

Professional Images

Crow River Chapter of International Association of
Administrative Professionals, Chartered October 1997



The monthly publication for the Crow River Chapter of IAAP

November 2009

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GREETINGS FROM YOUR CHAPTER PRESIDENT...

It's time for our Holiday Gathering!

Please join us on December 1st at 5:30 pm at my home located at 1333 Jefferson Street SE in Hutchinson. For directions call 320-587-2423.

Members are encouraged to bring a dish/appetizer to pass. Please let me know if you are able to attend by November 28.

I hope all of you will be able to meet and socialize on December 1st! We will enjoy dinner, good conversation and some fund games! Feel free to bring a guest.

Patti



Thanksgiving Day comes, by statute, once a year; to the honest man it comes as frequently as the heart of gratitude will allow.

—Edward Sandford Martin



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Celebrations



November IAAP Anniversaries

2004-Nancy Kaping

2008-Nicole Glesener

Sunshine Committee/Member News



The Sunshine Committee is up and running! The Sunshine Committee sends out good cheer, best wishes, or sympathy to our members on behalf of the Crow River Chapter.

Patti Rutledge is the contact for the Sunshine Committee. If you know of any events that are happening within our chapter, a phone call is preferred to Patti at 587-2423.

Welcome...

A special welcome to five Ridgewater students who will be joining our chapter in December:

Jennifer Dieball, Elizabeth Lauer, Kari Piehl, Barbara Saunders, and Vicki Schreiner-Kaiser.

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Recap on November's Educational Program

Our speaker for November was Pat Chapman from Edward Jones. He spoke to us on retirement plans and presented a common sense guide to investing your money.

Rule #1: Develop a Strategy—Successful investing requires specific objectives and steps for achieving them. It also requires discipline and more than a little patience. A written investment strategy can help provide all of these.

Rule #2: Stick with Quality—Of all of the factors to consider when investing, quality is one of the most important. It's also one of the most often overlooked.

Rule #3: Diversify—No single investment performs well under all conditions. If a large portion of your portfolio is concentrated in one type of investment and bad news causes its values to drop unexpectedly your long-term financial security may be in jeopardy.

Rule #4: Invest for the Long Term—Despite legends of vast fortunes being made on one or more trades, most successful individual investors make their money over time. We believe the most consistently successful strategy for building long-term financial security is to own a well-diversified, quality portfolio—and plan to own those investments for the long term.

Rule #5: Address Mistakes Quickly—Many individuals sell stocks that perform well to take their profits. Meanwhile, they hold on to those that perform poorly, hoping for a recovery. In other words, they cut their flowers and water their weeds. Follow that strategy for very long, and you'll eventually have a portfolio of underperforming investments.

Rule #6: Understand Risk and Take Steps to Help Reduce It—Every investment carries some form of risk. The amount of risk you take can often go hand in hand with the potential return an investment offers. It's important to understand investing risks and take steps to help reduce them.

Rule #7: It's Not What You Make, It's What You Keep—How your investments are taxed can be an important consideration, but taxes shouldn't drive your long-term investment decisions. While you shouldn't be blinded by taxes, opportunities are often available to reduce your overall tax bill by holding investments longer or by funding tax-advantaged accounts, such as IRAs, 529 college savings plans, and 401(k)s, and owning tax free municipal bonds.

Rule #8: Quality Stocks Have Historically Outperformed Quality Bonds—Your investments may need to keep up with inflation to ensure that you can maintain your standard of living as prices rise. Equities—that is, stocks and the mutual funds that own them, rather than bonds—may be able to help you keep pace.

Rule #9: Focus on What You Can Control—Investors know the hazards that occasionally face our world: war, soaring oil prices, economic uncertainty, and market fluctuation. As an investor, you can't control these things. That's the bad news. The good news is you don't have to. Investment predictions are not the key to success instead we believe the key is basing your decisions on investment principles such as the quality of the investments you own, the diversification of your portfolio, and the holding period of your investments.

Rule #10: Review Your Strategy Regularly—Given the ups and downs that accompany a lifetime of investing, it's not too surprising that even long-term investors occasionally lose their sense of direction. That's when an investment strategy is especially valuable.

To learn more, contact Pat Chapman at Edward Jones at (320) 587-4900 or (800) 441-4901.



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MN-ND-SD Division Fall Conference Delegate's Report

By Patti Rutledge

I would like to thank the members of our chapter for sending me as your delegate to the Fall Conference, which was held at the Riverwood Inn in Ostego, MN. I shared my time with other Crow River Chapter members, Nancy Kaping and Nita Nurmi. There were educational programs, the business meeting and a lot of networking with some fun activities thrown into both the programs and the social time.

On Saturday there was a business meeting in the morning and a speaker who had us running all over the grounds to get pictures of pictures we were holding—a bit chilly with the freshly fallen snow and a challenge or two being he took the pictures on a visit he made in the late spring early summer.

There were no new items to vote on and there were no chapter reports. We were, however, given a book to read upon Friday night registration, and due to the short count on books we are still waiting on ours. What was assigned to those that received theirs was to read and bring to the break-out groups which were held after the business meeting on Saturday to discuss the individual chapters from one of Cynthia Amours books. Each chapter was then discussed in small groups of approximately 5-6 people and then one individual would speak for the group and explain what the chapter was pertaining to and what were our idea's. GREAT activity to share and network!

On Sunday we met for breakfast and attended Cynthia D' Amour's program "Lazy Leader" her points were so on the mark I still giggle thinking of how she works a group.

I hope all of you can attend the Annual Division Meeting hosted by the SouthWest Metro Chapter-May 21-23, 2010.

IAAP's 3rd Annual 'Shop 'Til You Drop' Vendor and Craft Show

The 3rd Annual IAAP 'Shop 'Til You Drop' Vendor and Craft Show was a success! This year the event was held at the Hutchinson Mall on Saturday, November 7. We received many great looking baked goods from our generous members that were sold throughout the day to raise a total of \$274.00 and all proceeds will benefit the McLeod Alliance for Victims of Domestic Violence. The Crow River Chapter has made a donation of \$26.00 to bring the final donation to \$300.00. Great job!

This year fourteen vendors took part in the 'Shop 'Til You Drop' Vendor and Craft Show. There was a wide variety of vendors and crafters; truly something for everyone. Some of the items included: home decorations, educational children's toys, make-up, and gluten free products.

Thank you to everyone who participated with this year's event.

Julie and Kate

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OfficePro is Now Available Online

Visit <http://officepro.iaap-hq.org/IAAPHQ/OfficePro/OfficeProHome/> to read articles from past and current issues of OfficePro. The site also features an e-group, which is intended for members to discuss articles they've read in the publication and to share ideas for upcoming articles. Also available is an archive of the OfficePro Express newsletter.

Have you checked out chapter's web site lately? The Crow River Chapter of IAAP's website can be found at www.iaap-crowriver.org. What kind of information can you find on our web-site?



- Contact information for your fellow chapter members and board members.
- General information on IAAP's history, mission, and purpose.
- Upcoming events and meetings for our chapter and the division.
- The current issue of our newsletter and archived issues.
- You can RSVP through our website for our monthly meetings.
- Networking with other members of the chapter.

If you haven't signed up for the Members Only section yet, or if you forgot your password, please contact a board member or Linell Loncorich-Website Maintenance Chair-and they will be able to set you up or retrieve your password for you.

Spring Seminar 2010

Administrative Professional's Week in 2010 will be held April 18-24. Our Annual Spring Seminar is normally held during the Thursday of that week. Have you heard a really great speaker in the past year and you think the Hutchinson community could benefit from hearing their message? Or have you had a topic on your mind lately that you think a professional keynote speaker could share their insights about? Bring your ideas to the January meeting! who we can bring to the area this year! All ideas and topics are welcome.

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Getting Started on the IAAP Web Community: Part III

In the last issue of Professional Images, we learned about the IAAP Resource Library and Document Central. This month we continue learning about all of the resources available to IAAP members through the IAAP Web Community/

Professional Resources Continued

Under **Add Document**, you'll see **Search Library**. The initial set of search parameters you can set is fairly simple. You can enter keywords, search by date, specific document ID number, by author, etc. In the blue bars under that set of boxes, you can specify lots of additional parameters.

Click each bar to open it up:

- Under **Search Library**, you'll see all the libraries you have access to. Just check the ones you'd like to search.
- Under **Search File Type**, you can check the boxes to narrow your search to just documents, just documents and presentations, or anything in between.
- **Search Tags** will bring up the entire list of tags. Check the ones you want to use to search.
- Once you've specified all the parameters you want to use, just click **search** to bring up a list of all items that match your search parameters.
- Next in the list is **My Favorites**. Later on, you'll see how you can add items to your personal favorites list. This screen lets you see all your favorite items and lets you list them in lots of different ways, via the tabs directly under the words My Favorites: by score, number of views, file type and how recently the item was added.
- Next is **My Documents**, which will bring up a list of all the items you've added to the libraries, with the same avenues of sorting.
- The last item in the list is **Calendar**. This item often appears in a different place on chapter & division sites within the IAAP web community. With the calendar, members can view events coming up for their chapter or other IAAP events across the nation. By accessing the options at the bottom of the calendar, members can sort by which communities or chapters they are interested in.

Now that we've gone through all the things you can do at the top level of the Professional Resources tab, let's get a little more in-depth, and look at all the things you can do with specific items in the Resource Library.

- Click any Resource Library (that has items in it) and then click the title of an item in the library. You'll be taken to the **View Document** screen for that specific item, which can give you a lot of information. The top "level" is divided into three parts:
 - Information about the author, with options to view the author's profile (**View Profile**)
 - Add the author as a contact in your contact list (**Add Contact**)
 - Add the item to your blog (**Blog This**), and contact the author (**Contact Author**).

The next part, moving left to right, lets you know what files are contained in the item, with a green arrow to download it to your computer.

The last part gives you an opportunity to rate the item's usefulness from one to five stars (don't worry... the author won't see your individual rating!), tells you the accumulated score of the item, and lets you do two new things:

1. Add to Favorites, which adds the item to your personal favorites list (found in the network tab in your profile)

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2. Share, which lets you send a direct link to this document with anyone in the community. The next row gives you even more information about the item:
 - The number of times it's been rated, the number of times community members have added it to their favorites, the number of times community members have commented on it, the number of times it's been viewed, the number of files within the library entry, the number of times it's been shared, the number of times it's been downloaded, and the number of items listed as "related."
 - The next box gives you a description of the item.
 - The last box, left to right, gives you some new things you can do with the library item:
 - Add Tags lets you add tags to the item so that other people can find it easier.
 - Add files lets you add new files to the item that you think should be included.
 - Permalink gives you a link you can copy and paste into a message or web page to link to the item.
 - Below that row of boxes are some other options:
 - The Tags currently assigned to the item.
 - A space to add your own comments and discussion to the item.
 - A space to add links to any other documents or outside websites.
 - As you can see, items in the document library are more than just a way to share information. They also become a valuable place to communicate, through discussions, private messages and even through document ratings.

IAAPedia

You may already be familiar with the concept of "wikis." If not, you can find the most popular example at www.wikipedia.org. A wiki is a user-created glossary of terms and definitions. Have you ever noticed that IAAP seems to have its own "language?" What's more, do you remember how lost you felt, as a new member, when people started talking about PECs and DAMs and IDPCs? The IAAPedia is a great way to educate everyone about our own internal code. Wikis are designed so that no one person "owns" an entry. From the main IAAPedia screen, you can do everything:

- Search the IAAPedia
- See what the most popular phrases are at the moment
- Add a word or phrase
- Request a Definition

You can also sort the IAAPedia a number of ways:

- Alphabetically
- By Popularity
- By Rating
- By most recently updated
- By Status

You can also rate any definition according to how helpful it is by using the five star rating system on each definition. Expand any of the terms by clicking its link. You'll see a number of options now open to you:

- You can edit the definition yourself by clicking **Edit** at the bottom of the definition
- Add a related link
- Add any comments you'd like to the definition, starting a discussion.

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eGroups

The last item in the main row of tabs is probably the most popular: eGroups. Rather than a traditional discussion forum, which segregates all interaction into one specific area, our new web community has an unlimited number of eGroups, which create a place for either chapter or division related discussion or discussion focused around a singular topic or event. Let's take a look at the eGroup section and see exactly what this area of the community can do.

- When you first enter the eGroups section, you'll see a screen that begins with a **search box**, which allows you to search any or all eGroups to which you have access. This feature will always be at the top of every eGroup screen.
- Below that, you'll see a list of all the eGroups to which you have access to. Let's take a look at an eGroup screen by clicking the title of any eGroup. Moving down the page, we'll first take a look at the screen itself, then move over to the left hand menu.
- The first thing you'll see (below the search menu) is an icon to **Post a New Message**.
- Next is a list of the most recent messages posted to the eGroup.
- Below that, the messages are displayed in their entirety. Within each individual message, you'll see a lot of different options:
 - **Next** will jump you automatically to the next message.
 - **Back to top** will jump you back to the top of the page.
 - **Reply to eGroup** will post a reply to that specific message within the eGroup.
 - **Reply to Sender** will send a private reply to that message to the original poster.
 - **Post Message** will post a new message to the eGroup.
 - **Forward Message** will allow you to forward that specific post as a private message to anyone in the IAAP community.
 - **Print Message** will open a printer-friendly version of the message for you to print.
 - **View Thread** displays all messages in that conversation as a traditional, threaded discussion.
 - **Author's Messages** displays all messages by the author of the post you're reading.
 - **Next Message** jumps you to the next message. Now let's take a look at the left side menu.
 - **Egroups Home** takes you back to the eGroups homepage.
 - **Post Message** allows you to post a message to multiple eGroups at once.
 - **Advanced Search** allows you to search all eGroups to which you have access.
 - **My Messages** brings up a list of all the posts you've made, historically.
 - **My Subscriptions** is where you can subscribe to an eGroup. When you first call up the screen, you'll see a list of groups to which you have access. The ones you're already subscribed to will show in **bold**.
 - Across from each group is a row of radio buttons, which tell the community how often to contact you about new posts in that group. In order, they are:
 - **Real Time**: select this option to receive an e-mail to your e-mail address every time someone posts a new message to this eGroup.
- **Daily Digest**: select this option to receive an e-mail to your e-mail address once a day with all the new posts in the eGroup.
- **PDA**: select this option to receive emails formatted for your PDA.
- **No Emails**: select this option to never be notified about new posts to this eGroup.
 - To subscribe to groups, select the appropriate radio button and click save.
 - You can also choose to be notified at a different e-mail address for each eGroup to which you belong. Once you've subscribed to an eGroup, you'll see "subscribed as [email address]." Click the change link after that statement to change the preferred e-mail address for only that eGroup.
- Moving back to the left hand menu, My Signature allows you to configure the "signature" that's added to each post you make. The Available Variables on the left hand side allow you to tell the system to pull information such as your name, company and job title out of your IAAP member record to add to your signature.

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- Code of Conduct is an explanation of what is appropriate in IAAP's eGroups and what isn't. Now let's look at one of the best ways to communicate with lots of people at once... posting a message to an eGroup. Click eGroups in the main set of tabs to see the eGroups to which you have access. Everyone in the system has access to our main eGroup, "IAAP General Discussion," so click its title. You'll see a list of the latest messages appear on the screen.
 - To see the main posting screen, click Post New Message.
 - The From field is filled in already... it's you!
 - Next, select which egroup you'd like to post to from the dropdown box.
 - If you'd like to post this message to another eGroup as well, select it from the next dropdown box.
 - Next, give your post a subject. Be as descriptive as possible here, to be sure you get as many replies as possible. "HELP!" won't get nearly as many replies as "Need help with formulas in Excel," for example.
 - Now, type your message in the Message box.
 - If you'd like to attach a file to your message, click Attach. You'll see a screen that looks just like the Add Document to Library screen appear. Check that section for instructions on adding your file.
 - When you're done, click Send to post your message.

In Summary

If you've made it this far, you've got the basic building blocks to use the IAAP web community and help make it a powerful tool for all IAAP members.

The pieces are in place. You can talk privately, discuss in public, build your network, share files. There's just one thing missing... and that's you. As we mentioned earlier, the IAAP web community is built on the participation of and networks of over 28,000 members just like you.

Websites to Check Out:

www.bluesuitemom.com—BlueSuitMom.com is the premier resource of work and family balance information for executive working mothers and their employers. You'll find advice on parenting, career advancement, the balancing act, meal planning and family health and fitness, delivered in a format that nurtures respect for professional mothers.

www.bing.com/travel—Bing travel offers unique features to help you Know When To Buy, Know When To Fly, and Know Where To Stay—all based on science, not marketing. And now it's available from most major U.S. and Canadian cities to destinations worldwide. Our smart travel search also allows you to easily compare, sort, and narrow down flight and hotel results for hundreds of websites.



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December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/1 Holiday Gathering 5:30 p.m. at Patti's home	12/29 Board Meeting (Time and Place TBD)
12/24 Christmas Eve	12/21 Items for newsletter due to Jessica Eastling
12/25 Christmas Day	12/31 New Year's Eve



January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/1 Welcome to 2010!	1/5 Chapter Meeting 5:30 p.m.
12/21 Items for newsletter due to Jessica Eastling	1/26 Board Meeting (Time and Place TBD)

