



The Charter

NOVEMBER 2009



THE OFFICIAL NEWSLETTER OF THE TWINCITIES WEST CHAPTER OF IAAP

Records Management by Penny Zuber of Express Scripts.

Information is at the center of everything an organization does; strategy management, research, development, compliance. How the organization manages the information and its records can directly affect its ability to compete, comply, recover from disaster, address litigation and operate efficiently.

Learn how to leverage Records and Information principles to redefine your administrative role, to give you a competitive edge in today's changing times.

In this presentation, you'll learn:

- What is a record?
- What you can toss and what you need to keep
- How long you should keep different records?

Thursday,
Nov 12, 2009
5:30 - 8:00
p.m.

Agenda

- 5:30-6:00 pm – Registration & Networking
- 6:00-6:30 pm – Dinner
- 6:30-7:30 pm – Educational Program
- 7:30-8:00 pm – Business Meeting

Come join us for an evening of food, fun, education, laughter, and networking!

Pre-registration by November 6 is required for this event.

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

Members At The Door \$25.00 Members Using PayPal \$26.25
Guests At The Door \$30.00 Guests Using PayPal \$31.25

Registration deadline is Friday, November 6, 2009.

Registration deadline is Friday, November 6, 2009. In the event you become unable to attend, cancellations must be received by Monday, November 9th. No shows will be billed for the registration fee. If you have any questions, please call Georgann Bestler Wenisch 612-672-3727.

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CAPTAIN'S CORNER by Katie Feldman

Hello Chapter Members –

First, I would like to thank the chapter for sending Yvette and me to the Division Fall Conference as your chapter delegates. This event was held in Otsego on October 9-11. So thank you!

The Division did a fantastic job with bringing in excellent speakers, and we had some fun, too! On Friday, Jeffrey Cookson told us how change can be good in a very humorous way. Saturday morning started off early for board and committee chairs wanting to attend the Leadership meeting, which counts toward our Chapter of Excellence. The Business Session was held on Saturday morning, after the Leadership Seminar. Total registrants as of Saturday morning were 85 people. Saturday afternoon, we learned survival techniques from Jerritt Johnston (from True North Adventures), and went on a "scavenger" hunt.

Sunday morning's speaker was the most moving. Cynthia D'Amour talked about being a "lazy leader." Her philosophy is that leading a group or a committee doesn't mean that you do all the work by yourself. Instead, we can all work together, doing little pieces of the committee projects.

Speaking of projects, how is everyone coming on their Member of Excellence status? Have you printed off the commitment form from the HQ website and signed it? That's one of the 8 criteria points you need! I was counting up mine the other night and I need just one more point. This will be the hardest point for me to obtain, so I still

have some work to do.

As for meeting the Chapter of Excellence goal, we are on our way! Some of the criteria requires multiple months of each (i.e. 6 months of a published newsletter). Since we are only a few months into the year, it's hard to mark that off the list just yet. At the last chapter meeting the board signed the commitment form and we published the annual meeting calendar before September 1, so there are two criteria points collected right there. We are also working to be sure to have enough programs that count towards recertification. This month our chapter meeting is on Records Management. This topic affects us all--especially administrative assistants--as we are the ones usually in charge of the files, both paper and electronic. Please be sure to register and attend.

Hope to see you on November 12... if not before!

Katie Feldman
TwinCities West Chapter President



Employment Network

If you are interested in receiving a copy of job postings sent to our chapter, please contact me at yvette.kanzler@blackbox-vs.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 Yvette Kanzler, CAP

Committee Spotlight

Community Service Committee

We are dedicated to helping the chapter be involved with the community. Part of our responsibility as committee members is to brainstorm different ways that we can help people in our community in every way that we can. We have done multiple food drives and clothing drives. In November and December of this year we are having a winter warm ware drive. We are collecting winter gear for people who need it in the western suburbs. Please bring your donations to the November and December Chapter meetings, or see Ruth or Genista if you can not bring them at that time. We also hold one fundraiser a year that is for animals.

If you are interested in helping a little or

a lot, please contact Ruth Fernandez or Genista Crider. And thank you to everyone who has helped TCW help our community.

Ruth Fernandez and Genista Crider



Meet Your Board Members

Genista Crider

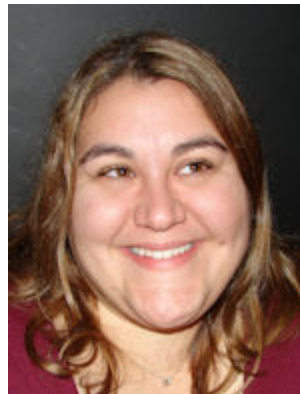
Hello All,

My name is Genista Crider. I have been a member of *TwinCities West* for two and a half years. I started because my mom (Kaye Park) has been really involved with IAAP for over 10 years and I had helped her with many events since I was a youngin'. She asked me to become a member in 2006 because TCW was one new member shy of becoming a Chapter of Excellence, and more specifically, having Bonnie Marten getting a Distinguished President award. I am proud that I was able to help TCW succeed that year and all of the years to come.

I was married just over a year ago to my husband Steve. He and I live and work in Plymouth with our two cats, Baby and Stevie. Steve, the cats and I really enjoy watching our TV programs and especially love watching the Iowa Hawkeyes play football. We also like to try new restaurants, although, neither of us likes seafood, so we stay away from new restaurants that serve only seafood. So if you hear of any good places,

please let us know, we would be happy to try it and let you know.

I have been so blessed to get to know all of the members of TCW and IAAP. Thank you for the last 2 years and many more to come.



NOVEMBER BIRTHDAYS

- 1 Jen Kollar CPS
- 10 Janet Blexrud
- 22 Bonnie Marten CPS/CAP
- 28 Jo Tynen CPS/CAP
- 29 Rosanna Hudgins

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."

NOVEMBER ANNIVERSARIES

- Chris Rittmann
21 Years
- Roberta Jones
9 Years
- Janice Paulson CPS/CAP
9 Years
- Rita Dahlke
8 Years
- Janet Blexrud
4 Years
- Kathy Hincer CPS
4 Years
- Laurie Lyso
4 Years
- Kaye Penfield
4 Years
- Gayle Petrie CPS
4 Years
- Patty Romanko
4 Years
- Vicki Orwick
3 years
- Katrina Gronberg
1 year
- Michele Kripper
1 Year

2009-10 Committees

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

Annual Impact Event – Chairs: Debi Cain-Rivord CPS/CAP and Kaye Park CAP
Members: Yvette Kanzler CAP, DJ Herbert

ACFCAP Committee – Kaye Park CAP
Members: Ron Park

Bylaws & Standing Rules – Yvette Kanzler CAP

Certification - Jo Tynen CPS/CAP
Members: Open

Community Service – Ruth Fernandez
Members: Genista Crider

Historian - Open

Hospitality & Registration – Georgann Bestler Wenisch, CAP
Members: Diane Schmidt CPS/CAP, Kim Stuber

Membership – Yvette Kanzler
Members: Kaye Park CAP, Debi Cain Rivord CPS/CAP, Diane McNeill

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

Nominating – Debi Cain-Rivord CPS/CAP
Members – Rosanna Hudgins, Linda Verner

Programs & Education - Kathy Hincer CPS and Debi Cain Rivord CPS/CAP

Public Relations – Kim Stuber
Members: Open

Retirement and Research - Shaun M. Freeburg CPS
Members: Open

Sunshine - Gayle Petrie CPS, Sherry Zupin CPS
Members: Katrina Carlson CPS

Ways & Means - DJ Herbert
Members: Dawn Staycoff, Katrina Carlson CPS, Janice Paulson CPS/CAP

Website - 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 Georgann Bestler Wenisch, CAP at gwenisch@MesserliKramer.com

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).

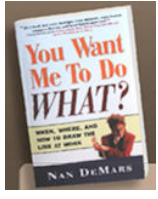
We understand that “life happens”... especially in our line of work! Sometimes registrants are not able to make it at the last minute. However, the hotel still requires payment for your meal, whether or not you are there. For this reason, we must collect from you if you are unable to attend at the last 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

Thank you to our sponsors



Upcoming Voyages

November 5, 2009

TwinCities West Board Meeting

Time: 5:45 p.m.

Location: Davanni's in Plymouth

December 10, 2009

TwinCities West Host's Holiday Party

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

February 4, 2010

TwinCities West Board Meeting

Time: 5:45 p.m.

Location: Davanni's in Plymouth

November 12, 2009

TwinCities West Chapter Meeting

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

January 7, 2010

TwinCities West Board Meeting

Time: 5:45 p.m.

Location: Davanni's in Plymouth

February 11, 2010

TwinCities West Chapter Meeting

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

December 3, 2009

TwinCities West Board Meeting

Time: 5:45 p.m.

Location: Davanni's in Plymouth

January 14, 2010

TwinCities West Chapter Meeting

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

March 4, 2010

TwinCities West Board Meeting

Time: 5:45 p.m.

Location: Davanni's in Plymouth

Picture from Fall Educational Conference October 9-11, 2009



Left to right: Top row: Joan Gatzmeyer CPS/CAP, Yvette Kanzler CAP, Heather Kolsted, Dawn Staycoff, Janice Paulson CAP, DJ Herbert

Left to right: Bottom row: Genista Crider, Katie Feldman, Michelle Van Stone, Debi Cain-Rivord CPS/CAP