

# MNRV Chapter Chatter



April 2008

Volume 2, Issue 7

## Success Zone Notes

### Upcoming Events:

- April 3, 2008  
MNRV Chapter Meeting  
Mystic Lake Casino Hotel
- April 23, 2008  
Administrative Professionals Day
- April 24, 2008  
MNRV Board Meeting  
at Seagate
- May 1, 2008  
MNRV Chapter Meeting  
Mystic Lake Casino Hotel

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### A Note from our President:

#### The Spirit of belonging.....why you should get involved with your chapter.

Spring is in the air and it is that time of the year. Time to look toward the future of our Chapter. Nominations are still open for President-Elect, Vice President, Secretary and Treasurer.

If you haven't gotten involved yet, now is the time! Ask yourself, what do you want to gain from the Chapter? Is the Chapter meeting your needs? We all had our reasons for joining, what were yours? Where do your interests lie? What talents and experience did you bring with you? We are 30+ strong. Just think how much we all would gain if everyone shared of themselves. Being a member of the Board or serving on a committee is a great way to gain confidence in yourself, share your knowledge with others, and develop new friendships.

The commitment is for one year, and only take a few hours a month, if that. Our Chapter is only as good as what we put into it. Please, please, become a more active member of our Chapter.

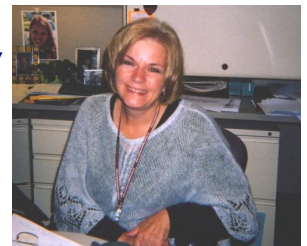
What does the future hold? It's up to you to decide.....

Happy Spring!

Linda Solmes

### ~Spotlight Member~

Hello – my name is **Judith Schulte**, and I am a new member to IAAP as of January of this year. Prior to that, I had been a guest of Debbie Norrell, who, as you know, is the Vice President of the IAAP Minnesota River Valley Chapter. I am the Administrative Assistant to the COO/Vice President of Patient Care at St. Francis Regional Medical Center in Shakopee, Minnesota, and have been employed by St. Francis (Allina Health System) since January 1998, and starting my 11<sup>th</sup> year of employment with the hospital.



I was married 25 years to my wonderful husband, Paul, who died in 1994 at the age of 48 from heart disease. I have never remarried. I have six beautiful children, Five daughters and one son: Nancy; Kimberly; Andrea; Kathrin; Laurin; and Michael. My six children have blessed me with ten of the most sweet and adorable grandchildren there ever could be - doesn't every grandparent say that! My family is scattered all over - Zumbrota, Montevideo, Otsego, Chanhassen, New Prague and Oklahoma, so any travel I do is usually to see them (even though I have dreams to one day go to Italy).

After owning three homes over the course of many years in Bloomington, Richfield and Jordan, I finally settled in a townhouse in New Prague. I serve as the secretary on the board of my association. I also am involved in a singing group called Hymnus, which meets twice weekly for rehearsals and performs several times a year at different events. I am crafty and crochet, knit and sew. I dabble with playing the guitar, the violin and the piano, and I like to watch movies, read and be with family and friends.

I am looking forward to getting to know everyone at the IAAP Minnesota River Valley Chapter and being actively involved in contributing to the work of this group.

# April Speakers

Thursday, April 3, 2008 5:30p  
Admin Professional's Appreciation - Women's Health  
Speakers are Physicians from Fairview Hospitals & Clinics



**C. Jennifer Dankle, D.O.**

Dr. Dankle earned her medical degree at Des Moines University, Des Moines, Iowa. She completed her Internal Medicine Residency at the University of Minnesota and she is Board Certified in Internal Medicine and Cardiovascular disease. She completed a Cardiovascular Fellowship at Aurora-Sinai/University of Wisconsin affiliate in Milwaukee, Wisconsin. Her focus is in the area of non-invasive cardiology including echocardiography and nuclear medicine.



**Li Ge, M.D.**

Dr. Ge studied medicine in People's Republic of China. She served residencies at Lenox Hill Hospital in New York, and completed her hematology/ oncology fellowship at SUNY Stony Brook University Hospital. She is board certified in medical oncology, hematology and internal medicine. Dr. Ge is passionate about oncology, especially breast, colon and lung cancer care. Dr. Ge believes healing is something she and her patients do together and prides herself on helping her patients look beyond their diagnosis and live life to its fullest once again. Dr. Ge is married with a young son and enjoys aerobics, playing table tennis and volleyball, and traveling.

## Mystic Lake Hotel Dinner Menu April 3, 2008

Mixed Garden Greens  
Fresh Baked Rolls and Butter  
Boursin Chicken Stuffed with Sun-dried tomatoes and boursin cheese,  
w/a Light Cream Sauce  
Chef's selection of potato or rice  
Chef's selection of Vegetable  
Chocolate Brownie Cheesecake  
Freshly Brewed Coffee, Regular and Decaffeinated and Iced Tea.

## MN River Valley Chapter Meeting

### Greeter Schedule

<u>Month</u>	<u>Greeter</u>
Apr 3	Pat Farrell
May 1	Karen Runnels
Jun 5	Jennifer Fuller

## Community Event

### Benefiting

#### Carver-Scott Humane Society

If you are planning to participate in the "Bakeless Bake Sale" benefitting Carver-Scott Humane Society and would like to write a check, please make it payable to "CSHS" or "Carver-Scott Humane Society". All contributions are tax-deductible. CSHS recently received a donation of a 4+ acre tract of land on which to build a facility. Currently, all animals are housed in foster homes, with CSHS providing food and any needed medical care. They are currently raising funds to build a facility on the donated property. Unless otherwise requested, contributions will be earmarked for the building fund.

For additional information on CSHS, please visit their website at <http://www.carverscotths.org/default.aspx>

#### Program/Education committee message:

I am starting to contact speakers for our 2008-2009 year. Let me know if you are interested in any specific topics. If so, I will try to get a presenter to cover the topic. Also, if anyone is interested in joining the Program/Education committee to secure sponsors for our monthly meetings let me know.

Louise Dillon

#### ~Food Perspectives~

Consumer Testing sign up form is located on page 4.

"Fulfill your dreams.

Now is the time to determine your destiny."

~Joan Burge

## MN River Valley IAAP Committees:

### Bylaws & Standing Rules:

- \* Chair - Maria Berens CAP

### Certification:

- \* Chair - Linda Solmes CPS

### Community Events:

- \* Chairs—Jennifer Fuller & Vinni Thongthi

### Historian:

- \* Chair - Teresa Hendry

### Hospitality & Registration:

- \* Chairs - Linda Parker CAP & Val Graves

### Membership:

- \* Chair - Debbie Norrell

### Newsletter:

- \* Chair - Kathy Ferrier CPS

### Nominating:

- \* Chair - Maria Berens CAP

### Programs & Education:

- \* Chair - Louis Dillon

### Public Relations:

- \* Chair - Kendra Sampson

### Sunshine:

- \* Chair - Joanne Barknecht CPS

### Ways & Means:

- \* Chairs: Annette Wermerskirchen & Lynn Wood

### Website:

- \* Chairs - Karen Runnels & Niki Jakobitz CPS

## ~ Upcoming Events ~

### Administrative Professionals Week

April 20-26, 2008

### CPS/CAP Mock Exam

April 26, 2008

### CPS/CAP Exam

May 2-3, 2008

### 2008 MN-ND-SD Division Annual Meeting

Friday, May 16 thru Sunday May 18

### International Convention and Educational Forum

Hilton Riverside

New Orleans, Louisiana

July 27-30, 2008



## April Birthdays

Cathie Kranz—April 1

Susan Iden—April 8

## IAAP April Anniversaries

Linda Lawler—4 years

Pat Farrell—1 year

Sandra Monseth—1 Year



**FOOD PERSPECTIVES**  
**CONSUMER TESTING SIGN-UP FORM**

TO QUALIFY:

**YOU MUST NOT HAVE ANY FOOD ALLERGIES**

**YOU MUST BE BETWEEN THE AGES OF 18 - 65**

**NO ONE IN YOUR HOUSEHOLD CAN WORK FOR A FOOD MANUFACTURER OR A MARKETING RESEARCH FIRM**

**PHONE NUMBER TO RECEIVE RECRUITING CALLS** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**NAME** \_\_\_\_\_  
(first) (last)

**ADDRESS** \_\_\_\_\_  
(STREET)  
\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

**E-MAIL ADDRESS** \_\_\_\_\_

**YOUR GENDER** **M** OR **F** **YOUR BIRTH DATE** \_\_\_\_\_ **(required)**  
(CIRCLE ONE)

**DO YOU HAVE CHILDREN WILLING TO TEST?** **Y** OR **N** OR **n/a**  
(CIRCLE ONE)

Please provide the gender and date of birth for each child willing to test

<b><u>GENDER</u></b>	<b><u>DATE OF BIRTH</u></b>	<b><u>GENDER</u></b>	<b><u>DATE OF BIRTH</u></b>
<b>M</b> OR <b>F</b>	_____	<b>M</b> OR <b>F</b>	_____
<b>M</b> OR <b>F</b>	_____	<b>M</b> OR <b>F</b>	_____

**What is your Ethnicity?**

# IAAP Garage Sale

**Want to help the chapter? Now you can and we need your help!**

We will be having a Second Chance Treasure sale in Lakeville at Nancy Yeske's house; this will be in conjunction with her neighborhood's annual garage sale.

We need your donations and a smidgen of your time! Items can be dropped off at Nancy's house on May 15 & 16 or other arrangements can be made. Items are required to be priced (stickers from OfficeMax or a piece of tape and marker).

Volunteers - We are looking for 2 volunteers to work the afternoon shift. We will be donating all unsold items to the Apple Valley Goodwill which we will need help transporting.

Also, we will put this article in Craig's List and This Week Newspapers (which distributes to several south metro locations); it will run two consecutive weeks prior to the date of the sale.

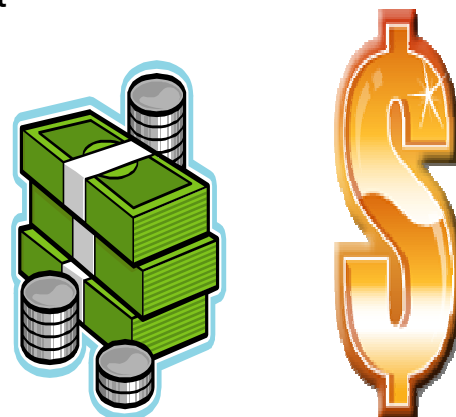
**Who:** IAAP members

**What:** Second Chance Treasures sale for Ways & Means

**Where:** 20959 June Court, Lakeville

**When:** May 17th, 2008  
8:00 – 2:00

(Items will sell for half price starting at noon)





## Key Factors for Success—Part 3

Joan Burge believes there are 4 key factors to being successful.

### Attitude, Skill, Teamwork, and Strategy

This month's focus is on 6 Key Skill Factors for Success:

#### Key # 1: Build a Synergistic Relationship with your Executive

**Action Steps:**

Provide insight and suggestions to your executive.

Be dependable at all times!

Be open to constructive observations about your work.

#### Key #2: Create a Culture of Cooperation among Admin Peers

**Action Steps:**

Congratulate your peers on a job well done.

Everyone pulling together is better than having your own agenda.

Unite your thoughts, experiences, and knowledge for company success.

#### Key #3: Be a Leader

**Action Steps:**

Reach out to others with carefully crafted communications.

Don't talk behind someone's back.

Leaders focus on what they can contribute.

#### Key #4: Value Diversity

**Action Steps:**

There is no "better than" or right or wrong." It's just "different."

It's harmful to belittle others and diminish your professional image.

Bring out the best in others by soliciting ideas from them.

#### Key # 5: Gain Support & Respect from Others

**Action Steps:**

Treat others as you would want to be treated.

When you help others first, they will come to your rescue later.

If you want to create a feeling of trust, you offer it first.

*To be successful in the business world, you must get others to support you.!*

*Joan Burge is one of North America's foremost authorities on workplace excellence and administrative effectiveness, and the CEO and founder of Office Dynamics – a premier training and development provider since 1990. Her programs and "Star Performance" philosophy have been embraced and endorsed by some of the world's leading businesses and organizations. Learn more at OfficeDynamics.com, or call 800-STAR-139.*

#### ~MN River Valley Board Members~

**Linda Solmes, President**

Tel: 952-406-3122

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E-mail: linda.solmes@mgipharma.com

**Linda Parker CAP, President-Elect**

Tel: 952-368-7854

Fax: 952-368-1265

E-mail: llparker@beckman.com

**Debbie Norrell, Vice President**

Tel: 952-403-7858

E-mail: debbienorrell@earthlink.net

**Kathy Ferrier, Secretary**

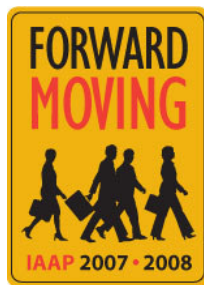
Tel: 952-445-4526

E-mail: ferrierkl@mchsi.com

**Nancy Yeske, Treasurer**

Tel: 952-402-2992

E-mail: nancy.yeske@seagate.com

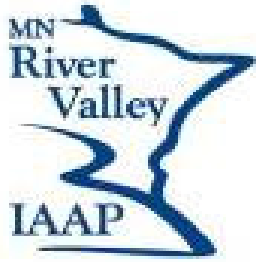


#### ~ ON THE WEB ~

IAAP Headquarters [www.iaap-hp.org](http://www.iaap-hp.org)

MN-ND-SD Division website [www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)

MN River Valley website [www.iaap-mnrivervalley.org](http://www.iaap-mnrivervalley.org)

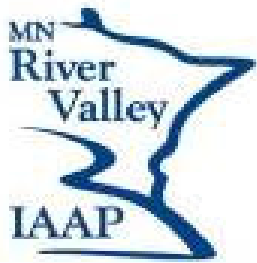


## April 2008

		1 April Fool's Day	2	3 MNRV chapter meeting	4	5
6	7	8	9	10	11	12
13	14	15 Tax Day	16	17	18	19
20	21 Remember to sign up for May meeting!	22	23 Administrative Professionals Day	24 Board Meeting	25 Newsletter Deadline	26 CPS/CAP Mock Exam 8:30 am MGI PHARMA
27	28	29	30			

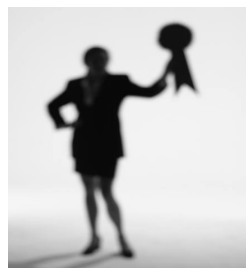


**May 1, 2008**  
**Annual Meeting and Election of Officers**  
 Mystic Lake Casino Hotel  
 2400 Mystic Lake Blvd.  
 Prior Lake, MN  
 5:30 pm Registration  
 6:00 pm Dinner  
 ~Pre-register at [www.iaap-mnrivervalley.org](http://www.iaap-mnrivervalley.org)~



## May 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 MNRV Chapter meeting	2	3 CAP/CPS exam
4	5	6	7	8	9	10
11 Mother's Day	12	13	14	15	16	17
18	19 Remember to sign up for June meeting!	20	21	22	23 June newsletter deadline	24
25	26 Memorial Day	27	28	29 MNRV Board meeting	30	31



**June 5, 2008**  
**Installation of Officers**  
**Awards Banquet**  
**Strategic Planning meeting**

