

2011 – 2012 Programs

September 15, 2011

Continuous Improvement (i.e. Lean Sigma, Kaizen) & Change Acceleration Process

Speaker: Sue Drakuli

October 20, 2011

Open House

Get started with Microsoft Office 2010

Speaker: Staci Gilbert

November 17, 2011

Developing your development plan / How to prepare for your performance review

Speaker: Erin O'Hara

December 1, 2011

MLC Holiday Party

G L Berg Entertainment

- Christmas Ornament Exchange

- Project – Senior Citizen

January 19, 2012

Creating powerful partnerships between Executives and admins

Speaker: Ann Yaggie

February 16, 2012

Moving organizations forward as Relationship-Based Leaders: Leading With Greatness!

Speaker: Jermaine Davis

2011 – 2012 Programs

March 15, 2012

Maximize and inspire audience engagements with speaking techniques

Speaker: Pete Machalek

April 19, 2012

Administrative Professionals Week

Programs TBD

May 17, 2012

Thinking differently times of change (Overcome obstacles and roadblocks / ability to change as a result of one's experience)

Speaker: Dia Satori

June 21, 2012

Identify your Brand - Personal Branding for Success (How you position yourself relative to colleagues and competitors and how you are able to "package" yourself in an authentic and noticeable way that makes you stand out.)

Speaker: Cindy Kent

Please note: The programs are subject to change.

Program Committee

Lori Wagner 763-505-8630

Debbie Watson 763-670-1371



**International Association of
Administrative Professionals®
North Suburban Chapter**

2011-2012



Visit our web site at www.iaap-nsc.org.

North Suburban Chapter

The North Suburban Chapter (NSC) was founded in 1991 to serve administrative professionals working and/or living in the northern suburbs of Minneapolis and St. Paul. Our fast-growing Chapter's friendly atmosphere offers its members and guests the opportunity to make new friends and network with an active, enthusiastic group. Our Chapter's goal is to provide educational experiences through our monthly meetings, program offerings, CPS/CAP study groups, and networking.

North Suburban Chapter - Board

President

Gina Overacker, CAP 763-572-8880

President-Elect

Karin Bartz, CPS/CAP 763-505-2112

Treasurer

Stephanie Wallin, CPS 763-862-6543

Secretary

Linda Hampton 651-535-8627

Director

Lori Krouse, CPS/CAP 651-375-2509

Director

Carole Blowers, CPS 763-706-3606

Immediate Past President

Nena Andor-Wuollet, CPS/CAP 612-262-0625

Web Sites

iaap-nsc.org
iaap-mnnsd-division.org
iaap-hq.org

Annual Dues / Meeting Charges

Chapter Dues	\$25.00
Division Dues	15.00
International Dues	83.00
One-Time Processing Fee	<u>15.00</u>
TOTAL Annual Dues	\$138.00
Membership Renewal	\$123.00
Monthly Meeting – Dinner & Program	22.00
Monthly Meeting – Program Only	10.00

Meetings

Third Thursday of the Month

Crowne Plaza Minneapolis North Hotel
2200 Freeway Blvd.
Brooklyn Center, MN 55430
Telephone: (763) 566-8000

5:30 pm	Registration & Networking
6:00 pm	Dinner
6:30 pm	Business Meeting
7:00 pm	Program/Presenter

- Pre-registration for dinner is required
- Reservation form can be found on the NSC web site at iaap-nsc.org.
- Questions?
Contact Donna Hanson, CPS/CAP at 612-863-3747

For Membership Information

Lori Krouse, CPS/CAP651-375-2509
Carole Blowers, CPS763-706-3606

Core Values

Integrity: We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect: We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability: We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication: We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment: We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

IAAP Mission Statement

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

Benefits of Membership

The International Association of Administrative Professionals (IAAP) makes available several benefits and services to meet administrative professional and personal needs such as *Office Pro* magazine, access to web community, education and professional development, Certified Professional Secretary and Certified Administrative Professional programs, retirement center, investment program, insurance, credit cards, and air and car rental discounts.