



Professional Images

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

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December, 2006

2006-2007
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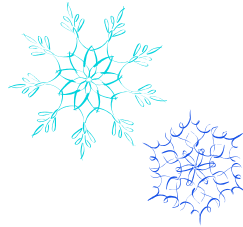
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Chartered, October, 1997

www.iaap-crowriver.org



January Chapter Meeting:

Program: Maintaining Good Health

Speaker: Arlis Feser, Qigong For Health

More information on the RSVP page found at the end of this newsletter.

The Crow River Chapter is Gearing up for
It's 9th Annual Spring Seminar....

How will you help make this year's seminar
a success?

Wishing Each of You A
Very
Merry Christmas
And A
Happy New Year

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

2006-2007
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President's Message

Pentaboard Notes:



As parents we like to think that our children will consider us role models - some behavior they would like to imitate or a similar career they would like to pursue. But I felt the role was surely reversed as I watched my daughter, along with the other five platoons, graduate from Marine Corp boot camp last week. I was filled with such admiration and respect for the courage and determination it took to achieve this goal. And for those that didn't graduate, my admiration is no less. They tried and found, for whatever reason, the military was maybe not their calling at this time. But they tried and that's what truly matters.

I was not able to attend December's membership meeting; however, my thanks goes to those who brought food for the food shelf and to Lottie Kottke for delivering the approximate 30 pounds! U R Awesome!

Music is not all about notes. Moments of silence are important, too, and musicians call those moments rests. Rests come in many sizes. I hope that during this holiday season you will find time to "rest" - a chance to spend time with family and friends - a chance to renew, recharge and reflect. Merry Christmas!

Karen Ostlund, Crow River Chapter President

Christmas Memories

~~Maxine Kenning

My Christmas memory would be all of us getting together at an Aunt and Uncles place. We used to exchange gifts when I was a child. We spent 25 cents on adults and 10 cents on children! I remember getting a little china black doll once It had moving arms and legs and I still have it. It wore only a little white felt diaper with a gold safety pin in the front, and had red bows in the hair.

~~Peggy Reding

Some of my favorite memories of Christmas are sitting at the dinner table on Christmas Eve with my parents and siblings. Another favorite memory is a tradition from my dad's side of the family. We celebrated what we called "Little Christmas". On the 12th day of Christmas, we each would receive a little gift reminding us the story of the wise men to the stable.

~~Karen Ostlund

My Christmas memory is probably similar to so many others. I grew up in the Minnesota cold spot of Embarrass surrounded by pine trees of every shape and size. My father, bless his heart, would round up his five daughters, and with sled and swede saw in hand we trudged through the snow-laden woods to choose the perfect Christmas tree. He would patiently walk amongst us as we would run from tree to tree shouting "oh, look at this one" or "this one is perfect" and on and on. I'm not sure how many miles we put on or how long it took us, but for a child that is really irrelevant. What mattered was the contentment when we finally chose the tree!

~~Patrice Davis

One of my favorite Christmas memories is putting up the Christmas tree. It always signaled the start of the Christmas season to me. We always had a live Christmas tree and it would smell wonderful. My sisters and I would get very excited when the Christmas ornaments would come down from the attic and we could start decorating! One Christmas we put candles on the tree with the antique candle holders and lit them for a couple minutes so we could see what the Christmas tree would have looked like in days gone by!! It's just fun thinking back at all the happy family times!

~~Betty Nielsen

I was born and raised in the Upper Peninsula of Michigan and for those of you that have had the opportunity to travel to the UP, you know that there are trees, trees and more trees (primarily evergreen). Each year my dad and I would put on snowshoes and trudge into the woods behind our home to cut a Christmas tree. All the years I was growing up we had that ritual and I can still remember the smell of the tree when we'd bring it in the house and set it in the stand. Fresh trees that we purchase today don't seem to smell nearly that good ----- or is it that my sense of smell has deteriorated?

~~Nancy Kaping

It was one of those slim Christmases at our home that year. I wanted some special doll that year which I did receive. I jut remember kissing and hugging that doll before it even came out of the box I was so excited. My mom kept the doll for me which I still have (AND it's packed away)!

~~Vicki Kachelmeier

Christmas seems to be a bad time of year for my family.....This year, I won't get to spend with my oldest son - as, he is sent away for awhile. Last year, I believe both kids had the chicken pox. The previous year, went through the separation from my ex. The year before that was spent in the hospital with my oldest son having an emergency appendectomy. HHhhhhmmmmmmmm.....can't quite remember any further than that right now. So, as you can see, I don't really have any kind of good story to submit to you.....sorry..... Hope you and your family have a great Christmas!

~~Lottie Kottke

I guess a favorite memory is attending midnight Mass on Christmas Eve, especially when there was

a light snow falling and the world just seemed at peace.

~~Marilyn Schreiner

The excitement of my kids (Mark about his gifts and watching Lisa rip the paper), seeing the relatives on both sides (Schreiner's Christmas Eve and Schmeling's Christmas Day), visiting and playing games all day, laughing and the joys that the days bring.

~~Shirley Viesselman

Christmas Eve growing up was always spent with my father's parents up in Aitkin. Each year we had our traditional lutefisk dinner, opened gifts and played games together. Before we went to bed, my brother and I along with my Grandfather would fix a plate of cookies for Santa and hang our socks.... of course Grandpa had the BIGGEST sock!!!

You Are Awesome! **December Winner**

Our "Awesome" member and winner of \$10 in Hutch Bucks is Peggy Reding. Her winning slip was for attending December's meeting...

Way to go Peggy -2 months in a row!!!

Here is a list of all the names that were entered:

<u>Attended December Mtg</u>	<u>Donate Door Prize</u>
Patrice Davis	Nancy Kaping
Nancy Kaping	
Maxine Kenning	<u>Donate Speaker Gift</u>
Lottie Kottke	Marilyn Schreiner
Peggy Reding	
Marilyn Schreiner	<u>Bring Guest to Mtg</u>
Shirley Viesselman	Nancy Kaping

We are all winners and awesome for participating in this organization!

A positive attitude may not solve all your problems, but it will annoy enough people to make it worth the effort.
~Herm Albright

What Does It Mean To Really Listen?

Listening has three basic steps.

1. Hearing. Hearing just means listening enough to catch what the speaker is saying.
2. Understanding. The next part of listening happens when you take what you have heard and understand it in your own way.
3. Judging. After you are sure you understand what the speaker has said, think about whether it makes sense. Do you believe what you have heard?

Tips for being a good listener

1. Give your full attention to the person who is speaking. Don't look out the window or at what else is going on in the room.
2. Make sure your mind is focused, too. It can be easy to let your mind wander if you think you know what the person is going to say next, but you might be wrong! If you feel your mind wandering, change the position of your body and try to concentrate on the speaker's words.
3. Let the speaker finish before you begin to talk. Speakers appreciate having the chance to say everything they would like to say without being interrupted. When you interrupt, it looks like you aren't listening, even if you really are.
4. Let yourself finish listening before you begin to speak! You can't really listen if you are busy thinking about what you want to say next.
5. Listen for main ideas. The main ideas are the most important points the speaker wants to get across. They may be mentioned at the start or end of a talk, and repeated a number of times.
6. Ask questions. If you are not sure you understand what the speaker has said, just ask. It is a good idea to repeat in your own words what the speaker said so that you can be sure your understanding is correct.
7. Give feedback. Sit up straight and look directly at the speaker. Now and then, nod to show that you understand. At appropriate points you may also smile, frown or laugh. These are all ways to let the speaker know that you are really listening. Remember, you listen with your face as well as your ears!

Thinking fast

Remember: time is on your side! Thoughts move about four times as fast as speech. With practice, while you are listening you will also be able to

think about what you are hearing, really understand it, and give feedback to the speaker.

~excerpts from a Free Management Library article

December Door Prize

Each month we have a door prize that you can pay \$1.00 to throw your name in for a chance to win. This month Nancy Kaping donated 2 Christmas dish towels that she embroidered. They were beautiful. Thanks Nancy.

*The lucky winners were Marilyn Schreiner &
Lottie Kottke!!!*

December Meeting Guest

Dawn Hartwig, Southwest Minnesota Foundation

**Thank you for joining us.
We would love to have you as a Crow River
Chapter member.**

December Chapter Meeting

What a wonderful time everyone had at Mariachi's for our December Holiday meeting. Members brought items for the food shelf... we all had good food and shared Christmas memories and traditions with each other. It was a special time.

In addition we had Cori Black as our speaker and teacher. Cori shared with us her business, how she got started, what she can do for you. She would be more than happy to help you with your next business event. Then we all made a bracelet and earrings. Cori had so many beads, it took longer to figure out which ones to choose than to actually put the jewelry together. Chapter members made some beautiful pieces. Who knows, maybe some new hobbies will be started.

Cori also gave away a bracelet and earrings and Maxine Kenning was the lucky recipient.

Member News

We want to continue to remember *Sharon Krueger* and her husband Kevin in our thoughts and prayers. Kevin is now home after his stem cell transplant and Sharon is back to work at HTI.

New Member Profile

Jessica Eastling – Jessica and her husband Lloyd have been married for 1 year. Lloyd works at Ingersoll-Rand/Bobcat as a welder. They do not have any children yet, but they do have 3 cats, Charlie, Teenie & Stripey and one dog named Bo. Jessica has worked at SJF Material Handling in Winsted for the past 2 years. She started as the receptionist, and within six months was promoted to administrative assistant to the purchasing department. Jessica is familiar with Microsoft Word, Excel, Access, Outlook, PowerPoint, Goldmine, QuickQuote, Mas90 and Adobe Acrobat software. She is active in activities at Our Savior's Church and loves to read, scrapbook, bake, cook and spend time with her husband and their families. Through her membership in IAAP, Jessica hopes to gain a network base in and around Hutchinson. As well as receive some advice and maybe one day give advice. Also, Jessica is looking forward to connecting with others who are in the same field (admin) as she is.

Marilyn Schreiner – Marilyn and her husband Paul have been married for 32 years. They have 2 children, Mark, 29 years old and a 2-year homeowner and Lisa, 27 years old who has lived in Aveyron's Alan Street home for over eight years. Marilyn was a Tupperware dealer/manager for 16 years before going to work at Hutchinson Technology Incorporated. She has been at HTI for almost 20 years. For 2 years she worked nights in manufacturing as a Trainer and QA, 12 years in the Travel Department as a Travel Coordinator for employee business trips, and the last 6 years as an administrative assistant to 3 project teams. Marilyn is familiar with Microsoft Word, Excel, Powerpoint and Visio, Lotus notes and Calendaring. Over the years she has been a part of many organizations. She was a member of the Jaycee Women and chaired many fundraising activities, President of High Tides when her son was in it, as well as the Fundraising Chair for High Tides Invitational Swim Meet. She also chaired the Senior Class Party Prizes Chair the year Mark was a senior and currently is the Council of Catholic Women Scholarship Chair. Marilyn's hobbies include event planning, cooking, baking, canning, shopping, deer collection, dancing, playing cards and games, motor home camping, traveling, a big car racing fan, visiting with good friends, making others feel good and putting a smile on their face. Through her membership in IAAP Marilyn is looking forward to

the networking opportunities, resources base and gaining new knowledge.

January Birthday



Vicki Kachelmeier
January 2nd

Happy Birthday To You!

Your Input Is Needed

The February Chapter meeting's program is **Microsoft Office Hints and Tips**. This will be a hands on program in a training room at HTI. The instructor would like to know areas we need help with (Word, Excel, Powerpoint, Publisher) and what things are we creating that we need more info on.

Please send me all your thoughts, suggestions, or comments so she can create her lesson for us and provide handouts. You can email me at marilyn.schreiner@hti.htch.com. Remember this program is to help you!!

~ Marilyn Schreiner, Program Committee

Upcoming Events

January 2.....Crow River Chapter Meeting
January 9.....Chapter Board Meeting
January 15.....Deadline for Newsletter Articles
January 20.....Professional Images Emailed
February 6.....Crow River Chapter Meeting
March 6.....Crow River Chapter Meeting
April 2.....Crow River Chapter Meeting
April 26.....9th Annual Crow River Spring Seminar
May 18-20.....MN-ND-SD Division Annual Meeting

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*You are Invited to the January Meeting
Of the Crow River Chapter of IAAP...
Come Join in the Fun!*

When: Tuesday, January 2, 2007

Where: Hutchinson Technology Incorporated
Development Center, Room 7309
40 West Highland Park Drive NE
Hutchinson, Minnesota

Time: Networking 5:30 p.m.
Dinner 6:00 p.m.
Program 6:30 p.m.
Business Meeting 7:30 p.m.

Menu Selections:

Selection #1: Specialty Box Lunch Salad:
Signature Chef Salad w/fresh fruit, cookie and beverage
Cost: 8.75

Selection #2: Gourmet Box Lunch:
Olympic Club (Turkey/Ham & Swiss)
w/specialty side salad, fresh fruit, cookie and beverage
Cost: \$8.75

Selection #3: 1/2 sandwich w/bowl of soup, w/chips, cookie and beverage
Cost: \$7.75

**RSVP by NOON on Friday, December 29th if you are attending or not, to Kim Stork at 587-1959
or email kimberly.stork@hti.htch.com. Reminder: No-shows will be billed.**

~~~~~ PROGRAM: 6:30 p.m. ~~~~~

Speaker: Arlis Feser Topic: Maintaining Good Health

Qigong works with the body's energy, or Qi. We have many energy channels in our body, each serving a specific purpose. When Qi energy becomes blocked, sickness and pain and other health problems may occur because Qi cannot flow freely to all areas of the body where needed. Qigong removes blockages and triggers a spontaneous balancing and enhancing of the natural healing resources in the human system that we are all born with. When Qi is once again flowing freely, it can heal and restore the body. Things that can cause blockages in the body are emotions, nutrition, changes of the weather and seasons, environment, wrong medication and injury. Sickness, pain, and health problems then become the *result* of these blockages. Our western medicine is not bad medicine. It has helped millions of people. It is not always preventative, it deals primarily with *symptoms* and not the *cause*, it focuses mainly on the physical body and not the emotional and spiritual dimensions, it has side effects that can create more problems (such as with surgery and drugs), and it can be very costly. Qigong deals with the *causes* of sickness or pain, and gives the body a more holistic healing because it can heal the body physically, mentally, and spiritually *all at the same time!*