



The Charter



THE OFFICIAL NEWSLETTER OF THE TWINCITIES WEST CHAPTER OF IAAP

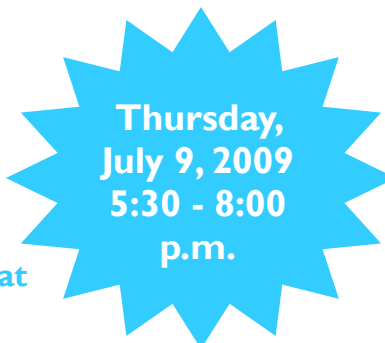
Strategic Planning

Lancaster Village Apartments, Club House
3610 Lancaster Lane N
Plymouth, MN 55441

Registration deadline is Friday, July 3, 2009.

If you need directions, please call Genista Crider at 763/205-5831 OR 763/458-9589

Registration deadline is Friday, July 3, 2009. In the event you become unable to attend, cancellations must be received by Monday, July 6, 2009. If you have any questions, please call Kathy Johnson at 763/549-6105.



The Right Way to Take Time Off

By Joshua Brost with Office Team

Everyone needs a chance to escape the demands of the office, and there is no better time than summer. In fact, more than half of managers polled by our company said July and August are ideal for staff vacations.

Taking time off allows you to recharge your batteries and remain productive. Of course, many people find it challenging to step away from work. But avoiding at least occasional breaks can sap your motivation and lead to burnout.

The following tips can help you get away without work-related worries:

- Make a plan.** Request time off as far in advance as possible. The sooner you notify your manager about your intent to take a vacation, the better your chances of securing the dates you want.

- Call for reinforcements.** Identify coworkers who can keep projects moving while you are away. Also talk to your boss about designating a point person who can make decisions on your behalf on time-sensitive initiatives. Offer to return the favor when this person is out of the office.

- Redirect calls and e-mails.** Provide alternative contact information in your voice-mail and e-mail messages so that incoming requests can still be handled promptly. Also notify key contacts — both internal and external — in advance so they won't be caught off guard and know who can address their needs while you are away.

- Leave it all behind.** Regardless of whether you are staying in town or going away, you need to disconnect from the office. Unless your job demands it, avoid checking your e-mail and voice mail remotely. Also resist the temptation to bring projects with you.

Advance planning can make all the difference in minimizing pre-vacation stress levels. You'll find it easier to put your work concerns behind you and relax during your days off.



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Captain's Corner by Katie Feldman (Lecy)

Hello Chapter Members –

Since this will be my first newsletter as President I wanted to say a quick hello. But I am sorry to say it will be short. June not only was a busy month for me professionally - starting a new job and being installed as President of TwinCities West. But it was busy for me personally; I was married on June 20, and we just got back from our honeymoon late on the 28th. The deadline for the newsletter has passed, but the editor and proofreaders are kind enough to let me sneak this in.

This year's programs are going to be so much fun and very educational – I hope to see you all in attendance.

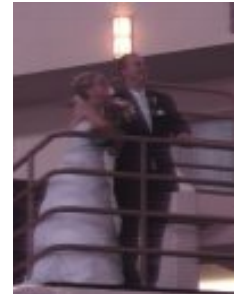
In July we have a very special meeting – the strategic planning session. This will be on Thursday, July 9, in Plymouth at Genista Crider's apartment party room (flyer with address in newsletter). This meeting is a free event because the food is being sponsored – but you still need to register. Please come prepared with your vision for this chapter; what are our strengths and weaknesses? This is our joint responsibility to continue to build our membership, bring in good educational programs and be a networking group for each other. This is also the best opportunity to share your ideas and thoughts for our future.

Coming in August will be the Annual Summer Social on August 13 at Parker's Lake – again a free event. Just come and socialize with your fellow members. Feel free to bring your spouse

and family – just don't forget to register.

I'm excited for this next year and I hope you are too. See you on July 9!

Here are a couple of pictures of Mr. & Mrs. Feldman at their wedding on June 20.



Employment Network

If you are interested in receiving a copy let me know and I will route only to of job postings sent to our chapter, those interested.

please contact me at If you are a chapter member, your name katielecy@hotmail.com. Be sure to will remain on this routing list until you include the email address you want ask to have it removed. If you are a postings sent to. Once your name is on nonmember, your name will remain on the list, you will automatically receive any the list for a two-month "trial employment-related emails that I receive. membership" period. Please note that This is a handy network for people the number of routings varies depending actively seeking employment or just on what I receive. Sometimes I don't "keeping their eyes open."

Likewise, if you know any openings or day. The more postings I receive, the have a job posting you would like to more you will receive!

By Katie (Lecy) Feldman

A Poem by Ronnie Park

I wish you happiness, and love that never ends,
 Serenity with each sunrise, and close and
 caring friends;
 That's what this association offers so, members
 stick around,
 You could join others but, this is the best that
 I've found;
 This association is special with an atmosphere so
 inviting,
 It's fun and entertaining, it is also quite
 exciting;
 If you're feeling down and you need a laugh and
 smile,
 We'll lift your spirits so, come and stay
 awhile;
 Life is a garden, and life's garden would be
 sweeter by far,
 If all who passed through it were as nice as
 you are.



Debi Cain—Rivord CAP/CPS & Ruth Fernandez at the North Hennepin Job Fair's IAAP Booth.

How to Talk Money With Hiring Managers

By Joshua Brost with Office Team

Today's tough job market can make even the most seasoned professional nervous about the hiring process, particularly when it comes to broaching the topic of compensation.

A recent survey conducted by our organization, however, could help put your mind at ease, at least somewhat. More than half (56 percent) of senior executives surveyed said they are comfortable with applicants asking about compensation in the first or second interview.

Here are some tips to help you prepare for the conversation:

- Do your homework. Before you talk with the hiring manager about salary, review government data, trade association reports and compensation surveys such as OfficeTeam's annual *Salary Guide*. Also consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
- Remain flexible. Enter salary discussions with an open mind and positive attitude. While there may be some aspects of an offer you're unwilling to negotiate, be prepared to compromise on items that are less critical to you, such as the number of vacation days, for example.
- Don't fixate on just one aspect. When evaluating an offer, look at the total compensation package, including nonmonetary, but highly desirable, components such as healthcare benefits, paid time off and flexible scheduling.
- Get it in writing. Once you've agreed on terms, ask the employer to draw up a letter of agreement that outlines the specifics of the offer, such as the position's key responsibilities, salary and any special arrangements that resulted from the negotiations.

JULY BIRTHDAYS

- 4 Marie Divine
- 8 Annette M. Greer
CPS/CAP
- 19 Kaye Park CAP
- 31 DJ Herbert

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."

JULY ANNIVERSARIES

Joan Gatzmeyer CPS/CAP
9 Years

Upcoming Voyages

July 9, 2009

TwinCities West Strategic Planning Meeting

Time: 5:30 p.m.

Location: Genista's Club House

July 26-29, 2009

International Education Forum & Annual Meeting 2009 (IEFAM)

Location: Minneapolis, MN

August 13, 2009

TwinCities West Summer Social

Time: 5:30 p.m.

Location: Parker's Lake Picnic Shelter

{ Get Paid to Party! }

Enjoy a fulfilling career that's simply fun!

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!

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SILPADA DESIGNS

2008-09 Committees

If you are interested in joining a committee, please join at any time! Please contact the committee chair or chapter president, Katie Feldman.

ACFCAP Committee ("Student Conference")

Chair: Kaye Park
Members: Ron Park

Bylaws & Standing Rules Committee

Chair: Katie (Lecy) Feldman
Members: OPEN

Certification Committee (CPS/CAP)

Chair: Jo Tynen CPS/CAP
Members: OPEN

Community Service Committee

Members: Ruth Fernandez

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) Feldman, Janice Paulson CPS/CAP

Impact Event Committee

Chair: OPEN
Members: Tracy Dockendorf, Kelcia Cannon

Membership Committee

Chair: Yvette Kanzler CAP
Members: Sherry Zupin

Newsletter Committee

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

Nominating Committee

Chair: Dawn Staycoff
Members: OPEN

Programs & Education Committee

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

Public Relations/Marketing

Chair: Jeri Jensen CAP
Members:

Retirement Trust Foundation

Chair: OPEN
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

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 genistacrider@comcast.net.