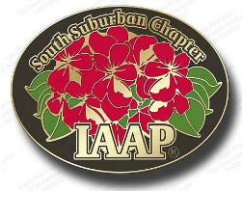




# The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

September 2010

## September Chapter Program Tuesday, September 28, 2010

### LinkedIn—Getting the Most Out of It

Facilitated by Judy Zimmer

- Setting a strategy for how to maximize your use of LinkedIn
- Understanding how to promote your personal brand and IAAP
- Tips and tricks on how to prepare for business meetings
- Understanding the search tools on LinkedIn
- Learning how to leverage connections

This is an interactive session conducted by Judy Zimmer. Judy is a business and career coach and recognized expert in the field of personal and professional development. She has been coaching and training in the area of personal branding for over ten years through one-on-one training, seminars and classes. She provided onsite LinkedIn training to over 60 companies in 2009 and has training thousands of individuals on the strategic uses of social media, personal branding, job search strategies and goal setting.

Judy works for SALO, the premiere staffing firm for finance and accounting professionals. In her role as Consultant Advocate and Career Coach, Judy has the opportunity to work with individuals on personal branding, presentation skills and social media trends.



#### 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, September 24, 2010**, to  
Candy Retka at [cretka@frontiernet.net](mailto:cretka@frontiernet.net) or (fax)  
952.469.4634.

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## 2010-2011 Programs

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*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>Topic Goal Setting Title (TBD)</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)

*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.*

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## A Letter from your President

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*Submitted by Michelle Prosch, 2010-2011 South Suburban President*

The theme this year is Passion and Purpose. In this article I want to focus on the word Passion. The word Passion...what does that mean? I think Passion is another word for love. What do you love to do and how can you use your passions in our chapter? Some of my passions are music, stamping and scrapbooking. I have been able to use some of my passions in our chapter as the Historian by scrapbooking our chapter events and to use my stamping skills to help the Fundraiser committee to make cards and gifts for the Fundraiser table. Enough about me...what about you?



Maybe your passion is to greet people and make them feel welcome, which you would be great for the Hospitality committee. Maybe your passion is with words and the English language, which would be helpful on the Newsletter committee or By-laws and Standing Rules committee. Maybe your passion is teaching and would love to help run a study group for the CPS/CAP Exam, which would be awesome for the Certification committee. Maybe your passion is meeting new people and being a mentor which would be great for the Membership committee. Maybe you can print out the newsletters each month and file them in a three-ring binder and help out our Historian chair. Maybe your passion is networking and being helpful to those that are looking for a job and you would be willing to get the word out and can help the Employment committee chair.

If everyone did a small part, then the work would not be so huge on a few people. Also chairs will need to be more creative and delegate to those people on their committees, so that everyone feels they are helping out in some way. I would like to see everyone signed up for a committee this year. The more you put into the South Suburban Chapter and IAAP the more you get out of your membership.

When I first joined, for the first couple of years, I just came to the meetings. I wanted to be involved, but wasn't sure how to get involved. Also I didn't know how I could be involved, because my time is limited with managing two careers and I didn't want to make a commitment if I wasn't able to fulfill it. But I knew hospitality was one of my strengths so I talked to Bev Staudinger, who was the Hospitality chair at the time. She said, "If you can bring the file boxes each week to the meetings and make sure you get everyone's badges after the meetings that would be very helpful." I said, "I can do that." And it worked out well with my schedule too.

Start thinking of how you can use your passions and talents to help out our chapter so many hands can make light work for everyone. I will have the committee sign-up sheets on the tables at each meeting, so you know who the chairs are and can go and talk to them and see what you can do to help. You can sign up anytime during the year. Thank you to those who have stepped up to chair these committees and the members that have volunteered to help make this chapter a successful one.



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## Holiday Plant Sale Kicks Off!

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**Submitted by Deb Sabo and Linda Wittmann, CAP, Fundraiser Committee Co-Chairs**

The South Suburban Chapter of the IAAP is again joining with Gertens Greenhouse for a Holiday Plant Sale fundraiser. We are taking pre-orders for the 6.5" potted Poinsettias in Red, Burgundy, and Marble and the 6.5" potted Cyclamens in shades of Pink/Purple, Red, and White. **NEW FOR 2010: A 2" Little Star Poinsettia in a glazed pot, and a 12" cream colored tin filled with assorted blooming plants (picture not available).**



Red



Marble



Burgundy



Cyclamen



Little Star

The 2" Little Star poinsettia is the perfect size for place settings and desktops. It comes dressed in a glazed pot. The 6.5" poinsettias have one plant per pot with 5-7" blooms that will reach 8-10" tall and 10-12" wide. The Cyclamen are shades of pink/purple, red or white. The 12" decorative combo tin comes filled with beautiful seasonal blooming plants. Please note the colors may not be true, but similar to pictures above.

**See the attached Order Blank.**

### Gertens Plant Cards

In addition we are selling **Plant Cards** in amounts of \$25 or \$50. With the holidays soon upon us, **Plant Cards make wonderful gifts** for anyone on your holiday list, or as a birthday or anniversary present. The cards do not expire.

Plant cards are good towards the purchase of a variety of nursery and greenhouse plants to include holiday decorating greens and fillers for containers. This includes Christmas trees, spruce tip bundles (Gertens has the best quality!), curly willow, red dogwood branches and a wide variety of other fragrant greens and berries. These items add beauty and interest to your holiday containers and last throughout the winter. Gertens also offers free demonstrations at their Girls Night Out events to give you ideas on how to decorate your containers.

You could purchase a card for yourself and another one to tuck inside a birthday or holiday card for a family member or friend. Remember, the Plant Cards do not expire—they are good until completely used.

The Fundraiser Committee is excited about selling this assortment of plants and plant cards this year. We are asking you to please sell in advance to your co-workers, family, and friends using the forms that are attached. Orders with payment must be returned **by Tuesday, October 26, 2010 (our Chapter meeting)**. **If unable to attend this meeting, mail your orders with payment no later than October 22 to:**

Linda Wittmann, CAP  
6416 158<sup>th</sup> Street West  
Apple Valley, MN 55124

Please take an active part in this event. Remember funds generated from this fundraiser will assist our Chapter members (this could be you!) with the opportunity to attend division functions/conventions and to take advantage of other Chapter benefits. If you have questions about any aspect of this project, please contact Deb Sabo at 952.423.1963 or Linda Wittmann, CAP at 952.953.2074, Fundraiser Committee Co-Chairs.

**Delivery of the plants and cards will be Tuesday, November 23, 2010, at our regular Chapter meeting at Old Chicago Restaurant at 5:30 p.m.**

Fundraiser Committee: Deb Sabo and Linda Wittmann, CAP, Co-Chairs  
Cathy Allen, Ruth Ann Deeg, Linda Gilmore, Michelle Prosch, Bev Staudinger, Roberta Zylla

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## Nomination Committee Report

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*Submitted by Sharon Kelsey, Nominations Chair*

This chapter year the Nominations Committee intends to take a more active role throughout the year. We want to get to know each of you better through the year. We know you want to be involved and enhance our chapter in some way. One of our goals is to help you find the best fit based on your time availability, interests, and willingness to expand your experience.



We also plan to contribute an article to each newsletter. These articles will focus on the various

officer positions and the committees. I'm sure we are all familiar with the concept of "fear of the unknown." Consider this quotation by Marie Curie: "Nothing in life is to be feared. It is only to be understood." With that in mind, we hope our articles will increase your understanding of what is involved with the officer and committee opportunities and reduce your fear.

On a personal note, I share with you I'm facing and overcoming my fear this year as Chair of the Nominations Committee. What fear is "blocking" your greater involvement? Let's help each other go beyond our fears and grow personally and professionally. We are in this together.

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## Temporary Work: An Overlooked Option?

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*Submitted by OfficeTeam*

As companies bounce back from the downturn, they are adding new staff. But many aren't yet able to hire full-time workers, so they are turning to temporary professionals instead. Some job seekers overlook temporary work, largely because of persistent myths about what it does or does not entail. Here are four myths commonly associated with temporary work and the realities behind them. Don't let the following misconceptions stop you from considering a potentially beneficial interim opportunity.

**Myth #1:** Temporary work doesn't look good on a resume.

**Reality:** Temporary assignments can — and should — be assets on your resume. List the staffing firm as your employer and then describe the job duties you have performed for various companies. Experience gained through interim assignments can often boost your qualifications in the eyes of a potential employer.

**Myth #2:** Temporary work will interfere with my search for a full-time position.

**Reality:** Many businesses view interim engagements as a way to evaluate individuals for full-time roles and often hire temporary workers they've had an opportunity to observe firsthand. Project work also allows you to enhance your skill set, make new contacts and earn an income while continuing your search for a full-time job.

**Myth #3:** Temporary assignments don't offer competitive compensation.

**Reality:** Temporary and contract positions typically offer rates on par with salaried ones, and individuals with the most sought-after skills can often command a premium.

**Myth #4:** Working with a staffing firm will cost me money.

**Reality:** Respectable staffing firms never charge candidates for their services. All the fees are covered by the company that is hiring.

If you decide to pursue temporary work, register with a staffing firm that specializes in the administrative field. Representatives from these companies have deep networks within the local business community. They can truly understand your professional preferences and goals and can effectively market your qualifications to employers.

*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](http://www.officeteam.com).*

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## 2010-2011 SSC Chapter Officers

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L-R: Michelle Prosch, President  
Gayle Quedens, 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!

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## 2010–2011 Committees

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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

### 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  
Linda Wittmann, CAP

### Incentive Award

Chair: Alison Fuller, CPS  
Members: Open

### Membership

Chair: Robbie Groth  
Members: Open

### 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  
Co-Chair: Marcia Belta  
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  
Dee Moy  
Bev Staudinger  
Roberta Zylla

### Chapter Website

Chair: Ruth Ann Deeg  
Members: Stacy Boldon  
Lisa Hogan, CPS  
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:

Alison Fuller CPS	September 6
Barbara (Babs) Moses	September 18
Deb Sabo	September 25
Lori Larson, CPS/CAP	September 28
Catherine (Cathy) Allen	September 30

## Happy IAAP Anniversary!

The South Suburban Chapter would like to congratulate the following chapter members on their anniversaries with IAAP!



Lisa Hogan, CPS	14 years
Cyndi Stepka, CPS	14 years
Michelle Prosch	7 years

If we missed your birthday or anniversary, we apologize and ask that you notify Linda Plaisance at [linda.l.plaisance@hotmail.com](mailto: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](http://www.iaap-hq.org)

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

And don't forget us at South Suburban IAAP [www.southsuburbانياap.org](http://www.southsuburbانياap.org)

## Upcoming Events 2010-2011

October 9	Strategic Planning Meeting, 10 a.m. to 2 p.m. at Carlton College, Northfield, MN
October 15-18	2010 MN-ND-SD Division Fall Conference Sugar Lake Lodge, Grand Rapids, MN
October 19	SSC Board Meeting
<b>October 26</b>	<b>SSC Chapter Meeting</b>
November 16	SSC Board Meeting
<b>November 23</b>	<b>SSC Chapter Meeting</b>
December 2	Metro Lakes Council Annual Holiday Gathering
December 21	SSC Board Meeting
<b>December TBD</b>	<b>SSC Holiday Gathering</b>
January 18, 2011	SSC Board Meeting
<b>January 25</b>	<b>SSC Chapter Meeting</b>
February 15	SSC Board Meeting
<b>February 22</b>	<b>SSC Chapter Meeting</b>
March 15	SSC Board Meeting
<b>March 22</b>	<b>SSC Chapter Meeting</b>
April 19	SSC Board Meeting
<b>April 26</b>	<b>SSC Chapter Meeting</b>
May 17	SSC Board Meeting
May 20-22, 2011	2011 MN-ND-SD Division Annual Meeting The Lodge at Brainerd Lakes, Baxter, MN
<b>May 24</b>	<b>SSC Chapter Meeting</b>
June 21	SSC Board Meeting
<b>June 28</b>	<b>SSC Chapter Meeting</b>
July 24-28, 2011	IAAP-EFAM, Montreal, Quebec

## Newsletter Article Deadline

Please contact Linda Plaisance at [linda.l.plaisance@hotmail.com](mailto:linda.l.plaisance@hotmail.com) with your newsletter ideas and articles.

The deadline for the October issue is: **Friday, October 1, 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.