

IAAP St. Paul Chapter Survey - 2010

Which of the following statements best describes why you are a member of IAAP? Select as many as apply.

Answer Options	Response Percent	Response Count
Commitment to my career	89.3%	25
Educational value	75.0%	21
Because it is a professional administrative	64.3%	18
Credentials/Certification	46.4%	13
My company supports it	21.4%	6
Looks good on my resume	39.3%	11
Position requirement	0.0%	0
Other (please specify)	7.1%	2
<i>answered question</i>		28
<i>skipped question</i>		0

#	Other (please specify)
1	even though I am retired, IAAP is important to me.
2	Friendships

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Do you regularly attend the IAAP Saint Paul Chapter meetings?

Answer Options	Response Percent	Response Count
Yes	53.6%	15
No	46.4%	13
Why?		24
<i>answered question</i>		28
<i>skipped question</i>		0

Why?

1	I enjoy the education and networking.
2	Just recently joined
3	I faithfully attended all meetings until this year. Finances are not allowing attendance.
4	I am a caregiver to my husband and mother and have no free time to attend meetings.
5	Wednesdays are bad for me due to other commitments with my children.
6	Because they are on a night that I am directing my church choirs.
7	I only get value from my membership by being involved.
8	For reasons checked above
9	I find most of them to be educational to some degree. <input type="checkbox"/> <input type="checkbox"/> The networking with other professionals.
10	Educational forums and the networking.
11	I usually learn something new from each speaker. Chapter meetings provide a good place/time to network.
12	Life has its challenges
13	I live in New Mexico, but am pleased and proud to still be a member of the St. Paul MN Chapter
14	I enjoy the programs and use the points for recertification. I usually attend all meetings, except for when my School Board changes their regular meeting from the first Tuesday to the first Wednesday due to precinct caucus, etc.
15	Education
16	I look forward to the educational programs and the opportunity to network with members.
18	The meetings are educational. Networking is important. IAAP give me a big picture of what it means to be a great admin.
19	For the networking & educational aspects
20	Other commitments have kept me away, but will be attending more now that those commitments have been met.
21	Not as regularly as I would like
22	I started school and it conflicts with the meeting dates and times.
23	In prior years yes, but due to financial constraints, I have not been able to attend this year.
24	Mainly due to scheduling conflicts.

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Do you feel welcome at the chapter meetings?

Answer Options	Response Percent	Response Count
Yes	89.3%	25
No	10.7%	3
Comments		8
<i>answered question</i>		28
<i>skipped question</i>		0

Comments

1	Seems hard to fit in. People are in their "Klicks"
2	Never been to one - see above.
3	I have been a member and involved for a long time so I feel welcome. It is something the chapter needs to stay committed to, although, making sure our new members feel welcome and are comfortable attending.
4	It is what it is. You need to take accountability for yourself and seek others out to get the most benefit from the socializing.
5	Though I usually feel welcome, some members stay in their little cliques at the meetings. It is a good idea to occasionally have a way to seat people at the tables without having them choose at which table they will sit, similar to how you used the candy bars at the February meeting. Perhaps another idea would be to draw table numbers from a basket. The only exception would be people who bring guests--they should definitely sit beside the person who brought them.
6	I know I always have, whenever I have 'come back' to a meeting.
7	Not a warm and inviting atmosphere

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Can you provide suggestions to improve our networking hour? If you have none, please type N/A.

Answer Options	Response Count
	28
<i>answered question</i>	28
<i>skipped question</i>	0

#	Response Text
1	the vendors seem to work quite well
2	Maybe have a buddy system for new memembers. Someone how will introduce new members to other members and explain the meeting formats, how the certification process works etc.
3	Maybe long time members can make new members feel more welcome. Introduce new people around such as a new member mentor.
4	The vendors have been the best way, but table talk questions would be good also.
5	Assign visitor to a seasoned member even if the visitor is with someone. i.e. set at same table, talk for a few minutes to get to know them, offer to pick up handout for them.
6	Don't try to force everyone to participating in the networking by hosting socializing games. Some people find these offensive. But do keep suggesting that members try to talk with others or at least board and committee members to learn more about the chapter and the opportunities it offers.
7	I like when you have a way of bringing people to other tables a little fun involved in finding your tables.
8	Everyone walks in and sits at a table--to difficult to mingle with people seating.
9	The candy bar mixer was nice, but the board also needs to go along with it.

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Do you find the vendors to be beneficial?		
Answer Options	Response Percent	Response Count
Yes	82.1%	23
No	17.9%	5
Comments		10
<i>answered question</i>		28
<i>skipped question</i>		0

#	Comments
1	I'm not sure as I have not had any exposure to them.
2	Sometimes. I feel the vendors needs to represent the male and female populations with their products whether it is personal or professional.
3	Vendors are always fun. I sometimes feel bad when there are not many members present to make it worth their time.
4	It may be a good way for the chapter to make money, but I question how many of the vendors we've had actually benefit from being there. How many of us give them business after the meeting is over?
5	For work purposes
6	I always did when we would have them participate in our events.....
7	I enjoy finding out about potentially new vendors to work with.
8	It's always fun to see what's new and get free stuff.
9	Absolutely! Very important to have as many contacts as possible to ensure quality services are employed.

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Select at least 3 programs which you would like a greater knowledge. (Choose as many as apply)

Answer Options	Response Percent	Response Count
Balancing Work/Home Life	28.6%	8
Customer Service	10.7%	3
Goal Setting (professional and personal)	32.1%	9
IAAP Overview	10.7%	3
Leadership	32.1%	9
Meeting & Event Planning	25.0%	7
Motivational	35.7%	10
Organization Tips	71.4%	20
Public Speaking - Toastmasters	25.0%	7
Software (please fill in the comment box below also)	32.1%	9
Time Management	35.7%	10
Virtual Assistant	32.1%	9
Please name the computer programs in which you are interested.		11
	<i>answered question</i>	28
	<i>skipped question</i>	0

#	Please name the computer programs in which you are interested.
1	Software - Microsoft Office Products
2	Excel, Visio
3	VISIO <input type="checkbox"/> <input type="checkbox"/> ADOBE
4	Excel, Visio, web design
5	Excel
6	Any new technologies. Office 2007 and the newly released beta of Office 2010. <input type="checkbox"/> Programs to help with the 'paperless' office. <input type="checkbox"/> File sharing software (to prevent multiple versions being circulated, etc.)
7	Excel, Access Adobe Professional
8	Word XP
9	2007 Microsoft Office
10	I would like to see specific applications like working with vlookup or creating pivot tables in Excel. Working with tables in Word. How to get the most out of Adobe. Picking a software application in advance and then allowing members to submit specific questions or subjects to cover.
11	MS Office Suite

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Which of the last year's programs was the most helpful to you?

Answer Options	Response Percent	Response Count
February - Numbers, What Do They Really	3.6%	1
March - Successful Meeting/Event in Today's	3.6%	1
April - Leading with Greatness	3.6%	1
June - Job Hunting & Keeping Your Job	14.3%	4
September - How To Use Social Networking	17.9%	5
October - Executive Event Panel Discussion	32.1%	9
November - LEAN Presentation	25.0%	7
Other (please specify)		7
<i>answered question</i>		28
<i>skipped question</i>		0

#	Other (please specify)
1	I have only attended one meeting so I'm not able to make a comparative.
2	None - did not attend any. I chose the one I would have liked to see.
3	I really like both our panels and the Leading with Greatness
4	I really liked a number of them but this was my favorite.
5	I'm sure they each met an expectation of someone

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What topics would you like to see covered in future panel discussions?	
Answer Options	Response Count
	28
<i>answered question</i>	28
<i>skipped question</i>	0

#	Response Text
1	Continue with leadership and would like to see software tips/mini training sessions.
2	Surviving layoffs & new jobs searches - resources
3	Current events, business planning, how to manage your boss
4	Meeting and Event Planning
5	See above - the chapter meetings are on a night I can't attend
6	I think a panel of our own members regarding how they do their jobs, their corporate culture, how they approach their careers, etc.
7	Nutrition, ethics, weight loss, exercise
8	More panel discussions like the Executive Event. Felt that discussion had a lot to offer.
9	Communication w/administration staff on organizational.
10	Can't think of one at the moment. Ask everyone for suggestions.
11	Human resources, management
12	balancing work and family
13	Education topics for recertification
14	I would like the executives to provide further insight by diving deeper into specifics what we can do to make sure our role is more valued day to day and avoid always being on the lay off consideration list. There are more and more executives that are required to be self serving due to budget reductions. They can look at it as development opportunities for us. If they are not comfortable face to face would they be willing to be brutally honest in an anonymous survey? Every executive has a definition of an ideal admin either one they have worked with or wish they did.
15	A real program on what numbers mean to admins, this program missed that opportunity.
16	I like the format of a panel discussion. I wouldn't mind any subject that way. It gives you more than one perspective on the issue.
17	Don't care for panel discussions.
18	Multi-generations in the workplace: How to work together, how to relate, etc.
19	Working for multiple managers who all demand immediate #1 priority.
20	Virtual admin - how to get started, how to market, time tracking, best practices, getting and retaining a client base
21	Unknown as I'm not sure I'll be able to attend.

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Are you serving on the chapter board or a committee?		
Answer Options	Response Percent	Response Count
Yes	46.4%	13
No	53.6%	15
If no, explain why not		12
<i>answered question</i>		28
<i>skipped question</i>		0

#	If no, explain why not
1	I have not received any information on available committees.
2	I did in the past...no time now as I volunteer elsewhere.
3	The chapter mtgs are on a night I can't attend
4	Time constraints
5	not sure what is available
6	I am out-of-state
7	I currently serve as treasurer for two other professional organizations
8	Over committed this year.
9	Did not want to do so this year.
10	Not yet. Would like to
11	conflicting with school right now
12	Not able to attend Chapter meetings

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Would you be willing to be part of a "Chapter Skills Inventory" where chapter members get to share their administrative skills?		
Answer Options	Response Percent	Response Count
Yes	57.1%	16
No	42.9%	12
	<i>answered question</i>	28
	<i>skipped question</i>	0

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Any additional comments, questions, or suggestions?

Answer Options	Response Count
	7
<i>answered question</i>	7
<i>skipped question</i>	21

#	Response Text
1	Thank you.
2	Newsletters and email information is very important to me, and I appreciate, since I can't attend chapter meetings.
3	Question #10 - "Possibly". <input type="checkbox"/> <input type="checkbox"/> I want to commend the board for trying to improve the quality of our meetings.
4	Have everyone fill in a "My Story" background information sheet, then at every meeting read one of them and have the members guess who it belongs to. This could include where you grew up, jobs you have had, places you have lived, hobbies, etc. This would be a unique way to get to know each other.
5	Become more involved with IAAP local and nationwide
6	It would be nice if we did more information sharing, may be on our website. For the people unable to attend training or conferences to get the knowledge from the data.