



The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

January 2011

Goal Setting to Win

January Chapter Program
Tuesday, January 25, 2011

Get going this year!

**Join us for *Goal Setting to Win*
with guest speaker *Cathy Paper*
at our January 2011 Chapter Meeting**

Get clear on what you really want to accomplish, individually and professionally. Set realistic goals based on customer, financial, sales, marketing or personal development goals. Create a traction plan to evaluate past performance and create a road map for reaching the results you desire. Revisit the basics of specific goal setting, feedback and communication, motivation, engagement and time management. We all have the same amount of time each day – it's how we use it that makes the difference.

Cathy Paper is a world-class consultant. She works primarily with motivational speakers, authors and dynamic workgroups to create better results through inspiration, reflection and exercises. With seventeen years of experience in leadership development, nearly 10,000 coaching hours and experience guiding hundreds of organizations through change management strategy and implementation, Paper knows how to improve people. Her quick wit and competitive spirit makes her a trusted advisor and repeat presenter for companies, individuals and associations such as Best Buy, Paramount Studios, Ameriprise, Harvey Mackay, *Swim With The Sharks* #1 New York Times Bestselling Author, National Association of Women Business Owners. She holds her Master's Degree from St. Thomas in Organization Development and a BA from Williams College.

It's a great way to kick off the year. Hope to see you there!!

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**

RSVP by **NOON, Friday, January 21, 2011**,
to Candy Retka at cretka@frontiernet.net or
(fax) 952.469.4634.

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2010-2011 Programs

Programs subject to change.

The following is the tentative schedule of South Suburban Chapter Meeting Programs for 2010-2011. Please mark your calendars with these meeting dates and watch each month for the meeting details and RSVP email.

September 28	<i>LinkedIn –Getting the Most Out of It</i> (Judy Zimmer)
October 26	<i>Succession Planning</i> (Sharon Kelsey & Linda Gilmore CPS)
November 23	<i>Fearless Leadership</i> (Marcia Beltz)
December (Date TBD)	SSC Holiday Gathering
January 25	<i>Goal Setting to Win</i> (Cathy Paper, M.A.)
February 22	<i>Investment Fundamentals – Five Myths and Truths of Investing</i> (Steve Lorenz)
March 22	<i>Multi-Cultural Awareness</i> (Teresa Jepma – Phoenix)
April 26	AMAZING! Administrative Professionals Week Celebration (Robyne Robinson)
May 24	Annual Meeting
June 28	<i>First Impressions Matter – Especially in Trying Times</i> (Lisa Hogan, CPS/CAP)

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.

A Letter from your President-Elect

*Submitted by Gayle Quedens, CAP
SSC IAAP President-Elect 2010-2011*

The tragedy in life doesn't lie in not reaching your goal.
The tragedy lies in having no goal to reach.

~Benjamin Mays

It's that time of year...the holidays wind down and there is an eerie silence that falls. A resting point before the festivities of ringing in the new year. A time that allows many of us to reflect on the events of the year as it ends and brings thoughts of what the shiny new year will bring. It makes us think about goals.



I will admit that there was a time in my life when I hated – I'm using the word 'hated' here – goals. I

didn't like creating them, I didn't like thinking about them and I didn't like doing them. I think the reason behind that was because I didn't like the disappointment that came along with not achieving them. My thought process being if I just shoot for survival, anything above that would be gravy.

That thinking worked for a long while and then one day I thought "I'm really not far from where I was five or six years ago. I haven't done anything different; I haven't forced myself to try anything new or to venture out of my comfort zone." That was enlightening and really made the clock in the room tick even louder. We don't have an unlimited amount of time, unfortunately, and at that moment I decided that I didn't want to be in the same spot I was five years from now looking back at what life brought me instead of what I brought to it.

So I threw myself out there and now every year I look forward to this time where I get the opportunity to look at what I've accomplished as well as what I have yet to do. I take time to analyze the things that came easy and the things that challenged me. I look at the things that I didn't accomplish and instead of berating myself for not doing them I ask myself, what is keeping me from making this happen? Is it really something I want or is it something that someone else wants for me? Is it something that scares me and what can I do to get past that fear? I've put the proverbial whip down and allow myself the time to figure out why I can't get myself to achieve a goal that I've set for myself. That in itself is HUGE.

This year I look forward to challenging myself. I have taken on a big responsibility with accepting the President-Elect position for the Chapter and I am looking forward to the leadership challenge of my Presidency this coming year. There are other areas of my life that I will be stretching in as well – I want to explore my creative side more and allow for more play in my life. I want to learn to slow down enough to be in the moment when I am with family and friends instead of thinking what I have to do next. I want to learn more this year in the areas that I would like to stretch in – career, cooking, sewing. I would love to overcome my money issues and feel more in charge of my financial future. There's a lot to do and I can't wait to get started.

I hope that you all take the time to reflect and set goals for yourself. You are the commander of your vessel and you are the only one who can decide what is right for you and know where you want to go. So go ahead and write those goals and plan for the year ahead – dream big, be bold and remember the wise words of Jon Bon Jovi – map out your future, but do it in pencil.

Congratulations!

Congratulations to Lisa Hogan, **CPS/CAP**, Gayle Quedens, **CAP**, and Hallie Warren, **CPS**! They were notified over the Christmas holiday that they passed the Certified Professional Secretary and/or Certified Administrative Professional exam they took in November. This is an awesome personal achievement for Lisa, Gayle, and Hallie, and great news for our Chapter as well. It gives us one more point towards our goal to be a Chapter of Excellence in 2011. So, *Hat's Off* Lisa, Gayle, and Hallie and a big THANK YOU too! Congratulations on your success!

Lisa Hogan, CPS/CAP



Gayle Quedens, CAP



Hallie Warren, CPS



IAAP Meeting Notebooks for Sale

Purchase Benefits:

- Provides notepaper for use at IAAP chapter meetings
- Provides a pocket to hold a pen and notes
- Provides holder for business cards for use in networking
- Provides a portable size to keep with your nametag in the chapter box files—eliminating the need to carry to and from the meetings

Price: \$1.50 each Size: 5 x 7

Note: Notebooks can be purchased from the W&M's Fundraising table.

The Fundraising committee will also have some Winter and Valentine's items for sale at the January meeting, so save your change to use at the meeting!



Box Tops for Education

Submitted by Candy Retka, Program Coordinator

The South Suburban Chapter is participating in the Avery Box Tops Challenge! We can win a \$2,000 or \$500 education grant for a local school.

Please collect Box Tops for Education from any participating products (not just Avery products) and bring them to chapter meetings. A collection box will be available.



We will be collecting box tops for education through April 30, 2011. If you have questions, please contact Candy Retka.

Here is a link to a list of participating products that have Box Tops for Education:

<http://www.boxtops4education.com/earn/clip/Brands.aspx>

Nomination Committee Report

Submitted by Linda Gilmore CPS

This month in our quest to de-mystify the chapter officer positions we will focus on the offices of treasurer and treasurer-elect.

The qualifications are still the same as for every other officer position as found in our By-Laws:

Section 2. Qualifications.

- A. A candidate for office shall be a Professional or Professional-Merited member.
- B. A candidate for the office of President-Elect shall have served as an officer of a Chapter of the International Association of Administrative Professionals.
- C. All candidates for office will be required to present written credentials.
- D. No member shall hold a Division or International Office while serving as a Chapter Officer except to allow for normal overlap in difference in installation time.

The duties of the treasurer, again as found in our By-laws, are:

Section 5. Duties. Chapter officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.

- E. The Treasurer shall:
 - (1) Be responsible for all funds of the Chapter and for the records of its financial affairs.
 - (2) Keep a complete and accurate record of Chapter membership.
 - (3) Be bonded with premiums paid from Chapter funds.
 - (4) Following election of officers, file the names and addresses of the Officers with International and file the names and addresses of the President and Secretary with the Dakota County Library and keep such information up to date throughout the year.
 - (5) Keep the books on a current basis and prepare a monthly written report for the Membership.
 - (6) Have custody of all Chapter funds, making disbursements only as authorized, either by specific action of the Chapter, or in accordance with a budget approved by the Board of Directors.
 - (7) Prepare an annual budget and submit to the Board of Directors for approval no later than their September meeting. After review by the Board, present the proposed annual budget to the membership at the September Chapter meeting for final approval.
 - (8) Perform such other duties as may be assigned by the Board of Directors.

This position is one that I have avoided – only because dealing with numbers is NOT my strong suit! I know I could do it and do a good job, but I just don't want to. And that is OK! That is why we need all of you other members who can use Excel, are detail oriented, and can handle finances and budgets. You will have to be bonded, but the chapter pays for that.

Starting with the budget, again, you are not alone! You do not have to come up with the budget all on your own. The Board of Directors holds a special budget meeting before the beginning of the chapter year and you are responsible for bringing the budget to that meeting and preparing the final budget that is agreed on by the Board of Directors.

Then you are responsible for presenting that final budget to the chapter membership at the September meeting for final approval.

After that it is a matter of collecting the meeting fees, keeping track of expenses and income, paying bills, presenting the treasurer's report at the chapter meetings, and everything else that goes with managing the finances of the chapter.

And you have help! There is a treasurer-elect! The duties of treasurer-elect are:

F. The Treasurer-Elect shall:

- (1) Assist the Treasurer in all ways.
- (2) Assume the duties of the office of Treasurer in the absence of the Treasurer.
- (3) Succeed automatically to the office of the Treasurer at the conclusion of the term as Treasurer-Elect.
- (4) In the event of a vacancy in the office of Treasurer, succeed to the office for the unexpired term and fulfill own term of office as Treasurer.
- (5) Be bonded with premiums paid from Chapter funds.
- (6) Perform such other duties as assigned by the Board of Directors.

This position, like president-elect, is a training year. You work with the treasurer and learn all about what goes into that position so that when it is time for you to take over you are completely prepared.

This is our last article on chapter officers. Stay tuned and we will continue in future newsletters with what is involved in being a chair of some of the main committees.

In the meantime, if you have read about one of these officer positions and thought, "hm-m-m-m. That's not so bad. I could do that" – and you know you did – please contact Sharon Kelsey at shari@rarehome.com or Linda Gilmore at no1gramma@comcast.net and we will make sure you get on the ballot for next year.



The Trust – Retirement Trust Foundation (RTF)

Happy New Year! It's time to share the **Top Ten** New Year's Resolutions!

10. Read the manual first, once you find it.
9. Eliminate five of your six email addresses.
8. Think up some new excuses for leaving work early.
7. Give up chocolates – well, at least one out of seven days of the week.
6. Shake the rain off of your umbrella before entering a building.
5. Stop juggling ten balls at once; nine will do.
4. Check for “paper” before leaving the restroom.
3. Don't kick the copier, even if you can't find that elusive piece of jammed paper.
2. Stop pretending to be working when you are actually checking Facebook.
1. Remember that life is not about how fast you run, or how high you climb, but how well you bounce.

One of the most **impactful** New Year's resolutions you can make is to support the **RTF**. Our mission is to provide housing assistance for administrative professionals, age 55 and older, who are in need. Your generosity provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. This program is accessible by all members within the six districts of IAAP.

Want to donate on-line using a credit card? Visit the RTF website, www.iaap-rtf.org. Click on the **Donate** tab and select **Contribute online**. It's as easy as that!

Don't want to use a credit card? Visit the RTF website, www.iaap-rtf.org. Click on the **Donate** tab and select **Printable Donation Form**.



Handy Tips – One Minute Strategies

Make any decision-making group more effective by limiting membership to seven. Once you have more than seven in the group, each additional member reduces decision effectiveness by 10%, say the authors of *Decide & Deliver: 5 Steps to Breakthrough Performance in Your Organization*.

Using quotation mark words for emphasis is equivalent to using air-quotes with your hands when you're speaking. *Example:* He “insisted” that I take a slice of cake. Using the quotes gives the sentence a comic effect. If you want to put real emphasis on a word, italicize or boldface it.

Avoiding E-mail Overload

Submitted by OfficeTeam

How many e-mails are too many? According to a recent survey commissioned by e-mail provider Intermedia, workers start to feel stressed when their inboxes grow by more than 50 messages a day. Only 6 percent of professionals said they could stand more than that amount.

Whether your daily average is north or south of 50, chances are you occasionally feel overwhelmed by the number of e-mails you receive. Without an effective system in place, just keeping up with the flood can steal valuable hours away from your other work priorities.

Here are some tips for dealing with the deluge:

- **Don't rush to respond.** When bombarded with e-mail, your first reflex is likely to answer the messages right away. After all, what better way to reduce the list of unanswered mail? But interrupting what you're doing to respond to each e-mail as it comes in can prevent you from ever fully focusing on critical tasks.

The best strategy is to briefly scan the content of e-mails, immediately responding only to those that are urgent. Then, before you leave at night, get back to people about less important issues.

- **Keep it clean.** Periodically delete or archive old information to help you locate files more quickly and to avoid reaching the maximum size limit set by your network administrator.
- **Step away from the keyboard.** E-mail is best suited for quick questions and answers. If a conversation is likely to be extensive or in-depth, save some typing time by calling your contact or stopping by his or her desk instead.
- **Create a second account.** Ask friends and family members to use a separate e-mail address to reach you with personal messages. This will help you stay focused on business correspondence during your workday.
- **Respect others' time.** Before sending someone an e-mail, ask yourself whether it's essential that he or she receive the information. If you don't inundate others' inboxes with non-critical communication, they'll likely have the same respect for you.

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 320 locations worldwide, and offers online job search services at www.officeteam.com.



Finding a Job!

by Susan Fenner, PhD

Finding a job and keeping a job are two sides of the same coin. To be successful, it requires the same approach. Here are eight must-dos.

1. **Know your worth.** Top notch individuals know their areas of strength and where they need to bolster their skills. Your deficits may not be obvious to you, but they are to everyone around you. Take an honest appraisal and work on any identified weaknesses.
2. **Sell yourself.** Positioning your assets is just as important after you've landed a job as it is during the interview stage. No one pays attention to your achievements as closely as you do. Note them and share them with your exec. Don't wait for others to recognize your potential...or you'll be waiting for a long time.
3. **Document your contributions.** It's not enough to say that you are great or that your work is making an impact. Prove it. File letters of commendation, note savings or sales you've made for the company, do periodic updates to your supervisor that highlight your value – added work.
4. **Look the part.** Everyone knows to dress for the interview. But many of us fail to maintain a professional image after we have the job. Don't fool yourself – image is important. You'll never be considered for more responsibility if you don't act and look the upgraded role.
5. **Be gracious.** Everyone watches his/her language when they are looking for a job. But how many of us *let go* and revert back to inappropriate behaviors when we start to feel comfortable in the workplace. The persona you displayed as a job seeker is the same one you need to show every day once you are on the job. This requires patience, empathy, biting your tongue at times, and letting small slights pass without comment. More people are fired because they can't get along than they are for not having the skills to do the job. Skills can be taught, but a bad attitude and a lack of civility are almost impossible to change.
6. **Be willing to compromise.** During the hiring negotiations, most candidates are open for give and take. However, once ingrained in a job, many workers dig in and refuse to adapt as processes, situations, and tactics evolve. This is just as big a deal breaker for the hired employee as it is for the candidate. In today's market, a rigid approach is unacceptable. As things change, so must our responses to them. And in a volatile economy, everyone is required to adjust, take on more, increase productivity with fewer resources, and come up with new and innovative solutions. One-way Wally doesn't stand a chance.
7. **Realize it's not all about you.** When applying for a job, you can't focus on what you've done in the past. You have to highlight what you can do in the future – for the new company. That's also true when you have the job. Your job isn't all about you; it's about the company, making profits, offering superior products and services, satisfying customers. If you lose sight of that, you can expect trouble.
8. **Demonstrate that you are a team player.** In today's business world, few of us have *a job*. Rather, we are responsible for job components. Companies are moving away from generalists who can do it all and instead, are looking for people who can add to your work team. Find a niche for yourself and keep honing your skills. Be prepared to expand your skills as new technologies become available and new work models come into play. Show that you can function on many different teams and be picked as the *most valuable player* on all of them.

Most of us know what to do to get noticed by a new employer and how to outshine the competition. But many of us fail to apply these same tenets once we have been hired. Treat every day as if you are applying for your job. Because, you really are!

Member of Excellence

The IAAP Pathways to Excellence Recognition Program is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence, a Chapter of Excellence or a Division of Excellence.

Congratulations to the South Suburban members who earned their **2009-2010 Member of Excellence** designation:

Sharon A. Kelsey
Michelle M. Prosch
Gayle Quedens, CAP
Candace L. Retka
Melissa J. Thomas, CPS/CAP



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. Be a current CPS and/or CAP holder
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 and have it published in an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum 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.**
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) chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review

Note that beginning in July 2010, members have one (1) mandatory requirement — #6 which requires members to pay their membership dues on or before their due date. Failure to achieve Criteria #6 — regardless of how many other criteria are met — will prevent the member from achieving the Member of Excellence designation.

Chapter of Excellence



Michelle Prosch and Sharon Kelsey displayed the South Suburban Chapter of Excellence podium banner for 2009-2010 at the September Chapter meeting.

Go South Suburban!

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 also include either a \$100 IAAP gift certificate or a \$150 credit toward subscription to the IAAP Web Community.



A **Chapter of Excellence** will attain a minimum of 14 of the following 19 criteria. **Criteria #7 and #15 shall be mandatory requirements.**

1. Sixty percent of the chapter meetings offer recertification points
2. At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year
3. Download the Chapter of Excellence Commitment form; sign and date the form
4. Publish at least six newsletters/e-newsletters
5. Participate in the IAAP Web Community by hosting chapter's web site on the IAAP Web Community
6. Publish annual meeting calendar with education and/or training topics by October 1 and establish marketing plan to encourage members to attend chapter, division, and international meetings and events
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer. **This criterion is a mandatory requirement.**
8. Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chairmen listing to HQ by July 1 deadline
9. A minimum of four (4) officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event
10. Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Education Forum and Annual Meeting (EFAM)
11. At least one (1) member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee
12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executives' event
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program
14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent
15. Conduct at least one IMPACT meeting
16. Conduct new member orientation program
17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)
18. Sponsor a new IAAP Professional Chapter or Student Chapter
19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey

Note that beginning in July 2010, chapters have two (2) mandatory requirements — #7 relates to chapter budgets and ensuring members receive the information regularly; #15 states that chapters will hold at least one (1) members recruitment session during the year. Failure to achieve Criteria #7 and Criteria #15 — regardless of how many other criteria are met — will prevent the chapter from achieving the Chapter of Excellence designation.

2010-2011 SSC Chapter Officers



L-R: Michelle Prosch, President
Gayle Quedens, CAP, President-Elect
Kathleen Erdman, Secretary
Melissa Thomas, CPS/CAP; Treasurer
Robbie Groth, Treasurer-Elect
Alison Fuller, CPS; Vice President

Those leaders who have stepped up to commit themselves to furthering the association truly do have passion and purpose. Thank you for stepping up to lead our Chapter!

2010-2011 Committees

If you are interested in joining a committee, please know you can join at anytime! Please contact the Committee Chair or Chapter President, Michelle Prosch.

Bylaws & Standing Rules

Chair: LeAnn Marshall
Members: Lisa Hogan, CPS/CAP
Gayle Quedens. CAP

Certification

Chair: Ruth Ann Deeg
Members: Open

Employment

Chair: Dorene Perkins Monn
Members: Open

Historian

Chair: Roberta Zylla
Members: Open

Hospitality

Chair: Candy Retka
Members: Cathy Allen
Ruth Ann Deeg
Lori Larson, CPS/CAP
Babs Moses
Deb Sabo
Hallie Warren, CPS
Linda Wittmann, CAP

Incentive Award

Chair: Alison Fuller, CPS
Members: Open

Membership

Chair: Robbie Groth
Members: Alison Fuller, CPS
Gayle Quedens. CAP

Newsletter

Chair: Linda Plaisance, CPS/CAP
Members: Kathleen Erdman
Lori Larson, CPS/CAP
Babs Moses

Nominations

Chair: Sharon Kelsey
Members: Linda Gilmore, CPS
Dee Moy

Program

Co-Chair: Gayle Quedens, CAP
Co-Chair: Marcia Beltz
Members: Linda Gilmore, CPS
Dee Moy

Fundraising (Ways & Means)

Co-Chair: Deb Sabo
Co-Chair: Linda Wittmann, CAP
Members: Cathy Allen
Ruth Ann Deeg
Linda Gilmore, CPS
Michelle Prosch
Bev Staudinger
Roberta Zylla

Chapter Website

Chair: Ruth Ann Deeg
Members: Stacy Boldon
Lisa Hogan, CPS/CAP
Dee Moy

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.

Mentors: Linda Wittmann, CAP

Happy Birthday!



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

Barb Johnson-Larson	January 9
Melissa Thomas, CPS/CAP	January 12

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.



Barb Johnson-Larson	14 years
Linda Plaisance, CPS/CAP	14 years
Juvalee Wolf, CPS/CAP	14 years
Bev Staudinger	7 years
Catherine (Cathy) Allen	4 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 2010-2011

January 25	SSC Chapter Meeting
February 15	SSC Board Meeting
February 22	SSC Chapter Meeting
March 7-9	IAAP Spring Conference, Tampa, FL
March 15	SSC Board Meeting
March 22	SSC Chapter Meeting
April 19	SSC Board Meeting
April 26	SSC Chapter Meeting
May 17	SSC Board Meeting
May 20-22	2011 MN-ND-SD Division Annual Meeting The Lodge at Brainerd Lakes, Baxter, MN
May 24	SSC Chapter Meeting
June 21	SSC Board Meeting
June 28	SSC Chapter Meeting
July 24-28	IAAP-EFAM, Montreal, Quebec



Cheers to a new year and another chance for us to get it right.

~Oprah Winfrey

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, February 4, 2010.**



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.