

Professional Images

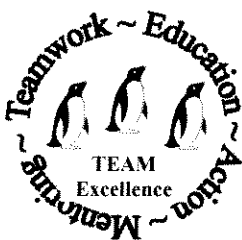
The Monthly Newsletter of the Crow River Chapter....International Association of Administrative Professionals

Volume IX, Issue 4

November 2005

Crow River Chapter IAAP

Team Excellence



Crow River Chapter
2005 - 2006

Crow River Chapter

December 6th

Ridgewater College

5:30 p.m.

Maria Haack

Spanish Customs and Holidays

Our speaker next month is Maria Haack. Maria came from a large family of 4 girls and 3 boys. She moved to Minnesota about 10 years ago from Montemora, Mexico for better job opportunity. She came with her two daughters. She worked in Glencoe for about 3 years. She went to college in Willmar for Cosmetology. She moved to Hutchinson because the commute wouldn't be quite as long. After that she went to Ridgewater College for Business Management.

When Maria moved here she didn't know the language and worked very hard to learn it and to better herself. She worked in manufacturing, at NordicTrack, Tinos Pizza as a Chemical Technician. She got her GED, completed college and also became a citizen.

Now Maria works as a hair stylist and also for McLeod Alliance for the past two years to help persons who are victims of Domestic Violence. She also works as outreach for Spanish speaking people.

Maria was a member of Toastmasters. Maria and her husband now own their own house in Hutchinson which is part of her American Dream! Her daughters are 17, 15 and 5.

Maria will be speaking on Spanish Customs and Holidays.

*"If you want your life to be more rewarding,
you have to change the way you think." -
Oprah*

**Please feel free to copy or route
this newsletter to your team of
Administrative Professionals!**

President's Corner

Our Tastefully Simple fundraiser on Thursday, October 27, was a success! Many thanks to Shirley and Peggy for setting this up and to all of you who attended or helped in any way.

We have a speaker in place for our spring seminar – Michelle Neujahr. Now we need someone to chair/co-chair the committee and people to sign up for the subcommittees to make this another successful seminar. If anyone is interested please let me know. It takes teamwork so I hope everyone will play a part. I hope to hear from you.

At our last meeting you received a chapter handbook that includes our bylaws and standing rules, membership roster, and committee manual as well as organizational information and history. Thank you Shirley and Phyllis for putting this together and getting it out to the members.

Our December 6 meeting, “A Spanish Holiday and Mexican Traditions” at Ridgewater College is fast approaching. Don't forget – it is a potluck and we are having a white elephant sale. So be sure to find that hidden treasure we can auction off to raise money.

I hope you all have a Happy Thanksgiving!

Member News

11/1/05 Guests

Linda Butzin Dianne Gassman
Kim Stork

Linda and Kim have sent in their IAAP applications and we are excited to be welcoming them as new members as soon as the documentation arrives from International. Dianne, we hope you enjoyed the meeting and will consider membership too. Come back and visit again.

Students Attending

| | |
|------------------|--------------------|
| Toni Benjamin | Susan Bullard |
| Michelle Burkel | Donnette Garberich |
| Denista Karels | Jenny Lent |
| Amy Mathews | Katie Motzko |
| Vanessa Olson | Jenny Quaas |
| Mona Rueter | Allyson Schall |
| Brittany Scharpe | Wendy Shafer |
| Helena Wright | |

Special Thanks

Thanks to Peggy Reding for making sure Bethlehem United Methodist Church was open and ready for our Tastefully Simple Fundraiser. And to both Peggy and Sharon Krueger for making sure everything was cleaned up and put back in place when we left.

Thanks to Phyllis Cripps for making all the copies and assembling our updated Chapter Booklets.

NOVEMBER PROGRAM RECAP

CONFLICT AND CONFRONTATION

In November Rhonda Burns, a Licensed Independent Clinical Social Worker of Thomas L. Price & Associates, briefly outlined the book Coping with Difficult People by Robert M. Bramson, Ph.D.

We reviewed stress and conflict – how it impacts others in the work place and at home. Rhonda gave us examples of seven types of difficult personalities and the behaviors they exhibit. Our goal was not to see how many people we could label, but to see if some of our own behaviors fit into those personalities.

Managing our own defensive behavior and coping techniques were discussed.

Tastefully Simple Fundraiser

We did it!!! We reached our goal of \$1,000 in Tastefully Simple sales. Our actual sales came to \$1,058.51. At this level of sales we were able to make 20% and so our profit came to \$211.70. The actual check that we received from Jackie was \$215.00.

A very special thank you to each member who bought an item, invited guests to the tasting party or took orders. Your efforts were very much appreciated.

A Note From Jackie:

Gals of IAAP,

Thank you so much for working with me and making your fundraiser a huge success. Next year?? - \$1,500 in sales? Sounds great to me!!!

Thanks again, Jackie Pohlmeier

Embrace Risk and Never Stop Learning

The following article appeared in a recent issue of the *Great Lakes District District Update* newsletter...excellent encouraging advice on why you should consider taking leadership roles within IAAP. Message from Great Lakes District Director Mary Ramsay-Drow CPS/CAP: "I'm sure that many of you have been approached to take on leadership roles in your chapters and divisions. Before you say "No," take a few minutes to reflect on the following strategies from the book, *Leadership The Eleanor Roosevelt Way*, by Robin Gerber. This is an excellent, very readable book on leadership strategies. Here are a few excerpts that apply to IAAP leaders..."

Embrace Risk:

- Recognize that all risk takers struggle with and overcome internal doubts and fears. Focus on your abilities, your talents, and your strengths.
- Accept that you will never be able to plan for or control every contingency; such is the nature of risk.
- Practice the positive—in your mind, in your discussions, in your relationships, in your actions. The glass is always half full if you want it to be.
- Be optimistic. Ask yourself: "What is the worst that can happen?" Get a realistic handle on your doubts and fears, then move ahead.
- Replace the "I can't" refrain in your mind with "I can." Remember that real change is the reward for leaders who accept risk and take action to bring about their dreams.

Never Stop Learning:

- Learn from everyone by inviting others to teach you.
- Give any new idea a few minutes of your time. You never know what you can learn or how your leadership will be enhanced.
- Keep your organization and your brain healthy by accepting challenge and revelation.
- Be a leader who is a learner; be a learner who is a teacher; be a teacher who is a leader who motivates others to lead and learn.
- Discover the things about yourself that will add to your confidence and competence as a leader.
- Becoming a committee chairman or an officer at the chapter or division level does involve embracing risk as well as opportunities to learn new things. So, please say "Yes" when you're asked to move to the next level in your service to IAAP.

Speaker Selected For Annual Spring Seminar

The Crow River Chapter Board narrowed the speakers down to 2. They were presented to the membership and then a vote was taken. Michelle Neujahr was selected to speak at our Annual Spring Seminar on Thursday, April 27th.

Michelle Neujahr is known as a business and life remodeling expert. She works with organizations that want to motivate their people and with individuals who want to remodel their lives to reach their dreams.



With more than a decade of experience as an entrepreneur and remodeling expert, Michelle knows change. She helps organizations manage change, create clear vision and develop their people. Michelle is committed to motivating the individuals within organizations to develop excellence.

Michelle's highly motivating, dynamic keynotes and seminars develop excellence at all levels. Audiences are challenged to embrace change, increase productivity and develop their true potential no matter what their circumstances.

Michelle has owned three businesses, managed a large unit for a direct sales company, been a Promotional Staffing consultant and continues to work as a product/media spokesperson. In addition, she is the author of *Hey, Girlfriend! Live Passionately Real* and contributor to various magazines. She has trained managers, managed corporate events, and inspired audiences across the country to embrace change, dream big and lead with purpose.

Michelle Neujahr speaks on the following topics. We can choose a standard program or let her customize a program for us in one or more of these areas:

- Motivation and Inspiration
- Change (a.k.a. Renovation)
- Personal & Professional Development
- Work/Life Balance
- Leadership
- Small Business/Entrepreneurship/ Direct Sales
- Family Development
- Women's Retreats/Spirituality
- Teen Issues

Check Out Our New Website

www.iaap-crowriver.org

The Crow River Chapter website is up and running. There are still some things to add and polish up, but check it out..... the chapter members should check out the members only section and update their information. You can do this by putting in your membership number and the password which for right now is *password*.

Updated Crow River Chapter Booklets

New Updated Crow River Chapter Booklets are assembled and ready to go. If you didn't pick yours up at our November 1st meeting, be sure to pick yours up from your folder.

New members will receive theirs at the time they are installed in our chapter. The booklets include information about our chapter, members, how we fit into the MN-ND-SD Division within the Northwest District. It also includes copies of our bylaws and standing rules as well as committees. A great source of information.

Contact Info Reminder

Just a reminder, please inform your local chapter and headquarters whenever you make changes to your contact info.

HQ can be reached at membership@iaap-hq.org. Please send your address changes (e-mail addresses are important) to slkklg@hutchtel.net. The info will also be forwarded to Division to have the e-mail listing updated as well. (The Division listing can be found on the Members Only page of the website at www.iaap-mnndsd-division.org.)

International Association of Administrative
Professionals

P.O. Box 20404

Kansas City, MO 64195-0404

Phone: 816.891-6600

Fax: 816.891-9118

Web: www.iaap-hq.org

MN-ND-SD Division Website:

www.iaap-mnndsd-division.org

You are Invited to the Next Meeting Of the Crow River Chapter of IAAP... Plan To Attend!

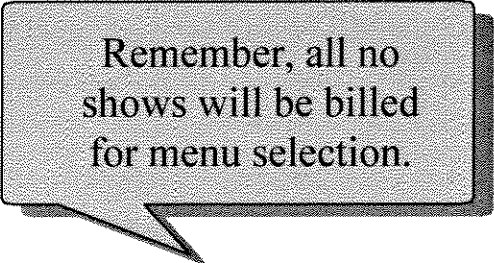
When: Tuesday, December 6th, 2006

Where: **Ridgewater College**
Hutchinson, Minnesota

Time: Networking & Dinner 5:30 p.m.
Program and Fellowship

Menu Selections are:

The December Meeting will be a potluck dinner with the Ridgewater Student Chapter and the Crow River Chapter participating. We will be meeting in room 465. This room is by the ADS department. Members should park in the Staff Parking lot and enter through the Business Management Department Door (#400). The room is the second on the left. Please bring a dish to pass.



Remember, all no
shows will be billed
for menu selection.

Upcoming Events

December 6..... Crow River Chapter Meeting
December 15 Newsletter Articles are due
December 20..... Newsletter e-mailed
