



International Association of  
Administrative Professionals®

# Professional Images

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

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Chartered, October, 1997

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



## February Chapter Meeting:

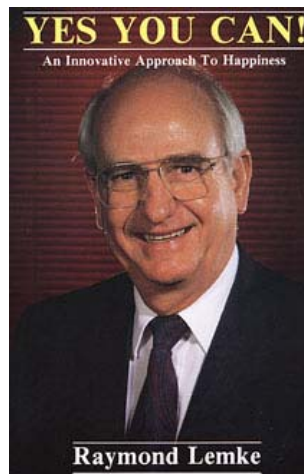
### **Program: Microsoft Office Hints & Tips**

**Speaker: Betty Witthus, HTI Trainer**

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

## **The Crow River Chapter is Gearing up for It's 9<sup>th</sup> Annual Spring Seminar....**

This year's speaker will be Raymond Lemke. The date of the seminar is Thursday, April 26<sup>th</sup>.



### **YES YOU CAN!**

Raymond Lemke is a noted speaker on Personal Happiness and High Productivity. He believes that life is not complicated - we only like to think it is so that we can justify our decisions and actions.

He believes that each of us can have an immediate impact on our personal and professional lives by becoming more conscious of our own thoughts and environment.

He has written this book to show how easy it is to make the changes in YOUR life that YOU desire by utilizing YOUR natural abilities.

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

**2006-2007**  
**Crow River Chapter**  
**Committee Chairs**

**Audit**

Marilyn Schreiner  
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Lottie Kottke  
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**CPS Service**

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**Ways and Means**

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**Spring Seminar**

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**Historian**

Maxine Kenning  
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**Membership**

Betty Nielsen  
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**Website**

Peggy Reding  
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## **President's Message**

### *Pentaboard Notes:*



The holidays are over and most of us like to start the year con brio (vigorously; with spirit). You may (or may not) be sticking to your New Year's resolutions. Be that as it may, I found some great resolutions for the workplace in the January issue of JobDig and I thank Geoff Hoffman for allowing me to pass them on to you.

#### **I resolve to take responsibility for my own career success.**

1. I will be a voracious learner, soaking up knowledge, skills, and wisdom in formal and informal training opportunities.
2. I will seize opportunities to build relationships with others by focusing on what I can do for them, not what they can do for me.
3. I will get lots of valuable work done very well and very fast, every day.
4. I will adopt a customer service mindset in my dealings with customers, vendors, coworkers, managers, and direct reports.
5. I will work hard to improve my listening skills; listen more than I talk; and choose my words very carefully.
6. I will stay in touch with my priorities, regularly set clear goals and deadlines for myself, and make productive use of my time and energy.
7. I will be a model of integrity.
8. Every day, I will eat and drink healthfully, get enough sleep, exercise, and stay away from toxins; my body is the only physical plant Me, Inc. will ever have.

As discussed at last month's meeting and also in an email message sent earlier, nominations are now open for board positions on the chapter as well as division level. These include the position of President-Elect, Secretary and Treasurer. Serving as an officer is a rewarding and educational experience. Please consider running for a 2007-2008 office.

After last month's meeting icebreaker, I found that many of us enjoy our pets so I found the following quote from Robert A Heinlein appropriate. "Women and cats will do as they please. Men and dogs should relax and get used to the idea." Happy New Year!

*Karen Ostlund, Crow River Chapter President*

## **New Year's Resolutions??**

### ***~~Betty Nielsen***

*My New Year's Resolution is to get healthier. My office has a wellness challenge for 2007, so along with some of my co-workers, I'm working towards eating 5 fruits and vegetables each day, drinking more water, trying to fit in more exercise, etc. P.S. It's not easy!!!!*

**~~Nita Nurmi CPS/CAP**

No specific resolution was made. Following Fall Conference, I've been working on walking to get better fit (and a better fit in my jeans) and decided just to keep up with the goal of walking 30 minutes 3 times a week.

**~~Catherine Ziemann**

I did make 2007 commitments this year (do not like the term resolution as they never seem to pan out). The term "commitment" to me is a more powerful term. I am committing myself to be a better person both professionally and personally. Also to spend much more time with family: husband, brothers and sisters, my mom, as well as my children and grandchildren. After all, in the end they are what count.

**~~Vicki Kachelmeier**

Well, of course I did the typical one.....I am going to lose weight - but, I am really trying on this one. I have been attending the fitness center a couple times a week and watching what I eat. The next three are the biggies.....I am quitting smoking! I am doing very well so far. I have not quit completely yet, but, am down to only 2 cigarettes a day. I will conquer it!! Next - I am trying to get myself organized and not be such a pack rat by saving everything. It is not limited to a specific area - but, many areas of my life - I am working with a coach/mentor on this one. Last, but not least - I am going to learn to say NO. Hahahaha.....sounds funny - but, it's really not. I never know how to say no to taking on things. Thus, causing myself stress trying to fit everything in or even setting myself up for failure. But, this year, I will become assertive and learn to "Just say NO" when I feel it is something I cannot fit into my schedule, etc. WOW.....do I have my work cut out for me!! Hope everyone had a great Christmas and Happy New Year!!

**~~Nancy Kaping**

I did not make a New Years Resolution, I don't keep them!

**~~Marilyn Schreiner**

Reinspire myself to eating healthier and take off the weight I gained, then continue on until I attain my goal weight.

**~~Shirley Viesselman**

After our January chapter meeting I decided that I need to figure out how to get rid of and stay away from the negative energy in my life and surround myself with positive energy.

**~~Maxine Kenning**

My New Year's resolution is to spend more time with my grandson. (If that is possible) He is in preschool 3 half days a week and it isn't as easy to go out to play with him!

**~~Patrice Davis**

I don't make New Year's resolutions anymore. I used to make resolutions, but it seemed like I would forget about them within a week. And since I would usually make health related resolutions, I now try to live as healthy as I can all the time...eat right, exercise, get eight hours sleep, drink lots of water, you get my drift. It's a constant battle!!

**~~Jessica Eastling**

I resolved to rid SJF of junk mail! I sent out an e-mail to everyone and let them know that I was willing to take care of their junk mail and get them off of mailing lists as long as they put their unwanted mail in the designated basket. It kind of backfired on me. The purchasing agent that I assist, decided that junk mail included spam in his e-mail inbox, so I've spend the last two weeks deleting spam for him. Man, he gets a lot!

**~~Dawn Hartwig**

My biggest resolution is to become healthier in 2007 - physically, mentally, and spiritually.

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## **New Year's Computer Resolutions**

1. Make sure virus protection is up-to-date.
  2. Defragment computer. (Windows – go to Start, Accessories, then System Tools)
  3. Clean keyboard. Use compressed air, anti-static/computer cleaning clothes and Q-tips.
  4. Clean up email files. Delete all those old emails in my Inbox and Outbox. Then remember to empty the Trash.
  5. Backup data, images, etc. on my computer on CDs, a zip disk, etc.
  6. Update anti-spyware programs and make sure to run them.
  7. Get my mouse squeaky clean. Go to [http://www.knowledgehound.com/khhow2s/clean\\_mouse.htm](http://www.knowledgehound.com/khhow2s/clean_mouse.htm) for how-to.
  8. Visit new websites
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## Visit These Sites

Keep Your Resolutions

<http://mentalhealth.about.com/od/selfhelp/a/newyears.htm>

Nutrition In The New Year

[http://www.kidshealth.org/parent/nutrition\\_fit/nutrition/habits.html](http://www.kidshealth.org/parent/nutrition_fit/nutrition/habits.html)

MPR Car Talk's Winter Driving Tips

<http://www.cartalk.com/content/features/WinterDriving/>

Qigong for Health

<http://www.qigongforhealthandyou.com>

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## You Are Awesome! January Winner

*Our "Awesome" member and  
winner of \$10 in Hutch Bucks is  
Betty Nielsen.*

*Her winning slip was for attending  
January's meeting...*

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

### Attended January Mtg

Patrice Davis  
Jessica Eastling  
Nancy Kaping  
Lottie Kottke  
Sharon Krueger  
Betty Nielsen  
Nita Nurmi CPS/CAP  
Karen Ostlund  
Peggy Reding  
Marilyn Schreiner  
Kim Stork  
Shirley Viesselman

### Donate Door Prize

Kim Stork  
  
Christmas Memory  
Patrice Davis  
Vicki Kachelmeier  
Nancy Kaping  
Maxine Kenning  
Lottie Kottke  
Betty Nielsen  
Karen Ostlund  
Peggy Reding  
Marilyn Schreiner  
Shirley Viesselman

### Bring Guest to Mtg

Karen Ostlund

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

## January Meeting Guests

*Mary Berger*, Hutchinson Technology Incorporated

*Dawn Hartwig*, Southwest Minnesota Foundation

*Janice Rannow*, American Cancer Society

**Thank you for joining us.**

**We would love to have you as a Crow River  
Chapter member.**

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## January 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.

*The lucky winner was Nancy Kaping!!!*

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## January Chapter Meeting

Arlis Feser gave a wonderful presentation on Qigong. She explained what Qigong was, how she experienced and witnessed it during a visit to China. Arlis has learned Qigong and started her own practice in her home. She also has seminars to teach others Qigong to self-heal and heal others. She did a short demo of how Qigong works and it was amazing to see. We all seemed to look around at each other to see if everyone saw the same thing. Thanks to one of guests, Mary Berger for helping Arlis with one of her demonstrations. You may go to her web site to get more info and read testimonials:

[www.qigongforhealthandyou.com](http://www.qigongforhealthandyou.com)

~ Marilyn Schreiner

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## February Birthday



*Maxine Kenning  
February 1<sup>st</sup>*

*Happy Birthday To You!*

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*My philosophy is that not only are you  
responsible for your life, but doing the  
best at this moment puts you in the best  
place for the next moment.*

~Opray Winfrey

## **New Member Profile**

**Dawn Hartwig** – Dawn and her husband Cade have been married for almost 11 years. Cade is a funeral director with Hantge Funeral Chapels. They have four furbabies – two cocker spaniels and two cats, who get treated as well as human babies. Dawn has been a secretary for over 12 years in several different positions – Regional Administrative Assistant for Blockbuster, Administrative Assistant for Hantge Funeral Chapels, and currently as Development Assistant with the Southwest Initiative Foundation. She is very familiar with Microsoft Office – Excel, Word, Access, PowerPoint and Publisher. When Dawn is not working she enjoys reading, designing cards, invitations, etc., and spending time with family and friends. When asked what she hoped to gain from her membership in IAAP, Dawn said to have a group of administrative professionals to network with, to find ways to improve in her position and to hopefully make new friends.

## **Spring Seminar Committees**

### **Programs/Flyers**

Patrice Davis  
Nita Nurmi CPS/CAP

### **Publicity**

Karen Ostlund

### **Registration**

Nancy Kaping  
Lottie Kottke

### **Door Prizes**

Peggy Reding  
Marilyn Schreiner

### **Information Packets/Folders/Inserts**

Jessica Eastling  
Kim Stork

### **Table Decorations/Favors**

Maxine Kenning  
Betty Nielsen

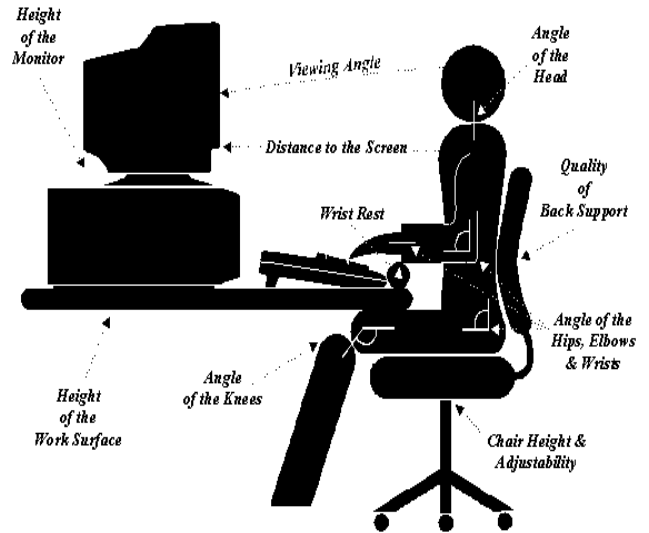
## **Scrap Yarn?**

There is a web site [www.warmupamerica.org](http://www.warmupamerica.org) It has patterns for knitting hats for preemies. It takes about 3/4 oz. of yarn and takes less than an hour to complete. I have been making them and it is sort of a fun project. My daughter told me about the site and I started knitting. It is a good way for a knitter to use up scraps of yarn. Their church is doing this

and one lady said she only knits on her noon hour and completes 2 or 3 a week. They will also take donations of yarn if anyone wants to get rid of their left overs.

~submitted by Maxine Kenning

## **Is Your Workstation Ergonomically Correct?**



## **Upcoming Events**

February 6.....Crow River Chapter Meeting  
February 13.....Chapter Board Meeting  
February 15.....Deadline for Newsletter Articles  
February 20.....Professional Images Emailed  
March 6.....Crow River Chapter Meeting  
March 13.....Chapter Board Meeting  
April 2.....Crow River Chapter Meeting  
April 26.....9<sup>th</sup> Annual Crow River Spring Seminar  
May 1.....Crow River Chapter Meeting  
May 18-20.....MN-ND-SD Division Annual Meeting  
June 5.....Crow River Chapter Annual Meeting

International Association of Administrative  
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MN-ND-SD Division Website:  
[www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)



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

When: Tuesday, February 6, 2007

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

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

Menu Selections:

Selection #1: Specialty Box Lunch Salad:  
Grilled Chicken Caesar  
w/fresh fruit, cookie and beverage  
Cost: 8.75

Selection #2: Gourmet Box Lunch:  
Shaved Roast Beef on Kaiser Roll  
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](mailto:kimberly.stork@hti.htch.com). Reminder: No-shows will be billed.**

~~~~~ PROGRAM: 6:00 p.m. ~~~~~

Speaker: Betty Wittus Topic: Interactive with Microsoft Office software

Interactive with hints on Microsoft Office software (intermediate level)

Agenda of Microsoft Office products presented:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft PowerPoint