



MN-ND-SD Notes

Official Newsletter of the MN-ND-SD Division

Joan Gatzmeyer CPS/CAP
MN-ND-SD Division President

Power of Commitment

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Technology—it's changed our lives and how can we live without it? Technology users have been



categorized as early adopters, late adopters, and all those in between. I must admit that, despite being an admin and proficient with software, I am a late adopter of hardware and applications, waiting until I get a big push to get on board. I recently got my first laptop, and now I not only have one, I have two—personal and work. And at this moment, I am typing this column on a laptop as I ride home with my husband. I feel so “Carrie Bradshaw on Sex and the City!”

The past couple of months have been full of personal change and technology challenges as we moved from the metro to a country place outside of Atwater, MN (between Litchfield and Willmar). After a year of planning to work remotely from home and being assured by the phone company there would be DSL service, we found out two weeks prior to moving that there is no DSL service out of town where we are. I've been making do with a wireless connection, but it's not very strong out here on the prairie (so if you can't reach me by cell phone, you know why). As a result, I'm making the four-hour round-trip commute to the office more often than planned, which in turn, makes keeping up with other obligations more challenging as well. The good news is I have found an ideal office space to rent in the town of Atwater, which will give me DSL access and be less than 10 minutes from home, so I should be getting on a more even keel very soon.

It seems as though the IAAP International theme *Power of Commitment* was tailor-made for me this year, as I have repeated it many, many times the past few months when another stressful challenge arose. What does the theme mean to you? Have you made a commitment to

become an IAAP Member of Excellence? Have you made a commitment to earn your degree, sit for the certification exam, take on a leadership role at work or IAAP, pursue a dream, or step outside your comfort zone in some other way? The power to do so truly does come from within yourself and the mindset that you can do it, and the resources of IAAP provide a fantastic support system to carry it through.

When we settled on the theme of change management for the 2009 MN-ND-SD Division Fall Conference, it was with a more global aspect in mind, and I didn't realize how applicable it would be to my life currently. Each of the three speakers brought great insights and perspective to the change that is all around each of us and showed us how we can make a difference in our lives and those of others. The opportunities for learning, engaging in discussion, and camaraderie made it a very enjoyable weekend, and despite the less than fall-like conditions (snow!), the group gamely participated in the outdoor activity on Saturday afternoon—at least we weren't dressed in strapless gowns and formal wear like the bride and groom who held their wedding outdoors on the Riverwood grounds that day! It is with much gratitude that I acknowledge everyone who helped make it a memorable weekend by your attendance or other contributions; some of those can be found on a following page.

Warm regards,

Joan Gatzmeyer

POWER
of
Commitment
MN-ND-SD Division

IAAP Division
of Excellence
2008-2009

2009 Division Fall Educational Conference



The Division officers and parliamentary advisor did so much to make the Fall Educational Conference come together, but of particular note: President-elect Linda Dahlquist CPS/CAP for taking care of securing and copying recertification points, getting all gussied up to be a wonderful "Vanna" at the fundraising auction, and creating and sending the follow-up evaluation; Secretary Laura Zacharda-Jones CPS/CAP for staffing the Web Community demonstration room and for ably handling the technology set-up needs throughout the conference; Treasurer Brenda Jindra for her extraordinary commitment to coming to the conference on Saturday afternoon after her mother's surgery in Rochester, and for handling the conference registrations as well as the financial end of the auction; Parliamentary Advisor Vicki Halverson CPS/CAP for serving as a trusted advisor and keeping the Chair on track, acting as flag bearer for the Pledge of

Allegiance, and doing an awesome job of coming up with prizes for winning teams of the re-orienting activity. Other IAAP members that played a part or jumped in to help without being asked are:

- Heather Kolstad and Karen Albu CPS for staffing the registration table not only on Friday, but throughout the conference; also to Karen for pulling together maps and lists of restaurants in the area
- Nena Andor-Wuollet CPS/CAP for inspiring the idea of having computers and instructors available during the conference to provide Web Community demonstrations, and for being one of those instructors
- Alana Erstad CPS/CAP for significant time, talents, and resources invested in providing the karaoke entertainment on Friday evening; "We are Family!"
- Northwest District Director Valerie King CPS/CAP for her service as International representative and for helping out with the Web Community demonstrations
- Janice Paulson CPS/CAP and Lydia Spoor, appointed as tellers; Michelle Van Stone, appointed as page; Marlene Rouillard, appointed as page and also assisting the speaker on Sunday morning; and Jean Allen, serving as timekeeper
- Judy Twisk CPS/CAP for noticing the spring professional conference minutes provided in the conference materials were missing a page as compared to the ones posted in advance, and taking the initiative to get printed copies of that page to distribute during the business meeting



2009 Division Fall Educational Conference

- Pat Zwack CPS/CAP for delivering the audit reports and treasurer materials on behalf of the Audit Committee
- All of the delegates for doing their “homework” of reading their assigned chapter of Saturday’s discussion book, facilitating discussion with their small groups, and sharing key takeaways
- The fundraising live auction on Saturday evening was very successful both in terms of funds raised and in being a fun activity; in addition to contributions of Linda Dahlquist and Brenda Jindra already mentioned:
 - ◊ Brenda Shaw CPS/CAP for graciously and effectively serving as auctioneer—complete with tux
 - ◊ Katie Feldman and Lila Kalish CPS/CAP for, respectively, stepping in to be a runner for auction items and to assist in tracking winning bids
 - ◊ *TwinCities* West Chapter for use of their auction paddles and especially to DJ Herbert for bringing them to the conference and to Shaun Freeburg CPS for making them
 - ◊ Last but not least, Marlene Rouillard, Bonnie Marten CPS/CAP, and Shaun Freeburg for bringing forward the idea of incorporating an auction into a division meeting
- Jim Rivord for the considerable time, efforts, and patience invested in creating and updating the conference site for electronic registration and payment
- Dawn Staycoff and Teresa Dambowy CPS for getting into the spirit of promoting the Retirement Trust Foundation by being part of the skit at breakfast on Sunday morning—costumes and all!



Thank you again to the division officers, parliamentary advisor, division committee chairs, delegates, and attendees for making the 2009 Division Fall Conference outstanding!



Survey Winner

CONGRATULATIONS to Nena Andor-Wuollet CPS/CAP for winning a \$20 Target gift card from Saturday's speaker, Jerritt Johnston for completing his on-line survey.

The Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: the Gift of Membership. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the Gift of Membership. You can either mail/fax in the Gift of Membership form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her Gift of Membership. It only takes a few minutes but gives a gift that lasts an entire year. Don't let another day go by. Give the perfect gift, the Gift of Membership.

Access the sign-up forms at: <http://www.iaap-hq.org/join/gift.html>

Member Accomplishments

After 25 years as a Corporate America admin, Sheryl Snitkin chose to transition her skills into starting her own virtual assistant (VA) business called Urban Admin. Sheryl knew with being a business owner, she would need to develop a new set of business skills. In her research, Sheryl found AssistU (AU) and Stacy Brice. Stacy Brice had formalized the VA profession in 1992 and started AU in 1997, where she serves as the Chief Visionary Officer. Early in 2009, Sheryl applied to AU and started the 20-week extensive training program in March. The weekly one-hour interactive teleseminars covered: business structures, defining ideal clients, best practices, marketing, networking, and setting fees.

After approximately 250 hours of class time and independent study, passing the final exam, and receiving official notice of her graduation, Sheryl is now ready to launch her business. Sheryl is Urban Admin's CEO, Marketing Director, CFO, Tech Support, and wears a myriad of other hats. She is excited about her future as a VA and knows she will be a success with AssistU's continued community support. I have to mention that Sheryl will be working from her home office in her pajamas with her two coworker cats?

Sheryl, congratulations and good luck!

Sheryl M. Snitkin, Virtual Assistant
sheryl@urban-admin.com
www.urban-admin.com
AssistU: www.assistu.com



"I don't think there is anything I can think of that isn't covered in AssistU's Virtual Training Program."

Becoming A Chapter of Excellence by Brenda Shaw CPS/CAP

Criteria #9 – Leadership Training



If your chapter is working towards becoming a Chapter of Excellence, and having difficulty accomplishing Criteria number 9, the City of Lakes Chapter has a deal for you. We are planning on having an “expanded” leadership seminar that will cover general leadership principles, strategic planning, succession planning and other leadership skills appropriate to IAAP. We fully expect that this seminar will qualify for recertification points for those that need them and will fully meet all the requirements for your four officers and four committee chairs (Education, Bylaws, Professional Development, and Membership) to accomplish Criteria number 9 of the Chapter of Excellence Requirements.

The plan is to schedule the Leadership Seminar in the Twin Cities one evening after work from 6:30 pm – 8:30 pm. If your officers and committee chairs have not been able to attend a Division weekend training opportunity, they now have another chance to fulfill this requirement close to home. The exact location and date have yet to be determined because they will depend upon the number of attendees and the dates that work best for them. We know for sure it will be scheduled after January 1 and before May 1, 2010. The cost of the seminar will be \$10.00.



If you are interested in attending this seminar, please complete the “interest survey” below and send it to Brenda Shaw CPS/CAP (bshawCAP@comcast.net) or Lila Kalish CAP (lila@millerlaw.com).

Name: _____

Chapter: _____
Title: _____

I am interested in:

Recertification Points

Chapter of Excellence Requirement

I prefer:

Sunday	Monday	Tuesday
Wednesday	Thursday	Friday

I prefer the following week (1st, 2nd, 3rd Choice):

1/10-1/15	1/17-1/22	1/24-1/29	1/31-2/05	2/07-2/12
2/14-2/19	2/21-2/26	2/28-3/5	3/7-3/12	3/14-3/19
3/21-3/26	3/28-4/2 (Easter)	4/5-4/9	4/11-4/16	4/18-4/23(APW)

MN-ND-SD Division Office Nominations by Kristi Rotvold CPS/CAP

It's never too early to start thinking about running for a division office. Information will be sent out by the end of January to all chapter presidents with a deadline of March 20, 2010 to be on the ballot at the 2010 Annual Meeting. Please start thinking **now** about stepping up to the next level of leadership and watch for the information coming in 2010!

Kristi Rotvold, CPS/CAP
 2009-10 Nominating Chair
 Debi Cain-Rivord CPS/CAP
 Fe Mahler CPS/CAP
 2009-10 Nominating Committee



Retirement Trust Foundation by Teresa Dambowy CPS/CFM



November Is Retirement Trust Foundation Month

The Retirement Trust Foundation (The Trust) is a non-profit organization founded in 1947. Its mission is to provide housing assistance for those administrative professionals that are in need, age 55 and older.

It is a separate unit from IAAP, thus no part of IAAP membership dues are applied toward The Trust. It is a tax-exempt charitable organization, as such all contributions made to The Trust are tax deductible.

You can provide support to The Trust in several ways. This would include purchasing holiday cards, pavers, and commemorative pins. The Family of Givers program is also another way for you, your family and friends can contribute to The Trust. To learn more about this program refer to the donor contribution form, which is attached to this newsletter or go to: www.iaap-rtf.org

I would like to take this opportunity to thank those who helped the MN-ND-SD Division raise \$150.00 at the live auction, held at the 2009 Division Fall Conference. This year, our Division has a goal of raising \$975.00 for The Trust so we are off to a great start.

I would also like to thank Joan Gatzmeyer CPS/CAP, President, MN-ND-SD Division IAAP and Dawn Staycoff, *TwinCities* West Chapter in helping me perform a skit about The Trust during Sunday morning's breakfast at the Fall Conference.

Submitted by Teresa Dambowy CPS, CFM
 IAAP MN-ND-SD Division RTF Committee Chair

THE Trust RETIREMENT TRUST FOUNDATION

Contributions

All contributions to the Retirement Trust Foundation are tax deductible in the US.

Make checks payable to "Retirement Trust Foundation" and mail to:

IAAP World Headquarters, PO Box 20404, Kansas City, MO 64195-0404

Information: *(must complete)*

(check one) Chapter/Division Contribution Individual Contribution

Name _____ IAAP Membership Identification Number _____

Address _____

City _____ State _____ Zip/PC _____

Contact _____ Title _____

E-mail _____ Telephone _____ Fax _____

Contributions must be received in IAAP Headquarters before the end of the last business day of June to be counted toward Trustees' Awards presented at the next IAAP International Education Forum and Annual Meeting.

Chapter/Division Contribution

Divisions sending contributions for chapters should list each chapter and amount of contribution and attach to this form so those chapters may also participate in the awards.

Date _____ Contribution Amount _____

Contribution Type: General Memorial Honor/Appreciation

Chapter Name/Location _____

Division Name _____

Chapter Number _____ Division Number _____

Send Memorial or Honor/Appreciation Acknowledgement to:

Name _____

Address _____

City _____

State _____ Zip/PC _____

Contact _____

Title _____

E-mail _____

Telephone _____ Fax _____

Information to appear on Memorial or Honor/Appreciation Acknowledgement:

In memory of _____

In honor of _____

and appreciation for _____

Individual Contribution

"Family of Givers"

Yes, I (we) want to support the Retirement Trust Foundation.

\$25 \$50 \$100 \$150 \$250 \$500 Other _____

Please recognize me in the Trust's Family of Givers program per the parameters below.

Fiscal year contributions to the Trust in the following category will provide for donor recognition within the association and related donor benefits.

Sustaining: \$100 to \$499 *(RTF pin and holiday cards)*

Leadership: \$500 to \$999 *(RTF pin, paver and holiday cards)*

Pacesetter: \$1,000 and up *(RTF pin, paver, holiday cards, plaque and special recognition)*

The Trust Legacy Club

I have arranged for the RTF to be a beneficiary of my estate

Please contact me to discuss how I can make the RTF a beneficiary of my estate

*Investing In The Future Of
Administrative Professionals*

Payment:

Check Enclosed *(payable to the Retirement Trust Foundation)*

Credit Card: Visa MasterCard Discover AmEx

Account Number _____ Expiration Date _____ Amount (US funds) \$ _____

Signature _____



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Fall Restaurant Showcase by Melissa Tofte

The Metro Lakes Council had an IAAP table at the annual Fall Restaurant Showcase event on September 23 in Minneapolis. Chapter members from the metro area talked to attendees about IAAP and handed out information regarding the various metro area chapters. Attendees at the event sampled food from local restaurants, listened and watched food demonstrations and entered drawings to win prizes. A drawing was held at the IAAP table to gather names of potential members. The winner will receive one free registration at a metro chapter meeting of his or her choice.

Event Volunteers

Wendy Peek (City of Lakes)
 Yvette Kanzler (TC West)
 Cheryl Davis (City of Lakes)
 Sherry Lemmer (City of Lakes)
 Tracy Barrett (Skyway)
 Fe Mahler (Skyway)
 Katie (Lecy) Feldman (TC West)
 Melissa Tofte (Skyway)



BYLAWS AND STANDING RULES by Char Wilkinson CPS

The Division Bylaws and Standing Rules Committee continues to keep very busy reviewing and approving chapter bylaws and standing rules that are up for review.

The committee has been assisting the chapters in amending their bylaws and interpreting some of the amendments adopted to the International B&SR at the International EFAM in July 2009. The only amendments that are going to affect your respective chapter's bylaws and standing rules are the amendments which changed the name of the **International Convention to International Education Forum and Annual Meeting**. This is considered a correlation change and does not require an amendment to your chapter's bylaws and standing rules.

All chapter presidents recently received an email from Dortha Gray CPS, Chair of the International Bylaws and Standing Rules Committee, regarding the procedures for reviewing and submitting proposed amendments to the International Bylaws and Standing Rules by February 1, 2010. If any chapters are planning on proposing any amendments to the International B&SR, please be sure to let the Division Executive Board know that you will be doing so.

The Brainerd Chapter is due for their four-year review this year and will need to submit their bylaws and standing rules to the committee by June 2010. The Division Bylaws and Standing Rules are also due for their four-year review this year, so watch for further communication from the committee regarding the proper procedure for submitting proposed amendments, etc.

Please remember that the Division Bylaws and Standing Rules Committee is always available to answer any of your bylaws questions, so please contact us.

Division Bylaws and Standing Rules Committee

Char Wilkinson CPS, Team Leader

Nita Nurmi CPS/CAP

Linda Dahlquist CPS/CAP



Fundraising by Janice Paulson

THANK YOU to everyone who purchased t-shirts, pinecones and jump drives at the Fundraising table at the Fall Division Conference. We raised almost \$600 for Division. The remaining t-shirts have been donated to the United Way for distribution.

Janice Paulson

Division Fundraising Chair

IAAP RESEARCH AND EDUCATION FOUNDATION by Char Wilkinson CPS

Committed to Support the Professional Growth of Admins

I want to thank all of you who supported the IAAP Research and Educational Foundation at the Fall Conference in Otsego. We raised a total of \$125.00, which brings our grand total to \$2,242.00.

Last year, Past International President Barb Horton appointed a subcommittee to review the mission, programs and services of the IAAP Research and Educational Foundation. As a result of their initial work on a new direction for the foundation, the subcommittee developed a new mission and strategic goals:

Mission Statement: The IAAP Research and Educational Foundation is committed to advancing the careers of administrative professionals through research, education and publication initiatives that enhance their professional development.

Strategic Goals:

1. Conduct, sponsor or promote targeted educational programs that meet the needs of the profession, align with the strategic priorities and communicate the core values.
2. Support scholarships for IAAP educational conferences and IAAP certification programs.
3. Conduct content validity studies for the CPS and CAP exams.
4. Participate in co-branded research studies germane to the profession.
5. Publish and promote educational and research materials.

I want to encourage everyone to support the R&E Foundation and you can do this by:

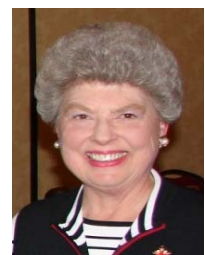
- Contributing to the R&E when you renew your IAAP membership. There is a contribution line on the renewal form.
- Making a contribution to the R&E in honor of a member who has completed 25 years or more as a member of IAAP. Please note that this is a great way to recognize any of your members who celebrate a significant anniversary in IAAP.
- Making a contribution to the R&E in memory of a member who has passed away.

Having a basket or piggy bank available at your chapter meetings designated for the R&E. Please note that this brought in **\$10.00** at our Fall Conference.

Please remember to promote the Research and Educational Foundation benefits to all of your members, and remember that all monetary donations made to the R&E Foundation are tax deductible as it is a 501(c)(3) non-profit foundation.

Thanks again for your support of the R&E and please contact me if you need any help on how your Chapter can help support the R&E.

Char Wilkinson CPS, Team Leader



IAAP MLC Holiday Party

2nd Annual Metro Lakes IAAP Holiday Get Together

Hosted by *TwinCities West*



Thursday, December 10, 2009
5:00 – 8:00 p.m.

Radisson Hotel and Conference Center, 3131 Campus Drive
Plymouth, MN 55441 (763.559.6600)

**White
Elephant
Gift
Exchange!**

**Dinner
Music w/
Marian
Grossman!**

**Networking
aka
Visiting!**

**Photo
Fun!**

**Bake
Sale!**

**Great
Food!**

Community Service Project

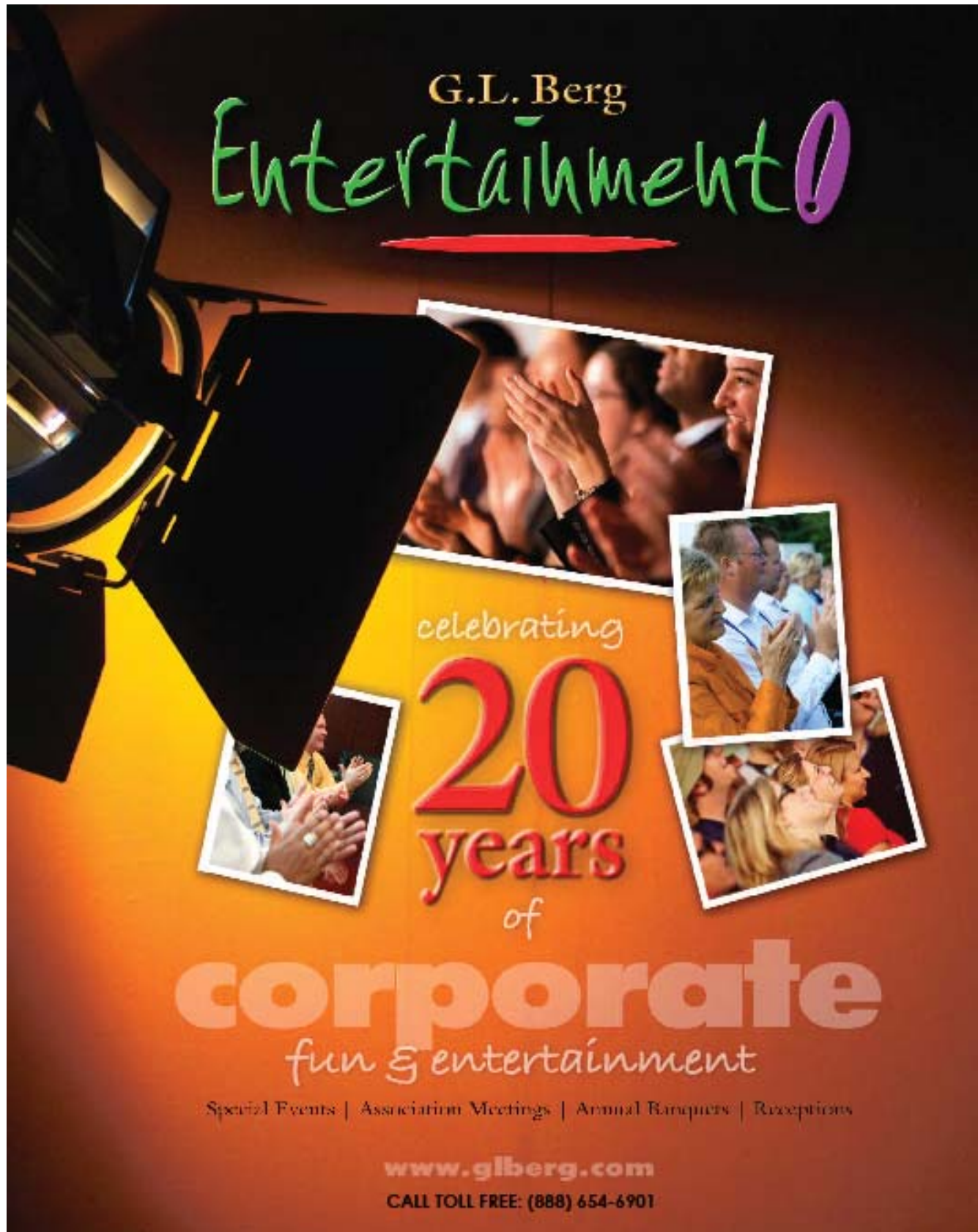
TwinCities West will be collecting donations of Winter Warm Wear for the Western Suburbs. If you can bring a hat, some gloves or even a coat to help keep our neighbors warm this winter, it would be greatly appreciated by all. Thank you!

Members and Guests – \$25 / Dinner is Included

Pre-registration is required. Visit our website at www.iaap-twincitieswest.org. Payment can be made at the door with a check made payable to *TwinCities West IAAP* or through PayPal with a small convenience fee of \$1.25.

Registration deadline is Friday, December 4. In the event you become unable to attend, cancellations must be received no later than 3:30 p.m. on Monday, December 7. No shows will be billed for the registration fee. If you have any questions, please call Georgann B. Wenisch at 612-672-3727.

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To: **ALL IAAP MEMBERS (TWIN CITIES)**
From: Randy Bowman (Account Executive)
RE: **FEATURED COPY PAPER PRICE FOR IAAP MEMBERS**

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PURCHASE ORDER (IF REQUIRED): _____

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		\$29.89 (3-4 CT)	_____ CT
		\$28.99 (5 + CT)	_____ CT

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Twin City Office Supply is a locally owned and operated independent dealer that has been serving the local market since 1982. We promise competitive pricing delivered with hometown customer service that is second to none!

Sincerely,

Randy Bowman – Account Executive

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Upcoming Educational Event



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MPI MN PANEL DISCUSSION

Emerging Leader Panel Discussion

January 20, 2010

Are you new to the industry or do you know someone who is? This session is for you. Come meet a panel of senior industry members and hear their advice to new members of the industry. See what their career paths have been and ask them the questions you really want answers to. This session is only to any MPI members or non-members.

Pre-register for this event and receive discounted admission to the monthly meeting.

EVENT SPECIFICS

Date/Time: January 20, 2010
 10:00 AM-11:00 AM

Cost: Free

Venue:

Registration: [REGISTER ONLINE](#)



[Details](#) | [Registration](#)
[Venue](#) | [Directions](#)
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— Tracey Smith, CMP, CMM

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Joang@hdgi1.com



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