

MNRV Chapter Chatter



October 2008

Volume 3 Issue 1

Success Zone Notes

Upcoming Events:

- Oct. 2, 2008
MNRV Chapter Meeting
Mystic Lake Casino Hotel
- Oct 3, 2008
MN-SD-ND Division Fall Conference

A note from: Barb Horton CAP, 2008-2009 IAAP International President

International President's Book Discussion

I love to read. And I love to share books. And I wanted to find a way to connect with each member in a way that had purpose and significance. What better way to merge my love of books with my passion for IAAP with you than to create a series of book discussions?

Over the course of the next year, I'll give you the titles of 12 books that will help you develop as a leader. Each quarter I'll announce the next three books. If you love reading, then read all 12. If you don't, then aim for at least one.

Each discussion will be held from the 15th of each month to the 15th of the next. After that, the discussion will close (but stayed archived) and the new one will open. Here are the first three books:

August - *Becoming a Person of Influence: How to Positively Impact the Lives of Others* by John C. Maxwell & Jim Dornan (2006)

September - *Never Check E-Mail in the Morning And Other Unexpected Strategies for Making Your Work Life Work* by Julie Morgenstern (2004)

October - *The 7 Habits of Highly Effective People - Powerful Lessons in Personal Change* by Stephen R. Covey (2004)

Every couple of days, I will review your comments about the current book. However, I encourage you to direct any comments or questions to those participating in the forum.

You will find the best book deals through the internet or at your local book store. It is my hope that over the course of the **Excellence in Action** year that you will enjoy these titles as much as I enjoyed selecting them.

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October Meeting



Thursday, October 2, 2008

5:30 PM - 8:00 PM

Agenda for the evening

5:30 p.m. Registration and Networking

6:00 p.m. Dinner

Menu

Mixed Garden Greens with choice of Dressings

Fresh Baked Rolls and Butter

Chicken Picatta served with Lemon Caper Sauce

Chef's Selection of Potato or Rice

Chef's Selection of Vegetable

Chef's Choice of Dessert

Freshly Brewed Coffee and Iced Tea

6:30 p.m. Educational Forum

7:30 p.m. Business Meeting

REGISTRATION INCLUDES PRESENTATION, MEETING AND DINNER



Educational Forum

Making Forms, Templates and Tables in MS Word

By Helen Krone, New Horizons of Minnesota

Join Helen Krone, senior instructor at New Horizons of Minnesota, for a one-hour seminar on Word 2003. The focus of this presentation will be on how to create forms in Microsoft Word; including using tables, form fields, and how to save your form as a template. In this session, you will learn valuable shortcuts for working more efficiently in Word. In addition, time will be reserved at the end of the session to allow for an open Q & A session.

Member's Zone

MN River Valley Programs 2008-2009

- Sept. 4, '08
Nine Big Investor Mistakes When Planning for Retirement
- Oct. 2, '08
Making Forms, Templates and Tables in MS Word
- Nov. 6, '08
IMPACT / Vendor Show
The Benefits of IAAP
- Dec. 4, '08
Christmas Celebration
- Jan. 8, '09
Understanding Your Nemesis
- Feb. 5, '09
Finding Your Passion
- March 5, '09
LinkedIn, Facebook, Delicious, Digg.....Now What?
- April 2, '09
Top Ten Networking Oopses
- May 7, '09
Annual Chapter Meeting & Election of Officers
- June 4, '09
Installation of Officers, Awards Banquet, Strategic Planning Meeting

The MN River Chapter was formed June 2006 to serve administrative professionals working and/or living in the southwest suburbs of Minneapolis. Our fast-growing chapter's friendly atmosphere offers its members and guests the opportunity to make new friends and network with an active, energetic group. Our Chapter's goal is to provide educational experience through our monthly meetings, seminar offerings, CPS/CAP study groups, and networking.

Check it out on the web:

Penelope Trunk's
**Brazen
Careerist**

Advice at the intersection of work and life

MN River Valley IAAP Committees:

Bylaws & Standing Rules:

- * Chair - Open

Certification:

- * Chair - Linda Solmes CPS/CAP

Community Events:

- * Chair- Open

Historian:

- * Chair - Open

Hospitality & Registration:

- * Chairs - Linda Parker CAP & Linda Lawler

Membership:

- * Chair - Judy Schulte

Newsletter:

- * Chair - Kathy Ferrier CPS

Nominating:

- * Chair - Maria Berens CAP

Programs & Education:

- * Chair - Louis Dillon

Public Relations:

- * Chair - Barbi Milligan

Sunshine:

- * Chair - Joanne Barknecht CPS

Ways & Means:

: Linda Solmes CPS/CAP

Website:

- * Chairs - Linda Solmes CPS/CAP & Niki Jakobitz CPS

July Anniversary

Linda Parker CAP8 years

August Anniversary

Nancy Yeske3 years

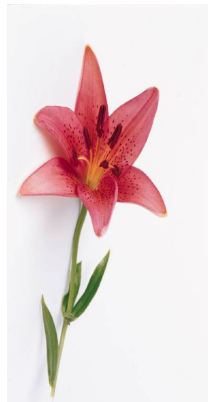
October Anniversary

Maria Berens CAP.....2 years

Leah Etterman CPS.....2 years

Debbie Norrell.....2 years

Barbi Milligan.....1 year



July Birthday

July 9Evelyn Davidson

August Birthdays

August 14Cindy Kapphahn

August 17Debbie Norrell

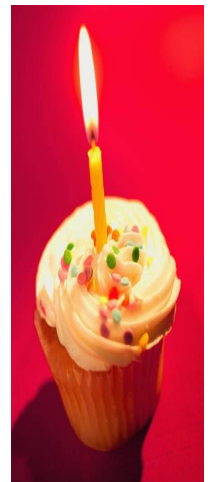
August 30Teresa Hendry

September Birthday

Sept. 11Susan McClodden

October Birthday

Oct. 15..... Maria Berens



Tastefully Simple

Tastefully Simple will be at our Educational Forum this week. There will be samples to share with everyone and gifts for all!

The Holidays are just around the corner, now is an excellent time to check out Tastefully Simple's Gourmet products and Gift Baskets.

As a part of Ways and Means, Tastefully Simple has generously offered to donate 10% of all sales leading up to and including our Thursday night event. What a wonderful way to bring in some much needed finances for our chapter!

To see what Tastefully Simple is all about, and to order now, go online to:

www.tastefullysimple.com/web/lsolmes

Please note your order is for MNRV so the chapter gets credit.

Spotlight Member ~~~

Louise Dillon ~

I am in sales with Dillon Designs Apparel and Promotions. I work with many companies putting their logo on items for clothing articles, tradeshow giveaways, calendars, items for company events, product launches and many other uses. I was a corporate meeting planner at Control Data and International Dairy Queen prior to the incentive and promotions business. I grew up in Farmington and went to school at Metropolitan State University in St. Paul. My husband and I have two daughters; Bridget is 10 and Lauren is 8. They both dance competitively, play soccer and love to bike, hike, blade, ski, skate. I love to plant trees and garden, walk, ski and scrapbook.

Upcoming Events

MN-ND-SD Division Fall 2008 Conference

Friday, October 3, 2008 1:00 PM through Sunday, October 5, 2008 12:00 PM



2008 Certification Conference

“Cleaning Up Your Work Environment”

Denver, Colorado

October 19-22, 2008

Grand Hyatt Denver

Certification Exam

Friday, November 7, 2008 through Saturday, November 8, 2008

2009 MN-ND-SD Division Annual Meeting

Friday, May 15, 2009 through Sunday, May 17, 2009

Save the Date for Rochester, Minnesota, Kahler Hotel

~MN River Valley Board Members~

Linda Parker CAP, President

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E-mail: llparker@beckman.com

Kate Klobe, Vice President

Jennifer Fuller, Secretary

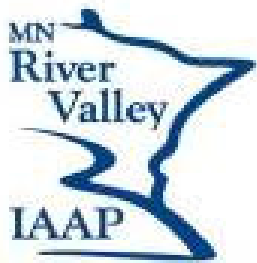
Leah Etterman, Treasurer

~ ON THE WEB ~

IAAP Headquarters www.iaap-hp.org

MN-ND-SD Division website www.iaap-mnndsd-division.org

MN River Valley website www.iaap-mnrivervalley.org



October 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 MNRV Chapter Meeting	3	4
5	6	7	8	9	10	11
12	13 Columbus Day	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 Halloween	

