



# *Professional Images*

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

Volume VIII, Issue 11

May, 2007

**2006-2007**  
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Chartered, October, 1997

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

## **June Chapter Meeting:**

### ***Crow River Chapter.... Annual Meeting***



***Very Important You Attend!!***

***Our "Awesome" Member of The  
Year Will Be Drawn (must be present to win)***

***We need a quorum for voting***

***Note the location change.***

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

## **Ray Lemke's Challenge For Helping You Have A Positive Attitude**

At our spring seminar one of the points Ray Lemke emphasized was the importance of a positive attitude. He challenged everyone to try an experiment. Take 10 marbles and place them in your right pocket. Throughout the day as you say something positive to someone, take one of the marbles out of your right pocket and put it in your left pocket. By the end of the day, all your marbles should be in your left pocket.

Do this for 30 days in a row and watch your attitude change. By the end of the 30 days you won't need the marbles anymore.

How many of you have tried the marble challenge?

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

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

Audit

Mary Berger  
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Bylaws/Standing Rules

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CPS Service

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Education/Publicity

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Ways and Means

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Spring Seminar

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Betty Nielsen  
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## **President's Message**

### *Pentaboard Notes:*



I often think of spring as the true beginning of the year. A time of promise and growth, a season of possibilities. Each of us is an essential piece in IAAP, and the picture is not complete unless all of us are involved and working together to build a stronger chapter and association.

In June we will review the past year with reports from chapter officers and committee chairs. We will review the survey conducted by the Membership Committee and set the ground work for another year for the Crow River Chapter.

What are the elements of this alloy we call "leadership"? Certainly they include vision and integrity, perseverance and courage, a hunger for innovation and a willingness to take risks. I applaud the members who are running for chapter officers for the 2007/08 year. Please remember that our bylaws require a quorum of one third of the membership in attendance to conduct the election.

What special skills/resources do you currently have? Desktop publishing, writing, public speaking, accounting, marketing, meeting planning, publicity, photography or scrapbooking, or fundraising? If you answered yes to any of these, please consider being an active member on one of the committees. It's a great way to get involved.

We will finish the year con spirito and continue to *shape our future* with our involvement in IAAP. Another favorite quote of mine is from Ralph Waldo Emerson. "Do not go where the path may lead, go instead where there is no path and leave a trail."

*Karen Ostlund, Crow River Chapter President*

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***What was the most valuable piece of information that you took from Raymond Lemke, at our spring seminar, that you will use in your personal or professional life?***

**Dawn Hartwig**

*Make sure to always talk positive about yourself as you process what you say 3 times more than if someone else says it.*

**Vicki Kachelmeier**

*To always look for the "positive" in every situation. When life hands you a lemon - make lemonade!!*

**Donna Baysinger**

*Positive attitude.*

**Marilyn Schreiner**

*1. Everything comes from the inside out, not outside in. I am the model, it's my responsibility. Be positive and solution oriented. Don't worry...go for the solution.*

*2. Energy comes from enthusiasm. No such thing as burn-out...find something to get excited about.*

*3. When life knocks you down, get up and become stronger. Life is trying to teach you to take the next step. Failures are good...learn from them. There is an advantage in everything...find what you are looking for.*

**Nita Nurmi CPS/CAP**

*Attitude! Attitude! Attitude! Your attitude makes a difference on those around you. Depression hates activity.*

**Patrice Davis**

*To try to dedicate my life to always being positive, especially when I don't feel like it.*

*I also liked what he said about the 3 types of people.*

- 1. Those who make things happen.*
- 2. Those who let things happen.*
- 3. Those who don't know what is happening.*

**Maxine Kenning**

*I went to West Elementary to sub that afternoon and told the principal about the marbles. She thought it was a wonderful idea (maybe for staff or also for students). I have to admit that we do need to laugh more. I also attended a Red Hat Convention over the week end and we were also told there over and over again to laugh and smile more. It is very healthy.*

*Personally, I am going to try the marbles for 30 days.*

**Karen Ostlund**

*I think the marbles are going to make the biggest impact on my life. Making a conscious effort to see the good in people and acknowledging it can only bring positive results.*

**Nancy Kaping**

*I really like the marble idea. I haven't succeeded yet in getting rid of my marbles in a day! I guess I have a lot of work to do!*

**Betty Nielsen**

*The seminar was great and Mr. Lemke left me feeling positive and hopeful about my future. One thing that he said that stood out for me is that so often what we perceive as a negative in our lives turns out to be just the opposite - in other words, it's possible for a dark cloud to have a silver lining. This applies to our personal as well as our professional lives.*

**You Are Awesome!**

**May Winner**

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

***Her winning slip was for her attendance at the May meeting.***

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

**Attended May Mtg**

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

**Brought A Guest**

Shirley Viesselman

**Newsletter Article**

Maxine Kenning

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

**New Member Installed**

The Crow River Chapter is happy to welcome Mary Berger as our newest member. Mary was installed at our May meeting. We look forward to getting to know Mary, and are excited that she chose to become involved with IAAP and our chapter.

**Welcome Mary!!**

## 1000 Marbles



*Several of you had sent me notes about the spring seminar with a reference to marbles. A coworker stopped by and I mentioned that I needed to give someone a call and get the marble story. She told me she had one, and brought this over to me. It isn't the same story that Raymond Lemke used, however I thought it was very meaningful and would share with all of you.....Shirley*

### How many marbles do you have?

*author unknown*

The older I get, the more I enjoy Saturday mornings. Perhaps it's the quiet solitude that comes with being the first to rise, or maybe it's the unbounded joy of not having to be at work. Either way, the first few hours of a Saturday morning are most enjoyable.

A few weeks ago, I was shuffling toward the kitchen, with a steaming cup of coffee in one hand and the morning paper in the other. What began as a typical Saturday morning turned into one of those lessons that life seems to hand you from time to time.

Let me tell you about it. I turned the volume up on the radio in order to listen to a Saturday morning talk show. I heard an older sounding chap with a golden voice. You know the kind, he sounded like he should be in the broadcasting business himself.

He was talking about "a thousand marbles" to someone named "Tom". I was intrigued and sat down to listen to what he had to say. "Well, Tom, it sure sounds like you're busy with your job. I'm sure they pay you well. It's a shame you have to be away from home and your family so much. Hard to believe a young fellow should have to work sixty or seventy hours a week to make ends meet. Too bad you missed your daughter's dance recital." He continued, "Let me tell you something Tom, something that has helped me keep a good perspective on my own priorities." And that's when he began to explain his theory of a "thousand marbles."

"You see, I sat down one day and did a little arithmetic. The average person lives about seventy-five years. I know, some live more and some live less, but on average, folks live about seventy-five years." "Now then, I multiplied 75 times 52 and I

came up with 3900 which is the number of Saturdays that the average person has in their entire lifetime."

"Now stick with me Tom, I'm getting to the important part. It took me until I was fifty-five years old to think about all this in any detail," he went on, "and by that time I had lived through over twenty-eight hundred Saturdays. I got to thinking that if I lived to be seventy-five, I only had about a thousand of them left to enjoy. So I went to a toy store and bought every single marble they had. I ended up having to visit three toy stores to round-up 1000 marbles. I took them home and put them inside of a large, clear plastic container right here in my workshop next to the radio. Every Saturday since then, I have taken one marble out and thrown it away."

"I found that by watching the marbles diminish, I focused more on the really important things in life. There is nothing like watching your time here on this earth run out to help get your priorities straight. Now let me tell you one last thing before I sign-off with you and take my lovely wife out for breakfast. This morning, I took the very last marble out of the container. I figure if I make it until next Saturday then God has blessed me with a little extra time to be with my loved ones.... It was nice to talk to you Tom, I hope you spend more time with your loved ones, and I hope to meet you again someday. Have a good morning!"

You could have heard a pin drop when he finished. Even the show's moderator didn't have anything to say for a few moments. I guess he gave us all a lot to think about. I had planned to do some work this morning, and then go the gym. Instead, I went upstairs and woke my wife up with a kiss. "C'mon honey, I'm taking you and the kids to breakfast." "What brought this on?" she asked with a smile. "Oh, nothing special," I said. "It has just been a long time since we spent a Saturday together with the kids. Hey, can we stop at a toy store while we're out? I need to buy some marbles."

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*Some people are like slinkies.  
They don't really have a purpose,  
but they still bring a smile to your face,  
when you push them down the stairs.*

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## **May Meeting Guest**

Linda Grack, Hutchinson Technology Incorporated

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

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## **June Birthdays**



Shirley Viesselman  
June 17<sup>th</sup>

Sharon Krueger  
June 18<sup>th</sup>

Happy Birthday To Each Of You!

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## **2007-2008 Ballot**

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

The nominations for officers are still open.  
Please consider running for one of the offices.

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## **New Committees Forming**

Included within this newsletter is a list of Crow River Chapter Committees for you to review and decide where you would like to help out in the upcoming year. You can either contact Shirley Viesselman, President-Elect or wait until the June Chapter meeting to sign up. Feel free to help with more than one committee if you would like.

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## **Another Successful APW Seminar**

What a wonderful job Vicki Kachelmeier, our seminar chair did organizing our 9<sup>th</sup> annual administrative professional's week seminar. Of course it took a lot of effort from all the members of the chapter who each did their part. From advertising, collecting donations, making name tags, collecting registrations, to assembling

folders... what a lot of work by a wonderful group of administrative professionals. You are all to be commended on a JOB WELL DONE!!!

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## **IAAP Leadership Bootcamp**

The MN-ND-SD Division will be holding a bootcamp in St. Cloud on Saturday, June 23<sup>rd</sup>. It will be a great opportunity for members of our chapter in any leadership role. There will be a fee and the chapter will pick that up for any member that attends. Be sure to put that on your calendars.

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## **Membership Committee**

The Membership Committee sent a letter to the seminar participants thanking them for attending our annual seminar and encouraging them to "check us out" at a future meeting.

In addition, at our annual meeting they will be reviewing the results from their report card.

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## **"You Are Awesome"**

At the June Annual Meeting our "Awesome" member of the year will be drawn and receive their \$50 certificate to a beauty shop/spa of their choice.

The drawing will include all the tickets entered for the entire year.

(and remember... you must be present to win)

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## **Annual Report**

The annual report is being assembled and will be presented to the membership at our June Annual Meeting. Board members and committee chairs, be sure to get your reports to Karen by Friday, May 25<sup>th</sup>. These reports are a great tool for looking over what we have done over the past year as well as ideas for the upcoming year.

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## **“Fargo Or Bust”**

We wish a safe trip to Karen Ostlund, Nancy Kaping, Dawn Hartwig, Nita Nurmi CPS/CAP and Shirley Viesselman as they travel to Fargo for the MN-ND-SD Division Annual Meeting, May 18<sup>th</sup> to the 20<sup>th</sup>.

Represent our chapter well, have a great time and we'll all be waiting to hear all about it when you get back.

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## **2007 – 2008 Program Ideas**

Before we get together at our June annual meeting, be thinking about some monthly programs that you would like considered for the upcoming year. The more ideas you come up with the easier it will be for our new program committee.

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## **Notes From May Meeting**

### Adjusting the Computer Workstation: The ABC Method

By taking three simple measurements (A, B, and C), you can find the right chair height, keyboard height, and monitor position for your computer workstation. For best results, have someone help you take the measurements.

#### **Measure:**

**A Knee height.** Wearing the type of shoes normally worn on the job, sit on a table so that the edge of the tabletop just touches the backs of the knees, with the feet forming a 90-degree angle with the legs. Measure from the crease behind the knee to the bottom of the heel.

**B Elbow height.** Measure from the tabletop to the tip of the elbow.

**C Eye height.** Measure from the tabletop to eye height.

#### **Adjust:**

**Chair Height.** Set the height of the chair front (seat pan) to knee height (A). If the seat pan drops when you sit down, raise it to compensate for the height change. Tilt the seat to the most comfortable angle;

if this changes the height of the front of the seat, readjust it to A.

**Keyboard Height.** Adjust the keyboard's home row to knee height plus elbow height (A+B). If the keyboard height is not adjustable, raise or lower the chair so that the difference in height between the seat pan and the keyboard is equal to elbow height (B). Add footrest if needed.

**Monitor Height.** Raise or lower the monitor so that the top of the screen is at or slightly below eye level, about equal to knee height plus eye height (A+C). Position the monitor 18" to 30" away from your eyes.



One Size doesn't fit all!!!

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## **Upcoming Events**

May 18-20....MN-ND-SD Division Annual Meeting  
June 5.....Crow River Chapter Annual Meeting  
June 20.....Professional Images Emailed  
June 23....IAAP Leadership Bootcamp in St. Cloud  
July 20.....Professional Images Emailed  
July 29-Aug 1.....IAAP Convention in Tampa, FL  
September 4.....Crow River Chapter Meeting  
October 2.....Crow River Chapter Meeting

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MN-ND-SD Division Website:

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



***IAAP™ Crow River Chapter – Committees***

<b>COMMITTEE</b>	<b>DESCRIPTION</b>
<b>Audit</b>	Responsible for auditing the treasurer’s books at year end.
<b>Bylaws and Standing Rules</b>	Review the Bylaws and Procedures of the Chapter and submit a report on recommended amendments at any time it is deemed necessary. Chapter Bylaws are reviewed every four years by the Division Bylaws and Standing Rules Committee.
<b>CPS</b>	Promotes members to take the CPS exam and develops interest in the program through special courses or workshops. IAAP’s prime objective is education
<b>Education/Program</b>	This committee meets in the later part of the year (May/June) to plan the following year’s programs and develops a brochure listing all programs for distribution at the first meeting (Sept.) of the new IAAP year.
<b>Historian</b>	Maintains a scrapbook chronicling the activities of the Chapter and is responsible for capturing those events and special moments.
<b>Membership</b>	Direct all activities of the Chapter having to do with the promotion and maintenance of membership. Write letters to prospective members and follow-up on those attending our meetings as guests. Keep membership list.
<b>Publicity/Public Awareness</b>	Coordinate and publicize all activities of the Chapter through releases to the news media, radio, web page or public speaking engagements as requested or directed by the Board of Directors and Committee Chairpersons. The committee is also responsible for Community Development requests and coordination.
<b>Professional Images</b>	Prepares and distributes Chapter newsletters, which include all material as approved by the President and/or Board of Directors.
<b>Reservations &amp; Hospitality</b>	Responsible for making monthly arrangements with venue. Taking reservations from members and guests. Greeting members and guests at each meeting and fulfilling any special needs for the meeting. Prepare Ice Breaker/Table Talk Topics and table favors occasionally.
<b>Spring Seminar</b>	Plan, Organize and Coordinate the Crow River Chapter’s annual spring seminar for all office professionals during April. This educational seminar features a guest speaker on various topics of interest.
<b>Ways and Means</b>	Responsible to develop fundraising activities or projects to promote and/or raise funds for the Chapter.



## 2007-2008 Committee Sign Up Sheet

Your help is needed...we encourage you to co-chair a committee.

- Make new friends
- Develop new skills
- Share your talents and creativity
- Develop leadership and team-building skills
- Mentor other members

### AUDIT

1. Co-Chair \_\_\_\_\_
2. Co-Chair \_\_\_\_\_

### SPRING SEMINAR

1. Co-Chair \_\_\_\_\_
2. Co-Chair \_\_\_\_\_

### BYLAWS AND STANDING RULES

1. Co-Chair \_\_\_\_\_
2. Co-Chair \_\_\_\_\_

### HISTORIAN

1. Chair \_\_\_\_\_

### CPS SERVICE

1. Co-Chair \_\_\_\_\_
2. Co-Chair \_\_\_\_\_

### MEMBERSHIP

1. Co-Chair \_\_\_\_\_
2. Co-Chair \_\_\_\_\_

### EDUCATION/PUBLICITY: 2007-2008

1. Co-Chair \_\_\_\_\_
2. Co-Chair \_\_\_\_\_

### RESERVATIONS AND HOSPITALITY

1. Co-Chair \_\_\_\_\_
2. Co-Chair \_\_\_\_\_

### WAYS AND MEANS

1. Co-Chair \_\_\_\_\_
2. Co-Chair \_\_\_\_\_

### WEBSITE

1. Chair \_\_\_\_\_



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

When: Tuesday, June 5, 2007

Where: JC Riverside Park Shelter  
Les Kouba Drive  
40 West Highland Park Drive NE  
Hutchinson, Minnesota

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

**Menu Selection:**

**\$7.00** - Meal will be catered by Hutch Café: Chicken, Potato Salad, Baked Beans, Dinner Rolls and Dessert – water will be provided. If you would like a different beverage feel free to bring your own.

**Reminder:** No-shows will be billed

**RSVP by NOON on Tuesday, May 29 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)**

Our June Annual Meeting is an important meeting to:

- Review the past year
- Bring up suggestions and ideas for the upcoming year
- Election of Officers
- Sign up to chair a committee for the upcoming year
- Share program ideas
- Do some strategic planning

*It is very important that all members attend!!*