

International Association of
Administrative Professionals®

Professional Images

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

Volume X, Issue 2

August 2007

2007—2008 Crow River Chapter Officers

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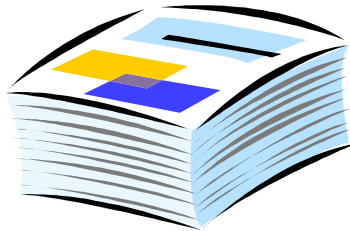
Chartered—October 1997

www.iaap-crowriver.org

September Chapter Meeting

Program

**Understanding Your
Credit Report and Credit Score**



Speaker

**Josh Karg, Loan Manager
Novation Credit Union**

Note change of meeting location

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

Door Prize Challenge

Each of our monthly teams has been given the challenge of coming up with their door prize item/items and promotion to make the most \$\$\$'s.



The winning team will be awarded at our June annual meeting!

Starting us off in September will be Donna and Betty!!!

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

**2007—2008
Crow River Chapter
Committee Chairs**

Audit

Lottie Kottke

lottiek@hutch.k12.mn.us

Bylaws/Standing Rules

Karen Ostlund

karen@schantzen.com

CPS Service

Nita Nurmi CPS/CAP

Nita.nurmi@sparboe.com

Education/Publicity

Membership

Betty Nielsen to coordinate

bettyyn@hutch.k12.mn.us

Ways & Means

Membership

Spring Seminar

Open

Historian

Maxine Kenning

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Membership

Nancy Kaping

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Website

Peggy Reding

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President's Message



**"10 Years and Still
Going Strong"**

Hasn't the summer just sped by? I hope you have each had a chance to sit back and relax a little bit this summer. It seems there is always so many things going on in life that it is hard to decide what to do. IAAP is no different.

There are so many educational and networking opportunities available for each of you in IAAP. The International Convention was recently held in Tampa, Florida. We've taken a couple lunch stops at Subway North. We are all invited to Lake Minnetonka to join other IAAP'ers on a boat cruise. The MN-ND-SD Division Board is busy with preparations for the fall conference in early October. A lunch teleconference is soon starting up for those interested in the CPA/CAP certification. Our monthly chapter meetings begin in a couple weeks. How many of these events have you or will you take advantage of?

July 1st you were given the green light to work with chapter teammates to prepare and schedule a program for one of our monthly meetings. Each team took a different road and together you have all come up with an awesome slate of educational programs for both personal and professional growth.

Likewise, the board members have fueled up their engines and are speeding along paving a smooth yet challenging year ahead for each of you.

We have set some goals for the upcoming year:

- Increase chapter membership by 23% or 5 members bringing our membership from 22 to 27 by 6/30/08
- Increase member participation and involvement
- Make the Crow River Chapter member friendly
- Provide awesome educational programs

Our monthly meetings will again be at Hutchinson Technology Incorporated, however we will be meeting in the main building using the entrances across from the row of flags. Donna Baysinger and Betty Nielsen have teamed up and set our first program.

So, get in, sit down, rev your engine, and hang on..., the Crow River Chapter is about to take off... and it all begins on Tuesday, September 4th.

Shirley Viesselman
Crow River Chapter President



*Friendship is like a
beautiful garden...
The more you put into it
the better it grows.*

MN-ND-SD Division and IAAP International News

IAAP International Officers

At the IAAP International Convention and Education Forum, Tuesday, July 31st, the 2007-2008 election results were announced and the new international officers installed.

2007-2008 International Board of Directors

President

Judy McCoy CPS/CAP

President-Elect

Tia Theriaque CAP

Vice President

Barb Horton CAP

Secretary

Susan Shamali CPS/CAP

Treasurer

Mary Ramsay-Drow CPS/CAP

Directors

Canada District: Katherine Fogal CPS/CAP

Great Lakes District: Sam Gill III CPS

Northeast District: Marie (Gerry) Brunell CPS/CAP

Northwest District: Teresa Bennett CPS

Southeast District: Tamra Goodall CPS/CAP

Southwest District: Karlana Rannals CPS/CAP

2008 International Trustees Retirement Trust Foundation

Barbara Carter CPS/CAP

Janine Riemersma CPS/CAP

C. Joyce Hawkins CPS/CAP

Kathryne Hampton CPS/CAP

International President Judy McCoy CPS/CAP

International Treasurer Mary Ramsay-Drow CPS/CAP



Division Officers

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Nita.nurmi@sparboe.com

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Kristi.rotvold@meritcare.com

Secretary

Brenda Jindra

bjindra@mmfcu.org

Treasurer

Joan Gatzmeyer CPS/CAP

joan@rivord.org

Leadership Bootcamp Documents

Check out the division website for great documents from the Leadership Bootcamp that was held in St. Cloud earlier this summer.

Division Website

www.iaap-mnndsd-division.org

MN-ND-SD Division and IAAP International News

The Fall Education Conference is scheduled for October 5-7, 2007, at the Crowne Plaza North in Brooklyn Park, Minnesota. Our speaker topics include effective listening skills, meeting planning, strategic planning and tips and tricks for Microsoft 2007. The registration brochure will be e-mailed the third week in August.

On Thursday, October 4, the chapters in the Twin Cities are co-sponsoring a marketing blitz—Destination IAAP. Representatives from International will be joining chapter/division leadership calling on select businesses promoting the benefits of IAP membership. Part of the event will be a joint chapter meeting on Thursday evening at the Crowne Plaza North, open to all division membership. As you are making your plans for Fall Conference, be sure to consider joining the event Thursday. Again, full details will be e-mailed from the committee soon.



Shaping the Future 2006-07

The International Convention held in Tampa, Florida, was a huge success. The convention was the culmination of President Chandler's year of promoting Commitment, Continuing Education, Communication, Creativity and Connectivity – the 5 C's. Each of us experienced growth in one or more of the 5 C's just by being a part of the association.

Congratulations to Lisa Hogan CPS, our past MN-ND-SD Division President on earning the Distinguished Division Presidents award and the award for the highest net gain in membership. That is two years in a row that our Division President has received top awards. Can we make it three? Your support as chapter members works its way to the top, creating renewed enthusiasm along the way.

In addition the following chapter presidents received Distinguished Chapter President's Awards: Bonnie Martin CPS/CAP, Twin Cities West; Fe Mahler CPS, Skyway; Alice Leisch, Rochester; and Linda Solmes, Minnesota River Valley. With a net gain of seven members, our President could join the ranks next year.

This is the last year for the current recognition award program. Shirley Viesselman will be providing details of the 2007-08 awards program to chapter membership. Should you receive a survey from International regarding the awards program, be sure to complete and return it as soon as possible. The first e-mail went to selected Division and Chapter Presidents last week. There will be another to a sample group of members in September.

Thank you for the opportunity to represent your chapter and your division at International. I would encourage each of you to attend at least one convention. It will be an experience you will never forget.

The Care and Feeding of Guests

Now that we are all aware of one of the best-kept secrets in our profession it is time for us to invite others to join IAAP.

The most common means of recruiting new members is to invite them to an interactive social function, followed by an informational education program, then an IAAP business update. It all sounds so simple. Yet, many potential members are lost because chapter members fail to observe basic courtesies that convey the real mission of our association.

Here are a few simple rules that will increase the likelihood of turning your guests into members.

- Only invite a guest to a program or meeting that is guaranteed to be upbeat and representative of IAAP at its best.
 - Think about inviting multiple guests to the same event. It might make them feel more comfortable having compatriots.
 - Offer to have them ride to the meeting site with you. It counters the excuses, “I don’t know where that is” or “I hate to drive at night.”
 - Have special nametags to identify guests so they don’t get lost in the shuffle.
 - Inviters should take their guests around and introduce them to outgoing, friendly members who feel comfortable making small talk.
 - Avoid any negative talk—about the association, chapter, your bad day at work, etc.
 - Seat the guests in the middle of the table so they will have a number of members to talk to. (You may want to work it out so that certain people are prearranged to sit by them and encourage them to join.)
 - Remember, the inviter has accepted the responsibility to serve as host to his/her guests and highlight the value of IAAP. So don’t expect intimate conversations with friends or an evening of passive relaxation.
 - Be sure that guests have all the handouts distributed. Explain anything that is confusing.
 - Tell your guests why you joined IAAP and what you have gained. If you can pull others into the conversation, do so.
 - Don’t dwell on the past. Talk about the future.
 - Ask your guests questions about their careers, companies, jobs, etc. Show how IAAP can help them achieve personal and professional goals.
- Listen more than you talk.
 - Try to get guests interested in specific upcoming events or programs.
 - Provide guests with a sample copy of OfficePRO, the chapter newsletter, and other pertinent, professional-looking information.
 - Ask them if they enjoyed the evening. Get their feedback on the experience. Exchange business cards.
 - If they seem positive, ask them to join right there and tell them they would be an asset to the chapter. If you have specifics as to what they might gain or how they might enhance the chapter, let them know.
 - Give them an application already completed as much as possible. Offer to be available to answer their questions or give suggestions as to how they could approach their execs to support their involvement.
 - Thank them for coming. Tell them you’ll be in touch. Walk them to the door or to their cars.
 - The next day, the inviter and the membership chair or president should each send a note to the guests thanking them for coming and encouraging them to join.
 - If possible, keep guests on the chapter mailing list for the next three months, especially for the newsletter and any educational events.
 - After three months, if your guests have not joined, call them and personally invite them to another function, telling them that IAAP members have been asking about them and hoping they would return.
 - Consider a chapter Christmas, Thanksgiving, or Halloween card list. Include everyone who was a guest throughout the past year. Include information about upcoming events and invite them back

New Meeting Format

Beginning with our September chapter meeting, we will have a new format:

5:30 pm—Networking

5:45 pm—Dinner & Business Meeting

6:30 pm—Program

7:30 pm—Continue Business Meeting if needed or Adjourned



August Birthday

Mary Berger—August 25th

(Sorry for missing Mary in the August Newsletter)

September Birthdays

Linda Eggersgluess – 2nd

Peggy Reding – 14th

Kim Stork – 26th

May you have a great celebration
on your special day!

Member News

I was on the planning committee for the 2007 Family Day and Health Fair in June in which we had over 7,500 people in attendance who went on a self-guided tour of the plant. We had a ceremony honoring those employees who were hired in 1947, the year the 3M plant began in Hutchinson; opened a time capsule from 1987; and had six former plant managers in attendance also.

~ Donna Baysinger

What I have been doing this summer is spending a lot of time with my grandson. We went to the MN Zoo with a niece and her son, went to the pageant at Walnut Grove and saw my nephew's three children in it (ages 11, 13, and 15). We also just went to Duluth to see the zoo, aquarium, children's playground, to walk along the shore, and took a boat ride. I went to the Historical Sites of the Conflict of 1862 on August 6th, which was sponsored by the McLeod County Museum. It was a very interesting and educational tour. I am taking pictures of all of the monuments in Hutchinson and copying what is written on them and making a booklet for my grandson. He is helping me! I am going on a cruise in October with Linda Duesterhoeft (former member of IAAP). It is a holiday card cruise. We will come home with about 90 cards and a scrapbook as well as see all the sites: Florida, Key West, and Cozumel, Mexico.

~ Maxine Kenning

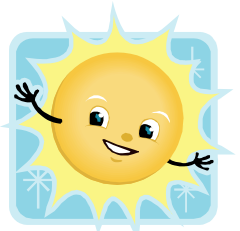
Congratulations to Dorothy Ryan-Anderson on her recent retirement. She and her husband sold their townhome and are traveling in their motorhome. We wish them safe travels.

October Celebration

October will be the celebration of our chapter's 10th Anniversary. We are excited and hoping that many of our past members and chapter friends will come and join us for the celebration. More exciting details at the September chapter meeting!

Sunshine is back!!!

We are bringing back the "sunshine committee," sending cards to IAAP members—birthdays, thinking of you, sympathy, etc. Please contact Shirley (Shirley.iaap@yahoo.com) if you have a request. Recently a card was sent from our chapter to Claudette Boeckel on the loss of her husband. Claudette is a past Division Treasurer and member of the Sakakawea Chapter.



Upcoming Events

August 20	2007-2008 Board of Directors Meeting
August 20	Professional Images Emailed
September 4	Crow River Chapter Meeting
September 15	Deadline for Newsletter Articles
September 17 ..	2007-2008 Board of Directors Meeting
September 20	Professional Images Emailed
October 2	Crow River Chapter Meeting
October 5-7	MN-ND-SD Division Fall Conference
October 15	Deadline for Newsletter Articles
October 20	Professional Images Emailed
November 6	Crow River Chapter Meeting
December 4	Crow River Chapter Meeting

*Whoever is happy will
make others happy, too.*

~ Anne Frank

CPS/CAP Study Group
Officially Called "SKIPPERS"

Skills
Knowledge
Information
Professional qualifications
Personal growth
Energy
Reward
Self Esteem

A new study group is starting on Thursday, September 13th from 11:30 to 12:30. It will be call in only. The group will meet every Thursday (except for Holidays) through the end of April. This study group will go through both the CPS and CAP studies. They will be using Prentice Hall books only.

They need facilitators for some of the study sections. Those of you who have taken the exams already, please review and advise what chapters you would like to facilitate. You can get recertification points for doing this. We need your help in making this a success. Please let me know where you can help.

All who are interested in participating in this study group, please email Linda Solmes as soon as possible. Once the list of participants is completed, she will start contacting you with more details.

This is free. If you are unable to participate in every session, it is okay, the study list is a guide to help you get through the books on your own.

The study group is just another help in getting the knowledge down.

Linda Solmes
MN-ND-SD Certification Committee Member
952-406-3122

Name Badges

Chapter members – do you know where your name badge is? Better get it out....our first meeting of the year is just around the corner.

And, if you're not wearing it at a chapter meeting... the fine is 25 cents!! The Board will be patrolling.

Recipe Corner

Lemon Bars

Mix 2 cups flour, 1/2 cup powdered sugar, and 1 cup butter or oleo. Press in 9" x 13" pan and bake for 15 minutes in 350° oven.

Beat 4 eggs, add 2 cups sugar, 1/4 cup lemon juice, 1/4 cup flour, and 1 tsp. baking powder. Stir all together and put on top of baked crust and bake an additional 20 minutes at 350°.

Sprinkle with powered sugar when done.

~ Submitted by Patrice Davis

Chicken Salad

1 box Creamette bow tie pasta
1 roast chicken
1 can cashews (give or take a few)
1 bottle Briana's poppyseed dressing
3/4 cup sour cream
3/4 cup miracle whip

The roasted chicken from Cash Wise works great for this. Mix the dressing, sour cream, and miracle whip up ahead and mix the salad all together within an hour of eating.

~ Submitted by Shirley Viesselman

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

When: Tuesday, September 4, 2007

Cost: IAAP Members—\$10
First Time Guest—\$10

Where: Hutchinson Technology Incorporated
Main Building
(Entrance across from row of flags)
Hutchinson, Minnesota

Time: 5:30 pm—Networking
5:45 pm—Dinner & Business Meeting
6:30 pm—Program
7:30 pm—Continue Business Meeting if needed or Adjourned

Menu Selections:

OPTION 1: Gourmet Box Lunch

Roast Turkey on Foccacia, specialty side salad, fresh fruit, cookie & beverage
\$9.00

OPTION 2: Specialty Box Lunch Salad

Chef Salad, fresh fruit, cookie & beverage
\$9.00

OPTION 3: Soup & Sandwich

1/2 sandwich, bowl of soup, chips, cookie, & beverage
\$8.00

*Please RSVP by NOON on Friday, August 31, to Sharon Krueger at 320-587-3797 x5652 or
Sharon.Krueger@hti.htch.com. Please indicate meal and beverage choice.*

Reminder: No shows will be billed.

~ ~ ~ ~ ~ PROGRAM: 6:30 pm ~ ~ ~ ~ ~

Speaker Josh Karg

Topic: Understanding Your Credit Report & Credit Score

Josh is a loan manager for Novation Credit Union. He has experience with Novation in all aspects of lending. Josh's office is located in the Hutchinson branch and he is very active in various community activities and organizations. In 1954, Minne Mine Credit Union was chartered to serve as the credit union for all of 3M. In 1998, that name was changed to Novation Credit Union. With branch locations in Hutchinson, Oakdale, and the 3M Corporate Center, Novation is dedicated to making a financial difference in the lives of 3M and McLeod County employees and their families. Topics to be discussed at this session include Reading your credit report and determining your score; Fair Credit Reporting Act and your rights; How credit bureaus compile information about you; Understanding your report and what factors influence a credit score.