



The Charter



THE OFFICIAL NEWSLETTER OF THE TWINCITIES WEST CHAPTER OF IAAP

The Next Voyage

Radisson Hotel and Conference Center
3131 Campus Drive, Plymouth, MN
763/559-6600

TwinCities West Chapter IAAP is hosting a special event to celebrate Administrative Professionals Week® and honor Admins who Perform Magic Every Day!

Thursday,
April 9, 2009
5:30 – 8:30
p.m.

The Professional Edge –Unspoken Rules of the Office

by Sue Morem (author, syndicated columnist and TV guest)

There are unspoken expectations in every workplace... every office has its own sense of protocol, both explicit and implied. The written protocol is easy enough to access and comprehend. The implied protocol is a potential booby-trap for many people.

You may ask, "But how can I know these things if no one will tell me?" Well, here's your chance to be in the know! Come and learn what your employer wants you to know, but is too uncomfortable to say outright.

Successful professionals know these things and so should you! Sue motivates, educates and entertains her audiences through programs that inspire people with ideas and skills that help them gain *The Professional Edge*. For more information about Sue, please visit her website at www.suemorem.com.

SPECIAL ENTERTAINMENT!!!

Matt Duncan, professional magician, from 5:30—3:30pm

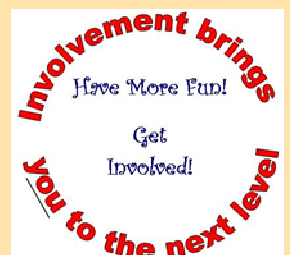
Pre-registration is required. Visit our website at www.iaap-twincitieswest.org to register. Payment can be made at the door with a check made payable to TwinCities West IAAP, or via PayPal for a small convenience fee of \$1.25. **Registration deadline is Friday, April 3.**

No-Show Policy: In the event you become unable to attend, cancellations must be received by Monday, April 6. No shows will be billed for the registration fee. If you have any questions, please call Kathy Johnson at 763.549.6105.

Members – \$25 / Guests – \$30 / Dinner is Included

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Captain's Log by Katie Lecy

Don't Judge a Book by Its Cover

I realized something last month that I wanted to share with the group. You see, I have a permanent registration to our chapter meetings. I decided it was easier to always know I was going to attend the meeting on the 2nd Thursday of the month instead of trying to remember to register within that couple of weeks. I just always plan to be there, regardless of the topic. So last month I went to the meeting as usual (and because I wanted to see my friends) – I didn't expect to learn anything from the speaker (sorry Jim!) The topic was Office 2007 and I thought, I've been using this program for months now. I know all I need to know about Office 2007. Boy, was I wrong!

Jim told us about styles and how important they are not only now but when the next

update to Office comes out in 2010. We learned how to add the button that allows you to download Word to PowerPoint (it's not on there to start with). Did you know that you can program Word to format your article to the bibliography style you need to use for you? That would have been helpful in college. The biggest shocker seemed to come with learning about a hard drive we can access anywhere through Microsoft. All you need to do is sign up on Microsoft.com and it's free!

Lesson learned – you can always learn something new even if it is only one thing. So no matter how busy you are (and I know you are busy), if the meetings cost a little too much (I understand I lost my job in February) or if you think you won't gain any tips from a topic, think again.

April Community Service Opportunity

By Genista Crider

We have a great opportunity to help our fellow admins out with starting their careers in the administrative field. Ready for Success is organization that helps women enter or re-enter the work force by providing gently used business attire and new personal care items. Please bring your items for donation to the April Chapter Meeting on April 9, 2009.

http://www.ecsmn.org/family_rfs.html.

Employment Network

If you are interested in receiving a copy of job postings sent to our chapter, please contact me at katielecy@hotmail.com. 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 any openings or have a job posting you would like to share with other IAAP members, please

let me know and I will route only to those interested.

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 nonmember, your name will remain on the list for a two-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!

By Katie Lecy

Meet Our New Members

Lolita Taylor

Hello IAAP Members. I have been the receptionist for Upsher-Smith Laboratories for one year. I enjoy working with people so, being the receptionist works out well for me. I am very fortunate to work with Kaye Park and Andrea Wester. They have been very encouraging and lift my spirits by reminding me that I am “awesome” at what I do. In the past I have worked for ProStaff and have had the opportunity to work in a variety of offices as a receptionist or office assistant. Currently, I am a student at Minnesota School of Business working towards my BA in Business Administration.

My family consists of my husband, Carl, and our two children, Markus and Little Lolita (yes, I named her after myself). We have lived in the Plymouth area for three years where Carl is a Supervisor at the Hennepin Country Adult Corrections Facility.

Outside of work and school, our children keep us pretty busy. Markus is a junior at Wayzata High School where he participates in track and basketball. During these seasons we are back and forth to track meets and basketball games. We enjoy watching Markus excel in sports; however, Carl and I and keeping our fingers crossed that he passes drivers education this year so he can chauffeur us around.

Our three year old daughter, Lolita is full of life. I have created a diva. This is not so cute when I am trying to prepare dinner and she wants her toe nails painted. Lolita is “daddys girl” so they enjoy; watching WWF Wrestling on Friday nights and football on Monday and Sunday nights. Lolita also enjoys her play dates with her cousins at the Maple Grove indoor playground.

I am looking forward to getting to know you all better and benefiting from what IAAP has to offer.

Valentine to an Administrative Professional

By Todd Hunt

She’s first one in and last to leave,
her mark is everywhere.
But like a watchful angel,
we seldom know she’s there.

She guards the gate, protects the boss,
efficient through and through.
Those binders for this afternoon?
All set in Board Room 2.

Mind reading is among her skills,
and putting fires out.
She juggles tasks and jumps through hoops,
yet never one to put.

Three hands, you see, she does possess,
and intellect well bred.

Plus humor, tact, diplomacy
and eyes behind her head.

Computer tech and referee,
yes, party planner too.
Committee head, Excel sheet queen—
there’s nothing she can’t do.

We’ve used the female pronoun, true,
throughout this love decree.
But sometimes (though it’s still quite rare),
that admin pro’s a he!

Business humorist Todd Hunt speaks for admins and other organizations that want to add fun to their meetings and send members back to work smiling, with tips to improve communication and success. His world’s shortest e-mail newsletter (30 seconds, twice a month) is available free at www.ToddHuntSpeaker.com

APRIL BIRTHDAYS

- 4 Tracy Dockendorf
- 6 Tracy Rue
- 13 Elly Anderson
- 13 Genista Crider
- 20 Erica Thiel
- 23 Kathy Hincer, CPS
- 23 Dawn Staycoff
- 25 Sherry Zupin, CPS
- 30 Amy LeMieux

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 the future issues of “The Charter.”

APRIL ANNIVERSARIES

- Becky Tarbox
8 Years
- Laura Green-Johnson
7 Years
- Michelle Martinson
1 Year

2008-09 Committees

If you are interested in joining a committee, please join at any time! Please contact the committee chair or chapter President, Debi Cain-Rivord CPS/CAP.

ACFCAP Committee ("Student Conference")

Chair: Kaye Park
Members: Ron Park

Bylaws & Standing Rules Committee

Chair: Katie Lecy
Members: OPEN

Certification Committee (CPS/CAP)

Chairs: Jo Tynen CAP/CPS & DJ Herbert
Members: Lori Bladio, Kartina Carlson, Rosana Hudgins, Katie Lecy, Kaye Park, Patty Ramanko, Michelle Van Stone

Community Service Committee

Chair:
Members: Genista Crider

Historical Committee (Scrapbook Committee)

Chair: OPEN
Members: OPEN

Hospitality & Registration Committee

Chair: Kathy Johnson
Members: Janet Ouellette, Diane Schmidt CPS/CAP, Vicki Orwick, Katie Lecy, Janice Paulson CPS/CAP

Impact Event Committee

Chairs: Genista Crider,
Debi Cain-Rivord CPS/CAP
Members: Yvette Kanzler

Membership Committee

Chair: Yvette Kanzler CAP
Members: Gen Crider, Sherry Zupin

Newsletter Committee

Editor: Genista Crider
Proofreaders: Diane Schmidt CPS/CAP,
Michelle Van Stone, Joan Gatzmeyer CPS/
CAP, Janice Paulson CAP

Nominating Committee

Chair: Dawn Staycoff
Members: OPEN

Programs & Education Committee

Chair: Kathy Hinchler CPS & Debi Cain
Rivord CPS/CAP

Public Relations/Marketing

Chair: OPEN
Members: DJ Herbert, Joan Gatzmeyer CPS/
CAP

Retirement Trust Foundation

Chair: Shaun Freeburg CPS
Members: OPEN

Sunshine Committee

Chair: Gayle Petrie & Sherry Zupin
Members: Katrina Carlson

Ways & Means Committee

Chair: DJ Herbert
Members: Dawn Staycoff, Joan Gatzmeyer,
Janice Paulson, Katrina Carlson

Web-Master

Chairs: Melissa Lidberg CPS

DO YOU HAVE EXTRA "OFFICEPRO" MAGAZINES?

The hospitality committee needs your old IAAP "OfficePro" magazines. We have plans to give them to guests who attend our programs. Please contact Kathy Johnson at kjohnson@ccfcu.org.

TwinCities West "No Show" Policy

Just a reminder that "no shows" will be billed for the monthly fee unless canceled 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, please contact any board member.

SUBMISSIONS TO "THE CHARTER"

News items and article submissions are welcome from members. Send submissions and/or story ideas to TwinCities West IAAP editor, Genista Crider at criderg@fireside.com.

Your Network in Action

A member asked for help on teambuilding events. Here are some of the responses that were given by fellow *TwinCities West* members. Thank you to all who contributed.

1) How about doing a community service project? Non-profit agencies would welcome a group for a variety of one-time projects. Check with the United Way or find a family that needs help. Be prepared to survey your group to match interests. Provide food and supplies.

2) With spring around the bend, plan a picnic on the grounds or at a neighborhood park (ie, Parkers Lake). Have staffers bring in a couple of Smokey Joe's to barbecue burgers & brats and other picnic fare can come from the company budget, or ask for potluck donations. Play lawn games, skill games, and give awards.

3) If it's a monthly gathering indoors, ask those with birthdays that month to send you three true things about themselves that others may not know. Then "fudge" a fourth thing and put them together in a bingo card format. Hand out at the gathering and ask employees to guess each person and what is the bogus attribute. Provide cake, pie, cookies or whatever and award a prize for the winner.

Try one of these places:

Comedy Sportz:

www.comedysportz.com

Mr. Mystery Productions:

www.MrMysteryPlays.com

Action Packed:

www.ActionPackedPaintball.com

The Corporate Fishing Event:

www.corporatefishingevent.com



There are no formal presentations at Silpada parties... just friends trying on and buying gorgeous Sterling Silver Jewelry! Start your own Silpada business and begin earning a great income while meeting new friends, looking great in free jewelry and achieving Sterling success! Contact your independent Silpada Designs Representative today!

Erica Thiel
763.238.8659 cell
Erica.l.thiel@gmail.com or
www.mysilpada.com/erica.thiel.com

Upcoming Voyages

April 2, 2009

TwinCities West Board Meeting

Time: 5:45 p.m.

Location: Davanni's in Plymouth

April 9, 2009

TwinCities West Chapter Meeting

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

May 7, 2009

TwinCities West Board Meeting

Time: 5:45 p.m.

Location: Davanni's in Plymouth

May 14, 2009

TwinCities West Chapter Meeting

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

May 15-17, 2009

MN-ND-SD Division Annual Meeting & Spring Conference

Location: Kahler Grand Hotel, Rochester, MN

June 4, 2009

TwinCities West Board Meeting

Time: 5:45 p.m.

Location: Davanni's in Plymouth

June 11, 2009

TwinCities West Chapter Meeting

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

July 9, 2009

TwinCities West Strategic Meeting

Time: 5:30 p.m.

Location: Davanni's in Plymouth

July 26-29, 2009

IAAP International Convention

Location: Minneapolis, MN

August 13, 2009

TwinCities West Summer Social Event

Time: 5:30 p.m.

Location: TBD