

Professional Images

The monthly newsletter of the Crow River Chapter of International Association of Administrative Professionals
Chartered in October 1997

December 2009/January 2010

Welcome to 2010! I hope everyone had a safe and enjoyable holiday season. It's time for the Crow River Chapter to get back to work! We have some exciting events coming up for the remainder of this year. It's time to start planning for our annual Spring Seminar held during Administrative Professionals Week in April. I am asking that if you have ideas for a keynote speaker or a topic you would like to see, please call me by January 15. A successful seminar takes a lot of planning and help from all of members.

I would also welcome everyone's ideas on what we can do to bring some passion and excitement about IAAP to our chapter. It is no secret that membership attendance at our last few meetings has dwindled; in fact it's happening in almost every chapter in our division! What can we do as a chapter to bring back interest and passion for IAAP? Your membership in IAAP is not only an investment in your professional life and career, it's an investment in yourself!

I look forward to seeing everyone in February on the 2nd. Nita has a surprise topic and speaker coming! Also, looking forward to March and April, we have Proofreading and Grammar presented by Joan Gatzmeyer and in April we have Business Etiquette.

Lastly, check out the rest of the newsletter for an update on how we are doing for the Chapter of Excellence program, and news about the upcoming division spring meeting.

See you in a few weeks.

Patti

In this issue of Professional Images

IAAP Anniversaries and Birthdays/Member News/Sunshine Committee	2
Shop 'Til You Drop Photos	3
A 12 Step Program for Administrative Professionals	4
Office Energy Boosters	5
MN-ND-SD Division Annual Meeting	6
Chapter of Excellence Update	7
Calendar of Events	8

Celebrations and Member News

IAAP Anniversaries

2009—Kate Peterson



Member News

Jessica Eastling obtained her CPS certification from the November 2009 exam!



Sunshine Committee

If you have good news to share or if you know of some news that should be shared with the rest of the chapter, please call Patti at 587-2423.

The Sunshine Committee sends out good news and best wishes and sympathy wishes for our chapter members.

Happy people roll with the punches.

They know from experience that everything changes.

Today's good fortune may vanish tomorrow.

Today's crises may turn out to be tomorrow's good fortune.

Shop 'Til You Drop Photos



A 12 Step Program for Administrative Professionals

1. Be clear on what your role and responsibilities are and if you have questions about your job, ask to get clarification.
2. Respect your boss as a person, but also because of his or her position in the organization.
3. Make a decision to listen to and hear what your boss has to say.
4. Regularly evaluate your strengths and weaknesses.
5. Admit your mistakes and try to learn from them.
6. Schedule meetings with your boss as needed, but at the very least annually, to identify areas that need improvement and also for encouragement in areas you are doing well.
7. Come up with a plan on how you are going to improve in the areas you identified as needing improvement.
8. Treat your co-workers with respect.
9. If you have treated anyone unfairly, take the time to apologize and try to make things right.
10. Accept that you can't do everything yourself. Don't be afraid to ask for help and guidance from others.
11. Maintain a good work/life balance.
12. Review these steps regularly and practice them in your day-to-day work life.



The IAAP Mission:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Office Energy Boosters

Raise your hand if you feel sluggish come midmorning. Do you get tired after a big lunch? Do you use caffeine – such as through a cup of coffee or a can of soda – for a quick "pick-me-up" when those hours seem to drag on?

Chances are most of us can relate to at least one of these scenarios.

However, there are more natural and effective office energy boosters that just about everyone can benefit from. If you have an office gym, use it. Even a short workout is a great energy boost, especially midday.

Choose a combination of aerobic exercise (hop on the stair machine) and weight lifting to get the best boost. But you don't need an office gym for an energy boost. If you're feeling drained or stressed, and you just don't seem to have the energy to concentrate on the job, here are a couple tips from Mary Kay DuChene, life coach with SuperiorTrek, Inc. (www.superiortrek.com).

- Take a walk: Get a change of scenery. Even a walk down to the cafeteria can provide a change of scenery, but if you can, take it outdoors.
- Take slow, deep breaths: Focus on your inhale and exhale. You'll find that the boost in oxygen along with the refocusing of your mind will help you center yourself.
- Stand up and stretch: Stretch like you're getting up in the morning. Get on your tiptoes, reach for the sky, and tighten every muscle in your body. You'll feel awake again and ready to face the office.
- Climb the stairs: Don't take the elevator. Walk up and down the stairs a few times to get the blood pumping. That will actually produce more energy, even if you are tired.
- Do push-ups in your office: If you have the privacy or if you feel comfortable, a few sets of 5 to 20 push-ups can get the kinks out, and get the blood flowing.
- Do wall squats: You can also lean up against a wall, with your back straight, and do squats. Getting the blood flowing in the legs will help throughout the body.

While it may seem awkward exercising at work, it's better than the alternative, which is always feeling tired and sluggish.

Matt Krumrie is a freelance writer from Inver Grove Heights, MN, and has seven years of experience reporting on the employment industry. The first Sunday of each month this column will answer readers' questions. E-mail questions or subject ideas to askmatt@startribune.com.



Integrity
Respect
Adaptability
Communication
Commitment

The International Association of Administrative Professionals is a not-for-profit professional association for office professionals with approximately 40,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

MN-ND-SD DIVISION ANNUAL MEETING

May 21-23, 2010

Hosted by the SouthWest Metro Chapter at the Holiday Inns and Suites in
Bloomington, MN

The Power of Commitment. . .Get Connected

FRIDAY, MAY 21: Program Speaker Michael Foley
“The Power of Engagement”

SATURDAY, MAY 22: Certification Lunch Speaker Chez Raginiak
“What’s in Your Wheelbarrow?”

SUNDAY, MAY 23: Mary Ramsey-Drow, CPS/CAP

Mary Ramsey-Drow, CPS/CAP is IAAP’s President Elect for the coming year and she also serves on the 2009-2010 Board of Directors. Mary will be speaking on Educational Programs and giving updates from International during the business meeting.

IAAP Hotel Rates for this meeting:

Single= \$95 / Suite= \$115

Watch for more information coming soon!



Chapter of Excellence Update

A Chapter of Excellence will attain a minimum of 14 of the following 19 criteria. .

Achieved:

1. Sixty percent of the chapter meetings offer recertification points
2. At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year
3. Sign the online Chapter of Excellence Commitment agreement
4. Publish at least six newsletters/e-newsletters
5. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer
6. Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chairmen listing to HQ by July 1 deadline
7. At least one member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee
8. Conduct at least one IMPACT meeting
9. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)

In Progress:

1. A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event
2. Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Convention and Education Forum
3. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executives' event
4. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program
5. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent
6. Conduct new member orientation program

Not Attainable This Year:

1. Participate in the IAAP Web Community
2. Publish annual meeting calendar with education and/or training topics by September 1 and establish marketing plan to encourage members to attend chapter, division, and international meetings and events
3. Sponsor a new IAAP Professional Chapter or Student Chapter
4. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey

We're on our way!

Upcoming Events

1/21 Items for newsletter due to Jessica Eastling by 5:00
(jessicaeastling@yahoo.com)

2/1 Deadline for Avery Chapter of Achievement Award Application

2/5 Chapter Meeting at SWIF starting at 5:30

2/14 Happy Valentine's Day

2/15 Martin Luther King, Jr. Day

2/21 Items for newsletter due to Jessica Eastling by 5:00
(jessicaeastling@yahoo.com)

2/23 Board Meeting 5:15

3/2 Chapter Meeting at SWIF starting at 5:30 "Business Grammar and Proof-reading: Do Mistakes Affect Your Credibility?"

3/17 Happy St. Patrick's Day

3/21 Items for newsletter due to Jessica Eastling by 5:00
(jessicaeastling@yahoo.com)

3/30 Board Meeting 5:15

4/4 Happy Easter

4/6 Chapter Meeting at SWIF starting at 5:30 "Business Etiquette"

4/21 Administrative Professionals Day

4/21 Items for newsletter due to Jessica Eastling by 5:00
(jessicaeastling@yahoo.com)

4/27 Board Meeting 5:15

