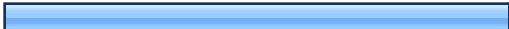

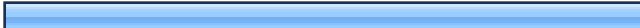












1. Do you regularly attend the IAAP Saint Paul Chapter meetings?

		Response Percent	Response Count
Yes		76.0%	19
No		24.0%	6
	If no, why not?		6
answered question			25
skipped question			0



2. Do you feel welcome at the chapter meetings?

		Response Percent	Response Count
Yes		96.0%	24
No		4.0%	1
	If no, how could we make you feel more welcome?		1
answered question			25
skipped question			0

3. Which of the following statements best describes why you are a member of IAAP? Select the top 3.

		Response Percent	Response Count
Commitment to my career		52.0%	13
Educational value		48.0%	12
Because it is a professional administrative organization		48.0%	12
Credentials/Certification		24.0%	6
My company supports it		8.0%	2
Looks good on my resume		0.0%	0
Position requirement		0.0%	0
On my personal development plan		8.0%	2
Networking		56.0%	14
Growth and development		48.0%	12
Other (please specify)		8.0%	2
answered question			25
skipped question			0

4. Do you find the vendors to be beneficial?

		Response Percent	Response Count
Yes		66.7%	14
No		33.3%	7
Vendor suggestions?			6
answered question			21
skipped question			4


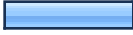
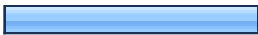


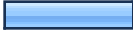

5. Please provide suggestions on how we could improve our networking/vendor hour.

	Response Count
	21
answered question	21
skipped question	4



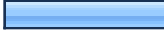



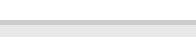
6. Please answer the following using True or False.

	Yes	No	Somewhat	Response Count
I would like to see the Saint Paul Chapter grow.	100.0% (21)	0.0% (0)	0.0% (0)	21
I enjoy being a member of IAAP.	100.0% (21)	0.0% (0)	0.0% (0)	21
I choose to be actively involved.	81.0% (17)	4.8% (1)	14.3% (3)	21
I look forward to our monthly chapter meetings.	76.2% (16)	0.0% (0)	23.8% (5)	21
I like to bring guests to the chapter meetings.	14.3% (3)	23.8% (5)	61.9% (13)	21
Our programs are primarily educational in nature.	71.4% (15)	0.0% (0)	28.6% (6)	21
Most of the programs are interesting and relevant to me.	47.6% (10)	0.0% (0)	52.4% (11)	21
I have input into program topics.	71.4% (15)	14.3% (3)	14.3% (3)	21
I have provided topics or speaker suggestions this year.	23.8% (5)	61.9% (13)	14.3% (3)	21
The length of the monthly educational program is just right.	81.0% (17)	0.0% (0)	19.0% (4)	21
Most of the programs are geared to my role as an administrative professional.	66.7% (14)	0.0% (0)	33.3% (7)	21
			answered question	21



7. Which of the last year's programs was the most helpful to you? (select all that apply)

		Response Percent	Response Count
February - Leadership 1 (Susan Davis-Ali, Ph.D.)		52.4%	11
March - Managing Thoughts and Attitudes, and Motivating Self (Kate St. Vincent Vogl)		19.0%	4
April - Ethics in the Workplace (Nancy Walsh, Ph.D.)		38.1%	8
June - Ergonomics: Posturing Yourself for Productivity (Kent Kittleson)		33.3%	7
September - Generational Communication (Val King)		47.6%	10
October - Lighten Up and Laugh (Molly Cox)		19.0%	4
November - Clutter Control (Sheila Galligan)		14.3%	3
		answered question	21
		skipped question	4









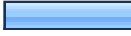



8. Which of last year's program topics would you like to learn more about? (select all that apply)

		Response Percent	Response Count
February - Leadership 1 (Susan Davis-Ali, Ph.D.)		23.8%	5
March - Managing Thoughts and Attitudes, and Motivating Self (Kate St. Vincent Vogl)		33.3%	7
April - Ethics in the Workplace (Nancy Walsh, Ph.D.)		23.8%	5
June - Ergonomics: Posturing Yourself for Productivity (Kent Kittleson)		28.6%	6
September - Generational Communication (Val King)		14.3%	3
October - Lighten Up and Laugh (Molly Cox)		19.0%	4
November - Clutter Control (Sheila Galligan)		28.6%	6
answered question			21
skipped question			4

9. Do you enjoy panel discussions?

		Response Percent	Response Count
Yes		81.0%	17
No		19.0%	4
Topics you would like to see?			5
answered question			21
skipped question			4

10. Select the top 3 programs about which you would like greater knowledge.

		Response Percent	Response Count
Balancing Work/Home Life		23.8%	5
Customer Service		14.3%	3
Goal Setting (professional and personal)		28.6%	6
IAAP Overview		19.0%	4
Leadership		28.6%	6
Meeting & Event Planning		9.5%	2
Motivational		19.0%	4
Organization Tips		38.1%	8
Public Speaking - Toastmasters		19.0%	4
Software (please fill in the comment box below also)		33.3%	7
Time Management		28.6%	6
Virtual Assistant		38.1%	8

Please name the computer programs in which you are interested.

8



answered question

21






skipped question

4



11. Are you presently a board member, committee chair and/or committee member?

		Response Percent	Response Count
Yes		71.4%	15
No		28.6%	6
	If no, why not?		6
answered question			21
skipped question			4









12. Are you interested in getting more involved? (select all that apply)

		Response Percent	Response Count
Yes, with the Board		14.3%	3
Yes, on a committee		14.3%	3
Yes, with planning the 2012 Division Annual Meeting		9.5%	2
I am currently a board and/or committee chair		42.9%	9
No		28.6%	6
	If no, why?		6
answered question			21
skipped question			4


13. Do you feel your needs, concerns and/or interests are a priority for the current chapter board?

		Response Percent	Response Count
Yes		95.2%	20
No		4.8%	1
If no, explain why not			3
answered question			21
skipped question			4



14. What is your impression of the current chapter board? (choose as many as apply)

		Response Percent	Response Count
Committed to IAAP		85.7%	18
Passionate about our chapter		71.4%	15
Informed about current IAAP issues/news		52.4%	11
Approachable by phone/email/in person		85.7%	18
Concerned with chapter success		90.5%	19
Functional as a team		47.6%	10
Keeps to themselves, thereby excluding other members		4.8%	1
Secretive about important updates		0.0%	0
Dysfunctional as a team		0.0%	0
Not interested in feedback from chapter		0.0%	0
Other		14.3%	3
answered question			21
skipped question			4

15. Do you feel comfortable sharing your thoughts and suggestions with chapter board members?

		Response Percent	Response Count
Yes		100.0%	21
No		0.0%	0
	If no, how could we make it easier?		0
	answered question		21
	skipped question		4

16. Are you familiar with the IAAP web community?

		Response Percent	Response Count
Yes		95.2%	20
No		4.8%	1
	If interested, enter your name and we will set up time to give a tutorial.		1
	answered question		21
	skipped question		4

17. Any additional comments, questions, or suggestions?

	Response Count
	12
answered question	12
skipped question	13

Page 2, Q1. Do you regularly attend the IAAP Saint Paul Chapter meetings?

1	Depends on whether the topic is worth the ROI, and also depends on the weather and what is going on at work or in personal life in terms of timing.	Mar 25, 2011 10:50 AM
2	Just returning from a year long hiatus.	Mar 25, 2011 11:35 AM
3	Love my warm house in winter.	Mar 25, 2011 11:40 AM
4	don't have an interest.	Apr 11, 2011 10:53 AM
5	Conflicts with my schedule.	Apr 12, 2011 5:40 PM
6	I am retired, but working part time not in an office position.	Apr 14, 2011 4:18 PM

Page 2, Q2. Do you feel welcome at the chapter meetings?

1	There has been improvement but still tends to be a lot of the same people only talking to and sitting with their little group.	Mar 27, 2011 9:47 AM
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Page 2, Q3. Which of the following statements best describes why you are a member of IAAP? Select the top 3.

1	It is a compilation of about 2/3rds of the above	Mar 25, 2011 10:50 AM
2	To stay current with the administrative assistant field.	Apr 14, 2011 4:18 PM

Page 3, Q4. Do you find the vendors to be beneficial?

1	Only as a fundraiser. I'm tied to my employer's choices	Mar 25, 2011 10:16 AM
2	I don't work with those types of vendors at my place of business or in my job.	Mar 25, 2011 10:55 AM
3	But I know that it serves as fundraiser to have them there.	Mar 25, 2011 11:23 AM
4	Not really because a lot of them surround the hospitality field and I'm in HealthCare.	Mar 25, 2011 11:42 AM
5	Software; Computer Geeks.	Mar 25, 2011 1:24 PM
6	There are a lot for hotels and I do not book meetings any more	Mar 28, 2011 6:49 AM

Page 3, Q5. Please provide suggestions on how we could improve our networking/vendor hour.

1	during the networking time it would be fun to do ice-breakers. This would encourage more of a meet and great feel --and allow us to get to know each other.	Mar 25, 2011 10:03 AM
2	I have no real problem with it as it is.....I think it's natural for people to come in and sit down. It can only be avoided if the social area is separate from the meeting space. That's seldom an option.	Mar 25, 2011 10:16 AM
3	Shorten it - do not need an hour	Mar 25, 2011 10:43 AM
4	Too many cliques. Not sure how to solve that. Maybe an ice breaker once in a while. It would be nice to have vendors that we'd use more often. More practical. It not often I'd need a local hotel.	Mar 25, 2011 10:51 AM
5	Encourage people to arrive earlier, make brief announcement before meeting begins to announce visitors, vendors etc.	Mar 25, 2011 10:53 AM
6	Use of icebreakers to get to know people?	Mar 25, 2011 10:55 AM
7	promote it as a time not to miss	Mar 25, 2011 11:16 AM
8	I believe that is works well.	Mar 25, 2011 11:21 AM
9	Typically, I'm unable to be there much before dinner.	Mar 25, 2011 11:23 AM
10	Would not know. I work at a clinical level.	Mar 25, 2011 11:42 AM
11	No ideas right now.	Mar 25, 2011 11:43 AM
12	Have the tables closed off, so you can't sit down and must mingle.	Mar 25, 2011 12:20 PM
13	Try to encourage more members to come and visit iwth the members. Not an easy task!	Mar 25, 2011 1:24 PM
14	none	Mar 25, 2011 4:01 PM
15	continue to get a variety of vendors, 3-4 each month seems to be a nice number. I really notice less networking when there are no vendors.	Mar 27, 2011 9:59 AM
16	Can't think of any	Mar 28, 2011 6:49 AM
17	more vendors, but I haven't provided suggestions, so I realize we all need to work on that to get more vendors.	Mar 28, 2011 7:56 AM
18	I'm not sure at this writing	Mar 30, 2011 5:36 AM
19	Don't know.	Apr 3, 2011 9:24 PM
20	I think a little activity in the beginning helps people to mix it up a bit. A game or hunt or discussion question at the table.	Apr 11, 2011 11:02 AM
21	Icebreakers - topics to start conversations. Don't allow people to sit down - have high top tables where they have to mingle.	Apr 11, 2011 12:03 PM

Page 3, Q9. Do you enjoy panel discussions?

1	Effective Relationships at work w/your boss	Mar 25, 2011 10:43 AM
2	Thought Leaders!	Mar 25, 2011 1:24 PM
3	software applications, social media	Mar 27, 2011 9:59 AM
4	I wouldn't mind another boss panel on how they relate to their admins and how they use them.	Mar 28, 2011 7:56 AM
5	Admins with their bosses fielding questions about communication and healthy relationships at work	Apr 11, 2011 12:03 PM

Page 3, Q10. Select the top 3 programs about which you would like greater knowledge.

1	How to get the most out of MS Office, Troubleshooting computer basic computer issues	Mar 25, 2011 10:53 AM
2	MS OneNote, MS Office 2010	Mar 25, 2011 11:16 AM
3	Learning more about LinkedIn and getting set up	Mar 25, 2011 11:23 AM
4	Software. Computer tech intro/intermediate.	Mar 25, 2011 1:24 PM
5	Outlook,Office 2007,	Mar 27, 2011 9:59 AM
6	Panel on software shortcuts/tips. Excel, Outlook	Mar 28, 2011 7:56 AM
7	It is always good to keep updated with the fast growth and change of software programs, any MS Office, Outlook	Mar 30, 2011 5:36 AM
8	Office 7, PhotoShop, WebEx,	Apr 3, 2011 9:24 PM

Page 4, Q11. Are you presently a board member, committee chair and/or committee member?

1	personal reasons	Mar 25, 2011 10:04 AM
2	Time. Don't care for a board member.	Mar 25, 2011 10:55 AM
3	I serve as treasurer of two other professional organizations	Mar 25, 2011 11:25 AM
4	Don't want to be right now.	Mar 25, 2011 11:45 AM
5	New to the organization	Apr 3, 2011 9:25 PM
6	time	Apr 11, 2011 11:04 AM

Page 4, Q12. Are you interested in getting more involved? (select all that apply)

1	not at this time.	Mar 25, 2011 10:04 AM
2	Hard to commit to the next year when meeting location has not been selected yet.	Mar 25, 2011 10:56 AM
3	I did not give you the option of stating I am already a committee member, so my only choice as no.	Mar 25, 2011 10:59 AM
4	Other professional organization officer	Mar 25, 2011 11:25 AM
5	Time commitment	Mar 25, 2011 11:44 AM
6	Time constraints	Mar 25, 2011 12:21 PM

Page 4, Q13. Do you feel your needs, concerns and/or interests are a priority for the current chapter board?

1	Individual needs can seldom be a priority for any board	Mar 25, 2011 10:17 AM
2	I don't know if they are or not.	Mar 25, 2011 10:55 AM
3	Just because the seminars may give me an ROI, doesn't mean they won't for someone else.	Mar 25, 2011 10:59 AM

Page 4, Q14. What is your impression of the current chapter board? (choose as many as apply)

1	Leisha is an excellent president	Mar 25, 2011 11:44 AM
2	Awesome leader!!!	Mar 25, 2011 1:26 PM
3	Miscommunication and disorganized	Mar 25, 2011 4:06 PM

Page 4, Q16. Are you familiar with the IAAP web community?

1	Don't use it much because it is difficult to navigate.	Mar 28, 2011 7:57 AM
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Page 4, Q17. Any additional comments, questions, or suggestions?

1	no	Mar 25, 2011 10:17 AM
2	would like to see more transparency between the board and the chapter	Mar 25, 2011 10:44 AM
3	Would like to see more "professional" speakers. Free or cheap is not always a value.	Mar 25, 2011 10:55 AM
4	I feel comfortable with fellow members now, but did not when I first joined. People were not friendly and hung in their own groups. New members should have a mentor and directors should make contact with everyone. Not sure if this is happening now	Mar 25, 2011 10:56 AM
5	I need less fluff, more practical. Maybe for practice with public speaking, we could have some of our seminars be like a toastmaster meeting, where the members are sharing some of their knowledge and talent, and getting the opportunity to better their speaking and presentation skills at the same time.	Mar 25, 2011 10:59 AM
6	Thank you	Mar 25, 2011 11:17 AM
7	Because I had to select one of the choices for this past years meetings (until Dec). I just clicked on one even though I did not attend because I wasn't a member at the time. However, I do have a strong interest in Ergonomics.	Mar 25, 2011 11:45 AM
8	Keep the positive focus in our board and committee meetings, that will help motivate others. Remove any negative thinkers, they bring us down.	Mar 25, 2011 1:26 PM
9	There is some miscommunication and everyone is always in a hurry, needs to be more organized.	Mar 25, 2011 4:06 PM
10	What part does Hq play for the general membership or are they just a governing body?	Mar 27, 2011 10:07 AM
11	It would be nice to do this meeting mid day. I get so busy with family commitments during the evening.	Apr 11, 2011 11:04 AM
12	Excited for the next year!	Apr 11, 2011 12:04 PM