

MNRV Chapter Chatter

November 2008

Volume 3 Issue 2

Success Zone Notes

Upcoming Events:

- Nov. 4, 2008
Get out and Vote!
- Nov. 6, 2008
MNRV Chapter Meeting
Mystic Lake Casino Hotel

Start thinking about the Holidays!

Tastefully Simple is donating 10% of profits to our chapter!!! You can order now, online at

www.tastefullysimple.com/web/Isolmes

via credit card and it will be delivered directly to your home OR you can email Isolmes@integra.net with your order and the shipping will be a bit less (cash or check only). Linda will work with you to get your email and live orders to you. If you order online or email, please note it is for MNRV so you get the credit for your chapter.

So come on everyone, forward this to your friends and family, let's help MN River Valley out!!!!

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Thank You to Our Sponsor

BeautiControl

<http://www.beautipage.com/lms2008/index.asp>

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

Go Green! Production in the Workplace

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:

www.officearrow.com

For

Office Professionals

By

Office Professionals

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 - Louise Dillon

Public Relations:

* Chair - Barbi Milligan

Sunshine:

* Chair - Joanne Barknecht CPS

Ways & Means:

: Linda Solmes CPS/CAP

Website:

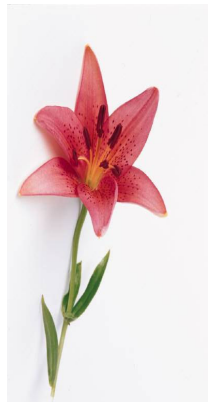
* Chairs - Linda Solmes CPS/CAP & Niki Jakobitz CPS

November Anniversaries

Louise Dillon - 5 years

Cindy Kapphan - 2 years

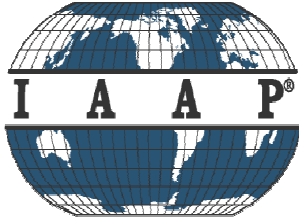
Cathie Kranz - 2 years



November Birthday

Nov. 7th Judi Schulte





International Association of
Administrative Professionals®

Sponsor for November

BeutiControl

[http://www.beutipage.com/
lms2008/index.asp](http://www.beutipage.com/lms2008/index.asp)



MN River Valley Chapter IAAP

Cordially invites you to attend our November Education Forum Meeting

Date: Thursday, November 6, 2008
Time: 5:30 PM - 8:00 PM
Phone: 952-445-9000
Menu: **Mixed Garden Greens with your Choice of Dressings**
Fresh Baked Rolls and Butter
Fusilli Pasta Marinara with Meatballs
Chef's Choice of Dessert
Freshly Brewed Coffee, Regular and Decaffeinated & Iced Tea

Location: Mystic Lake Hotel, Shakopee Room, 2400 Mystic Lake Blvd, Prior Lake, MN 55372 **Phone:** 952-445-9000

Our speaker for the evening:

Go Green! Production in the Workplace ~ Work Responsibly

Beverly Hansberry, Avery Dennison

This seminar delivers timesaving tips, image-enhancing ideas and cost-saving options. It gives you: software and formatting solutions designed to help you make the most of your time, information to put professional polish on your mailings in a few steps, and tips for producing professional presentations and meeting materials. Plus much more! See how Avery makes formatting and printing your favorite Avery products easier than ever. Live software demonstrations of Avery wizard will show you the best options for quick and easy formatting. Discover how simple performing a mail merge can be! Also, view the latest in new products designed to save you time and money, while giving you that professional edge.

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**REGISTRATION INCLUDES PRESENTATION, MEETING AND DINNER:**

**\$24 (\$25 PAYPAL) FOR MN RIVER VALLEY CHAPTER MEMBERS**  
**\$26 (\$27 PAYPAL) FOR NON-MEMBERS. REGISTRATION AT THE DOOR IS \$30**

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Register online at <http://www.iaap-mnrivervalley.org> or via email to Linda Parker at [lparker@beckman.com](mailto:lparker@beckman.com)

Registration Deadline: 12:00 PM, Monday, November 3, 2008

Paypal: When registering online at our website, you will have the option to use Paypal, otherwise the email address to use for Paypal payments is [MNrivervalley@org-web.com](mailto:MNrivervalley@org-web.com).



## Retirement Trust Foundation Update

The mission of the Trust places a special responsibility on the association to help administrative professionals become aware of the need to plan well for their retirement years. The challenge of preparing for a comfortable retirement requires careful planning based on a number of key factors including assessing long-term financial needs, money management, and daily attention to overall lifestyle issues.

The Trust has engaged in an ambitious program to meet the future needs of all administrative professionals. As the age of our membership continues to reflect the aging of the world's population, special financial demands are placed upon the Trust to meet the anticipated increase in services to successfully carry out its mission by:

Providing housing assistance for administrative professionals in need

Ensuring that The Trust has the funding to provide administrative professionals with accurate and timely lifetime planning information

Providing for the long-term economic viability of Vista Grande

Part of our history is that our predecessor, the Retirement Centers Trust Fund (RCTF), was discontinued in 2001 so that the Retirement Trust Foundation (RTF or the Trust) could form. The change meant that we had room to begin reaching out to every member in all six of our IAAP Districts. One of the benefits that has been working for you since the inception of the Trust, is the Financial Assistance Program. There was a time when the RCTF could only offer an apartment with subsidized rent at Vista Grande, our beautiful retirement center located in Rio Rancho, New Mexico – a short drive outside of Albuquerque. We always knew that this was not an option for our Canadian membership due to government rules that CPP benefits would be lost if you are outside of the country longer than six months at a time. It was, however, learned that members throughout the United States weren't eager to uproot from their home locations to relocate to New Mexico, thus, the Trust was born with guidelines that allowed for more functionality that was inclusive of the members throughout all of our Districts.

The Financial Assistance Program allows for the benefit of Vista Grande without leaving their communities and families. In the case of our Canadian membership, that includes not having to leave your country! Our Controller, Sue Tuff, screens all applicants to ensure they meet the eligibility requirements prior to placing the facts of applicants before the Board of Trustees who approve all applications - Controller Tuff is the only person who knows the names of members within the program.

Following are the guidelines for eligibility:

Must live in a *retirement* community,

U.S. Residents must meet HUD Public Housing Income Limits;

Canadian Residents must fall within the assistance range of the Canadian Council on Social Development Poverty Lines.

A retirement community is not a nursing home or lodge, you are still somewhat active and have a self-contained unit where you still do your own cooking – much the same as Vista Grande keeping everyone within the program, a resident of Vista Grande or a benefactor of the Financial Assistance Program, as equal as possible.

The Trust also provides retirement education programs. We host half-day informative seminars at the IAAP International Convention and Education Forum, include excellent retirement information through our *reVisions* magazine that is published quarterly, *reVisions 2.0* that is mailed to your in-box weekly, and our new certification-accredited one-hour seminar in PowerPoint format for Chapter and Division programs.

The Trust operates solely on donations from IAAP members. The Trust is a 501(c) in the U.S. – a recognized charity. Currently for Canadian members, the Canadian government does not recognize receipts from your donations to the Trust. The Board of Trustees is currently addressing this with the Canada Revenue Agency. Until we have a resolution, please don't let this hinder your support of the Trust now. The Trust does offer its own internal recognition program - the Family of Givers program. We hope that you will become a member of the Family of Givers - there are various levels of recognition dependant on the dollar amounts donated, and not just within any given IAAP year. We are tracking your donations when made using the Family of Givers form and over time, you could be in the Sustaining, Leadership, or Pacesetter category. The Trust has a Wall of Honour at our headquarters in Kansas City, Missouri where a plaque is placed showing that a donor has reached a certain level. Whenever an individual makes a donation, that same amount is credited toward your chapter and division records of giving.

In summary, the Trust is working for you in these ways:

Provides housing assistance grants to administrative professionals in need;

Provides programs to our members at targeted events;

Supports the Trust's key publications, *reVisions* and *reVisions 2.0*;

Maintains the Trust's website at [www.iaap-rtf.org](http://www.iaap-rtf.org); and

Maintains Vista Grande and provides for an affordable and comfortable environment for all residents

For more information about the Trust, visit our web site at [www.iaap-rtf.org](http://www.iaap-rtf.org); contact your Retirement Trust Foundation Committee member representing Northwest District, Jennifer DeJong CAP at [Jennifer.dejong@ge.com](mailto:Jennifer.dejong@ge.com); any RTF Trustee; or IAAP Controller, Sue Tuff at [stuff@iaap.org](mailto:stuff@iaap.org).

We appreciate the support of IAAP members everywhere. Without you, we could not continue our work supporting the members of IAAP.

Jennifer DeJong CAP

RTF Committee, Northwest District

# Upcoming Events

## Certification Exam

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

## IAAP Annual Division Meetings -- Future

### May 15-17, 2009

2009 Annual Division Meeting  
The Kahler Grand Hotel, Rochester, MN

### May 14-16, 2010

2010 Annual Division Meeting  
Holiday Inn Select (34th Ave), Bloomington, MN

## Spring Professional Education Conference Future Dates/Sites

**2009:** Gaylord Opryland Resort, Nashville, TN, March 9-11

**2010:** Grand Sierra Resort, Reno, NV, March 8-10

Hotel reservations are now open for the 2009 IAAP Professional Education Conference. Please call the main reservations line at 615-883-2211. Reference the group name-International Association of Administrative Professionals or the group code, X-IAAP9 to receive the contracted group rate of \$189.00 single/double occupancy plus taxes/service charges.

## IAAP Annual International Convention and Education Forum

### July 26-29, 2009

Minneapolis Convention Center – Minneapolis, MN

### ~MN River Valley Board Members~

#### Linda Parker CAP, President

Tel: 952-368-7854  
Fax: 952-368-1265

#### Kate Klobe, Vice President

Tel: 952-831-6021  
E-mail: [kate.klobe@officeteam.com](mailto:kate.klobe@officeteam.com)

#### Jennifer Fuller, Secretary

Tel: 952-984-3536  
[Jennifer.fuller@carval.com](mailto:Jennifer.fuller@carval.com)

#### Leah Etterman, Treasurer

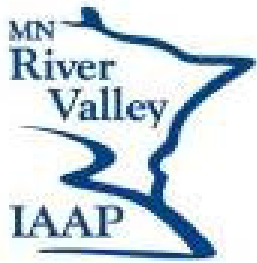
Tel: 612-291-2330  
E-mail: [leah.etterman@bestbuy.com](mailto:leah.etterman@bestbuy.com)

### ~ 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)



# November 2008

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|    |    |                     |    |                                |    |    |
|    |    |                     |    |                                |    | 1  |
| 2  | 3  | 4<br>Election Day   | 5  | 6<br>MNRV Chap-<br>ter meeting | 7  | 8  |
| 9  | 10 | 11<br>Veteran's Day | 12 | 13                             | 14 | 15 |
| 16 | 17 | 18                  | 19 | 20                             | 21 | 22 |
| 23 | 24 | 25                  | 26 | 27<br>Thanksgiving             | 28 | 29 |
| 30 |    |                     |    |                                |    |    |

