be proud of all your accomplishments achieved through the time, talent, and dedication of all your members.

The SouthWest Metro Chapter is grateful for the sponsorship and all the support *TwinCities* West members provided to our chapter, and we are proud of our association with *TwinCities* West Chapter.

Congratulations and best wishes for more exciting years to come!

*Gloria Oveson CPS/CAP, President, SouthWest Metro Chapter – IAAP*

### **Detroit Lakes Chapter**

Things are shining bright for you! Congratulations from the Detroit Lakes Chapter on your 10<sup>th</sup> Anniversary. We hope you had a great celebration!

*Bev Terhurne, President, Detroit Lakes Chapter – IAAP*

### **Skyway Chapter**

It's been a big, long climb and you deserve a mountain of praise! Congrats!  
For ten years you have inspired me. Now you inspire the Skyway Chapter. We are amazed!  
You rock!

Congratulations on behalf of the Skyway Chapter

*Fe Mahler, President, Skyway Chapter – IAAP*

## Say “Please”!

Your mother wasn't too far off when she explained to you the importance of showing respect and being polite. In today's fast-paced work environment, it's not unusual for people to overlook workplace etiquette and protocol; however, a little courtesy goes a long way in paving the road toward a successful career.

People have long memories when it comes to how you interact with them. The niceties you extend now will be remembered and could increase the likelihood that contacts will want to work with you in the future. Following are some courtesy “checkpoints” to help you put your best foot forward at work:

- **Value others' time.** Never assume a coworker is less busy than you are. Show respect by sticking to project deadlines, returning messages promptly and arriving on time to meetings.
- **Clean up after yourself.** Don't inconvenience others by leaving last week's leftovers in the office refrigerator or paper jammed in the copier.
- **Be courteous.** Remember to say “please” and “thank you,” even in brief e-mail messages. If you sense a problem or have bad news to deliver, don't play phone tag — meet in person instead.
- **Respect boundaries.** Be sensitive to your coworkers' need for privacy. Knock before entering anyone's workspace and ask whether it's a good time to talk before launching into a discussion.
- **Give credit where credit is due.** Always let your manager or team members know when you've received help on a project and be sure to praise your colleagues on a job well done.

Most people enjoy working with a polished and polite professional, and those who display courtesy are often looked to first when new opportunities arise. Improving your workplace manners is key to earning the respect of your peers and a prominent position within your organization.

*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).*

## 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@messerlikramer.com](mailto:gwenisch@messerlikramer.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,

Vicki

[Vicki.Orwick@genmills.com](mailto:Vicki.Orwick@genmills.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

February 1, 2007 *TwinCities* West IAAP Board of Directors Meeting – 5:45 p.m. Davanni's in Plymouth

February 6, 2007 State of the Industry Event, noon – 6 p.m., Sofitel in Bloomington

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

March 1, 2007 *TwinCities* West IAAP Board of Directors Meeting – 5:45 p.m. Davanni's in Plymouth

March 7, 2007 Event Planners & Suppliers Expo, Metropolitan Event Center  
[www.MediaMaxEvents.com](http://www.MediaMaxEvents.com)

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

March 30, 2007 Student Conference, The Reserve in Plymouth

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

May 10, 2007 *TwinCities* West IAAP Chapter Annual Meeting, 5:30 p.m., Minneapolis Marriott West

May 18-20, 2007 MN-ND-SD Division IAAP Annual Meeting, Doublewood Inn, Fargo, North Dakota

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 Co-Chairs: Holly Peters, Debi Cain-Rivord

Members: Jennifer Severson, Connie Anderson

### **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*<sup>®</sup>



### International Association of Administrative Professionals<sup>®</sup> *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](http://www.officeteam.com)
- November 9, 2006      **Flirting for Success**  
Jill Spiegel, Founder of Goal Getters, author, and radio/TV personality.  
[www.flirtnow.com](http://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](http://www.margo1.com)
- January 11, 2007      ***TwinCities West 10<sup>th</sup> 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<sup>™</sup>. [www.painlesspapercut.com](http://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 Inskeep, 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 pm Registration and Networking; 6 p.m. Dinner; 6:30 p.m. Program; 7:30 p.m. Business Meeting  
To register, please contact Debi Cain-Rivord at 952-848-6302, or [debi.cain-rivord@novartis.com](mailto:debi.cain-rivord@novartis.com).