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International Association of  
Administrative Professionals®  
*MN-ND-SD Division*

**MN-ND-SD Notes**

*Official Newsletter of the MN-ND-SD Division International Association of Administrative Professionals, IAAP®*



**Linda Dahlquist, CPS/CAP**  
MN-ND-SD Division President

What a winter we've been having! This winter is similar to the winters I experienced growing up lots of snow and extreme cold. Well, I'm so glad we've finally made it to February and, as I write this article, it is Groundhog Day. As my mom would say, it doesn't matter if Punxsutawney Phil sees his shadow or not, it's only six weeks until the first day of spring!

The Brainerd Chapter and the Division Executive Committee are working hard to bring our members a memorable 2011 Division Annual Meeting. We have a full weekend planned. In addition to the informative business meeting, we have three great speakers:

- Gary Dietrich
- Matt Jones
- NW District Director Kristi Rotvold, CPS/CAP

A wonderful bluegrass band, Rum River Blend, is our Saturday night entertainment. It's going to be a fun weekend in Brainerd.

***It doesn't take a Herculean effort to be a miracle in someone's life.***

Each year the division offers to membership a Division Attendance Incentive Award (DAIA) in conjunction with the MN-ND-SD Division Annual Meeting and Spring Professional Conference. Unfortunately, this program has been determined to be non-compliant with current IRS regulations for a 501(c)(6) nonprofit association. Because the DAIA program is non-compliant, the division will not offer the program. The Division Executive Committee will work with IAAP headquarters in exploring options for future programs.

The division is on track to achieve Division of Excellence. I anticipate the division will obtain 16 of the 19 criteria points. Our 16 chapters are also on track to achieve Chapter of Excellence. I hope all of our members are striving to achieve Member of Excellence as well.

Continue sharing your Passion & Purpose!

Best regards,  
*Linda Dahlquist, CPS/CAP*

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**Ask Abby Admin**



Need advice? Sometimes you can't or don't want to talk to friends or relatives. In those cases, ask Abby Admin. She will

provide objective third-party advice on your situation. *Ask Abby* when you

really need to talk to someone about your issues.

***Dear Abby: I don't feel challenged in my current position any longer. What can I do to bring the pizzazz back?***

***- Unchallenged at work***

Dear Unchallenged, remember when we were kids and came home from school, our mom would ask us, "What did you learn today?"

If you can't answer this question then it's time to add something new to your work life. Living through an entire day without learning one new thing is a waste of your time. Get into the habit of asking yourself this question early in the day and seek out an answer.

Ask your boss for a new task or offer to assist with something outside your comfort zone, and you'll begin to pay attention to what there is an opportunity to learn from every task, situation or person. You can do it!

***Dear Abby: I dread this time of year! Reviews and setting goals is always so daunting. I always avoid them until the last possible minute. How can I make the process easier and less painful?***

***- Goal setting avoider***

Avoider, goals are meant to be used as a guide towards further development of our skills. Development is a year-round journey; your success and your company's depends on good planning. January is a time for

performance reviews and setting new goals, but don't leave your development plan to the last minute. Your professional growth is critical to your organization's success, and, ultimately, success in your job.

Working your development plan should be an ongoing process. In order to grow, it's important to continuously build on your strengths and be open to new opportunities that challenge your skill set. By doing so, you will work toward accomplishing your goals and, ultimately, the goals of the organization. By keeping your development plan in sight, it will make annual goal setting a snap!

*Submit your questions to Abby at [mpsfifi@yahoo.com](mailto:mpsfifi@yahoo.com) to be shared in the next newsletter.*

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## Clear Away the Clutter

*by Dawn Staycoff*

We live in a time of abundance. Even during this period of economic recession, many of us still have more "stuff" than we truly need. Clutter, whether it is too many tasks on our "to-do" lists, too many thoughts pulsing through our minds, or too many belongings in our home, seems to be a societal epidemic. When we slow down a bit and take notice, we find that more stuff actually creates more stress. Additionally, it means less time for connecting with family and friends, taking care of you, and nurturing your soul and creative spirit. Reducing physical clutter in the home creates a sense of calm, and allows

energy to flow freely throughout. New possibilities emerge and creative solutions to old problems seem to appear from nowhere.

Clutter is low, stagnant, and confusing energy that drains energy from you. The reason most people avoid clearing the clutter is not because it takes effort and it can be time consuming, but the fact is, clutter clearing is a very emotional process that feels like therapy, and it takes emotional stamina to go through it.

The good news, though, is that once you clear most of your clutter and have a clear system to avoid its accumulation in the future, you will start experiencing high energy levels and have more clarity.

**The bedroom.** We are most influenced by things, events, and people that are closest to us, so it is absolutely logical (and highly advisable) to first start clearing the clutter in your bedroom.

- Take out all the items that create visual clutter and don't really belong in the bedroom. This includes the TV, any exercise equipment, office/work related items, storage items, etc.
- Clear the clutter under the bed.
- De-clutter and clean your closets. Let go of as many items as possible that you have not used in a long time. Eliminate clothing from your closet and dresser that hasn't been worn in the last calendar year and donate to your favorite charity and get a tax-deduction as well.

*It's okay to look back, but it's best not to stare.*

**Living Space.** Your home is the place you go to re-charge and renew yourself every day. Take some time now to create a harmonious place you will feel good coming home to.

- Designate one spot for all incoming mail/paperwork and go through it daily.
- Unsubscribe from email newsletters, blogs, and retail email lists that no longer interest you. It's YOUR inbox, after all.
- Before purchasing anything, from new socks to a new phone, ask yourself: "Do I love it?" and "Will I use it?" and most importantly – "Do I need it?" Think twice unless the answer is a resounding "Yes!"
- Commit to clearing clutter from one area of your home each day for a week and schedule ten minutes daily to do it. Start with something totally feasible, like your coat rack or medicine chest. You can even make it a family event!
- Meditate for five minutes each day. This will help de-clutter your mind and give you the clarity to keep what's essential and part with the rest.
- Find a home for clutter-prone items that wind up on the kitchen table, living room floor, and bedroom dresser. Designate a place for your items and make a habit of putting them there.
- Use "maybe" boxes. If, in the course of de-cluttering, you're not sure what to do with an item, put it in the maybe box. Note the date on the box and store it out of sight. If you

don't go looking for those items within three to six months, it's time to get rid of them.

- Evaluate your commitments. Most of us are over-scheduled, which is its own form of clutter. Make sure your commitments are reflective of your values and your priorities. Say "no" to new commitments without guilt and drop whatever commitments no longer serve you. Your life needs space for free-flowing energy.
- Create clutter-free zones in your home. The entryway is a great place to start. The kitchen table is another good choice. Keep what you love and use recycle, donate or toss everything else. Be ruthless!

Good luck! Happy de-cluttering!

## Lazy Leaders Road Show

Cynthia D'Amour spoke at the post EFAM Leadership workshop and has posted a list of cities where she will be presenting during 2011.

*Never continue in a job you don't enjoy. If you're happy in what you're doing, you'll like yourself, you'll have inner peace.*

*If you have that, along with physical health, you will have had more success than you could possibly have imagined.*  
– Johnny Carson

The information, as well as the dates and locations, are shown below. This may be a great opportunity for a chapter to attend an event or for chapter chairmen and leaders to learn more about this concept.

<http://www.lazyleaderroadshow.com/>

### 2011 Lazy Leader Dates

Creating a Surplus of Volunteers Across America - half-day workshops in 20 cities teaching you how to lead to create a surplus of volunteers for your organization. Save the date as space is limited.

#### May 2011

- May 17th - Minneapolis, MN

Are you thinking about attending the Lazy Leader Road Show? Individual cost is \$97 but groups of 4+ who register together are \$67/person.

Cynthia has great ideas and an energetic presentation style. Some of you might remember her from the 2009 Division Fall Conference and EFAM.

Contact Melissa Tofte at [melissa.tofte@gmail.com](mailto:melissa.tofte@gmail.com) if you're considering attending so we can register at the reduced rate.

## So, Why Did You Join IAAP?

by Alana Erstad, CPS/CAP

Is this a difficult question for you to answer?

This is a question you can expect to hear, especially if you recruit

members. Sometimes it's hard to explain IAAP to someone who hasn't been exposed to it.

In all honesty, I wanted to be a lifetime student. The executive administrative assistant at my company introduced me to IAAP. She even talked to the CEO for permission to sign us up. I still remember the first meeting I attended, and I am still excited to belong to the organization today.

In the beginning I joined IAAP because my supervisor wanted me to, but now, more importantly, I stay because I feel a great value for my dollars. I enjoy a monthly edition of OfficePro magazine, which has fabulous information. It has items on technology, grammar, trends in the work force, recommended reading, and great ads for office items. I read it cover to cover as soon as I get it. In addition to the magazine, I love the monthly educational meetings that allow me the opportunity to network and broaden my skills. When I first joined, I had no idea what the recertification points were to be used for. Eventually I found out about the CPS/CAP exams, and not only am I getting continuing education at every meeting, there is another chance for me to get more continuing education, outside of the meetings. Obtaining my CPS/CAP was an investment in me. I was able to be part of a study group that met every week, and I believe this contributed to my successfully passing the exams.

Being a member of IAAP also allows me the opportunity to work on my own leadership skills. I

have held all offices in my chapter except treasurer and treasurer-elect. I remember the first meeting I had to preside over, I was very nervous, my voice shook and I talked so fast. In time that all changed, and after presiding over meetings every month, it became less overwhelming and that led to me wanting to do more. Currently, I serve at the division level as division secretary.

The camaraderie in IAAP is incredible. We share a common bond in that we are all members for some of the same basic reasons: the continuing education, networking, the pride in our professional organization, and the leadership opportunities that we may not receive at our jobs.

Of course, last but not least, are the friendships that have been formed. I consider some of my chapter members to be my closest friends. And I have met wonderful people through-out our division. I know that if I am planning a trip to Minneapolis, I can get in touch with them and they can give me recommendations on where to stay, where to eat, and where the best shopping is!

I think IAAP is a wonderful organization professionally and personally. It helps you grow in so many ways, and I am hoping that we can continue to increase our membership at chapter levels, which increases our division numbers.

What will you tell someone when they ask you, "Why did you join IAAP?" But more importantly, tell them why you *stay* in IAAP.

# Parliamentary Procedures

by Char Wilkinson, CPS

The four basic principles of parliamentary law which have been accepted by civilized people for many centuries are:

- Consider one thing at a time.
- Ensure justice, courtesy, and equal treatment to all members.
- Serve the will of the majority.
- Preserve the right of the minority to be heard.

In addition, each member has the right to understand the motions and discussions before the membership and to know their effect. Parliamentary law provides a way for groups to arrive at the general consensus of their members in a reasonable time period and climate.

Most people associate *Robert's Rules of Order* with the United States, but parliamentary law and procedure started with the parliament in England around the thirteenth century. Most people know that Thomas Jefferson wrote the *Declaration of Independence*, but he also wrote the *Manual of Parliamentary Practice* for use in the United States Senate. For many years, it was the accepted parliamentary authority not only in legislatures, but in smaller, deliberative assemblies. But it soon became apparent that the rules for law-makers were far too cumbersome for these smaller

groups. *Robert's Rules of Order* continues to be the basis for parliamentary practice in clubs, societies, and assemblies all across the nation.

**Parliamentary Terminology**

*Previous Notice* is a term meaning announcement that a motion will be made at the next meeting. The notice includes the specific wording of the proposal so that members are aware of it and may plan accordingly.

*The call* is the official notification of the time and place of the next meeting, usually mailed to members in advance of the meeting within a time frame usually prescribed in the bylaws.

*Falls to the ground* is a parliamentary term meaning that a particular item of business has become null and void, as if it never happened in the first place. An example would be the case of a motion that is withdrawn before the chair has stated the motion, thus placing it in the hands of the assembly.

*Majority (or two-thirds) vote* means more than half (or two-thirds) of those present and voting, unless the bylaws state otherwise.

The division bylaws and standing rules committee continues to keep busy reviewing, approving, and assisting chapters with their bylaws and standing rules. We welcome Nita Nurmi, CPS/CAP as a new committee member to replace Sharon Kelsey who had to resign for personal reasons.



We want to remind the following chapters their bylaws and standing rules are up for their four-year reviews in May of 2011:

- City of Lakes Chapter
- Skyway Chapter
- Valley Ridge Chapter

Also, a reminder to chapters who currently have incentive award or scholarship programs review your bylaws and standing rules with regard to the current IRS regulations for 501(c)(6) organizations.

If you have any questions or would like to have a specific subject covered in future newsletters, please contact Char Wilkinson CPS.

*Don't confuse what you give with who you are.*

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**Get Your Read On**



A well-trained and flexible mind allows you to understand a great deal of what happens around you.

*The Art of Non-Conformity: Set Your Own Rules, Live the Life You Want, and Change the World*, Chris Guillebeau

"You don't have to live your life the way other people expect you to." Those who are open-minded, ready to challenge the status-quo, hard-working, and personally

responsible can lead lives of rare authenticity through radical goal-setting. Although he believes that "competence is your security," many readers may feel a need for more of a safety net than that, such as a retirement plan. The ideas presented here are interesting, the advice grounded in logic and common sense, and, ironically, the outlook based in the same outside-the-box thinking that corporations are coming to adopt.

*Networking for People Who Hate Networking: A Field Guide for Introverts, the Overwhelmed, and the Under Connected*, Devora Zack

This book shatters stereotypes about people who dislike networking. They're not shy or misanthropic. Rather, they tend to be reflective, they think before they talk. They focus intensely on a few things rather than broadly on a lot of things. And they need time alone, to recharge. Because they've been told networking is all about small talk, big numbers and constant contact, they assume it's not for them.

But it is! Zack politely examines and then smashes to tiny fragments the "dusty old rules" of standard networking advice. She shows how the very traits that ordinarily make people networking-averse can be harnessed to forge an approach that is just as effective as more traditional approaches, if not better. And she applies it to all kinds of situations, not just formal networking events. After all, as she says, life is just one big networking opportunity, a notion readers can now embrace.

## Passion & Purpose Personified: Call for Nominations for 2011–12 Division Officers

by Joan Gatzmeyer, CPS/CAP

Calling everyone that has served as a chapter officer! Nominations are now open for the 2011–12 MN-ND-SD Division officer positions. If you have served or are serving as a chapter officer, you are eligible to be a candidate for division secretary or treasurer; and if you have served or are serving as a chapter president, you are eligible to be a candidate for division president-elect. 2010–11 Division President-elect Dawn Staycoff will automatically succeed to the office of division president.

Serving your fellow members as an officer is an excellent and fun opportunity to meet members from across the division, learn what they expect from their IAAP membership, and help develop initiatives to meet those goals. You also gain in-depth knowledge of IAAP, along with polishing your skills in teambuilding, negotiation, time management, public speaking, and much more—not to mention creating friendships and enjoying laughter along the way!

Candidates must be nominated by a vote of their chapter, and the completed nomination form must be signed by the chapter president and submitted to the Division Nominations Committee by March 22. Division member-at-large candidates may send their

completed form to Division President Linda Dahlquist, CPS/CAP to submit to the Nominations Committee. The form is available from your chapter president, or you may download it from the MN-ND-SD Division resource library on the Web Community; use tag 7878 in the search field.

Contact a member of the Nominations Committee with any questions:

Joan Gatzmeyer, CPS/CAP, [joan\\_gatzmeyer@yahoo.com](mailto:joan_gatzmeyer@yahoo.com); Devie Hagen, [Devie@ElanSpeakersAgency.com](mailto:Devie@ElanSpeakersAgency.com); Shelley Rice, [p\\_srice@yahoo.com](mailto:p_srice@yahoo.com).

What better way to use your *passion* for IAAP than for the *purpose* of serving the group that has given you so much?

## Web Community Training

by Melissa Tofte

Social media, such as Facebook, LinkedIn, and Twitter, is one of the hottest topics around. Did you realize that IAAP has its very own social medium—the IAAP Web Community? This member-driven community is a rich resource for all things IAAP, as well as other admin-related information.

If you are not an active user, make 2011 the year you *resolve* to do so! Division Treasurer and active web community user, Melissa Tofte, will hold a webinar on the basics of using the IAAP web community.

Contact Melissa at [Melissa.tofte@gmail.com](mailto:Melissa.tofte@gmail.com) to register for the online session to be held on Thursday, March 24 from 11:30 a.m. – 12:30 p.m.

## March is Retirement Trust Fund Month

by Georgann Wenisch, CAP



The mission of the Retirement Trust Foundation, also known as the Trust, has always been simple - to assist elderly and needy administrative professionals. This mission has created Vista Grande, the world's only retirement center for administrative professionals built entirely through donations to the Trust.

The Board of Trustees realized that not all elderly or needy admins can or want to live at Vista Grande. The Housing Subsidy for Admins in Need (HSAN) program was created to address this need. Through HSAN, **any** retired administrative professional living independently in a retirement community is eligible to apply for a grant for financial assistance. Applicants must meet HUD financial guidelines to qualify and must be at least 55 years of age. The annual grant assistance awarded can be for part or all of the individual's rent, depending on amount of funds available and need. If you have a retirement community in your area, please take the opportunity to meet with their financial assistance coordinator(s) to share with them the availability of these grants and

direct them to the RTF website for additional details.



### VISTA GRANDE PATIO PAVERS

With the end of the 2010-2011 term quickly approaching, your chapter may be thinking about ways to recognize your chapter, your officers, key individuals or a company or organization that has served and/or assisted your chapter this year. What better way to do so than by making a donation for a patio paver at Vista Grande! Not only does the paver ensure the recognition is preserved, but the funds raised help keep Vista Grande updated and beautiful.

For each \$100 donation made, the Trust will engrave a paver with the name of your choice as well as a chapter name and location. Go to [www.iaap-rtf.org](http://www.iaap-rtf.org) for additional information along with the application form. All chapter presidents received PowerPoint presentations on the Trust and Vista Grande earlier this year. Plan now to show these presentations at your March chapter meetings it's a great way to celebrate RTF! Please make sure that you have all new brochures for the Trust in your chapter materials and distribute these to your current and prospective members. The Trust brochures were recently updated and are available from

headquarters. Also available are RTF pins. The cost of these pins is whatever amount the individual wants to donate to the Trust.

The Northwest District RTF Chair, LaNay Robbins, has set a goal for 2010-11 to raise \$8,572.25 for the Trust. LaNay is confident that this goal can be reached if each member in the District donates \$3.25.

Georgann Wenisch, CAP  
2010-11 MN-ND-SD IAAP Division  
RTF Chair, c/o Halleland Habicht PA  
33 South Sixth Street, Suite 3900  
Mpls, MN 55402, 612-836-5523.  
[gwenisch@hallelandhabicht.com](mailto:gwenisch@hallelandhabicht.com)

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## Admin Week Development Expo

by Karin Bartz, CPS/CAP

The North Suburban Chapter is excited to announce their 2011 Administrative Professionals Week Development Expo for Administrative and Business Professionals. The expo will be held on Wednesday, April 27 at the Crowne Plaza Hotel in Brooklyn Center, MN. This is a must-attend event!

The first session will start with a luncheon and dynamic speaker, followed by a terrific vendor show. In this session, we will also have three 30-minute speaker modules on current topics that we can all relate to. The second session will not only include some time to visit the vendor show, but there will also be hors d'oeuvres and a second keynote speaker.

### Mark Your Calendars

**May 20-22, 2011**  
**2011 Annual Division Meeting**  
The Lodge at Brainerd Lakes  
<http://lodgehotelsbrainerd.com/>  
6967 Lake Forest Road,  
Baxter, MN

During this three-day event, you will experience our division officers in action with a business meeting, seminars and a special meeting for our "first timers."

**July 24-27, 2011**  
**Montreal Quebec**  
**2011 EFAM**  
The International Education Forum & Annual Meeting with an average of over 1,800 attendees offers more than 50 education workshops focusing on topics from management skills to leadership development.

Each speaker has been approved for 1.5 recertification points meaning you could obtain 3 recertification points for attending the whole event!

This really is an event for all office professionals. You may find the event information at [www.iaap-nsc.org](http://www.iaap-nsc.org) and click on the 'Meetings' tab for 2011.

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*Let go.  
When we release our  
attachment to the outcome,  
we allow the magic to happen.*

## Open House

by Kim Olson

The Skyway Chapter is well on its way to achieving the Chapter of Excellence again for 2010-2011.

We are also excited that we have our APW event planned for Tuesday, April 26 with Regina Barr from Red Ladder, Inc. who will be presenting "Expect the Unexpected: How to Think on Your Feet Without Getting Knocked Over."

Our March 17 meeting will be with Ann Yaggie from Dray Consulting, and she will be speaking on emotional intelligence. Please visit our website at [www.iaapskyway.org](http://www.iaapskyway.org) for more details.

## Thinking of you



Get well wishes to SouthWest Metro Chapter Member Jane Vanden Plas who is recovering from breast cancer surgery.

You may send cards to Jane at 567 Mission Hills Way W., Chanhassen, MN, 55317 or via email at [janev@mchsi.com](mailto:janev@mchsi.com).

Visit her CaringBridge website for more information or to share your support on Jane's journey at <http://www.caringbridge.org/visit/janevandenplas>

## Congratulations to:

The Crow River Chapter had four chapter members graduate from college in December:

### Ridgewater College:

- **Christina Kurtz** - Healthcare Administrative Assistant
- **Barbara Saunders** - Healthcare Administrative Assistant
- **Kristen Smutka** - Administrative Assistant

### Franklin University:

- **Nita Nurmi**, CPS/CAP - B.S. Human Resources Management

### New Certification's

South Suburban Chapter:

- **Gayle Quedens**, CAP
- **Lisa Hogan**, CPS/CAP
- **Hallie Warren**, CPS

TwinCities West Chapter:

- **Kim Stuber**, CPS

### New Members!

Congratulations to Katoland Chapter. They are happily welcoming two new chapter members:

- Doris Degenstein
- Darcy Ewert-Roll.

### NorthStar Chapter Builder

- Ericka Larson, CPS
- Melissa Zabilka, CPS
- Bobbie Beberg, CPS

**Congratulations everyone!**

*Trace the stars with your fingers. I hope that you will connect the dots but don't get caught in the lines that aren't really there because there is life in every breath you take and there is hope in every move you make and every single mistake you think you've made should make you feel alive because you only have one chance to live in this speck we call life.*

## Globe University Partnership

by Melissa Tofte



The MN-ND-SD Division has established a business alliance with Globe University/Minnesota School of Business. With this partnership all division members are eligible to receive 10% off of tuition up to \$5,000 at any Globe University/Minnesota School of Business campus.

As part of the agreement, Globe will market IAAP to its students studying in administrative-related fields. They are located in the following cities:

- Moorhead
- Rochester
- St. Cloud
- Sioux Falls
- Minneapolis
- Woodbury
- Blaine
- Brooklyn Center
- Elk River
- Lakeville
- Plymouth
- Richfield
- Shakopee

Watch for more details on this exciting new partnership and visit their website for more information at [www.globeuniversity.edu](http://www.globeuniversity.edu).

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## Career Connections

by *Melissa Tofte*



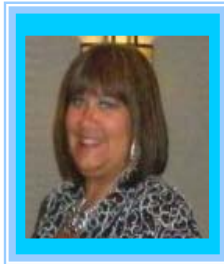
Introducing Career Connections, the division's brand new mentoring program.

Congratulations to Southwest Metro Chapter member Kathy Hengel, CPS/CAP, on winning the division mentoring program name contest with her submission "Career Connections." Thank you to everyone who submitted names for the contest. To find out more about division's newly launched mentoring program, go to [www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org) and check out the Mentoring page.

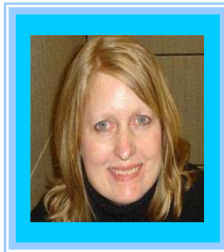
## MN-ND-SD Division 2010-11 Executive Committee



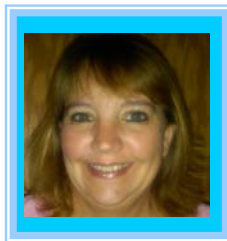
President Linda Dahlquist, CPS/CAP  
[linda\\_d5685@hotmail.com](mailto:linda_d5685@hotmail.com)



President-Elect Dawn Staycoff  
[dawn.staycoff@thrivent.com](mailto:dawn.staycoff@thrivent.com)



Treasurer Melissa Tofte  
[Melissa.Tofte@RyanCompanies.com](mailto:Melissa.Tofte@RyanCompanies.com)



Secretary Alana Erstad, CPS/CAP  
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**For more information about IAAP® visit [www.iaap-hq.org](http://www.iaap-hq.org) and [www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)**

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**Thursday, April 28**  
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 Details and registration online:  
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GAME WITH THE



Saturday, June 25<sup>th</sup> @ 7:05 PM

\$18 Package includes (\$26 Value):

- Outfield Reserved Ticket
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- Saints Hat (NEW FOR '11)

\$20 Package includes (\$28 Value):

- Outfield Reserved Ticket
- Hot Dog and Soda Voucher
- Darryl Strawberry Bobblehead

A portion of the proceeds supports the International Association of Administrative Professionals

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



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- or - Cut and mail the form below to St. Paul Saints, 1771 Energy Park Drive, St. Paul, MN 55108
  - or - Call 651.644.6659 - or - Fax 651.644.1627 | For more information about the Saints, visit saintsbaseball.com
- Tickets ordered by mail, phone, or fax will be available at will call on the day of the game*

Saturday, June 25 @ 7:05 PM



VS



IAAP: 6/25

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

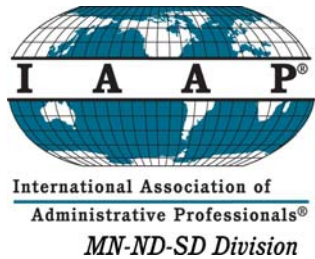
PAYMENT: Check    Visa    Mastercard    Discover    AMEX

Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

6/25: # of \$18 packages: \_\_\_\_\_

6/25: # of \$20 packages: \_\_\_\_\_ Total: \$ \_\_\_\_\_

MAKE CHECKS PAYABLE TO THE ST. PAUL SAINTS



## MN-ND-SD Division IAAP® and Arby's MARKET FRESH® Partnership



The MN-ND-SD Division of IAAP and Arby's Market Fresh Catering are pleased to announce a partnership that will benefit IAAP members and help Arby's Market Fresh Catering bring the great taste, exceptional value and unbeatable service of their catering to more companies in Minnesota!

### *Attention MN-ND-SD Division IAAP Members!*

Use the convenient services of Arby's Market Fresh Catering and **receive a 15% discount on your first order**; and a **10% discount on every order after that!**

Arby's Market Fresh Catering currently serves the Minneapolis/St. Paul metro and Duluth, Mankato, Owatonna, Rochester and St. Cloud, Minnesota. Place your order online at <http://arbyscatering.com/place-order.jsp>, and enter the promo code:

- First order 15% discount                      IAAP1
- Every order 10% discount                    IAAP2



Or for personal service, call **Catering Sales Manager Robbie Douglas at 612.275.7368** and tell her you are a MN-ND-SD Division IAAP member (so is she!). Robbie is committed to helping make you look good by taking caring of every detail right down to the tablecloth so you enjoy the peace of mind that comes from knowing everything will be delivered correctly and on time, every time.

Big or small event, casual buffet or traditional sit-down, you're covered. Need a meal for your second-shift or third-shift workers? No problem, Arby's Market Fresh Catering can help!

Boxed lunches, crisp salads, tantalizing sandwich trays including the signature Arby's roast beef and delicious fresh-baked chocolate chip cookies are some of the options available. For more information, visit [www.arbyscatering.com](http://www.arbyscatering.com).

### *Interested in an IAAP and Arby's Market Fresh Catering presentation?*

The MN-ND-SD Division and Robbie Douglas are teaming up to share information about the valuable benefits of both organizations with co-presentations to admins at businesses throughout the service area. If you would like to arrange for a presentation/lunch, please contact Division President-Elect Dawn Staycoff at (612) 532-7153 or [dawn.staycoff@thrivent.com](mailto:dawn.staycoff@thrivent.com). Robbie will also be providing MN-ND-SD Division brochures to admins at her company visits; and promoting IAAP during Administrative Professionals Week® and Day®.

