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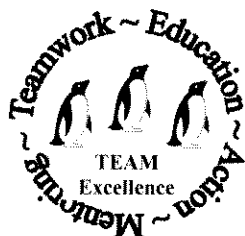
The Monthly Newsletter of the Crow River Chapter...International Association of Administrative Professionals

Volume IX, Issue 10

May 2006

Crow River Chapter IAAP

Team Excellence



Crow River Chapter
2005 - 2006

Crow River Chapter

May 2nd

Victorian Inn

June Annual Meeting

Each year at our June Chapter Meeting, we look over the past year, review committee reports for the year, elect new officers for the upcoming year and install the officers. It is a great way to discuss things that have worked, things you would like to see us do differently, and gain new ideas for the upcoming year. One of the first things we need to get started with for the new year is setting up programs. We encourage each member to do some brainstorming and bring your speaker ideas to this meeting. Also, speaker ideas for next year's seminar would be welcomed. We want to make the upcoming year the best yet..... and with the help of each member, we can do that.

Committee Chairs

Committee Chairs: please be sure to get your 3-ring binders updated and bring along to the June Chapter meeting. We'll want to get them passed off to the new committees.

"Nobody can make you feel inferior without your permission."

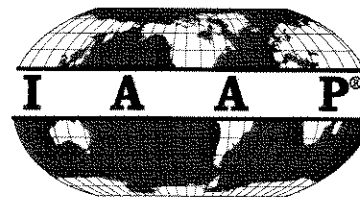
-Eleanor Roosevelt

Nominations Report

Below is the ballot for our 2006-2007 Crow River Chapter Board.

President-Elect	
Vice President	Nancy Kaping
Secretary	Patrice Davis
Treasurer	Vicki Kachelmeier

The nominations are still open. Please seriously consider becoming a member of the board in one of the above capacities. If you have any questions, please contact Shirley Viesselman.



International Association of
Administrative Professionals®

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

President's Corner

It's hard to believe that we have almost completed another year of IAAP. Our Chapter Annual Meeting on June 6 is really our most important meeting when we elect officers, update the committee roster, make necessary changes and plan for the coming year. I hope all of you are planning to attend and contribute your ideas on how our Chapter should be run. There is no program scheduled for this meeting so we will have time to brainstorm and set the course for the coming year.

Our Division Annual Meeting is coming up May 19-21 in Bloomington. Karen is assembling the silent auction basket so thank you to all of you who are donating items.

At our last meeting we installed Vickie Kachelmeier and we still need to install two more new members Michele Krippner and Cathy Ziemann. Welcome to IAAP Crow River Chapter!

Thank you to all of you who have worked so hard this year on the board and on the various committees. Due to your great efforts we had a very successful Tastefully Simple fundraiser, wonderful programs, and another successful seminar this year. I have heard many positive comments and in the words of Michelle Neujahr, "You are awesome!"

Lottie

Developing Excellent Practices

7 Keys to Being an Excellent Leader

By Michelle Neujahr

Have a leadership vision. Thoughtfully and purposefully write out your leadership vision. Include why you want to lead, how you want to impact others and what difference your leadership will make in your organization.

Focus on yourself. No matter how busy you are – you need to take care of yourself first. By developing yourself and taking good care of yourself, you will have more to give others and you will also set a powerful example for those you lead.

Serve others. Leadership involves giving of yourself to others. Think about ways you can serve others each day. If you need to set up reminders for yourself – do it.

Ask for feedback. Receiving feedback is a great way to grow as a leader. Find mentors or others in leadership whom you respect and ask for their honest feedback about your leadership.

Get a mentor. Go beyond just asking for feedback once. Find a mentor who will challenge you to grow and develop your leadership potential.

Study leadership. There are thousands of great leaders in the world. Read autobiographies of leaders you respect, surf the internet and find ways to continually learn more about how to lead.

Have fun. Leadership can and should be fun. The more fun you have – the more fun your team will have. And having fun is the best way to increase morale and often productivity.

Words to use this month:

- D – Delegate
- E – Encourage
- V – Value
- E – Enlighten
- L – Laugh
- O – Optimism
- P – Purpose

Questions to Ponder:

How can I grow as a leader? What will I do this month to implement life-long leadership learning? And what can I do to develop as a leader?

Quotes to Repeat:

- "Management is doing things right; leadership is doing the right things." **Peter F. Drucker**
- "A leader is a dealer in hope." **Napoleon Bonaparte**
- "The leadership instinct you are born with is the backbone. You develop the funny bone and the wishbone that go with it." **Elaine Agather**
- "Leadership and learning are indispensable to each other." **John F. Kennedy**

Recommended Reading:

- **21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You** by John C. Maxwell
- **Good to Great: Why Some Companies Make the Leap...and Others Don't** by Jim Collins
- **The Leadership Pill: The Missing Ingredient in Motivating People Today** by Ken H. Blanchard

Welcome to New Members

Jean Forsberg is a new transferring member from the Student Chapter at Ridgewater College. She has a sister who lives in Fargo, ND and a sister and brother-in-law who live in Farmington, MN.

Jean has been employed at Shopko, in Hutchinson for 2 years now in the Apparel (clothing) department.

Jean is very familiar with Microsoft Word, Power Point, and Excel. This summer she will be continuing her education/training through Dakota County Technical College in Rosemont, MN. There she will learn how to do Desktop Publishing, and create newsletters. If that class goes well, then she might finish off her education/training online from Dakota County Technical College.

Because of her work schedule she doesn't really get the chance to enjoy her hobbies. Here they are: Reading, listening to the Radio/CD's, spending time with my friends and family, going to concerts, she's a really big baseball fan and is really excited that the baseball season is finally here, so she can cheer for her favorite team the Milwaukee Brewers. Jean has also recently started to enjoy watching hockey, and will watch some Minnesota Wild games when she gets the chance, but by far baseball is her favorite sport.

Through her membership with IAAP Jean hopes to be able to gain new friendships, and be able to improve her networking skills with people in the administrative assistant profession which might help her get the type of job that she wants.

Michele Lee Krippner has been married to her husband Dean for 7 ½ years. They have 4 children ages 18 boy; 15 girl; 6 boy and 2 boy.

Michele has 12 years experience in the administrative field. She started out as a "copy girl" and is now an Executive Assistant to the President and CFO of the company. She is familiar with most Microsoft applications, Frontier and various other software applications.

Michele's hobbies include reading, sleeping, playing with children, shopping, playing on computer (I love e-bay!).

Michele hopes to meet like minded women in the community.

MN-ND-SD Division May Annual Meeting

We are excited that one of our members, Nita Nurmi, CPS/CAP will be running for the MN-ND-SD Division President-Elect. Nita has served on the Division Board for the past 2 years, her first year as Treasurer and the second as Secretary.

We wish Nita good luck and are glad that three of our members will be there cheering her on. They include Lottie Kottke, Karen Ostlund and Jean Forsberg.

IAAP Fiscal Year

A note for our new chapter members, the Crow River Chapter year runs from July 1st through June 30th.

May Guest

Marilyn Schreiner, HTI

Thank you for attending our May chapter meeting. We hope that you will come back again and consider joining our chapter.

New Member Installed

We were excited to welcome back Vicki Kachelmeier to the Crow River Chapter at our May meeting. Vicki was one of 26 members that chartered the Crow River Chapter back in 1998. Welcome Vicki!!

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.)

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Fax: 816.891-9118
Web: www.iaap-hq.org
MN-ND-SD Division Website:
www.iaap-mnndsd-division.org

Upcoming Events

June 6..... Crow River Chapter Meeting
June 15 Newsletter Articles are due
June 20..... Newsletter e-mailed
August 7-10 2006 IAAP International Conv.
Reno, NV

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

October 13 – 15 2006 – MN-ND-SD Division Fall
..... Conference, Madden's on Gull Lake,
..... Brainerd, MN

When: Tuesday, June 6th, 2006

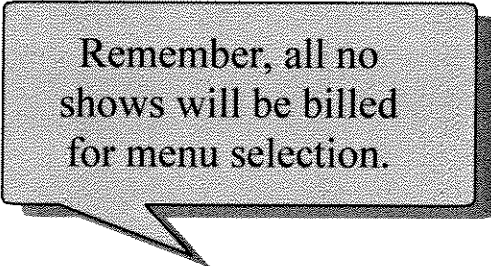
Where: **Victorian Inn**
Hutchinson, Minnesota

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

Menu Selections are:

Sirloin Steak, baked potato, tossed salad,
breadstick - \$9.50
Ham, baked potato, tossed salad, breadstick
- \$9.25
Soup and Sandwich - \$8.25

**RSVP's must be received by noon, Friday,
June 2nd (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.