

# Professional Images

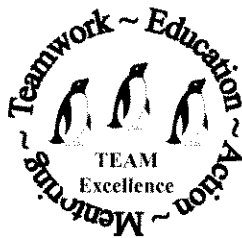
The Monthly Newsletter of the Crow River Chapter...International Association of Administrative Professionals

Volume IX, Issue 7

February 2006

## Crow River Chapter IAAP

### Team Excellence



Crow River Chapter  
2005 - 2006

*Crow River Chapter*

*March 7th*

*Victorian Inn*

### PC Maintenance and Troubleshooting

As a PC user you know your computer will occasionally have problems. Maintaining a reliable, working computer system is now more important than ever. Whether you depend on your system for work or play, you need to be able to quickly solve problems when they arise.

On March 7<sup>th</sup> Jamie Bah of Jamie's Service & Repair will ensure we have the skills and knowledge to maintain and troubleshoot our PC. Regular maintenance is vital to ensure top performance and a long life for our PC.

*"Nothing great was ever achieved  
without enthusiasm."*

Ralph Waldo Emerson

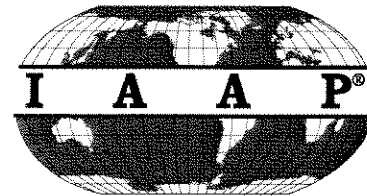
**!!!! Attention !!!!**

**take advantage of a growth  
experience at the**

**MN-ND-SD Division Annual Spring  
Professional Conference**

**Bloomington, MN, May 19-21, 2006**

The Board encourages your attendance at the Spring Conference. The Chapter will pay the registration fee and lodging expenses for members to attend the conference (members are expected to share a room).



**International Association of  
Administrative Professionals®**

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

## President's Corner

Time is going so fast! I hope your year is going well. Our seminar on April 27 is quickly approaching and we still have a lot of work to do. The committees have been busy with advertising, flyers, brochures and all the planning. We need the participation of all our members to make this a success, so please be sure to sign up for a committee and spread the word to co-workers, friends and anyone you think would be interested in attending.

Our chapter presents a \$500 scholarship to a student at Ridgewater College. The name of the recipient will be announced at the April 27 seminar and the award will be presented at the Ridgewater College awards banquet.

This month at our meeting we learned about Habitat for Humanity and in March we will be learning about trouble shooting our PC's. I look forward to seeing you all at our meeting on March 7.

Lottie

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### Chapter Birthdays

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



Maxine Kenning – 1<sup>st</sup>

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### Ways and Means Committee Update

The Ways and Means Committee brings items for a drawing. We put the item on the table where you sign in. There is a container there and slips of paper for you to write your name down. Then you can put your name and \$1.00 in the container for a chance at the drawing. Also, I was asked if we take donations for drawings. Yes, if anyone has something they are interested in donating we will be happy to use it.

Maxine

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## FEBRUARY PROGRAM RECAP

### **Crow River Habitat for Humanity**

PEACE OF MIND. It is what Habitat for Humanity is all about – providing peace of mind through decent housing to families in need. The homes we live in give us a sense of safety and security every day.

Executive Director, Sheryl Woodworth, dispelled myths we may have had about Habitat, told us a brief history of Habitat and enlightened us with some short term goals and needs for the Crow River Habitat for Humanity.

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### Spring Seminar Update

A special thank you to those that have agreed to serve on the following committees:

**Programs / Flyers:** Sharon Krueger

**Registration:** Sharon Maus

**Table Decorations and Favors:** Nita Nurmi, Shirley Viesselman, Betty Nielsen

**Folders/Inserts:** Peggy Reding and Patrice Davis

**Publicity:** Karen Ostlund

If you were unable to be at the February meeting, we still are in need of help on the following committees:

**Publicity:** Could use one more

**Door Prizes:** Should have two

**Programs / Flyers:** Could use one more

**Registration:** Could use one more

Please consider signing up for a committee. At the February meeting we will be bringing a print out of the duties of each committee.

Again, a special "Thank You" to those that have signed up for committees. We will be needing more help on the day of the seminar, but will address that later.

Seminar Chairs

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## **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:

**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

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## ***Taking an Active Role in Professional Organizations***

*from Becky Studt and OfficeTeam*

As a member of the International Association of Administrative Professionals, you no doubt realize the many benefits of participation in industry associations. Networking with other administrative professionals allows you to meet important contacts, gain valuable career advice, and remain up to date on the latest trends and developments in the field.

But are you making a large impact with other members? Following are strategies to consider: **Offer your expertise.** It's likely that you have skills and experience that can benefit other members of your chapter. Share your knowledge with them by supplying content for your group's newsletter or by delivering presentations at monthly meetings. Doing so will provide you with greater visibility and let

potential employers know of the marketable traits you possess.

**Volunteer.** Joining a committee or organizing a chapter event not only helps your fellow members, but also enables you to enhance your communication, interpersonal and leadership skills.

**Lend a helping hand.** Be responsive when association members, or their friends, request your guidance with business issues or job searches. If you are unable to help, recommend someone else who can. You will build a positive reputation within the organization, and people will be more likely to reciprocate when you need their assistance.

**Talk to your employer.** In a recent survey conducted by our company, 86 percent of hiring managers polled cited involvement in industry or trade associations as beneficial to an employee's career. Speak to your supervisor about what types of support the company offers that could make it easier for you to take an active role. A flexible schedule arrangement or reimbursement for association dues and other fees are just two examples.

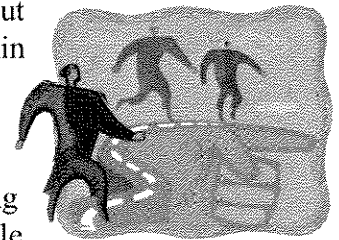
**###**

*OfficeTeam is the world's leading staffing service specializing in highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com). For more information, call OfficeTeam at (800) 804-8367.*

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## ***Leadership Opportunities***

As you are getting ready to attend the March meeting, take a moment to think about leadership opportunities within IAAP. We are looking for individuals who would take on the challenge of directing our organization by becoming an officer and gaining valuable experience. More information will be coming in the March newsletter.



## 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).)

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

## Upcoming Events

March 7..... Crow River Chapter Meeting  
March 15 ..... Newsletter Articles are due  
March 20..... Newsletter e-mailed  
April 23-29 .....Administrative Professional Week  
April 27.....Crow River Chapter Seminar  
May 19-21 ..... .2006 MN-ND-SD Division Annual  
Spring Professional Conference  
Bloomington, MN  
August 7-10 ..... .2006 IAAP International Conv.  
Reno, NV  
October 13 – 15 ..... .2006 – MN-ND-SD Division Fall  
..... Conference, Madden's on Gull Lake,  
..... Brainerd, MN

## **You are Invited to the Next Meeting Of the Crow River Chapter of IAAP...**

Plan To Attend!

When: Tuesday, March 7th, 2006

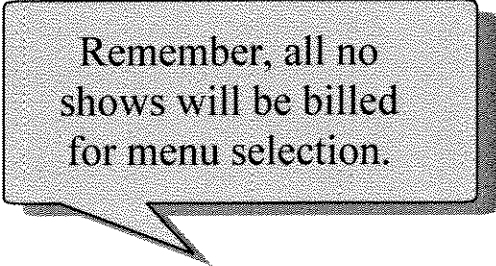
Where: **Victorian Inn**  
Hutchinson, Minnesota

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

Menu Selections are:

- Shrimp basket for \$9.75
- French Dip Sandwich w/fries for \$9.00
- Soup and Sandwich for \$8.25

**RSVP's must be received by noon, Friday, March 3rd (if you are attending or not). Send your RSVP to [bethume@hutchtel.net](mailto:bethume@hutchtel.net) or phone Peggy at 320-587-3312 if you will be attending.**



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