



# The Charter



THE OFFICIAL NEWSLETTER OF THE TWINCITIES WEST CHAPTER OF IAAP

**Thursday, January 14, 2010 / 5:30 – 8:00 p.m.**

## Special Guest Speaker: Chez Raginiak *Inspirations*

Learning or re-learning the languages of love, appreciation, nourishing, gratitude, understanding, achievement, giving back, excitement, success, opportunity, perseverance, energy and new vision is the secret ingredient that helps us move forward in times of struggle – or any times. Chez' presentation brings hope and vision for a more happy and fulfilling personal and professional life, so you can refill your heart with energy and belief that it is in your power to make the rest of your life the best of your life.

Chez' story and his outlook on life has inspired audiences with hope and the tools to begin leading more successful and fulfilling live, rejuvenated minds willing to take on challenging tasks, and provided more tools for better networking and communication.

Chez escaped oppressed communist Poland at age 25, crossed the Alps between Italy and Austria on foot, and spent six months in a refugee camp before starting his new life in America with nothing - not even the English language. He is the cofounder of Kids' Express Train, LLC – a company that helps children with Autism; President of IMoment, LLC – his speaking and writing business; 2009/2010 National Speakers Association Diversity PEG Co-Chair; and serves on the Board of Directors of CAPI (a leading community-based social justice organization and a direct human service). For more information, check out Chez's website at [www.imoment.us](http://www.imoment.us).



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

**Pre-registration is required.** Visit our website at [www.iaap-twincitieswest.org](http://www.iaap-twincitieswest.org). Payment can be made at the door with a check made payable to *TwinCities West IAAP* or through PayPal with a small convenience fee of \$1.25.

**Registration deadline is Friday, January 8.** In the event you become unable to attend, cancellations must be received no later than 3:30 p.m. on Monday, January 11. No shows will be billed for the registration fee. If you have any questions, please call Georgann B. Wenisch at 612-672-3727.

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## CAPTAIN'S CORNER by Katie Feldman CAP

Hello Chapter Members!

I am still giggling over the December white elephant gift exchange. What a fun – and hilarious – night! I can't wait for the next white elephant to see what becomes of that wedding portrait...

And you really don't want to miss out on this month's event. By popular request, Chez Raginak is making a second appearance at the *TwinCities* West Chapter, and he's sure to inspire us to live more enriched lives at work and at home. An inspirational presentation by Chez will be a great way to wrap up the holidays, so be sure to join us on Jan 14 for this special presentation.

Traditionally, January is the start of the New Year resolutions. According to Amazon.com these are the top ten resolutions: Lose Weight, Get Your Finances in Order, Go Greener, Curb Your Vices, Get in Shape, Relax More, Pursue a New Career, Upgrade Your Technology, Organize and Optimize, and Start a New Hobby.

This is always the time when the local gyms are overflowing with those 'getting into shape'. How about making a resolution to

get more involved or join a committee? People go back to school to fine tune their skills, and that's just what IAAP is for. Our chapter meetings and committees can offer you those skills that increase your potential at work. Plus you'll have fun and make new friends (which could turn into a great network if you need a new job). And the costs are a lot less than tuition and books. So when you are creating your New Year's resolutions list this year, be sure to add 'go to more IAAP chapter meetings' or 'join an IAAP committee' to your list!

Have a wonderful holiday season and I'll see you in 2010!

Katie Feldman CAP  
*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](mailto: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

### Ways and Means

By DJ Herbert

The Ways and Means committee is responsible for developing and researching fundraisers for our chapter. This committee is extremely important because the proceeds of our fundraisers go directly back into our chapter. Ways and Means is one of the major reasons our chapter continues to be a great success! We try to meet in person each month or communicate via email to share ideas and make plans for fundraisers held at our monthly chapter meetings. Almost every month we create a basket of goodies that relates to the theme of the chapter meeting. Tickets are sold at the meeting and put into a drawing where the winner is announced at the end of the night. We also sell IAAP logo items for your office and home needs. We have an annual holiday fundraiser in which we have a bake sale and sell Terri Lynn Nuts to give as gifts to family and friends. We continue to come up with new and exciting

ideas working with various companies in the community to fundraise with as well.

Being a part of this committee is not only important; it is exciting and a lot of fun! We are always looking for members to be a part of our committee. You do not have to have to spend a lot of time working with this committee. Simply sharing ideas and helping collect information or items is all it takes! Please contact me if you would like more information.

Remember to stop by and see us at the monthly chapter meetings! You never know what we will come up with next!

DJ Herbert  
Ways and Means committee chair

## Meet Your Board Members

### Sharon D'Souza

Hi, I'm Sharon D'Souza, your Chapter Treasurer Elect for the 2010-2011 year. I've been working in the administrative field for 20+ years. My husband got a job offer he couldn't pass up so we recently moved back from the Bay Area in California. I was working in audit resource management at KPMG for the past 5 ½ years, but due to recently layoffs was unable to transfer back to our Minneapolis office. I joined the IAAP in September this year to network with others in the administrative field while I was searching for a new position and for the opportunity to participate in the wonderful programs that are offered.

I recently accepted a position at the ALS Association Minnesota Chapter ([www.alsmn.org](http://www.alsmn.org)) as their web administrator and I am enjoying my work there tremendously. It's great to work for a

company that supports such a worthy cause; striving for a cure for ALS.

In our time off, my husband and I love to travel. Our most recent trip was to the Holy Land (Egypt, Jordan and Israel) last year. Growing up I'd always wanted to see the pyramids and the Middle East so I finally got my wish. This next year we're heading to Italy; I can hardly wait!



## JANUARY BIRTHDAYS

- 8 Georgann Bestler –  
Wenisch CPS/CAP
- 8 Chris Rittmann
- 11 Kris Swedberg
- 26 Catherine Engles
- 27 Sharon D'Souza

*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.”*

## JANUARY ANNIVERSARIES

- Ruth Fernandez  
4 Years
- Julia Peterson  
1 Year
- Lolita Taylor  
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 CAP

**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: Need Members

**Community Service** – Ruth Fernandez  
Members: Genista Crider

**Historian** - Need Members

**Hospitality & Registration** – Chair – Georgann Bestler-Wenisch CPS/CAP,  
Members: Diane Schmidt CPS/CAP, Kim Stuber, Genista Crider

**Membership** – Yvette Kanzler, CAP  
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 Hinchler CPS and Debi Cain Rivord CPS/CAP

**Public Relations** – Need Chair  
Members: Kim Stuber

**Retirement and Research** - Shaun M. Freeburg CPS  
Members: Need Members

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

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

**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 at [gwenisch@messerlikramer.com](mailto:gwenisch@messerlikramer.com)

## Proof-Readers Needed.

Do you constantly find yourself finding typos and grammatical errors in everything that you read? Then you are needed for the newsletter team. If you are interested in being a proof-reader, please e-mail Genista Crider at [genistacrider@comcast.net](mailto:genistacrider@comcast.net).

### 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).

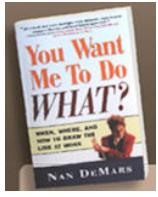
We understand that “life happens”... especially in our line of work! Sometimes registrants are not able to make it at the last minute. However, the hotel still requires payment for your meal, whether or not you are there. For this reason, we must collect from you if you are unable to attend at the last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

## THANK YOU TO OUR SPONSORS



## Upcoming Voyages

**January 7, 2010**

*TwinCities West Board Meeting*

Time: 5:00 p.m.

Location: Davanni's in Plymouth

**January 14, 2010**

*TwinCities West Chapter Meeting*

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

**February 4, 2010**

*TwinCities West Board Meeting*

Time: 5:30 p.m.

Location: Davanni's in Plymouth

**February 11, 2010**

*TwinCities West Chapter Meeting*

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

**March 4, 2010**

*TwinCities West Board Meeting*

Time: 5:30 p.m.

Location: Davanni's in Plymouth

**March 11, 2010**

*TwinCities West Chapter Meeting*

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

**April 1, 2010**

*TwinCities West Board Meeting*

Time: 5:30 p.m.

Location: Davanni's in Plymouth

**April 8, 2010**

*TwinCities West Chapter Meeting*

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

**May 6, 2010**

*TwinCities West Board Meeting*

Time: 5:30 p.m.

Location: Davanni's in Plymouth

**May 13, 2010**

*TwinCities West Chapter Meeting*

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

**May 21 - 23, 2010**

*MN - ND - SD Division Annual Meeting.*

Hosted by SouthWest Metro Chapter

The Power of Commitment...Get Connected

Holiday Inn & Suites, Bloomington, Minnesota

**June 3, 2010**

*TwinCities West Board Meeting*

Time: 5:30 p.m.

Location: Davanni's in Plymouth

**June 10, 2010**

*TwinCities West Chapter Meeting*

Time: 5:30 p.m.

Location: Radisson Hotel in Plymouth

## Making Career Resolutions You Can Keep

Most people view January as an opportunity to reflect on the past few months and set resolutions for the new year. When identifying upcoming goals, however, don't forget career-related resolutions. Here is some advice for setting new objectives — and sticking with them:

- **Don't bite off more than you can chew.** Be sure to identify goals that challenge you to stretch your abilities but won't require near-impossible amounts of time and effort to achieve. After all, making an unrealistic resolution can prove more frustrating than motivating. Consider your schedule and available resources. Given these factors, what can you realistically accomplish?
- **Break it up.** Break your goals into smaller "mini-goals" to help you stay on track. If you want to take on more responsibility within your department, for example, your mini-goals may be to talk to your manager about your plan, determine the skills you need to develop, identify the appropriate professional development options, then complete the training.
- **Set deadlines.** To improve your chances of success, establish a timeline for accomplishing each step along the way to your larger objective. This will give you something to work toward and allow you to better track your progress.
- **Acknowledge your success.** No matter how small the accomplishment, give yourself a pat on the back each time you reach one of your objectives. You might treat yourself to a nice lunch, for instance. By doing so, you will maintain your momentum.

· **MAINTAIN PERSPECTIVE. BE DEDICATED TO YOUR CAREER, BUT DON'T OVERDO IT. PILING TOO MANY GOALS ON YOUR PROVERBIAL PLATE CAN SET YOU UP FOR FAILURE. AT THE SAME TIME, DON'T LOSE SIGHT OF ANY PERSONAL RESOLUTIONS YOU'VE SET THIS YEAR. KEEPING SPACE FOR OTHER OBJECTIVES, LIKE EATING HEALTHIER OR TAKING A DANCE CLASS, IS IMPORTANT.**

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).



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