

Professional Images

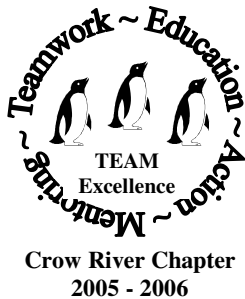
The Monthly Newsletter of the Crow River Chapter....International Association of Administrative Professionals

Volume IX, Issue 8

March 2006

Crow River Chapter IAAP

Team Excellence



Crow River Chapter

April 4th

Victorian Inn

Diane Muckenhirn MSN RN CNP

Pelvic Cancers

Diane is a Certified Nurse Practitioner with specialty in women's health and family practice. She received a Master in Nursing from Minnesota State University-Mankato. Some of her affiliations are:

- Certification in Clinical Densitometry (evaluation of Osteoporosis)
- Adjunct faculty for School of Nursing at Minnesota State University-Mankato
- Member of the Rural Health Advisory Committee for State of Minnesota-Appointed by Governor Pawlenty
- Speaker for Pesi Health Care (Continuing Education for Health Care Professionals)- Develop and present courses around the U.S.
- Mother of 3 and Wife

Benefits to Serving as Chapter Officer

Following are some benefits to be gained by serving as an officer of the Crow River Chapter.

- Develop team-building skills.
- Improved professional skills such as public speaking, delegating, managing, and organizational.
- Increased self-esteem.
- Confidence to assume greater responsibilities.
- Pride in accomplishment.
- Even greater input into the future direction and long-range plan of the chapter.
- Develop new friendships.
- For members with CPS rating, recertification points earned.

Please consider being a 2006-2007 officer of the Crow River Chapter. The offices we are looking to fill are: President-Elect, Vice President, Secretary and Treasurer. Please contact Shirley Viesselman with any questions.



International Association of
Administrative Professionals®

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

President's Corner

Thinking ahead . . . this year is going so fast and there is so much going on, please be thinking ahead to our annual meeting in June. This is probably our most important meeting as it gives us the opportunity to review the year, suggest changes for the future, and do our planning for next year. New officers are installed at this meeting and there is no other program scheduled so we have time to brainstorm. Your input is important to keep our chapter moving ahead according to our Mission Statement: "To be on the leading edge of advanced technology for the changing office environment; to provide programs for professional growth, leadership development, continuing education, and certification."

Another thing to be thinking about is professional certification. Nita Nurmi, CPS/CAP is on our Chapter Certification Committee. She is a good resource for anyone contemplating attaining the CPS rating.

Each of us needs to be part of the action, whether it is providing input, volunteering for a committee or accepting a position on the Executive Board for 2006-2007. We all depend on each other – just like the penguins in our logo (you all know the story of the penguin).

Our next Chapter meeting is our last meeting before the spring seminar, so we will need to finalize the details. Thanks for all you do. See you on April 4!

Lottie

Spring Seminar Update

Spring Seminar Right Around the Corner

Plans are coming together for our 8th Annual Spring Seminar on Thursday, April 27th at the Best Western/Victorian Inn. We are especially excited to have Michelle Neujahr coming all the way from Maine to be our speaker.

Sharon Krueger has done a great job getting our flier and brochure together for the seminar. Copies have been given to the Chamber to be inserted in their April newsletter. Karen Ostlund is busy working on a brochure mailing that will be going out by the 1st of April. You will soon see our flier on the front page of the shopper.... and fliers and brochures will be available at our April chapter meeting for the members to help distribute.

We need everyone's help in promoting the seminar in order to make it a success.

Also at the April Chapter meeting we will be looking for some volunteers to help the day of the seminar. We will need people to sit at the registration table, greet and help seat people, etc.

Thanks to all the chapter members for the hard work they are putting into making this spring seminar another successful event!!! Seminar Chairs

Routine Renovations

7 Keys to Asking for What You Need

by Michelle Neujahr

Follow your gut. When you feel you should ask for what you need from someone – do it. Often we don't trust our gut and we miss opportunities to live our dreams.

Make a list. Once you have written down your dreams, make a list of people who could help you with your dream. A detailed list will help you focus on who you need to talk to and what you need to ask of them.

Practice. Asking for what you need can be scary. Practice asking for small things from safe people and then work your way up to asking for the harder things.

Be brave. Asking requires courage. It takes courage to ask people for help. We're more apt to give help than to ask for it. Be brave and ask for what you need.

Have accountability. Find support in your journey of asking for what you need. That way when you're discouraged, you'll have others to cheer you on.

Accept No. Accept the fact that not everyone will be willing to help you. But there *are* people out there who're willing to help. Believe that.

Keep asking. Some people will say "no" – that's just life. But don't let a "no" keep you from asking again. Think of a "no" as a "next" and ask again. Eventually you'll get a yes.

Tool Box

Trade Secrets:

R – Risk

E – Enroll others in your dream

N – Never give up

O – Overcome fear

V – Validate your dreams

A – Accept help

T – Trust yourself

E – Expect your dreams to come true

***“Get happiness out of your work
or you may never know what
happiness is.”***

Elbert Hubbard

Chapter Birthdays

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



Linell Loncorich – 23rd

Welcome to New Members

Kim Stork and her Husband David have three children, Ashley (16), Brittany (14) and Emily (10). They enjoy going to all the children’s events: basketball, softball, bowling, volleyball – it keep them very busy. Kim also enjoys knitting, crocheting, cross-stitching and reading. They camp a lot as a family during the summer.

Kim has worked at HTI for 19 years. She started in 1987 as a Word Processor in the ASG department (Administrative Support Group). She worked in the Education and Development department as an assistant and has been an Executive Assistant in Human Resources supporting the Vice President of HR for the past 12 years.

Networking with other administrative professionals in the area is Kim’s reason for joining IAAP.

Linda R. Butzin is a single aunt (pronounced “ant”) to three nephews in Colorado Springs, and occasional puppy sitter for her neighbor’s very active Springer Spaniel.

Linda’s work experience includes programming, department organization, and documentation for IS department for Telex Communications in Bloomington-Burnsville. Currently she is doing office

services for Lakeside Accounting Services and fulltime programming with Rural Computer Consultants in Bird Island.

Linda’s hobbies include quilting, walking, Bible study, and fair weather fishing. Some of the things Linda is involved in include Newsletter Publisher and Board Member, Woodgate Homeowners Association, Eagan, Finance Committee, Peace Lutheran Church, Hutchinson, PowerPoint presentations for Praise Services, Peace Lutheran Church, Hutchinson, Hospice Volunteer, ConnectCare, Hutchinson.

Linda joined IAAP to make business contacts and friendships, new ideas and experiences. She enjoys learning and her long term goals are to qualify for her C.A.P. and get organized enough so that her monthly correspondence to friends and relatives is faithfully on time!

Please welcome Kim and Linda to the Crow River Chapter of IAAP.

!!!! 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).

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-mnndsdivision.org.)

International Association of Administrative Professionals

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MN-ND-SD Division Website:

www.iaap-mnndsdivision.org

Upcoming Events

April 4..... Crow River Chapter Meeting
April 15 Newsletter Articles are due
April 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, April 4th, 2006

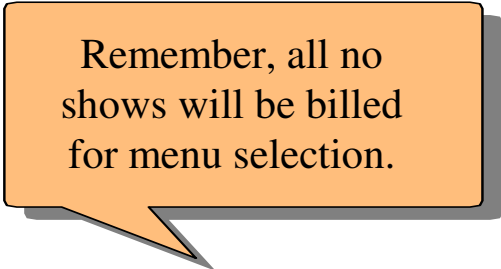
Where: **Victorian Inn**
Hutchinson, Minnesota

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 and French Fries 8.25

RSVP's must be received by noon, Friday, March 31st (if you are attending or not). Send your RSVP to bethumc@hutchtel.net or phone Peggy at 320-587-3312 if you will be attending.



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