



The Southern Edge



A monthly publication to keep the South Suburban Chapter members Informed of chapter activities, events, association news, career development resources, and professional trends

December 2011

President's Message – December 2011

Submitted by Gayle Quedens CAP-OM
2011-2012 South Suburban Chapter President

Hello Chapter Members,

The hustle and bustle of the holidays are upon us, and I have enjoyed some really great holiday parties that are kicking the season off right. Our SSC Holiday gathering at Marcia's house was incredible as always, the MLC Holiday event was great and the entertainment was huge fun – I even won a CD for catching (almost catching) a golf ball. Yes, your chapter president has mad skills. AND I managed to make it to the Twin Cities West Chapter meeting and Holiday party last week. They had a fantastic speaker and I want to share some of what she shared with us as I think it's a great way to end the year and get you thinking about and planning for the new one.



The speaker's name is Regina Barr, MBA, MA and her topic was "Stand Tall & Have It All: Seven Proven Strategies to Skyrocket Your Career." She is a huge advocate for women succeeding and advancing in business and here are her Seven Proven Strategies:

Strategy #1 – You need to know what you want. It is very important to get clear about what is important to you and stay true to your values.

Strategy #2 – Choose the path that's right for you. Not what's right for your parents – or anyone else – just you. Begin with the end in mind.

Strategy #3 – Ask for what you need to be successful. AND for what you want. As women we tend to go to the mat for everyone else in our lives but neglect to do the same for ourselves. She shared a statistic that both men AND women expect NOT to negotiate with a women during the hiring process. Yet both men and women expect to negotiate with a man. We need to value what we know and negotiate to get what we want...we ARE that good.

Strategy #4 – Make small decisions quickly. She shared that it might be OK for men to get away with not being decisive but it definitely isn't for women in the business world. It is true that women and men make decisions differently – men tend to just make them and women tend to seek buy in before making a decision. If you can make a decision without a lot of buy-in – do it.

Strategy #5 – Handle the unexpected. This is one most of us already do on a daily basis but it deserves mention. Chicken littles don't get promoted – the people who handle the unexpected and change with aplomb do.

Strategy #6 – Leverage your emotional intelligence. Women already excel in this area, but if you can sharpen it even more or use it to your advantage in your business life, it will pay you back in the long run.

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Strategy #7 – You have to be able to see AND seize opportunities. Regina shared a story of one of her clients who met with her and one of her goals was to become District Manager. After a few months of working together the client's boss approached her and said that they were going to put her name in the hat for a promotion to District Manager. She hesitated and said that she didn't know if she wanted it. She said that the position would uproot her family, her husband would have to change jobs and that the timing wasn't right. Regina encouraged her to let her manager put her name in and let fate decide if it was the right time. She got the job, moved her family from Utah to Colorado and they are thriving there – her husband started his own business and is happier and more successful, her family loves the new location and school, and she is learning new things every day in her new position and succeeding!

She also shared five critical skills for tomorrow's leaders but I think I will save them for next month and let you chew on this information over the holiday. If you want to learn more about Regina Barr and what she has to offer her website is www.theWATTnetwork.com. She also has a blog that you might find interesting at www.theWATTblog.com.

I hope your holidays are filled with joy and delight and that Santa brings you everything on your list. I am so thankful and blessed to have such wonderful chapter members, and I wish you all the best of everything this holiday season!

Preview of January Program

Letting Go

How to reduce stress & enjoy being present in the everyday moments

Presented by Dawn Staycoff, 2011-2012 President, Minnesota, North Dakota, South Dakota Division

- Through written activity, learn to uncover your "Sweet Spot" – the balance between your strengths (what you're really good at) and your passion (what you love to do)
- Align this "Sweet Spot" with what your organization needs from you as an administrative professional
- Through stories, interactive activities, and small groups, gather tips to manage the time in your day to allow for opportunities to find new possibilities, new challenges, and new roads to explore
- Discover techniques to refocus your attention and become connected to where you are right now, which will lead to greater productivity, open the door to greater potential for success, and reduce stress
- Gain an understanding of how to use self-development to prioritize your professional and personal goals.



Dawn Staycoff has worked for Thrivent Financial for Lutherans for 25 years in various positions, including her current role as communications associate, which includes serving as assistant editor for the Thrivent intranet and aiding the CEO with communication to employees and stakeholders, among other responsibilities.

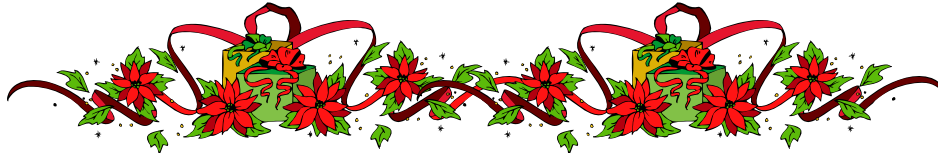
Dawn has been a member of IAAP since 2004 and served in a number of committee chair and officer positions for the TwinCities West Chapter, including chapter president, and is the 2011–2012 president of the MN-ND-SD Division.

In 2009, Dawn received her Bachelor of Science in Management from Cardinal Stritch University. She also enjoys sharing her view of the world through her blog at <http://mplsfifi.blogspot.com> and reminding readers that every day is an opportunity to try something new.

Meetings are held at:

Old Chicago – The Cedar Room
14998 Glazier Avenue
Apple Valley, MN
5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Business Meeting
Cost is **\$20.00**

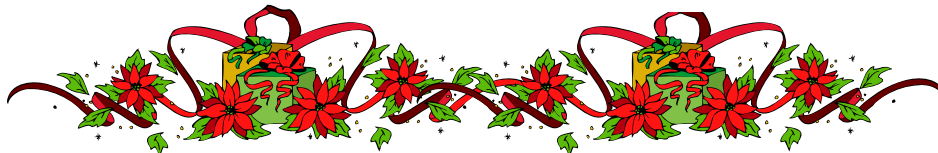
South Suburban Holiday Party



*That time of year come 'round again,
So we wish you all the best.
The joy that comes from knowing you
makes us feel that we've been blessed.
So we'll share with you our feelings
at this special time of year:
May your holidays be a delight,
filled with happiness and cheer.
Happy Holidays!*



Our Hosts, Rod and Marcia



Fundraising Committee News

Submitted by Michelle Prosch, Chair

Thank you to everyone who participated in the Poinsettia Plant Sale. We had 15 people participate and 128 plants and gift cards that were sold. We made a profit of \$519.35 for the chapter. The top three sellers were:



- Candy Retka sold 28 plants and received a \$50 gift card to Gertens.
- Linda Wittmann, CAP-OM sold 21 plants and received a \$25 gift card to Gertens.
- LeAnn Marshall sold 14 plants and received a \$15 gift card to Gertens.

Thank you to those that participated in the Perkins Pie Fundraiser. We had 5 people participate and 17 pies were sold for a profit of \$34.00. Congratulations to Gayle Quedens who received the \$15 gift card.

Thank you for supporting the Amazon.com fundraiser as this is on-going throughout the year. As of December 9, we have earned \$94.44. Don't forget to do some Holiday shopping and support our chapter too.

Every little bit helps to keep the chapter running. We need everyone to help support our chapter.

Lastly, we are going to be doing a special fundraiser for the IAAP Research & Education (R&E) at the March Chapter meeting, and we will be doing a Mystery Silent Auction. Please donate items to be placed in purses by the February Chapter meeting. We will be having a silent auction to bid on the purses, but you will not know what is inside. We may give a clue, but don't worry there will be wonderful surprises. 😊

November Chapter Meeting Happenings!



Top Three Poinsettia Plant Sellers.

Pictured L-R: Candy Retka, Linda Wittmann, CAP-OM,
LeAnn Marshall

Thank you for your selling efforts. Thanks to all chapter members who participated.



Gayle Quedens, CAP-OM won the drawing for those who participated in the Perkins Pie Fundraiser.

Thank you, Gayle, and thank you to all chapter members who participated.

Submitted by Babs Moses

Send (bl.moses@mappcor.org) your tips and tricks, ask questions, and answer them; and we will learn from each other.

Holidays seem designed to overwhelm me. I'm as buried as many of you are! It's hurry up with this, too much of that, triple booking, and "I forgot again!" Yes, I'm edgy, folks. What can we do when it's too busy to think?

I save time in the office by taking an old letter, form, or budget sheet, and type over it with new information. Often it works, but OH BOY when I leave something in from the old document or I get the document all ready to go and something changes. I have to go back and check each page for the change. What do *you* do when the changes trickle in?

Just today, I discovered in our annual members meeting, I had the correct dial in information in the letter and email notifications that went out to our members, BUT in the *agenda* heading I hadn't changed the dial in information. Great! Members called in, but only two members were on the call. The others had to be called and told, "Oh, Babs did it again!"

I can do "find and replace" to look for changes in one document. If someone knows how to do two or more documents simultaneously, please let me know! Sometimes I don't even remember that the information is in a second document. (That's what happened today!)

How to proof and get it right, especially if you are proofing alone with no one to help.

1. **Give it a rest.** Print the critter and hide it to look at tomorrow. If it's a crunch job, I'll go to the bathroom, go outside and freeze for a minute, and/or eat a snack with caffeine. Then I'll look at it again.
2. **Read it aloud.** Spell check is vaguely helpful while I'm working on a document. But it doesn't know what I am thinking. Most of the time I don't know either. I read the nasty critter aloud (under my breath, although, everyone in the office knows I talk to myself). I can catch a few things doing that.
3. **Check those numbers.** For me, any number! I can say the number out loud and still reverse them. My eyes drift right over them as if I was hypnotized. My only hope is to have one finger on one sheet and the other on the other sheet, then I see each silly number all by itself. AND, I go to the calendar to check that the day of the meeting is what you have. I hate to look at the calendar and put the previous year's or next year's date in the document.
4. **Give yourself a rest.** By this time, I've memorized the document and I won't catch anything new. My brain will fill in the incorrect information and I'll think I'm seeing it correctly. So back to #1.
5. **Use a ruler.** I take a ruler or something straight and stiff and use it to guide my eyes to each line.
 - a. look at each word BACKWARDS from the end of the sentence,
 - b. go forward as if I were reading it,
 - c. check for any duplicate words at the end or beginning of the line,
 - d. find anyone (if I can) to check my document,
 - e. email it to another admin. or friend (thank you, Cathy Allen), if I can't find anyone in close range. Of course, I need to have time to do this.
6. **LAST**, I'll look at it again before the meeting and see what I've missed. At least I can correct it later OR I'll know what everyone is seeing that I can't/couldn't see.
7. **Forget it.** I've done what I can. Now I have to wait for my adoring fans to tell me what I've missed.

Did you catch the real message here? If I had taken the time to do all these steps, the Board members could I have called in without all the inconvenience of a wrong number.

OK, today's test is to tell me what I have missed. "Do as I say, and not as I do!"

Have a blessed holiday and start over fresh in the New Year!

Send your questions, answers, comments, and tips to Babs Moses at bl.moses@mappcor.org.

2011-2012 Programs

Programs subject to change.

The following is the tentative schedule of South Suburban Chapter Meeting Programs for 2011-2012. Please mark your calendars with these meeting dates and watch each month for the meeting details and RSVP email.

September 27, 2011	A Business Case for Trust	Deb Taft
October 25, 2011	Communicating with Purpose: Making an Impact in the Workplace	Erin O'Hare
November 22, 2011	BYOB-Build Your Own Brand	Judy Zimmer
December 6, 2011	Holiday Party	
January 24, 2012	Celebrating IAAP's 70 th Anniversary & SSC 15 th Anniversary	Dawn Staycoff
February 28, 2012	Discovering Your Top Ten Talents	John Warder
March 27, 2012	Celebrate Women's History Month - How Has Someone Made An Impact on Your Life?	Group Discussion
April 24, 2012	MS Training: Excel – Word/Adobe – PowerPoint	Steve Watry & Leslie Hook
May 22, 2012	Annual Chapter Meeting	
June 26, 2012	How Do I Become a More Innovative Thinker?	Marcia Beltz

Please note: The program order and topic is subject to change, based on speaker availability and scheduling. We do our best to maintain the plan as presented, but are prepared for changes that occur as part of life.

IAAP International Anniversary News



IAAP celebrates its 70th birthday in 2012, and the association recently unveiled a new logo to mark the occasion.

Please help the association celebrate its birthday by telling us how IAAP has helped you enhance your career. Your contribution may be selected for the 70th anniversary issue of *OfficePro* magazine. This is your chance to become part of IAAP's long and distinguished history.

Please keep your essays short, 100 to 200 words. Email them to officepro@iaap-hq.org, with the subject line "Anniversary – What IAAP Has Done for Me." Unfortunately, we can't acknowledge submissions or guarantee placement in the magazine.

South Suburban Chapter will be celebrating its 15th Anniversary as a chapter in January 2011. We will also be celebrating IAAP 70th Anniversary. If you submit an essay to *OfficePro*, also send a copy to Linda Plaisance, CAP-OM, Newsletter Editor. We would like to include your essay in our newsletter...so if your essay does not make it *OfficePro*, for sure it will be in *The Southern Edge*!

Welcome Our New Member–Kris Welage

Please welcome Kris Welage to our chapter. We look forward to getting to know her and welcome her contributions to our chapter. Kris will be officially welcomed at a future chapter meeting.



2011-2012 SSC Chapter Officers



President, Gayle Quedens, CAP-OM
President-Elect, Melissa Thomas, CAP-OM
Vice-President, Candy Retka
Secretary, LeAnn Marshall
Treasurer, Robbie Groth
Treasurer-Elect, Cathy Allen

Thank you for stepping up to lead our Chapter!



2011-2012 Committees

If you are interested in joining a committee, please know you can join at anytime! Please contact the Committee Chair or Chapter President, Gayle Quedens, CAP-OM.

Bylaws & Standing Rules

Chair: LeAnn Marshall
Members: Sharon Kelsey

Certification

Chair: Sharon Kelsey
Members: Cathy Allen
Babs Moses

Employment

Chair: Dorene Perkins Monn
Members: **Your Name Here!**

Historian

Chair: Roberta Zylla
Members: **Your Name Here!**

Hospitality

Chair: Candy Retka
Members: Cathy Allen
Ruth Ann Deeg
Babs Moses
Hallie Warren, CAP
Linda Wittmann, CAP-OM

Membership

Chair: Alison Fuller, CAP
Members: **Your Name Here!**

Newsletter

Chair: Linda Plaisance, CAP-OM
Members: Babs Moses

Nominations

Chair: Michelle Prosch
Members: LeAnn Marshall
Dee Moy

Program

Chair: Marcia Beltz
Members: Babs Moses

Fundraising (Ways & Means)

Chair: Michelle Prosch
Members: Ruth Ann Deeg
Linda Gilmore, CAP
Dee Moy
Deb Sabo
Bev Staudinger
Linda Wittmann, CAP-OM
Roberta Zylla

Chapter Website

Chair: Ruth Ann Deeg
Members: Sharon Kelsey

Mentors

No Chair needed as this is a part of the Membership Committee. One does not need to be a member of the membership committee to be a mentor. Every member can be available as a mentor to their fellow members.

Happy Birthday!



The South Suburban Chapter would like to wish a very happy birthday to the following members:

Jualee Wolf, CAP	December 7
Dorene Perkins Monn	December 11
Linda Wittmann, CAP-OM	December 11
Gayle Quedens, CAP-OM	December 23

Happy IAAP Anniversary!

The South Suburban Chapter would like to congratulate the following chapter members on their anniversaries with IAAP! Happy Anniversary to all of you! We appreciate your continued support of IAAP and the administrative profession.



Dorene Perkins Monn	13 years
Erin O'Hara Meyer, PHR	11 years
Lori Larson, CAP-OM	6 years
Barbara (Babs)Moses	5 years

If we missed your birthday or anniversary, we apologize and ask that you notify Linda Plaisance at linda.l.plaisance@hotmail.com for inclusion in future issues of *The Southern Edge*.

Don't Forget Your Online Resources!

IAAP Headquarters www.iaap-hq.org

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

And don't forget us at South Suburban IAAP www.southsuburbaniaap.org

Upcoming Events 2011-2012

December 1	MLC Holiday Party
December 6	SSC Holiday Party
December 20	SSC Board Meeting
January 17, 2012	SSC Board Meeting
January 24	SSC Chapter Meeting
February 21	SSC Board Meeting
February 28	SSC Chapter Meeting
March 4-7	IAAP Spring Conference, Las Vegas, NV
March 20	SSC Board Meeting
March 27	SSC Chapter Meeting
April 12	SSC Chapter Meeting – combined APW
April 17	SSC Board Meeting
April 22-28	Administrative Professionals Week
May 15	SSC Board Meeting
May 18-20	MN-ND-SD Division Annual Meeting & Spring Professional Conference, Roseville, MN
May 22	SSC Annual Meeting
June 19	SSC Board Meeting
June 26	SSC Chapter Meeting
July 22-25	International Educational Forum and Annual Meeting, Grapevine, TX



South Suburban Chapters sends its congratulations to our Chapter President, Gayle Quedens, CAP-OM. Gayle got married on Christmas Eve. Happiness always to Gayle and Jeff!



Newsletter Article Deadline

Please contact Linda Plaisance at linda.l.plaisance@hotmail.com with your newsletter ideas and articles.

The deadline for the December issue is: **Friday, January 6, 2011.**



Please note: If articles or sections of articles are copied from other sources (including material from other IAAP websites), you must get permission in writing and send the documentation to the newsletter editor before it can be printed in our newsletter.

Member of Excellence

Revised, to take effect for 2011-2012 IAAP Year

Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.

Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2011

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. **Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)**
2. Download the Member of Excellence Commitment form; sign and date the form
3. Actively participate in the IAAP web community forum discussions or write an article (**minimum 200 words**), and have it published in an IAAP publication (chapter, division, or international level.) **Recommending another author's article does not qualify.**
4. Attend **at least one** professional educational workshop, seminar or conference (**at least 60 minutes in length**) **and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.**
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. **This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.**
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) **IAAP** chapter, division or international sponsored meetings, programs or events (any combination.) **These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.**
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

Chapter of Excellence

Revised, to take effect for 2011-2012 IAAP Year

Note that beginning in July 2011, all of the 8, newly revised, Chapter of Excellence Criteria are mandatory and must be earned to become a Chapter of Excellence.

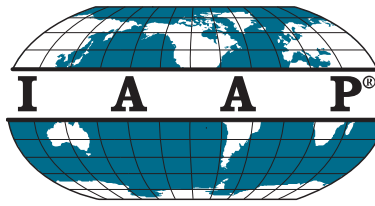
IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

All forms and information submitted must be received by the specified deadlines.

Revised Criteria as of July 1, 2011

A Chapter of Excellence will receive a podium banner (first year) and in subsequent years will receive a banner year patch. Each year, the CoE award will include one of the following two options: a \$100 IAAP gift certificate or \$150 credit toward subscription to the IAAP Web Community.

1. Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by October 1.
2. Chapter submits budget and annual financial review/audit report to the members with a copy to the division by December 31.
3. Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1.
4. Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25.
5. Chapter develops and updates business plan. Chapter submits business plan to members with a copy to the division by April 30.
6. Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.
7. Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.
8. As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.



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Administrative Professionals®**

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International Board of Directors**

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December 19, 2011

South Suburban Chapter - 324103

Dear Members:

On behalf of the Board of Directors, warmest congratulations to the members of South Suburban Chapter of the International Association of Administrative Professionals, on the celebration of your 15th anniversary.

Your chapter has witnessed great changes in our Association since January 1997, and has been a part of shaping the ever-evolving role of the administrative professional over the years.

In this *Making the Leap to Remarkable* year, your enthusiasm, dedication and commitment are essential for the ongoing success of IAAP. Chapters such as yours are beacons for all our chapters, and are true testaments to the enriching value of IAAP.

My very best wishes to you as you celebrate this special anniversary.

Sincerely,

Tamra Goodall, CAP-OM
International President

TG/as

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

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