

# Professional Images

The monthly newsletter of the Crow River Chapter of the International Association of Administrative Professionals

Chartered in October 1997

March 2010

## Note from the Chapter President....

Welcome to March! Our chapter will be starting a new month with a bit of a change on the board of director side of things. Our current president has decided to step down from her board position so that she can focus on the direction that her life is taking her. We wish Patti the best of luck in all her future endeavors.

With Patti's departure, I am succeeding from the president-elect position to the president position a few months early! I am looking forward to leading our chapter and getting to know our members on a whole new level. We installed five new student members at our February meeting and I'm excited to have them aboard as they begin their membership with IAAP. Be sure to check out the photos from the installation ceremony on page 3 of the newsletter.

Looking forward to our March chapter meeting, we will be welcoming our Division president, Joan Gatzmeyer, as she presents our educational program on grammar, proofreading, and how mistakes can affect your professional credibility.

I'd like to end my first 'note' with one of my favorite quotes about the power of positive thinking:

***"A pessimist sees the difficult in every opportunity; an optimist sees the opportunity in every difficulty."***

See you in a few weeks,

Jessica Eastling

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## Celebrations and Member News

### Birthdays in March

23rd Linell Loncorich



The Sunshine Committee sends out best wishes or expressions of sympathy to our members. To have an event or occasion be listed on this page of the newsletter, please email Jenni Dieball at [dieballjen@ridgewater.edu](mailto:dieballjen@ridgewater.edu)



## Meet our Newest Members

Jenni Dieball is originally from Fulda, MN and makes her home in Arlington with her husband, Gene and four children, Jeana, Gene Jr., Jordan and Jaydan. Jenni is currently attending Ridgewater College for the Legal Administrative Assistant program. Her dream job would be to work 20 hours a week and earn \$90,000 a year. When asked what do you think are the most important skills an administrative professional can possess, she said good communication skills, being flexible and having a great personality for the guests. Welcome to our chapter, Jenni!

Vicki Schreiner-Kaiser is originally from Iowa and makes her home in Hutchinson with her husband Steve. All together, Vickie and Steve have six children: Kevin, Jessica, Brandon, Melissa, Carissa and Malachi. Vicki is currently attending Ridgewater College for the Administrative Assistant program. Her dream job would to have a good paying job is an administrative in a small office setting or working out of her home. Vicki thinks being proficient with computer software, communication skills, being organized and flexible are important skills an administrative professional should have to be successful in the workplace. Welcome to our chapter, Vicki!

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Barb Saunders makes her home in Hutchinson with her husband Keith, and sons Joshua, Jacob and Jared. Bara is attending Ridgewater College for the Healthcare Administrative Assistant program. Her dream job would be to work in a book store. According to Barb, the most important skill an administrative professionals should possess is interpersonal skills. Welcome to our chapter, Barb!

Kari Piehl has lived in Hutchinson her entire life. She has two wonderful kids, Travis and Kelli. Kari is attending Ridgewater College for the Healthcare Administrative Assistant Program. Her dream job would be to working as a healthcare administrative assistant in the Hutchinson area. When asked what she thought the most important skill for an administrative professional to have, she said being flexible in your work. Welcome to our chapter, Kari!



# Updates from Division

**The MN-ND-SD Division is excited to announce an incentive drawing to encourage all division members to subscribe to the MN-ND-SD Division eGroup.**

The IAAP Web Community is an efficient way to communicate to groups of members—either by IAAP leaders or among members. Recently, there have been some changes to the site layout, as well as behind the scenes, that make it faster and even easier to use.

There is a convenient way for you to find out the latest postings without having to remember to check in—by subscribing for an email notification either real-time (immediate notification) or daily digest (one email with all postings to a particular eGroup in one day is posted overnight).

All MN-ND-SD Division members (including division members at large) that have subscribed to the MN-ND-SD Division eGroup with either a real-time or daily digest notification by April 15, 2010, will be entered into a drawing to receive \$100 of their next IAAP dues renewal paid! Members that are already subscribed will also be included in the drawing.

It's our goal to make our eGroup the most effective in ensuring that all members receive information in a timely manner. Currently, 53 of our 659 division members are subscribed; let's see how high we can get that number by **April 15!**

Power of Commitment 2009-2010 Commemorative Pins Available

Pin developed for 2009-2010 year to celebrate APW with proceeds going to the 2010 Education Forum and Annual Meeting host committee. Cost is \$5

Direct all inquiries to Rosemarie Kingsbury CPS/CAP at 401-932-2210 or [rkingsbury@sansiveri.com](mailto:rkingsbury@sansiveri.com)

**CALL FOR NOMINATIONS – 2010-11 MN-ND-SD DIVISION OFFICES**

Nominations are now open for the 2010-11 Minnesota-North Dakota-South Dakota (MN-ND-SD) Division, IAAP's offices of Division President-Elect, Division Secretary, and Division Treasurer. Linda Dahlquist CPS/CAP will automatically succeed to the office of Division President. Listed below are the eligibility criteria members will need to follow. Additionally, if you would like to review the relevant bylaws, please refer to the Division web site at <http://www.iaap-mnndsd-division.org/>. If you do not have access to the Internet, please contact Victoria Halverson for a printed copy.

Candidates must be nominated by their chapter at least 60 days prior to the elections that will be held during Saturday's Business Meeting of the Division Annual Meeting in Bloomington, Minnesota on May 22, 2010.

Candidates must be a Professional Member for at least two years prior to the time of election.

No more than one officer can be nominated from the same Chapter or from Division Member-at-Large membership.

Candidates for the office of President-Elect must have served as a Chapter President.

Candidates for the office of Secretary or Treasurer must have served as a Chapter officer.

Candidates must submit their application to Nominations Chair Kristi Rotvold CPS/CAP no later than 5:00 pm, Monday, March 16, 2010 with copies to the Nominations Committee Members Fe Mahler CPS/CAP and Debi Cain-Rivord CPS/CAP. The candidate, and if applicable, an authorized representative of the nominating chapter, must sign or electronically forward the form per the MN-ND-SD Division Bylaws (Article III - Officers, Qualifications, Nomination and Election, Term and Duties. Section 3. Nomination and Elections. and Article V - Committees. Section 2. Duties B.)

Your Division Nominations Committee members are:

Kristi Rotvold CPS/CAP

Day: 701.234.6091

Night: 701.235.1045

[Kristi.rotvold@meritcare.com](mailto:Kristi.rotvold@meritcare.com)

Fe Mahler CPS/CAP

phone 763-242-1738

[fe.mahler@yahoo.com](mailto:fe.mahler@yahoo.com)

Debi Cain-Rivord CPS/CAP

715 Reo Road

Watertown, MN 55388

Cell: 952.292.2193

[debicain@rivord.org](mailto:debicain@rivord.org)

It's not too early to start thinking about joining the Chapter Board of Directors for the 2010-2011 year. Please contact Immediate Past President, Nancy Kaping (nancyk@swifoundation.org), if you are interested in running for a board position. Open positions include:

#### **IAAP Chapter President-Elect**

**Job Responsibilities:** Serves as next in command behind the chapter president.

**Specific Job Tasks:**

1. Assume the duties of president in the absence of the chapter president.
2. Assist the president on duties as assigned.

#### **IAAP Vice President**

**Job Responsibilities:** Serves as next in command to the chapter president and president-elect.

**Specific Job Tasks:**

1. Assist the chapter president and president-elect as needed.
2. Assume the duty of president and president-elect in their absence.

#### **IAAP Chapter Treasurer**

**Job Responsibilities:** Serves as Chief Financial Officer of the chapter; coordinates and oversees all chapter financial affairs.

**Specific Job Tasks:**

1. Responsible for depositing and disbursing monies in accordance with the chapter's approved budget.
2. Maintains an accurate accounting of all chapter funds and prepares a monthly report to the chapter membership.
3. Notifies the division treasurer of member additions/deletions/transfers within the chapter.
4. Processes all membership applications and dues and forwards to IAAP Headquarters.
5. Prepares annual budget for chapter board review and membership approval.
6. Understand the third-party liability insurance (information available through Accounting Department at IAAP Headquarters).
7. Issue receipts when monies are received.
8. Notify members of their membership status should they become delinquent in paying their dues.
9. Process all membership applications for new members and transfers of membership.
10. Order chapter supplies.

#### **IAAP Chapter Secretary**

**Job Responsibilities** –Maintains all pertinent information of the chapter and facilitates all communication of the chapter both internally and externally.

**Specific Job Tasks –**

1. Responsible for the minutes at meetings and chapter board meetings.
2. Responsible for distributing minutes for member approval.
3. Maintains chapter charter, official documents such as bylaws, previous minutes and division bylaws.
4. Call roll at chapter and board meetings.:
5. Communicates correspondence including meeting notices to chapter members and the division.
- 6.. Facilitates public relations on chapter programs to local media.
7. Gathers and develops member information for the chapter directory and distributes to the chapter members and the division.
- 8.. Writes correspondence on behalf of the chapter.

# Join us in March

## **Business Grammar And Proofreading: Do Mistakes Affect Your Credibility?**

Whether you write your own documents or are responsible for proofing other writers' work, it is imperative that the finished product represent you and your organization in the best possible manner. This program is designed to improve your proofreading and editing skills by covering some of the most commonly observed errors; topics include:

- Punctuation, capitalization, numbers, and grammar
- Writing with the reader in mind
- Proofreading techniques and tips
- Style guides and other resources

## About Our Speaker....

**Joan Gatzmeyer CPS/CAP**, Proposal and Report Coordinator

As part of the Health Dimensions Group consulting services team, Joan Gatzmeyer is responsible for preparation and production of timely, accurate, and professional proposals, reports, presentations, policy and procedure manuals, and other internal and client documents.

Ms. Gatzmeyer has more than 15 years of administrative experience in the areas of marketing services and consulting. Prior to joining Health Dimensions Group, Ms. Gatzmeyer was administrative and marketing coordinator for LarsonAllen Public Service Group in Minneapolis, Minnesota, where she provided support to a team of consultants as well as coordinated marketing functions focused on the nonprofit sector. She also was executive assistant at Archway Marketing Services and an integral part of the proposal process for the customer service sales and marketing team as well as providing support for facilities across the United States and Canada. Her expertise includes:

- Composition of accurate and effective business solution proposals;
- Preparation and coordination of consultants' training materials with appropriate copyright documentation;
- Coordination of advertising, collateral material development, industry event exhibits, and direct mail initiatives; and
- Facilitation of quality improvement initiatives, including Quality Council and ISO 9001 internal auditor experience

Ms. Gatzmeyer has been a member of the International Association of Administrative Professionals® (IAAP®) since 1999 and received a Distinguished Chapter President Award in 2005. She is currently serving as the MN-ND-SD Division president. Ms. Gatzmeyer has also achieved Certified Professional Secretary® and Certified Administrative Professional® ratings and a project management certificate.

# RSVP Information

***Join us at our next chapter meeting on Tuesday, March 2***

Dinner/Networking: 5:30-6:00

Educational Program: 6:00-7:00

Business Meeting: 7:00

Meal and Program: \$10

Program Only \$5

***RSVP by 5:00 on Friday, February 26 to Jessica Eastling at [jessicae@swifoundation.org](mailto:jessicae@swifoundation.org) or 234-0905***

***Guests are welcome!***

## Excerpts from the IAAPedia

**AMAL** Association Member-At-Large; which means you're a member of IAAP at the International level only and not affiliated with local chapter or a division.

**CBW** CBW or Community Based Web is the term used to describe the chapter and division websites linked to the International Member's Place. These websites are used to communicate and share information and resources

**COE** Refers to the Chapter of Excellence level for the Pathways to Excellence recognition program.

**IC** Institute for Certification: Responsible for the preparation of all study outlines and bibliographies for the IAAP certification exams (CPS and CAP).

## 5 Ways Volunteering Can Help You Get a Job

By Amy Neumann, for Yahoo! HotJobs

There are a lot of obvious benefits to volunteering for your favorite charity -- a sense of accomplishment, giving back to others, gaining perspective, and meeting new people. You can also find business benefits, and ways your efforts can help land you your dream job.

### Develop New Skills

Volunteering can be a positive way to get training in areas your current or past jobs didn't provide. If you need some additional experience for a particular job or promotion, there are many options. For example:

- Project management -- organizing events or fundraising efforts
- Sales skills -- contacting people for donations or recruiting volunteers
- Managing a team -- many projects require a group effort, and a leader to coordinate it

VolunteerMatch.org offers free webinars on "How to be a great volunteer" to get you started.

### Meet New Networking Contacts

You never know who you'll meet doing charity work. According to the Bureau of Labor Statistics, 42.8% of all volunteers in 2009 had a bachelor's degree or higher, while the U.S. Census 2007 put the national average of degree holders at 25.6%. So your chances of meeting professionals in the volunteer pool are good. If you choose a volunteer role related to your target job, you might run into people with similar interests or that have jobs similar to the one you want.

### Impress Employers With Your Ambition

Many companies have a strong social responsibility core, and showing your charitable side displays a good cultural fit.

Tony Blake, staffing director at DaVita, a Fortune 500 kidney dialysis provider, notes that candidates who volunteer stand out in a positive way. "As our CEO Kent Thiry says, 'We're a community first and a corporation second.' We value the passion and involvement with community. It adds depth to a candidate's [resume](#) and experience, and it gets noticed."

### Fill in Employment Gaps, Add Experience

Volunteer experience is also professional experience. List the organization and dates, and instead of using the title "volunteer," use your responsibilities as a title -- "project coordinator" or "instructor." Mention your accomplishments, results, or awards like any other job, without being misleading.

Using your time to gain new skills and help your community -- either while looking for employment or while working -- highlights your willingness to jump in, learn new things, and do more.

### Get That Extra Spring in Your Step

Giving back can be an energizing boost to your self-worth and confidence. Volunteers are the backbone of any nonprofit. By helping others, you'll get that fulfilling "I made the world a little better" feeling in return. "Without our 14,000 volunteers putting in 45,000 hours of service each year, we could only serve a tiny fraction of the 1.2 million meals we serve a year," says Andy Bales, CEO of Union Rescue Mission in Los Angeles. "There are opportunities to mentor, tutor, plan events and activities, work in the back office, and multiple other options. Volunteers really do impact peoples' lives."

# Upcoming Events

## March

2/26 Deadline to RSVP to Jessica (jessicae@swifoundation.org or 234-0905) for 3/2 Chapter Meeting

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

3/20 Nominations for Division Office due

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

3/26 Deadline to RSVP to Jessica (jessicae@swifoundation.org or 234-0905) for 4/6 Chapter Meeting

## April

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

4/15 Division Incentive Drawing Deadline

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

4/30 Deadline to RSVP to Jessica (jessicae@swifoundation.org or 234-0905) for 5/4 Chapter Meeting

## May

5/4 Chapter Meeting at SWIF starting at 5:30 "Are You Computer Savvy?"

5/7/-5/8 Certification Exam

5/21-5/23 Division Annual Meeting, Bloomington, MN

5/25 Deadline to RSVP to Jessica (jessicae@swifoundation.org or 234-0905) for 6/1 Chapter Meeting. This is our annual meeting, closed to guests.

5/28 Submissions for Division Newsletter Due