



International Association of
Administrative Professionals®

Professional Images

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

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2006-2007 Crow River Chapter Officers

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Chartered, October, 1997

www.iaap-crowriver.org



April Chapter Meeting: Program: Swingline "Try Me" Session

...an official sponsor of IAAP

Speakers: Jill Gerloff & Cyndi Kern

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.

\$54.00 registration fee includes breakfast buffet and seminar

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

President's Message



Pentaboard Notes:

We started last month's meeting with a magic ruler and with it the possibility to change three things in our work environment. Not surprisingly, our salary was one thing most of us felt needed adjusting. I encourage you to read "Gazing Into the Crystal Ball" from the March, 2007 issue of OfficePro. It states that starting salaries for administrative professionals across the country are expected to increase an average of 3.5% in 2007. Employers that can't afford to raise pay levels are looking for other ways to attract top talent, such as offering appealing benefits like flexible schedules and additional vacation time. For more information about hiring and salary trends, request a free copy of the *Office Team 2007 Salary Guide* at www.officeteam.com.

To be "organized" would be another desire. Marilyn Schreiner and Chris Schlueter gave excellent presentations on Time Management and Meals in 30 Minutes. One of the many things Marilyn shared with us was preparing a manual so that in the event of sickness or time off from work, someone would be able to complete our work in a timely and correct manner. This would certainly be a stress reliever.

Plans and preparation for our 9th annual spring seminar are accelerando. The committees gave reports at the March meeting. If you are not on any of them I encourage you to contact any of the following members to see if you can assist:

Brochures and flyers: Patrice Davis and Nita Nurmi
Door prizes: Peggy Reding and Marilyn Schreiner
Table favors: Maxine Kenning and Betty Nielsen
Registrant folders: Jessica Eastling and Kim Stork
Publicity: Karen Ostlund

The **C** in our **MUSIC** goals was celebrated successes. A festivo congratulations goes to Yvonne Arendt CPS/CAP for playing a key role in chartering a new student chapter as well as congratulations to the St. Paul chapter members for sponsoring the student chapter at the Minneapolis Business College. Also, congratulations to Nita Nurmi in her CPS/CAP recertification!

Karen Ostlund, Crow River Chapter President

2006-2007 Crow River Chapter Committee Chairs

Audit

Marilyn Schreiner
marilyn.schreiner@hti.htch.com

Bylaws/Standing Rules

Lottie Kottke
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CPS Service

Nita Nurmi CPS/CAP
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Education/Publicity

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Ways and Means

Nancy Kaping
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Spring Seminar

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Historian

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Betty Nielsen
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Peggy Reding
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How to Positively Leave Your Job

By Jane Boucher

If you decide to quit a job, keep your eye on a positive and clean exit - no matter how you feel or what your reasons. Unfortunately, this will be the hardest possible time to remain calm and upbeat - but you absolutely must. What you do at work as you leave the organization is as important as what you did during your entire tenure there.

Don't burn your bridges. You might feel like telling off the boss who made you miserable or quitting without notice, but that could hurt you down the road. You may need this company or its people someday, not only as references, but as potentially valuable contacts. The old "gets along well with others" trait from grade school will serve you well, whether you are working in a different company or if you decide to go into business for yourself. Show generosity by sending friendly thank you notes to bosses and colleagues who have contributed to your growth and development. Notes also provide an opportunity to subtly remind people of the contribution you have made to the company. Also, get telephone numbers and email addresses of your colleagues, if you don't have them already. These steps are great ways to build bridges in the weeks leading up to your departure. After all, old colleagues and bosses could end up as new clients or new bosses sooner or later.

Don't use your letter of resignation to let the top management know "what's really going on around here." It is likely that they won't understand your point and your reputation will be ruined. The same advice goes for the "Exit Interview." if your company uses that tool. Nothing negative you say will be recorded - and you could ruin the good standing you worked for years to get and keep. There is nothing to gain by being negative.

Do write a letter of resignation expressing gratitude for the time you were with the company. It may be hard, but try to think of something for which you are thankful. Remember that you probably gained new skills there. Show your appreciation for the opportunity to learn. In your letter, emphasize that your decision to leave is based on personal career needs.

Don't let your work slump or broadcast your bad feelings while you are looking for another

job. Be discrete about your job search. Continue to produce a high level of quality work. If you don't, you could damage your reference from this company and your image with other companies that contact this one. Doing a poor job and bad-mouthing your employer can also get you fired. That won't look good on your resume and you will never be able to change it.

Do give at least two weeks' notice, offering to complete as much work as possible in that time. Prepare a small packet with a schedule of anticipated work for the next person in your job. List the resources needed for your position - where to get them and how to get help for projects. Anticipating the needs of the person who will be hired to replace you is the right thing to do and sets a positive tone. It shows you to be a class act to your co-workers and the person who replaces you. Be prepared for a period of shock and grief, both within yourself and with your co-workers, supervisor and colleagues. As we all know, people express grief differently. One colleague may wish you well, another may express anger, and yet another may burst into tears. Even if you are leaving because of difficult circumstances, there will be feelings about your leaving. Take time to listen and talk with your co-workers and supervisor.

Don't endanger yourself financially. It is never advisable to leave your current job without a solid new job lined up unless you absolutely have to. Don't risk your hard-won seniority with a current organization to start at the bottom with a new organization - unless for a very good reason. If you do not have a job lined up when you quit, make sure you have savings that will support your regular expenses for at least six months.

Don't feel guilty. This is most important. You are acting in your own self-interest. Your company would not hesitate to act in its own best interest in order to survive. As long as you have given it your best work, you don't owe it anything else. This is especially true if the company has not fully used your abilities. You have the right and obligation to take advantage of the opportunity to improve your work status by seeking employment that will be a real improvement. You will want to concentrate on creating a new, more positive career situation, rather than focusing on the bad things that have happened to you. This is the time to concentrate on the positive aspects of your new career.

Dream Great Dreams

A Mary Jo Paloranta Quotable Quote

Whatever your mind can conceive and believe, it will achieve. You are unique. In all of history, there has never been anyone else exactly like you, and in all the infinity to come there will never be another you.

You are what you believe you are. You are to accomplish great things. You must not only act, but also dream; not only plan, but also believe. Believing is the magic.

You can always better your best. You don't know what you can do until you try. Nothing will come of nothing. There is no failure except in no longer trying.

Hazy goals produce hazy results. Clearly define your goals. Make a plan for achieving them. Visualize the results...and go after them. Don't look back unless you want to go that way.

Defeat may test you. It need not stop you. If at first you don't succeed, try another way. For every obstacle there is a solution. Nothing in the world can take the place of persistence. The greatest mistake is giving up.

Wishing will not bring success, but planning, persistence and a burning desire will. Success is an attitude. We need to dream great dreams and make them come true. And we need to do it now. There is no better time.

IAAP Member Anniversaries



In March, we have one IAAP membership anniversary!!!

Vicki Kachelmeier – 1 year

Congratulations Vicki!!

MICROSOFT ACROSS AMERICA TRUCK COMING TO HUTCHINSON!

Experience this state-of-the-art mobile facility loaded with demo's of new technology and staffed with experts ready to answer questions about your business technologies. Featuring an interactive environment with Windows Vista and 2007 MS office, a Tablet PC, a server and much more.

Hosted by BusinessWare Solutions on Friday, March 23, 2007 from 9:00 a.m. to 1:00 p.m. Call 320-587-2940 or email sales@businesswaresolutions.com for info or reservations.

You Are Awesome! **March Winner**

Our "Awesome" member and winner of \$10 in Hutch Bucks is Karen Ostlund.

Her winning slip was for her efforts at the HCMC ladies event.

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

Attended March Mtg

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

Donate Door Prize

Maxine Kenning

HCMC Ladies Event

Patrice Davis
Maxine Kenning
Karen Ostlund

If I had more time...

Patrice Davis
Karen Ostlund
Marilyn Schreiner
Shirley Viesselman

Newsletter Article

Maxine Kenning

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

March Meeting Guest

Becky Saar, Hutchinson Technology Incorporated

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

March 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 we had two prizes.....

***The lucky winners were
Nancy Kaping & Karen Ostlund!!!***

March Chapter Meeting

Marilyn Schreiner, HTI Administrative Assistant, gave a presentation on Time Management...getting more time in your day and enhancing your life to make it more positive, enjoyable, and rewarding. She shared information on Organization Tools, Planning, Attitude, Knowing your Preferences/Likes, Tips for On the Job and At Home, lessons learned about Life with Lisa, and making time for Family, Friends & Relatives, Important Events & Occasions, and ME. She brought several items to show....seems the "Information" binder caught the attention of several members who mentioned they are going to use that tool.

Chris Schlueter, Hutchinson Leader recipe/tip site called Chris' Top 10, gave a presentation on Managing Meals and shared recipes for meals to make in 30 minutes. She shared ways to eat healthy, manage your meals to save time, get the whole family interested and involved. She brought some oils (grapeseed, basil, and walnut) that she used to give more variety of flavors instead of just olive oil. She has a wealth of ideas and everyone was so interested that it could have been an endless night.

Both Marilyn and Chris have husbands who help with the cooking, they prepare basic ingredients in advance, and when commonly used items are on sale they buy in bulk and use a Food Saver/Seal-A-Meal to freeze smaller portions.

~Marilyn Schreiner

April Birthdays



*Sharon Maus
April 1st*

*Betty Nielsen
April 6th*

Happy Birthday To Each of You!

New Member Profile

Mary Berger – Mary and her husband David have two children, Ryan and Heather. She worked at a Legal Office (5 yrs), HUD, Subsidized Housing (15 years), and currently at HTI - CBS 15 Years. After work you will find Mary working on the books for

her husbands business. He worked at HTI for 27 years before starting his own plumbing and heating business. She is familiar with Microsoft office, lotus notes and quick place software. In her spare time Mary enjoys reading and clowning for “Just Clowning Around.” She also enjoys day trips. Mary looks forward to many interesting and educational topics, such as Qigong, from her membership in IAAP.

Report Card??

When was the last time you got a report card? Well, the Crow River Chapter is looking for a report card from each of you. The membership committee has put together a report card that they would like each of the Crow River Chapter members to take some time and look over and honestly answer the questions. What do you like about our chapter...what could be better.... Betty and Maxine will have these available at our upcoming April meeting. They would like you to honestly complete them. No names need to be attached to them so they will be confidential.

Possible Fundraiser?

The Music in the Park Committee of the Hutchinson Area Chamber of Commerce, CVB is accepting names of local organizations wishing to conduct a social during one of the summer concerts.

The 29th annual Music in the Park concert series takes place Monday evenings June 11 through Aug. 13. Each organization scheduled for a social is responsible for providing their own chairs, tables, food and volunteers. Only the space is provided.

Interested organizations must call the Chamber office at (320) 587-5252 by March 23. If there are more organizations than dates available, all names will be put in a drawing. Those selected will be notified by April 6.

The Crow River Chapter Board decided to throw our names in and see what happens!!!

*Who know, there could be
more “PIES” in our future!!!!*

Ladies Event

This year the Crow River Chapter of IAAP participated as a vendor at the 4th Annual Ladies Event, *Celebrate to the "En"th Degree* on Saturday, March 3rd. I think the weather did hamper the attendance just a bit, but it was great fun. Tracy Marquardt of the HAHC Education Services did an excellent job coordinating the mini-sessions as well as helping the vendors participating. We had two door prizes - a free meeting/program for the program of their choice, and a certificate to our April seminar - at half-price. Karen Ostlund is following up with the ladies that registered. Maxine Kenning also helped at the display table.

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 2007-2008 officer of the Crow River Chapter.

The offices we are looking to fill are: President-Elect, Vice President, Secretary and Treasurer. Please contact Lottie Kottke or Patrice Davis with any questions.

Spring Seminar Update

At our March chapter meeting each of the committees updated us on where they were at. Patrice Davis and Nita Nurmi CPS/CAP did a great job on the flyer.

Copies are being made and will be distributed in the April Chamber newsletter. The flyer has also been sent out to the membership so that each of you can forward it to individuals that you may know may be interested.

Maxine and Betty have great ideas that they are working on for table decorations and favors.... we all may need to assist in assembling them.

Sounds like Marilyn and Peggy have a lot of donated door prizes... that is fantastic...

Karen's got the front page of the shopper reserved for our seminar ad and is busy mailing out brochures and emailing flyers to past attendees.

Once again we appreciate Ridgewater College donating folders for us to use at the seminar. Kim and Jessica are in the process of putting a list of items together that should go in them. This is another area where we may all be able to help with assembly.

In April we'll get updates from each committee, and also we'll be looking for some individuals to help the day of the seminar.

Upcoming Events

April 1.....Seminar flyers in Chamber Newsletter
April 3.....Crow River Chapter Meeting
April 15.....Deadline for Newsletter Articles
April 10.....Chapter Board Meeting
April 20.....Professional Images Emailed
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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Web: www.iaap-hq.org

MN-ND-SD Division Website:

www.iaap-mnndsd-division.org



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

When: Tuesday, April 3, 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:

Subway Platter
with chips, fruit and water

Cost will be between \$5.00-5.25 (depending on number of meeting attendees)

**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: Jill Gerloff & Cyndi Kern Topics: Swingline "Try Me" Session

Swingline, an official sponsor of the IAAP, has presented a quality program to over 80 local IAAP chapters. We know you need solutions that offer you more convenience, more speed, more comfort, more capacity, or more uninterrupted performance. Swingline offers these to you in their latest round of product innovations.

Frustrated by staplers that jam? The new jam-free Optima staplers from Swingline were designed to increase productivity for IAAP members like you and your colleagues. No more ruined or wasted documents due to pesky jams.

During the Swingline "Try Me" Session the members can learn about new ways to make their job easier and finish paperwork faster. And, see the benefits of these new productivity tools first-hand! You may have already read about our products in recent issues of OfficePRO magazine. Swingline is dedicated to developing innovative products to serve the needs of administrative professionals.

A Swingline/ACCO Brands representative will lead this informative 60 minute "Try Me" Session and presentation – which is part education, demonstration and motivation.

**\* Everyone in attendance will receive a gift, including a few lucky individuals who will walk away with the exciting, new products being demonstrated.**