



International Association of
Administrative Professionals®

Professional Images

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

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July 2008

2008—2009 Crow River Chapter Officers

President

Nancy Kaping

W 320-587-4848

H 320-587-5444

nancyk@swifoundation.org

President-Elect

Patti Rutledge

W 320-587-4848

H 320-587-2423

pattir@swifoundation.org

Vice-President

Maxine Kenning

H 320-587-6627

mkenning@hutchtel.net

Secretary

Jessica Eastling

W 320-485-2824 Ext. 200

H 320-587-2488

eastling@hutchtel.net

Treasurer

Peggy Reding

W 320-587-3312

H 320-587-5583

bethumc@hutchtel.net

Chartered—October 1997

www.iaap-crowriver.org

Did You Know?

Cats sleep 16 to 18 hours per day.

The 57 on the Heinz ketchup bottles represents the number of varieties of pickles the company once had.

If you have 3 quarters, 4 dimes, and 4 pennies, you have \$1.19. You also have the largest amount of money in coins without being able to make change for a dollar.

It would take 11 Empire State Buildings, stacked one on top of the other, to measure the Gulf of Mexico at its deepest point.

The sound of E.T. walking was made by someone squishing her hands in jelly.

Diet Coke was only invented in 1982. Coca-Cola was originally green.

A car that shifts manually gets 2 miles more per gallon of gas than a car with automatic shift.

Kansas state law requires pedestrians crossing the highways at night to wear tail lights.

No word in the English dictionary rhymes with "MONTH."

Tablecloths were originally meant to be served as towels with each dinner guests could wipe their hands and faces after eating.

Women blink nearly twice as much as men.

Donald Duck comics are banned from Finland because he doesn't wear pants.

Hershey's Kisses are called that because the machine that makes them looks like it is kissing the conveyor belt.

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

2008—2009
*Crow River Chapter
Committee Chairs*

Audit
OPEN

Bylaws/Standing Rules
Karen Ostlund
karen@schantzen.com

CPS Service
Nita Nurmi CPS/CAP
Nita.nurmi@sparboe.com

Education/Publicity
Membership
Patrice Davis to coordinate
pldavis@mmm.com

Ways & Means
Dawn Hartwig
dawnh@swifoundation.org

Historian
Maxine Kenning
mkenning@hutchtel.net

Membership
OPEN

Website
OPEN

Newsletter
Dawn Hartwig
dawnh@swifoundation.org

Recognition
Sharon Krueger
Sharon.krueger@hti.htch.com

Registration
Patti Rutledge
patter@swifoundation.org

Spring Seminar
Jessica Eastling
eastling@hutchtel.net

*President's
Message*



Wow, I don't know about you but summer seems to be just flying by! I asked Dawn to hold off publishing this month's newsletter to include updates from our board meeting last night. We had a great first meeting. There are a few items I would like to give an update:

IAAP Branding - one of the results from the division president's meeting in Kansas was the need to provide a consistent branding message. In the past it was possible to have each chapter, division, and international to have their own branding logo leading to three logos and three themes for the year... can we say confusing! For 2008-2009 International has approved the logo/theme of **Excellence in Action** (logo above). In keeping a need for consistent message, Division President Kristi Rotvold CPS/CAP has also chose the lame logo/theme **Excellence in Action** with a Division goal **Becoming a Division of Excellence**. The Crow River chapter will also support the logo/theme **Excellence in Action** reinforcing the need for a consistent message. As a chapter we will support **Becoming a Division of Excellence** through the effort of achieving the **Chapter of Excellence** as our goal. I need to get a few more details but, more will follow to what that means to the chapter and to you as a member.

By-laws - We still have a few minor revisions to incorporate. Karen will be working on those and will resubmit for review.

Monthly Program/Speaker Assignment - Don't forget to be working on your assigned month for our program/speaker. Remember to connect with Patrice with the speaker subject and any required speaker fees as we need to include those costs in our budget. Please remind the speaker we are a nonprofit with limited funds. I believe last year we had no speaker fees! This is a great opportunity to use those negotiation skills. The schedule and tasks are included in this newsletter.

Committee updates - We still have a few committees that need a chair: membership, audit, and website. Please let me know if you would consider one of these committees. I need to fill the positions ASAP.

Lastly, don't forget to spread the word about our great organization. We would love to see some new faces!

Thank you for your confidence and the opportunity to serve as your president. It's going to be a great year with lots of fun! Please don't ever hesitate to contact me with anything! My email is nancyk@swifoundation.org or my direct number is 234-0900.

Enjoy the summer!

Nancy



IAAP - Crow River Chapter
Monthly Program Teams and Tasks

Tuesday, September 2, 2008

Sharon Krueger
Jessica Eastling

Tuesday, October 7, 2008

Julie Craig
Shirley Viesselman

Tuesday, November 4, 2008

Lottie Kottke
Linell Loncorich
Gin Brazee

Tuesday, December 2, 2008

Holiday Get Together - No Program

Tuesday, January 6, 2009

Patrice Davis
Dawn Hartwig
Vicki Kachelmeier

Tuesday, February 3, 2009

Patti Rutledge
Karen Ostlund
Nicole Latour

Tuesday, March 3, 2009

Donna Baysinger, CPS
Maxine Kenning

Tuesday, April 7, 2009

Nita Nurmi, CPS/CAP
Beth Butcher

Tuesday, May 5, 2009

Peggy Reding
Phyllis Cripps

Tuesday, June 2, 2009

Annual Meeting - No Program

Your Team's Monthly Tasks

- Setup speaker/program - name and topic to Patrice Davis (pldavis@mmm.com) by August 6th. Be sure to check with Patrice for topic duplication before you go ahead and book your speaker.
- Budget request to Patrice Davis also by August 6th. As a guideline we have been giving speakers \$25-50 if they do not have their own business. If they own their own business we have not given them a fee.
- Provide speaker profile and program information to Dawn Hartwig (dawnh@swifoundation.org) for the newsletter by the 15th of the month prior to your meeting.
- Email Hutchinson Leader with meeting information for publication. Be sure to include a contact name and phone number.
- Contact IAAP for certification points for monthly program.
- Introduce your speaker at our chapter meeting.
- Present your speaker after their program with a little gift for speaking that will be provided to you.
- Write a summary of the program and submit to Dawn Hartwig (dawnh@swifoundation.org) by the 15th of the month following your program.
- Provide a ways and means door prize for the monthly meeting.

Enlightened Perspective

If you will take the time to read these, I promise you'll come away with an enlighten perspective. The subjects covered affects us all on a daily basis: They're written by Andy Rooney, a man who has the gift of saying so much with so few words.

I've learned.... That the best classroom in the world is at the feet of an elderly person.

I've learned.... That when you're in love, it shows.

I've learned.... That just one person saying to me, 'You've made my day!' makes my day.

I've learned.... That having a child fall asleep in your arms is one of the most peaceful feelings in the world.

I've learned.... That being kind is more important than being right.

I've learned.... That you should never say no to a gift from a child.

I've learned.... That I can always pray for someone when I don't have the strength to help him/her in some other way.

I've learned.... That no matter how serious your life requires you to be, everyone needs a friend to act goofy with.

I've learned.... That sometimes all a person needs is a hand to hold and a heart to understand.

I've learned.... That simple walks with my father around the block on summer nights when I was a child did wonders for me as an adult.

I've learned.... That life is like a roll of toilet paper. The closer it gets to the end, the fast it goes.

I've learned.... That we should be glad God doesn't give us everything we ask for.

I've learned.... That money doesn't buy class.

I've learned.... That it's those small daily happenings that make life so spectacular.

I've learned.... That under everyone's hard shell is someone who wants to be appreciated and loved.

I've learned.... That to ignore the facts does not change the facts.

I've learned.... That when you plan to get even with someone, you are only letting that person continue to hurt you.

I've learned.... That love, not time, heals all wounds.

I've learned.... That the easiest way for me to grow as a person is to surround myself with people smarter than I am.

I've learned.... That no one is perfect until you fall in love with them.

I've learned.... That life is tough, but I'm tougher.

I've learned.... That opportunities are never lost; someone will take the ones you miss.

I've learned.... That when you harbor bitterness, happiness will dock elsewhere.

I've learned.... That I wish I could have told my Mom that I love her one more time before she passed away.

I've learned.... That one should keep their words both soft and tender, because tomorrow they may need have to eat them.

I've learned.... That a smile is an inexpensive way to improve your looks.

I've learned.... That when your newly born grandchild holds your little finger in his/her little fist, that you're hooked for life.

I've learned.... That everyone wants to live on top of the mountain, but all the happiness and growth occurs while you're climbing it.

I've learned.... That the less time I have to work with, the more things I get done.



August Birthdays

Nancy - 2nd

Dawn - 12th

May you have a great celebration
on your special day!

Member News

I actually found a full-time job for the summer with American Family Insurance. There I have been working in the Catastrophe Service Center taking incoming calls and doing various administrative duties. This is such a great place to learn and work! I do look forward to attending my last year of school, but will miss my position at American Family. My family bought a house out on Lake Mary in between Winsted and Howard Lake so we are enjoying fishing, boating, and water fun. These are new things in my life and, while I need to adjust to a certain degree, I am loving the country air and wonderful experience in her new job. I hope you are all enjoying your summer and I look forward to seeing you in September!

Gin

My summer so far: we went up north to Emily, Minnesota, for Memorial Day and went camping. I had never been up there - its so beautiful! We went to Winstock in Winsted and got rained out and went home before Reba MacEntire came on - very bummed. I attended IAAP Leadership Training with Nancy, Patti, and Peggy - had a blast and I am very excited for this year to start in September. Because of the gas prices, we had "family camping" this year at the campground by the river - it actually was a pretty decent camping weekend. Annie has two teeth now! She has learned how to crawl so the rest of my summer will be spent chasing her around the house and stopping her from traumatizing my cat!

Jessica

My family spent four days at a resort in Okoboji, Iowa in July and we had a blast. We had an outdoor pool right by our room and were very close to the lake where we jet skied. We even acted like little kids laughing all the way down the tubing slides at the indoor water park. Yes, we did get a few laughs from the lifeguards and I like to think that they were laughing with us and not at us. Ha! We relaxed in the sun and ate way too much. It was a great vacation.

Dawn

New Member

Julie Craig is an Area Training Assistant with Century College, which has offices on the Ridgewater College Campus. She lives in Hutchinson with her son, Adam, and her daughter, Gabrielle. Outside of work, she enjoys walking, biking, watching movies, working in groups, and teamwork. Her favorite food is shrimp and the sports she enjoys are softball and volleyball. From being a member of IAAP, she hopes to gain skills, friends, and joy from working as a team. Julie wants the group to know that she works best in groups and she hopes to bring a positive attitude to the our meetings.

When we are motivated by goals that have deep meaning, by dreams that need completion, by pure love that needs expressing, then we truly live life.

~ Greg Anderson

***Thought is cause: experience is effect.
If you don't like the effects in your life,
you have to change the nature of your thinking.***

~ Marianne Williamson

***All I really need is love, but
a little CHOCOLATE now and then
doesn't hurt!***

~ Lucy
(from Charles Schulz's Peanuts)

International Association of
Administrative Professionals
PO Box 20404, Kansas City, MO 64195
Phone: 816-891-6600 • Fax 816-891-9118
Web: www.iaap-hq.org



Spread the Word!

2nd Shop 'Til You Drop Vendor Fair and Craft Show
Saturday, November 8, 2008
Faith Lutheran Church Fellowship Halls
9 am - 2 pm

Vendors signed up

Arbonne International
BeutiControl
Butterfly Boutique
Home Interiors
Longaberger
Lia Sophia Jewelry
Stampin' Up
Tastefully Simple

Indicated they are coming (no payment yet)

Enchanted Potions
Funque' Treasures
Pampered Chef
UsBorne Books

Reminders will be sent out again around August 10th

If you know of any crafters or vendors that would be interested, please send Dawn their mailing address and/or email address so that she can send them an invite as soon as possible. We would love to have more crafters added to the list so please spread the word!

We will also be holding a bake sale again this year to raise money for a charity in town. If you have any suggestions of a group that you would like to nominate, please also send those to Dawn. We will vote at our September meeting.

We had a successful show last year and we hope to make this one even better!



Admins are in demand - Listed as one of the top jobs of 2008

Administrative Assistants are in demand. Here are the top 10 jobs that employers are having difficulty filling in 2008 compared with 2007, ranked in order.

2008

1. Skilled manual trades
2. Sales representatives
3. Technicians
4. Engineers
5. Management/executives
6. Laborers
7. **Administrative assistants**
8. Drivers
9. Accounting and finance staff
10. IT Staff

2007

1. Sales representatives
2. Skilled manual trades
3. Technicians
4. Engineers
5. Accounting and finance staff
6. Laborers
7. Production operators
8. Drivers
9. Management/executives
10. Machinists/operators

Source: Manpower