

MNRV Chapter Chatter

April 2007



Volume 1, Issue 7



Upcoming Events:

- April 5, 2007
Impact—Invite Guests
Gil Castanada, Avery
Mystic Lake Hotel
- CPS Study Group
Every Thursday
11:30—12:30
MGI Pharma/Call In
- April 30, 2007
Board Meeting
Seagate
- May 10, 2007
Annual Meeting -
Members Only
Mystic Lake Hotel
- May 18-20, 2007
MN-ND-SD Division
 Fargo, ND

Crossing the Bridge Notes

Happy Easter!

It feels so good to be saying that! I love Spring. I hope all of you had a Snow Day in March! I don't recall ever having a Snow Day in the past, so that was quite a treat!

The IMPACT meeting is coming up on Thursday, April 5. Don't forget that it starts at 5:00 this time around due to the vendors we will be having there. We will also have IAAP tables so everyone can learn more about our chapter and what we do. There will be a drawing for a free membership and those that join that evening will get \$40 off their membership fee. Debbie Norrell has sent to you an invitation to forward on to coworkers, family and friends. Please make every effort to share our chapter with others and have them come in April. Everyone will get a "goodie bag", which Cathie Kranz and Annette Wermerskirchen are working on. There is no business meeting on that evening. **Gil Castanada, Avery Dennison**, will be presenting and CEU points will be awarded. **Anyone that still wants to join can get their membership through the end of April per above.**

There were nine of us who went to "Feed My Starving Children" on Monday, March 26, take a look on page 4.

If you are planning to go to the International Convention in Florida in July, watch the IAAP website as you will be able to register in April and the classes go fast!

We still are in need of nominations for the Board for next year. Please help out our chapter. We need your support to make it everything you want it to be. We need you! We are here to help and encourage and keep you motivated. Let's have coffee and talk about it!!!

May your days be filled with peace and joy!

Linda Solmes
President

**NOTE: MAY
EDUCATIONAL**

Spotlight Member— Theresa Hendry

Hello! My name is Teresa Hendry and I reside in Chaska with my husband Gabe and our four legged son Nikon (an American domestic cat). Since my husband and I love photography so much, Nikon is the most photographed cat in the world - he has his own album! Our portfolio includes senior, engagement, wedding, and family photographs. We even were the official photographers at a high school graduation once. In addition to photography, I am very involved with my church the River Alliance. There I serve on the Board as Secretary, am involved as the Adult Ministry Leader, and can be found on the worship team playing a variety of percussion instruments. I am a recent member to IAAP and have loved both getting to know other members, as well as gleaning valuable knowledge from speakers at our monthly meetings.



Currently I work part time Monday through Thursday early mornings (3 am - 8 am) with Sun Country Airlines as a Customer Service Agent. After my shift is complete, I then drive to my full time Administrative position with Fairview's physical therapy clinics - The Institute for Athletic Medicine.

When not working, doing church stuff, or taking pictures you can find me spending quality time with my husband and our friends, reading, crocheting, and if I'm lucky - occasionally sleeping!

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Spotlight Committee— Audit

Objective

Audit the Chapter’s financial records at the close of the fiscal year at June 30 and present its report to the Board of Directors at the August Board meeting and to the members at the September Chapter meeting.

Audit is then placed on file with the Treasurer.

Responsibilities

Set audit meeting date with former Treasurer, perform audit and prepare report for presentation at the August Board of Directors meeting and the September Chapter meeting,

Budget/Expense Items

None

Deadlines and Reports

Audit books in July from previous Treasurer.

Prepare/present findings at the August Board of Directors meeting.

Present Audit Committee Report at September Chapter meeting.

Committee Structure

Auditor

Former Treasurer at Auditor’s request

President serves as member ex-officio on all committees except Audit and Nominating Committees.

Birthdays

April 1– Cathie Kranz

April 8 - Sue Iden



IAAP Anniversaries

April

Linda Lawler—4 years



Mystic Lake Hotel Dinner Menu April 5, 2007

Maytag Bibb Salad - Bibb Lettuce Stacked, drizzled with Poppy Seed Dressing, topped with pickled vegetables and maytag bleu cheese crumbles

Ribbon's Bread Display

Asian Flank Steak in a soy ginger marinade

White and Green Asparagus

Tomato Parmesano Garlic Mashed Potatoes

Marshall's Speciality Chocolate Dessert Display

**Freshly Brewed Coffee, Regular and Decaffeinated,
and Selected Hot Teas**

Not Your Job, Not Your Problem ... Right?

Has your boss recently asked you to take on additional work, even though the assignment falls outside your formal job description? Are the new responsibilities causing you stress and worry? Before you get mad, melt down or shout, “It’s not my job!” consider the following advice:

- **View the new assignment as an opportunity.** It’s common practice to be asked to work on tasks not listed in your job description. Instead of frowning upon the extra work, realize that the project is an opportunity to boost your skill set and increase your value to the organization. A boss who asks you to do more holds you in high regard.
- **Sit down with your boss.** A manager who is experiencing tight deadlines or working on a special project may turn to you to help pick up the slack. To maximize the assistance you’re able to offer, sit down with your boss and see if you can reorganize your tasks to better accommodate his or her needs — and not take on too much in the process.
- **Know when enough is enough.** If you find that your work is suffering due to the extra assignment, discuss with your supervisor what can be done to meet everyone’s priorities. He or she may not realize that you have reached your limit.

Helping a supervisor in need elevates not only your skill set but also your standing on the job. Just make sure that when you say yes to additional work, you are being realistic about your ability to get it all done.

OfficeTeam is the world’s leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com.

April Speaker

Gil Castanada, Avery Dennison

Business Solutions: Find the tools, solutions and Avery products to make your business environment successful!

Gil Castanada has been with Avery Dennison for 20 years educating consumers in office products. In addition he holds both a BS and MBA Business Degrees. We think you’ll enjoy and benefit from Avery’s special seminar for administrative professionals on April 5, 2007.



Spotlight—Guest Author of the Month

Beyond "Meets Expectations"

by Christine D. Hegstad, Ph.D.

As early as elementary school, we begin receiving grades for our performance based on a variety of factors: ability, effort, willingness to learn. In addition to letter grades, my report cards used to designate space for individual teacher comments each quarter. I remember, after a quick scan of my grades, jumping right to those comments to see what my teachers had to say about me - especially if I had worked particularly hard or felt I had somehow improved in a certain subject.

I also remember feeling so disappointed when, rather than writing a personalized note, a teacher would list the standard "meets expectations" in that little comment box. Meets expectations? How boring is that?

In recent years, I've had several opportunities to help organizations design performance review guides and training sessions for use among their employees. With so much on our plates, sometimes we're relieved to see "meets expectations" on our reviews. But what if you could move above and beyond, without adding numerous responsibilities and time-consuming projects to your already filled schedule? Below I offer several tried-and-true ideas to do just that - whether you wish to improve your image and effectiveness at work or simply enhance your own personal development.

Take advantage of training and development opportunities, even if you must pay out of your own pocket (and **absolutely** if they are free!). Regardless of the number of years you've worked, books you've read, and classes you've attended, you will always learn something new - if you're open to it.

Prior to attending these classes, prepare a bit. What do you hope to gain from the session? What gaps in your skills or knowledge would you like filled? Jot down some of your goals beforehand.

Similarly, evaluate the session afterwards using your own criteria. What top three things did you learn? What recommended resource will you look into? What is your next step, the action you will take as a result of this course?

Move beyond membership. Like many of you, I am involved in a wide variety of groups, from professional associations to civic organizations to regular gatherings for my personal growth and enjoyment. Serving as a member is a start, but I find it's more beneficial to me and the group (not to mention potential employers) if I periodically take on a leadership role. Review your group involvement and consider where you might up your standing from member-in-name-only.

Share your learning. When you read a thought-provoking book or article, attend a phenomenal seminar, or come across a valuable technique, share some of your newfound knowledge with colleagues and leaders. You can accomplish this through a brief email message, writing an informative article for your company's newsletter or intranet site, or speaking up at your next staff meeting.

Look - and plan - ahead. "Lack of Employee Development Plans Threatens Corporations" glare recent headlines from the U.S. to China. Whether you work within a large corporation or operate a one-person show, create a vision for yourself and strategize how you will reach it. Since less than 15 percent of people currently do this (a statistic I work hard daily to increase!), you'll instantly exceed expectations and show impressive forward-thinking capabilities.

In most cases, there lies nothing inherently wrong with "going with the flow" or pursuing the status quo. If you want to increase your sense of meaning and purpose in your daily work, however, give one or more of these strategies a try. You might find you impress your supervisors, achieve significant goals with less effort, and make a greater contribution as a result.

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Christine D. Hegstad, Ph.D.

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CHANGE IN MAY DATE

The May Educational Forum date has been changed from May 3 to May 10. Please mark your calendars accordingly! This is a MEMBERS ONLY meeting. All members are encouraged to attend. We will be voting for the new Board for our chapter. We will also be installing our new members that evening!

Feed My Starving Children



On March 26th 7 members of the IAAP MN River Valley chapter volunteered at the Chanhassen location of Feed My Starving Children. The evening started with a short presentation and then it was off to the assembly area. Once in the assembly area with our hands washed, our aprons and hair nets on we were ready for action. After a brief direction on how to assemble the product we were off. The time passed quickly all the while working up sweat making packs of food for children we will never meet.

One package of food contained 6 highly nutritious meals and 36 meal packages fit in a box. Scoop, pour and seal, this has a good rhythm once you get the hang of it.

Each meal kit contained vitamins, minerals and a vegetarian chicken flavoring to give growing children the critical nutritional elements they need, dehydrated vegetables for flavor and nutrition extruded soy nuggets, providing maximum protein at lowest cost and last but not least rice, the most widely accepted grain around the world. This meal was developed by General Mills and Cargill and cost 90 cents per package.

Before long the lights in the assembly area went off and it was time to start cleaning up. After all the dishes were washed and the floors were swept we gathered back in the presentation area. There we were told how many meals were made in 45 minutes of time, 5,616 WOW to be a part of that was a proud moment for me. On the way out the door the volunteers were given the opportunity to try the meal and I have to say it wasn't bad.

If you have not had the opportunity to volunteer I would highly recommend it. It doesn't take a lot of time and it feels good to know we are working to close the hunger circle

Lynn Wood

MN-ND-SD IAAP

Division News

Save This Date



**Spreading Passion, Inspiration,
Reliability, Innovation, Trust**
MN-ND-SD Division
2006 - 2007

MN-ND-SD Division Annual Meeting 2007

May 18-20, Doublewood Hotel
Fargo, North Dakota
Hosted by the Red River Chapter

Friday afternoon Speaker: Judy Siegle
Friday Night: Red River's 50th
Anniversary Celebration

Saturday: Business Meeting
Saturday Evening Banquet, Installation and
Dance

Sunday Morning: Judy McCoy, CPS/CAP

Opportunities all weekend long to:
Network, Shop, shop, shop
Make new friends and have fun!!

Candidates for 2007-2008 Board of Directors

BIOGRAPHY FOR : Linda Solmes

MEMBER OF IAAP SINCE: 1997

CANDIDATE FOR OFFICE OF: President

Please share any information on your background (work history, education, experiences) that you would like the Chapter to know when considering your candidacy.

Being an executive assistant for the majority of my career, I have found IAAP to be extremely helpful to me and have a strong desire to help others to grow and become confident in their field.

I have helped charter the Twin Cities West, South West Metro and the MN River Valley Chapters.

What issues do you feel are most important to you serving as a board member?

Making sure the members are getting what they want out of the organization. I would like to continue one more year to help to mold the chapter into what the members want and train others to take over with confidence.

BIOGRAPHY FOR : Nancy Yeske

MEMBER OF IAAP SINCE: 2005

CANDIDATE FOR OFFICE OF: Treasurer

Please share any information on your background (work history, education, experiences) that you would like the Chapter to know when considering your candidacy.

I am the current Treasurer for MNRV and brought to this position a rich background in bookkeeping. While employed as an independent meeting planner, I also served as the bookkeeper for the MN Directors of Nursing Association, hired on in a salaried position rather than as a volunteer. While working for a food brokerage firm in years past, I was responsible for managing several distribution checking accounts for such companies as Ore-Ida Foods, Weight Watchers and Coles. I have a Bachelor's Degree in Elementary Education from the University of Wisconsin River Falls and am currently employed as a Sr. Administrative Specialist at Seagate Technology, reporting to the Vice President of New Business Initiatives. In my current role at Seagate, I assist with budgeting, tracking expenditures and processing expenses and invoices in addition to my administrative duties.

What issues do you feel are most important to you serving as a board member?

With the inception of the MNRV Chapter less than one year ago, growth has been an important issue that we have needed to, and still very much need to address. By growth I don't necessarily mean by sheer numbers alone, but growth in the respect of what those numbers mean to an organization. Starting out so small, we have had areas of our association that don't meet our chapter needs because we either have no one currently supporting a particular role, or volunteers that are overburdened trying to help in several areas. When our chapter grows, the quality of what we can provide grows through the help of additional volunteers and the benefits of our membership then grows ten-fold.

BIOGRAPHY FOR Linda Parker, CAP

MEMBER OF IAAP SINCE July 2001

CANDIDATE FOR OFFICE OF President Elect

Please share any information on your background (work history, education, experiences) that you would like the Chapter to know when considering your candidacy.

I have worked for Beckman Coulter, Inc. for 15 years. I worked in our Fullerton California Facility for 13 years, and I have been in the Chaska Facility for 2 years. The 13 years that I worked in Fullerton, I worked in the Facilities group. I am currently a Sr. Administrative Assistant in Instrument Manufacturing Operations. Prior to joining Beckman Coulter, I worked in credit reporting as a consumer service representative for 5 years.

I obtained my CAP in November 2003. This was a huge accomplishment for me, and this allowed me to get a promotion!

What issues do you feel are most important to you serving as a board member?

Member retention. What is it that the chapter can do to keep members interested and attending the meetings. Ensuring that we are meeting the members' expectations, and they are getting the information they are expecting when they attend the monthly meetings.

CANDIDATE FOR OFFICE OF VICE PRESIDENT - Open

BIOGRAPHY FOR Valerie Graves

MEMBER OF IAAP SINCE March or April, 2006

CANDIDATE FOR OFFICE OF Secretary

Please share any information on your background (work history, education, experiences) that you would like the Chapter to know when considering your candidacy.

I have worked in the administrative field for about 20 years, assisting departmental directors at a hospital and a non-profit. I am currently the Office Manager at Crossroads Church in Prior Lake. Through my work experience I have been involved in many committees, staff meetings, etc., and been given the responsibility of taking minutes. I am currently the secretary of the MN River Valley Chapter, having accepted that position at the inception of the chapter.

What issues do you feel are most important to you serving as a board member?

I believe we are representatives of the whole chapter and it is our job to run the "business" portion of the chapter in a way that benefits all members. The board's desire is to make our chapter and what it offers relevant to admins today.

Our goal is to create an organization where our members and guests can gain education, networking connections, and certification, allowing them to perform their jobs to the best of their ability and receive the recognition and compensation they deserve.



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We're on the Web! Check it out
for upcoming events!
www.iaap-mnrivervalley.org



CPS/CAPTidbits by Niki Jakobitz

1.

The purpose of a technical report is to:

- A) Present primary data and an analysis and interpretation of that data.
- B) Present factual information in an organized, structured manner.
- C) Present the report's message according to a sequence of events.
- D) Convey specialized information to business professionals within a specific field.

2.

Which one of the following information references would be the most helpful if you wanted to find other words that would mean the same as the word *cognizant*?

- A) Parliamentary Procedure at a Glance
- B) Roget's II: The New Thesaurus
- C) The Book of Positive Quotations
- D) Wallstreet Journal Index

3.

The high level of security maintained in archives is shown by the policy that

- A) References must be used only on the premises
- B) A professional association needs to maintain the archive
- C) An industry-specific research department is established
- D) references can be checked out for only one day at a time

Today's Answers: 1. D 2. B 3. A