

# Professional Images

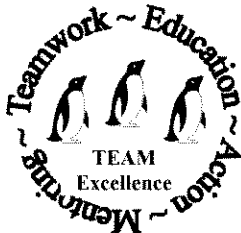
The Monthly Newsletter of the Crow River Chapter...International Association of Administrative Professionals

Volume IX, Issue 5

December 2005

## Crow River Chapter IAAP

### Team Excellence



Crow River Chapter  
2005 - 2006

## Crow River Chapter

January 3rd

Victorian Inn

CREATIVE WRITING

Kay Johnson

Feature writer, Kay Johnson, will share her passion for creative writing at our January meeting. She will demonstrate how these skills translate to improve the effectiveness of business writing. Kay is the author of "The Legacy of Les Kouba" and "Windmills and Fireflies: Memoirs of a Country Girl". Her work can be seen on Tuesdays and Thursdays in the Hutchinson Leader.



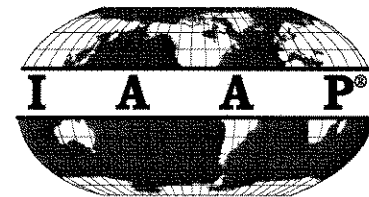
Merry Christmas and  
Happy New Year to You  
and Yours!

### Tips for Building Team Trust

**H**ow's your team doing?

Does everyone feel a close sense of trust? If your team struggles with trust issues, your most important asset is in trouble. Here are a few tips to protect and nurture trust:

- 1) Deliver on your promises.
- 2) Avoid "talking about each other" outside team meetings.
- 3) Examine whether you are motivated by a hidden agenda to control or manipulate your team.
- 4) Don't hold back on information other team members need.
- 5) Avoid cliques and subgroups within the team.



International Association of  
Administrative Professionals®

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

## President's Corner

Feliz Navidad! On December 6 Chapter members and students enjoyed a potluck supper – with a Mexican flair. We had everything from white bean chili to Margarita cake (and everything in between). Maria Haack showed a video and shared with us Mexican holidays and traditions, including a question and answer session that was very interesting. The silent auction brought in almost \$70, which you generously voted to match with IAAP funds to bring the total to \$150 for the McLeod County Christmas Project through Social Services. Thank you to all of you.

On January 3 we will meet at the Victorian Inn rather than Ridgewater College, due to a speaker's scheduling change, and have a presentation on "Creative Writing" by Kay Johnson from the Hutchinson Leader.

Our speaker, Michelle Neujahr, is in place for the spring seminar in April. Now we need to work on the publicity and other details. I have the seminar notebook with all the details, for the member(s) who would take on the responsibility of chairing the seminar committee, so please let me know who you are. At the January meeting we will have a sign up sheet for the subcommittees, so please be thinking about signing up for a subcommittee if you are not able to chair the seminar committee.

Even though this is a busy time of the year I hope you all take the time to enjoy the season with family and friends. Wishing you all a Merry Christmas and Happy New Year.

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## Chapter Birthdays

*The Crow River Chapter Would Like to  
Wish a Very Happy Birthday to the  
Following Members*

*No Birthday's in December*



## DECEMBER PROGRAM RECAP

### SPANISH HOLIDAYS AND MEXICAN TRADITIONS

September 16 is one of the most important holidays in Mexico: it is their independence day. Maria Haack discussed this holiday with us, as well as the others of her native country. Children especially enjoy their colorful holidays in which there are beautiful lights, multicolored confetti, and a variety of delicious Mexican dishes sold. The parties are also a showcase for Mexican crafts, mariachi music, military parades and a variety of amusement park rides.

Although Maria has a great love for Mexico, she is living the American Dream. Maria and her husband own their own home in Hutchinson. When Maria first moved here she didn't even know the English language. Through continued education she obtained her GED, sought employment and became a citizen. She has worked as an outreach to victims of domestic violence through McLeod Alliance, has been a member of Toastmasters, and most recently Maria works as a hair stylist at Great Clips.

Way to go, Maria!

### Recipes submitted from December Potluck

#### Texas Hash

2 medium onions sliced  
1 green pepper minced  
1 Tbsp fat  
½ lb ground beef  
1 cup cooked tomatoes  
¼ cup uncooked rice  
½ tsp. chili powder  
1 tsp. salt  
dash of pepper

Heat oven to 350°. Saute onions & green pepper in hot fat until yellow. Add ground beef and fry until mixture falls apart. Stir in remaining ingredients. Place into greased 1 quart baking dish. Cover and bake 1 hour removing cover last 15 minutes.

#### Crunchy Bacon Coleslaw

¾ cup mayo  
1T sugar  
5 cups shredded cabbage  
1/2 cup chopped peanuts  
4-5 slices bacon crisply cooked, crumbled

Mix dressing and sugar in large bowl. Add remaining ingredients; mix lightly, refrigerate. Serves 8

### Almond Joys or mounds

1 stick of margarine (melted)

2 cups powdered sugar

3 cups of coconut

Roll in balls and chill for one hour. Then for Almond Joys stick a smoked almond in each ball and melt Milk Choc chips and put a dab on top of each almond. For Mounds make a thumb print in each ball and melt semi sweet chocolate chips and put a little in each. These are very simple and much easier than the coconut ones that I used to make and dip in melted almond bark, also they are very good.

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## News from Division

### Item 1 - Avery Awards

The Avery Great Results Award Applications are now available, and the latest news is there is now a Division Award as well! I would like to strongly encourage every Chapter to take the time to complete and submit this application - not only will you be benefiting your Chapter, but your entry is also important for our Division, as part of the criteria judged at that level is how many Chapters within the Division participate. This is a wonderful opportunity on many levels, so please start giving this some thought, and look for more information in the December edition of the Division Newsletter. **Application Deadline for the award:** Postmarked on or before February 1, 2006

### Item 2 - 2006 APD Pins

Because this is a very unusual year for our convention, the Host Committee is really working hard to get the job of fundraising done. To assist with that effort, the 2006 APW pin (Administrative Professionals Week) is now available to order. If you are interested in ordering a pin, please contact Sharon Krueger (slkklg@hutchtel.net). The Chapter will then place a group order. The cost is \$5 per pin and the deadline for ordering is January 15.



## Routine Renovations

*7 Keys to Living Your Dream by Michelle Neujahr  
(Michelle will be the speaker at the  
Administrative Professional Seminar in April)*

1. **Clarify your dream.** Get clear about what your dreams are. Take time to really determine the life you want to have or the things you still want to accomplish. Clarity is the first step.
2. **Write it out.** Dreams without plans are simply wishes. Once you have clarified your dream, write it out in detail. Written dreams have a higher success rate.
3. **Make a plan.** Once you have written down your dreams, make a plan. A detailed plan of the small goals needed to accomplish the bigger dream. Break it down weekly, monthly and yearly. Be sure your plan includes rewards for things accomplished along the way to your dream.
4. **Take a risk every day.** Taking risks can be fun. By challenging yourself to take one risk each day – you will reach your dream faster. Risks help us grow; they stretch us out of our comfort zones and lead us to our dreams.
5. **Have fun.** Achieving our dreams needs to be fun otherwise we are tempted to give up. It will be work but it should also be fun. Visualize what it will feel like to be living your dream and let that be your guide.
6. **Stay the course.** Perseverance is required. We need to decide to stay the course no matter what may come our way. Find support so that when the road gets hard you have others to cheer you on.
7. **Expect detours along the way.** And plan for the detours. There is no way around it. There will be times when you get off track, lose sight of your dream or life simply throws you a curve ball – stay strong!

### Tool Box

#### **Trade Secrets:**

- R – Realize your dreams!
- E – Energize your spirit!
- N – Never give up!
- O – Open Yourself!
- V – Venture out!
- A – Act Now!
- T – Team up for success!
- E – Expect detours along the way!

**IAAP is co-hosting a series of five web casts with Microsoft.**

They are free and open to anyone – member or non-member. They are one hour in length and eligible for recertification credit (just keep the post-session e-mail from Microsoft for your recertification portfolio). The web cast will be live 12 noon Eastern time, 11 am Central, 10 am Mountain, and 9 am Pacific Standard Time. They will be archived on the Microsoft and IAAP websites...but join us for the live sessions. Share this news with friends, colleagues, and clients. The more participants we bring to the event, the more Microsoft will see that we are a great business partner. It's also a benefit of membership for your employer. Your entire organization can receive the free training.

- The dates for the remaining programs are:
- February 22** – Nancy Flynn on E-mail and Instant Messaging Risks and Responsibilities
- April 12** – Annette Marquis and Gini Courter on Word Document Construction Techniques
- May 10** – Cliff Atkinson on Transform Your PowerPoint Presentations Beyond Bullet Points
- June 14** – Annette Marquis and Gini Courter on Microsoft Excel: It's All In A Name

**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](mailto:membership@iaap-hq.org). Please send your address changes (e-mail addresses are important) to [slkklg@hutchtel.net](mailto: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](http://www.iaap-mnndsd-division.org).)

**Upcoming Events**

- January 3..... Crow River Chapter Meeting
- January 15 ..... Newsletter Articles are due
- January 20..... Newsletter e-mailed

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[www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)

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

**When:** Tuesday, January 3rd, 2006  
**Where:** *Victorian Inn*  
 Hutchinson, Minnesota  
**Time:** Networking & Dinner 5:30 p.m.  
 Customer Service  
 Program and Fellowship

Menu Selections are:

Chicken Strips, French Fries, Fruit	\$ 8.25
Soup and Sandwich	\$ 8.25
Cheeseburger w/French fries	\$ 8.25

**RSVP's must be received by noon, Friday, December 30th (if you are attending or not). Send your RSVP to [<bethumc@hutchtel.net>](mailto:bethumc@hutchtel.net) or phone Peggy at 320-587-3312 if you will be attending.**

