



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



March Chapter Meeting:

**Program: Time
Management and Meals
in 30 Minutes**

**Speakers: Marilyn Schreiner &
Chris Schlueter**

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

The Shape Of Your Future

This is the theme for this year's spring seminar with noted speaker, Raymond Lemke. The objectives are as follows:



- ❖ Discuss the difference that makes some people happier and more productive than others.
- ❖ Down-to-earth "how to's" that will increase your effectiveness and re-engineer your path to change.
- ❖ The need for problem solving will open you to new possibilities.
- ❖ Understand the 20/50/30 rule.
- ❖ Learn useful techniques you can utilize immediately that will have an impact on your professional life.

The seminar will once again be held at the Victorian Inn on Thursday, April 26th. Registration is from 8:00 to 8:30 am, breakfast buffet from 8:00 to 9:00 am, and the seminar from 9:00 am to noon.

Start spreading the word..... April is just around the corner!!!

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

2006-2007
Crow River Chapter
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President's Message

Pentaboard Notes:



One of the benefits of IAAP membership is the wide array of educational programs and hands-on training. I certainly appreciated Shari Falter's expertise with her program on Microsoft Office software last month. We are given so many opportunities in IAAP to grow and help us achieve our goals – some of which I have mentioned to you before, but are worth mentioning again.

I encourage you to apply for the Division Incentive Award. This award is given to two Division members in the form of a subsidy toward payment of registration (up to \$250) to attend the Division Conference or Annual Division Meeting. This is a great way to have a portion of your annual meeting expenses covered. Winners will be selected by the Division Executive Officers 60 days in advance of the conference. If the winner is not able to attend, another recipient will be chosen. Two \$250 Division Awards may be awarded annually to two qualified MN-ND-SD Division IAAP member(s) as follows:

- One to an IAAP member who has never attended a Division Conference or Annual Division meeting and
- One to an IAAP member who has previously attended a Division Conference or Annual Division meeting.

The deadline for submission is March 18, 2007. If you've never attended a Division Conference or Annual Meeting, I strongly recommend it. They are great learning opportunities and a lot of fun, too!

It's that time of year for Chapters to submit their nomination for the IAAP Award for Excellence! The IAAP Award for Excellence was created in 1992 to recognize an employer organization that has established policies and programs to encourage and support the advancement and effectiveness of administrative professionals.

A panel of judges independent of IAAP confidentially evaluates the documentation and selects the winners. Awards are given in two categories; large companies with 1,000 or more employees, and smaller companies with fewer than 1,000 employees.

If anyone would like to nominate a company, please let me know. A Nomination Submission Form and Documentation of Criteria must be postmarked by April 1, 2007. This is another great opportunity for "Shaping the Future" in our communities.

Karen Ostlund, Crow River Chapter President

If I had more time in my day.....

~~Karen Ostlund

I would....meditate and do more Bible study; however, I'm sure my piano instructor would like to see a little more practice time!

~~*Patrice Davis*

I would....read more, especially the newspaper. I get so behind on reading the newspapers! The days really fly by!

~~*Shirley Viesselman*

I would....spend more time making cards and cooking. I love to try new recipes and I have numerous cookbooks.

~~*Marilyn Schreiner*

I would....shop for people.....I love to shop, maybe my own home business.

The Value of Dreams

Excerpt from Peggy McNamara

Webster's Dictionary defines a dream as a fond hope or aspiration. The act of dreaming, it says, is to imagine something desired as possible.

I have always been plagued with big dreams and aspirations. If there is something that seems impossible to most, you can bet that I am going to be dreaming about it and thinking of ways to make it come true. Yes, a fond hope or aspiration can take on a life of its own in my heart, soul and mind and before I know it, it becomes this driving force that shapes my activities and creates a momentum that ends up being...well, due to lack of any other way to describe it...quite miraculous.

Dreaming has never been fanciful for me. Some people are referred to as "day-dreamers." Those who wish and fantasize and have that whimsical quality about them; boy sometimes I envy that ability but I must confess that dreaming has always been much more serious than that for me. It has never been idle or passive. I don't ever spend time or energy dreaming about things that I do not expect to come true.

For whatever reason, I am not one who seems to have a fictional bend, toward dreaming, wired into my DNA. I am guessing my life would be easier at times if I did. There seems to be value in those mental vacations people take that allow them to dream about something that will probably never happen but makes them feel good inside. There are times I wish I could be more care-free about my dreams!

I have never been able to think and talk like I hear others doing. Whether it is a discussion about what

one would do, with all their money, if they bought a winning lottery ticket or what it would be like to live the life of a rich and famous person or any other conversation that is meant to be light and fun about dreams. I see crowds of people enjoying these kinds of discussions and there is always lots of laughter and chuckles and delight on their faces as they share their view and wishes with each other. Whether I like it or not, my imagination has never worked that way. My dreams are weightier than that and are real and vivid and, quite candidly, a critical piece of what keeps me going.

What kind of dreamer are you? Are you one that can set yourself free to dream big and fanciful things without feeling responsible to make them come true? Are you one that doesn't allow yourself to dream due to hurts and disappointments and experiences of dealing with the pain of unmet expectations or unrealized wishes? Are you one that sets things in motion to accomplish your dreams or do you sit back and live vicariously through others?

A married man in his 40's, with three young kids, once said to me during a conversation about my drive and ambition, "Peggy, I am the kind of person that stands in my back yard, looks over the fence and sees other people accomplishing things, but I will never get out of my back yard." He admired my focus and drive and seemed to be forlorn, yet accepting, of the truth of what he shared with me.

There is a delicate balance between dreaming and accepting truth. My young adult son has big dreams that aren't very realistic to his mom but I am sure not going to squash them for him. He and his friends talk of things that 18 year old guys talk about that are pure and simple dreams. Who knows, one of them really may have all the money in the world some day! Regardless if they do or not, I just want a good life for them.

Dreams are a precarious proposition. While I am not going to limit my kid in any way, I would not be okay if all he did was dream and not put any action into it. For example, he and I would have to have a conversation if twenty years from now he is still sitting around on my couch, watching ESPN, instant messaging his friends, listening to his I-pod, eating chips, drinking pop and STILL talking about his dreams about a life outside of my home! Who am I kidding...we'd be having that talk sooner than twenty years out. <smile>

Yeah, dreams are risky...while it is not healthy to live in a fantasy world it is also not good for the

soul to stuff down dreams. It is sometimes difficult to know the difference between what really could be possible and what isn't in the cards for you and your life. There are some dreams I have let go of because they just don't make sense any more and there are other dreams I can't let go of, regardless if I want to or not, because they are rooted so deeply in me.

There is unspeakable value in dreams. For the benefit of the world at large I hope you are not one that has forsaken them. Dreams can offer you insight into what is important to your soul and heart, can be a guiding light to better things ahead and allow you a vision that offers hope and inspiration.

May you dream dreams that are right for you!

Bring Back a Balance To Your Life

Busy as a bee? Can't catch up at work or home? Welcome to the club. Many of us feel as if we're doing more but accomplishing less.

Establishing a balance between your personal and professional lives is important. In a 2004 survey, the Families and Work Institute found that:

- 36 percent of highly overworked employees have high levels of stress
- 21 percent have symptoms of depression
- Only 41 percent say they take care of their health

How can you take back control of your life?

Don't sweat the small stuff. You can't do everything. So concentrate on your priorities and let the rest go.

Manage your time. Organize work and household tasks. Delegate some responsibilities to others who are not as busy.

Try a fresh approach. Find out if you can work flexible hours. Ask about telecommuting a few days per week.

Make the most of your time. When you have a choice of sledding with the kids or cleaning the basement, put on your parka. The basement can wait.

When you have a break, take it. Avoid work-related activities on your days off. Hint: No checking e-mail when you're on vacation.

Still feeling frantic? Talk to your doctor or contact the employee assistance program available at your workplace.

~submitted by Maxine Kenning

How Clean Is It?

Toilet Seat: 49 germs per square inch

Keyboard: 3,295 germs per square inch

Telephone: 5,127 germs per square inch

Desktop: 20,961 germs per square inch

You Are Awesome! February Winner

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

***Her winning slip was for sharing
her New Year's Resolution...***

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

Attended February Mtg

Patrice Davis
Dawn Hartwig
Nancy Kaping
Vicki Kachelmeier
Maxine Kenning
Lottie Kottke
Sharon Krueger
Betty Nielsen
Nita Nurmi CPS/CAP
Karen Ostlund
Peggy Reding
Marilyn Schreiner
Shirley Viesselman

Donate Door Prize

Karen Ostlund
Shirley Viesselman

New Year's Resolution

Patrice Davis
Jessica Eastling
Dawn Hartwig
Vicki Kachelmeier
Nancy Kaping
Maxine Kenning
Betty Nielsen
Peggy Reding
Marilyn Schreiner
Shirley Viesselman
Cathy Ziemann

Sponsor a New Member

Nancy Kaping

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

New Member Installed

At our February meeting we were excited to install Dawn Hartwig as our newest member. You should have read Dawn's profile in the January newsletter.

Welcome Dawn!

February Meeting Guest

Becky Saar, Hutchinson Technology Incorporated

Thank you for joining us.

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

February 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 Karen Ostlund donated a basket of muffins for the door prize.

The lucky winner was Vicki Kachelmeier!!!

IAAP Member Anniversaries



In February, we have 2 IAAP membership anniversaries!!!

Donna Baysinger – 12 years
Patrice Davis – 7 years

Congratulations To Each of These Ladies!!

February Chapter Meeting

At our February chapter meeting, Shari Falter, HTI Trainer, demonstrated Microsoft Office Hints and Tips. There were 12 computers that the members could have hands-on and learn first-hand. It was an interactive session, so members could ask questions to the issues that they have come across.

I found it to be very informative and think we all went away with at least a few new tips to make our jobs easier. I heard several comments that we should have more of these...so will pass on the idea to have 2-3 of these sessions next year.

~Marilyn Schreiner

March Birthday



Linell Loncorich
March 23rd

Happy Birthday To You!

Top 10 Reasons To Be A Crow River Chapter Officer

10. You get to have your own column in our chapter newsletter, "Professional Images".
9. You can practice your speaking skills at a podium with a microphone (in front of a friendly crowd).
8. You can give reports at both the monthly Board and Chapter Meetings.
7. You get to sit at the "head table" during the business portion of the Chapter meetings.
6. You receive an Officer pin to wear during "your year" and then a Past Officer pin to wear at the end of "your year."
5. You earn recertification points.
4. Your networking base is expanded as you get to know Officers of other MN-ND-SD Division Chapters.
3. You can practice your Parliamentary Procedure skills.
2. You have a lot of fun!

...and the Number One reason you should consider being a Crow River Chapter Officer:

It's a great way to be involved with the Chapter!

Without Officers and Committees, the Chapter doesn't function as efficiently, and in order to continue the growth and evolution of our Chapter, we need your involvement. Please consider giving of your time and talent to serve as a Chapter Officer for 2007-2008.

Contact Lottie Kottke, Nominations Chair, if you have any questions regarding Officer Nominations.

Success is liking yourself, liking what you do, and liking how you do it.

~~Maya Angelou

Spring Seminar Committees

The committees are busy getting things pulled together for our 9th annual spring seminar. If your name isn't on this list and you would like to help, contact Vicki Kachelmeier and she will find you a job. There will be many areas that you can help with the day of the seminar also.

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

Seminar Committees

We would like each committee to be prepared to give a brief update at our upcoming March chapter meeting as to where you are at.... and if you need any assistance or suggestions, etc.

MN-ND-SD Division

Be sure to look ahead and consider making the trip to Fargo for the MN-ND-SD Division Annual meeting, May 18-20. We would like to have a good delegation from the Crow River Chapter there to cheer on Nita as she is installed as the 2007-2008 Division President.

Quick & Easy Recipe?

At our upcoming March meeting, we are going to be talking about meals in 30 minutes. If you have a favorite "Quick" recipe that you would like to share, please bring copies with to the March meeting to share with other members. It will get you another ticket for our "awesome member" drawing!!!

Crow River Chapter Members

Donna Baysinger	Mary Berger
Phyllis Cripps	Patrice Davis
Jessica Eastling	Linda Eggersgluess
Jean Forsberg	Dawn Hartwig
Vicki Kachelmeier	Nancy Kaping
Maxine Kenning	Lottie Kottke
Michele Krippner	Sharon Krueger
Linell Loncorich	Sharon Maus
Betty Nielsen	Nita Nurmi CPS/CAP
Karen Ostlund	Peggy Reding
Dorothy Ryan-Anderson	Marilyn Schreiner
Kim Stork	Shirley Viesselman
Cathy Ziemann	

Wanted:
OfficePro magazines for the Ladies
Annual Event.

Please contact Karen
(karen@schantzen.com) if you have
any available.

Upcoming Events

March 3.....Booth at the HAHC Ladies Event
March 6.....Crow River Chapter Meeting
March 13.....Chapter Board Meeting
March 15.....Deadline for Newsletter Articles
March 20.....Professional Images Emailed
April 1.....Seminar flyers in Chamber Newsletter
April 3.....Crow River Chapter Meeting
April 10.....Chapter Board Meeting
April 26.....9th 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

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MN-ND-SD Division Website:

www.iaap-mnndsd-division.org



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

When: Tuesday, March 6, 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:
Chicken Mandarin Oriental Salad w/fresh fruit, cookie and beverage
Cost: 8.75
- Selection #2: Gourmet Box Lunch:
Olympic Club (Turkey/Ham & Swiss), side salad, fresh fruit, cookie
and beverage
Cost: \$8.75
- Selection #3: Bowl Soup & ½ Sandwich, chips, cookie and beverage
Cost: \$7.75

**RSVP by NOON on Friday, March 2nd 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. ~~~~~

Speakers: Marilyn Schreiner & Chris Schlueter      Topics: Time Management and Meals in 30 Minutes

**Marilyn Schreiner**, HTI Administrative Assistant, will give a presentation on Time Management...getting more time in your day and enhancing your job to make it more positive and enjoyable.

Marilyn was a Tupperware Manager-Dealer for 16 years, allowing her to manage her own schedule around her family which included care of their special needs daughter. She has additionally just celebrated 20 years at HTI; first 2 years worked the night shift in production, then 12 years in the Travel Dept., and most recent six years as an Administrative Assistant for various project groups. She plans out her work schedule using various organizational tools which helps to be more efficient and keep stress levels to a minimum. She is good at making continuous improvement to a job or task to save steps and time. Along with a job, she has several hobbies and favorite past times, but makes time for each family member and time for herself.

**Chris Schlueter**, Hutchinson Leader, will give us some "Meals in 30 Minutes".

Chris has been combining gardening and cooking for years through her experience as a Master Gardener. She also has taken numerous cooking classes from well known chefs such as Chef John from Nancy's Landing, Jenny Breen of Whole Foods and Mary Evans, cookbook author of french foods and others. She is a writer for the Hutchinson Leader Flavor column and the Agri News newspaper and also the MN Arboretum newsletter and also has a recipe/tip site called Chris' Top 10 at [www.hutchinsonleader.com](http://www.hutchinsonleader.com). Sharing the ways to eat healthy and managing your time is something she enjoys through teaching community ed classes as well as speaking to local groups.