

CITY OF LAKES

NEWSLETTER

**President's Message...
Calendar of Events,
Committee Contacts**

Page 2

**MN-ND-SD Division's
Mentoring Program
CoL Marketing Efforts
RTF Fundraiser!**

Page 3

**Article - What to do
With Our Scholarship
Funds**
Page 4

Article - IAAP's ROI
Page 5

**October Meeting &
Forum Reap**
Page 6

**Save The Dates! &
Other Announcements**
Page 8 - 10

THURSDAY, NOVEMBER 3, 2011

Managing Multiple Priorities

Presented by Anne Groetsch, Sr. Instructional Designer for Honeywell Building Solutions

As human beings, we find ourselves trying to juggle multiple tasks and wear multiple hats every day in our professional and personal lives. This interactive session, specifically with administrative professionals in mind, will provide information, tips, concepts and tools for keeping our lives as sane as possible while living on the fast track. Ms. Groetsch's specialty is designing e-learning for field technicians and customers. She also assists in the design and development of instructor-led materials. She has a BA in Theatre/Mass Communications and an MA in Training/Instructional Design from St. Cloud State University.

Visit our website for registration information.

www.iaap-minneapolis.org



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

CITY OF LAKES

November President's Message

I love November. Cold, crisp days and frosty mornings. Hiking in a state park, kicking through the leaves. The first snow on the ground and sleeping under a thick quilt. But most of all, I love Thanksgiving.

Thanksgiving is the only holiday that everyone can celebrate. There are no religious restrictions and there is no religious protocol that must be kept. There is no Thanksgiving hype and there is no urging to buy, buy, buy. It is squeezed in between Halloween and Christmas and the only expectation, other than the turkey, is the belief that appreciation will enrich our lives. And if we have gratitude, even the turkey doesn't matter.

I am grateful for my family. I am grateful to have a husband who is my friend, my sounding board, my supporter, my partner. I am grateful to have children who are honest and upright, thoughtful, quirky, and self-supporting. (I'm really thankful about that last one.) Although all of my close and extended family is far-flung, I know that they would be on my doorstep in a heartbeat if I needed them. For that, I am grateful.

I am grateful to have good friends to laugh and cry with who appreciate, or kindly overlook, my bad jokes. In this difficult economy, I am grateful to have a paying job and a roof over my head.

I am grateful to have each and every one of you in IAAP in my life. You have been my mentors and my cheerleaders. You are the people who keep our organization going and growing. Particular thanks to the special people who comprise my board of directors and committees. You work so hard and always come through when the going gets rough. You are the backbone of our chapter and the motor that keeps us going. I am honored to be able to work alongside you and to call you friends.

So in the middle of the holiday hype, between the Halloween costumes and Black Friday, I urge you to set aside an hour or two with family or friends and reflect on the good things in your life. It may make November one of your favorite months, too.

Mary

*Mary M. Fischer CAP
President, City of Lakes Chapter*

City of Lakes Chapter Committee Contacts:

Communications:

Team Associate - Tabitha Rosten
trosten@gmail.com

Newsletter – Laura Johnson CAP
ljohnson@quadion.com

Education:

Reservations - Sherry Zupin CPS
sherry.zupin@live.com

Membership:

Team Associate - Wendy Peek
wkpeek@msn.com

Team Associate - Jo Tynen CPS/CAP
USJTY@coloplast.com

Professional Development

Brenda Shaw CPS/CAP
bshawCAP@comcast.net

Retirement Trust Foundation / Research and Education (RTF / R&E)

Judi Nelson
JANelson@landolakes.com

Bylaws and Standing Rules

Advisor – Gretchen Stormoen CPS/CAP
gretchenstormoen@earthlink.net

Nominating:

Laura Johnson CAP - Immediate Past President
ljohnson@quadion.com

Calendar of Events

November 2011

- 3rd Chapter Meeting, Double Tree Park Place
- 8th Newsletter Submission Deadline
- 17th Chapter Board Meeting, Perkins, 394 & Louisiana

December 2011

- 1st MLC Holiday Event, Crowne Plaza Mpls North
Brooklyn Park, Minnesota
- 13th Newsletter Submission Deadline

Dost thou love life? Then do not squander time, for that is the stuff life is made of.

- Benjamin Franklin

CITY OF LAKES

I bet we can all think of at least one person who we looked up to in our lives; someone who we went to for advice, guidance or just to talk. I'm sure you can think of at least one person – what did they do for you? There is a name for these types of people in our lives – they are called mentors.

The dictionary defines a mentor as an experienced adviser and supporter: somebody, usually older and more experienced, who advises and guides a younger, less experienced person. A mentor can also be called a trainer: a senior or experienced person in a company or organization who gives guidance and training. Does a mentor really have to be someone older? Can a younger person provide guidance to someone older? Being a mentor to someone or being the mentee knows no bounds.

The MN-ND-SD Division Mentoring Program is the perfect opportunity to connect with your fellow administrative personnel on a variety of levels. Maybe you're a new member and want a mentor in your chapter to learn more about the organization? Maybe there is a special skill you have always wanted to learn but just needed the right person to teach it to you.

The goal of the program is to ensure each of our members is provided with the resources they need to enhance the success of their career. A mentor cannot be a mentor without a mentee. Maybe you have a wealth of knowledge on a certain topic that you just can't wait to share with your fellow IAAP members. We are here to help. Visit www.iaap-mnndsd-division.org/mnndsddivision/mentoring for more information or e-mail mentoringpair@iaap-mnndsd-division.org to sign up.

Division Mentoring Committee
Career Connections



City of Lakes' Marketing Efforts

To increase the marketing of our chapter, we are gaining a presence in social media. Our website has been live for almost one year, we have our own Facebook page, and now a LinkedIn Group page. We have added Facebook's "Like" feature to our website on the About Us page so people can easily click the button to connect with us. When someone "Likes" a Facebook page, it appears on their Facebook wall and the City of Lakes' Facebook updates also appear on their wall.

We also created a link to our LinkedIn Group on the CoL's website. When this link is clicked it will direct the person directly to our group page. And as a member of our LinkedIn Group you will be able to share news with other members on the page.

Both of these links can be found on the About Us tab on our CoL website. Please "Like" us on Facebook and become a member of our LinkedIn Group. The more group members we have, the higher priority we receive on Internet search engines.

Tabitha Rosten
Communications Team Associate

RTF Special Fundraiser - November Meeting Only!

The RTF Committee will be holding a used book and media sale as a fundraiser for the RTF and R&E efforts of IAAP. Please bring any books, CD's, DVD's, and videos you would like to donate, and then come prepared to take home some new-to-you treasures! There will be quite a variety to choose from.

CITY OF LAKES

What To Do With Our Scholarship Funds?

The City of Lakes Chapter Memorial Scholarship Account balance as of August 31, 2011, is \$1,853.55. These funds are collected for our chapter to award yearly scholarships. Our chapter Bylaws state:

8. **Scholarships**

The Professional Development committee shall be responsible for coordinating with a selected educational institution to distribute scholarships in amounts to be approved by the board of directors, for the purpose of obtaining further education in the administrative field.

The challenge has been to find qualified candidates to receive an award. The last donation was made to the Promise Program in April 2005 for \$225.

In an effort to distribute funds from our scholarship account, we changed our bylaws so chapter members could apply for scholarships to attend division and/or international meetings, or apply for scholarships to take the certification exam. We have since learned that this was in violation of IRS rules for 501(c)6 organizations (International Association of Administrative Professionals® is a 501(c)6 organization).

At the Minnesota-North Dakota-South Dakota Annual Meeting held in Baxter, MN, this past May, 2011, there was a presentation on the Research and Education Foundation (R&E). This foundation has been supporting the administrative profession since 1966. The R&E 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.

In 2012, the R&E will launch its inaugural Education Forum & Annual Meeting scholarship program. This program is designed to assist qualified applicants who want to attend EFAM for the first time or those admins who are currently unemployed and would like to attend.

You may be asking the question, “Why can the R&E award scholarships to IAAP members to attend meetings, and our chapter can’t?” The answer is because the FOUNDATION is a 501(c)3 (and donations are tax-deductible) and IAAP is a 501(c)6 organization -- different tax rules apply.

At our last chapter board meeting, we discussed the scholarship funds and what are we going to do with them? Why do we continue to allocate a portion of our chapter dues to the scholarship account, when times have changed, and we don’t have an effective method of awarding scholarships? (Our chapter professional annual dues are \$37.00, and our bylaws designate \$3.00 from every professional member goes into the scholarship account.)

A suggestion was made to close our scholarship account and donate the balance to R&E, because it meets the focus of education and our members can apply for scholarships.

The MN-ND-SD Division and other chapters in the division have been experiencing the same challenges for awarding scholarship monies. The R&E is a good venue for disbursing scholarship funds and joining together to promote educational programs from which we can all benefit. Please see the attached Research and Education Foundation Mission Statement, Strategic Goals and Tactical Plans.

What do you think of this suggestion? Do you have other ideas or suggestions for how to use the scholarship funds? Please email your comments and questions to lila@millerlaw.com or feel free to contact any of your chapter board members.

Submitted by:

Lila Kalish, CAP

City of Lakes Assistant Treasurer 2011-2012
MN-ND-SD Division, R&E Committee Member
2011-2012

CITY OF LAKES

CoL Board of Directors

**Mary Fischer CAP
President**

fischermm@aol.com

**Georgann Wenisch CAP
President-Elect**

gwenisch@hallelandhabicht.com

**Dawn Konecny CPS/CAP
Secretary**

konecnyd@zhi.com

**Cheryl Davis
Treasurer**

cdavis_06@msn.com

**Lila Kalish CAP
Asst. Treasurer**

lila@millerlaw.com

**Laura Johnson CAP
Past President**

ljohnson@quadion.com

Return On Investment - Your IAAP Chapter

The first time I heard the term ROI (Return on Investment), I had to ask the person sitting next to me at a company meeting what it meant. Our CEO was laying down the law. There would be no more meetings at our company without an agenda, meeting minutes, and ROI. Every meeting would have a goal. And every meeting would have to produce an action plan. Wow, pretty powerful stuff when you think about it. And it got me thinking not only about ROI at work, but ROI at IAAP as well.

This past summer, during EFAM in Montreal, I had the pleasure of sharing dinner with a local IAAP friend and two of our friends from Atlanta, and we got to talking about ROI. Turner Broadcasting sponsors our friends' IAAP chapter. They meet during the day and each department takes turns hosting meetings at their locations across the city. However, each admin must submit the speaker topic to her supervisor. If the topic directly relates to the admin's job, the admin will receive pay for the time away from the office. If the topic doesn't

relate to the admin's job, she will have to work extra hours to make up for the time. Even a company that supports IAAP, wants to make sure that they receive a return on their investment and that employees are getting the most out of the chapter meetings.

With more companies dropping their support for professional organizations, individual IAAP members will have to pick up the cost personally. This is where ROI hits home. Which meetings will I attend if I have to pay for them myself? The City of Lakes chapter has worked very hard this year to make sure that every meeting topic will add to your professional portfolio. We want you to be able to tell your boss how you will be a better employee

because of attending, and if you are paying for it yourself, we want to make it worth your time and money to join us every month.

See you at the November meeting.

Mary M. Fischer CAP
President, City of Lakes Chapter



THANK YOU IAAP for your donations to the RTF for the past 50 years! Thanks to you, your chapter and division, we have built a healthy treasury. It all began in 1958 when Della Herring had a dream for a retirement center for us and donated the first dollar. Della's dream became our dream and you made it come true with Vista Grande. Now in addition to Vista Grande, we have the HSAN program (Housing Subsidy for Admins in Need). HSAN provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria.

This year, instead of fundraising, we have a different request. Instead of raising money, we are asking you to help us give it away! We need your help to raise awareness of the HSAN program and increase grant applications. The next deadline is quickly approaching on November 15th. Go to www.iaap-rtf.org for more information.

THE RTF STANDS READY TO HELP ADMINS IN NEED!

CITY OF LAKES

IAAP City of Lakes Chapter Educational Forum & Business Meeting Evaluation Form

Meeting Program Title: 10 Keys to Becoming a Career Conqueror...or How to Recession
 Speaker: Proof and Control Your Career
 Marjorie Unger Dirks, CCMC
 Meeting Date: October 6, 2011

	YES	NO	COMMENTS
Did you enjoy and/or learn something from this program?	12		
Did the program meet with your expectations?	12		
Did you find this program beneficial to you?	12		
Was this a beneficial program to offer to the chapter?	12		

	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT
Please rate the speaker:			5	5	2
Please rate the meeting:			3	5	1
Please rate the dinner:		1	5	1	3

General thoughts and comments you would like to share on tonight's educational forum and business meeting:

Good program...thank you!

Great food for thought!

I was having a hard time hearing her when she lowered her voice, or her tone trailed off as she finished her sentence/paragraphs. Since she is a life coach, I was expecting that she would project more, but then I realized she obviously does not one-on-one as a coach, rather than addressing a group of people. I appreciated the flow of the topic and the specifics that were covered in the hour.

What topics would you like to see as future educational forums?

Knowledge about some of the "LARGE" companies in our Twin Cities.

Do you have a friend or co-worker you would like us to contact about IAAP and the City of Lakes Chapter?

Your imagination is your preview of life's coming attractions.

- Albert Einstein

CITY OF LAKES

Happy Anniversary with IAAP!

October

Jill Borchardt	1989
Evelyn Eskeli	1965
Lila Kalish CAP	2000
Dawn Konecny CPS/CAP	2005
Sherry Lemmer	2001
Adeline Meskan CPS	1978
Leslie Sieleni CPS	2005
Sherry Zupin CPS	2005

November

Nan DeMars CPS	1962
Ingrid Josephson	1973
Judy Nelson	1992
Vicki Orwick	2006
Bernadette Stanley	1993
Gretchen Stormoen CPS/CAP	1992
Mary Ellen Tieche	1998

What's News?

What is new with you? Have you recently been promoted? Changed jobs? Share with us your news.

CITY OF LAKES CHAPTER NEWSLETTER

A Publication of the J&K Team Marketing LLC. All Rights Reserved. 2011

Editor - Laura Johnson CAP

Contributing Editor - Dawn Konecny CPS/CAP

Are you interested in contributing an article? Please contact Laura or Dawn for submission deadlines and/or content ideas. This is your newsletter! Please tell us what you want to know. see and learn!

CITY OF LAKES

SAVE THE DATE!

City of Lakes Programs/Educational Forums

2011-2012

- October 6, 2011 10 Keys to Becoming a Career Conqueror... Or, How To Recession Proof Your Career
-- Marjorie Unger Dirks, CCMC
- November 3, 2011 Managing Multiple Priorities
-- Anne Groetsch, Sr. Instructional Designer, Honeywell Building Solutions
- December 1, 2011 Metro Lakes Council Holiday Gathering, Crowne Plaza Minneapolis North
-- Hosted by the North Suburban IAAP Chapter
- January 12, 2012 Success By Design - Your Professional Skills Portfolio
-- Lila Kalish CAP, Legal Administrative Assistant, Thomas A. Miller PA
- February 2, 2012 The FISH! Philosophy
-- Wendy Pike, President, Fellers Business Solutions
- March 1, 2012 4 E's of An Excellent Leader
-- Diane Windingland, Author/Engineer/Business Owner
- April 12, 2012 Metro Lakes Council Joint Administrative Professionals Week Event
-- William A. Draves IV, CAE
Speaking on how to prepare now for business changes in the future,
and how 9 hours of our day will be spent differently in 2020 than
they were in 2000.
- May 3, 2012 Gamestorming: How to Generate Awesome Ideas!
-- Jeff Stafford, Founder, Orange Slice Training
- June 7, 2012 The Cloud - What Is It? Why Should We Start Using It?
-- Tyler Olson, Owner & President, SMCpros - Social Media Consulting
Presentation Arranged with the Assistance of Elan Speakers Agency

Division Events:

2012 Division Annual Meeting & Spring Professional Conference

May 18-20, 2012

Radisson Hotel, Roseville, Minnesota

Host Chapter: St. Paul Chapter

2012 Fall Educational Conference

Date: TBD Location: TBD

2013 Division Annual Meeting & Spring Professional Conference

May 16-19, 2013

Crowne Plaza Minneapolis North, Brooklyn Center, Minnesota

Host Chapter: North Suburban Chapter

*The North Suburban Chapter
invites you to attend the*



Entertainment provided by
GL Berg Entertainment

Glen Everhart

“ . . . is an accomplished musician with an incredible voice, but his musical and educational credentials aren't the only reason you will want to work with him. What makes his show so special? No matter the audience, Glen knows how to use his talents to break down barriers and bring people out of their shells.”

MLC Holiday Party

On December 1, 2011

From 5:30 – 8:00 p.m.

Cost: \$28.00



Crowne Plaza Minneapolis North
2200 Freeway Boulevard, Minneapolis, MN 55430



Bring a Christmas ornament to exchange!

For our community service project, please bring an unwrapped gift for senior residents at Maranatha Care Center, Brooklyn Center. NSC will deliver wrapped gifts to the residents.

Name: _____ CPS CAP CPS/CAP

Address: _____

Email: _____

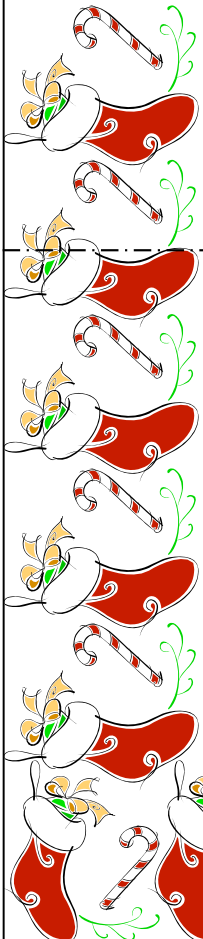
Company Name: _____

Menu Selection: Herb Roasted Pork Loin Parmesan Chicken

If your chapter is planning on having a table for fundraising, please send check payable to NSC to Donna Hanson, CPS/CAP – the fee is \$10/ table.

Registration through November 25, 2011.

*Please make check payable to NSC & send check to:
Donna Hanson, CPS/CAP, Abbott Northwestern Hospital,
800 E. 28th Street, MR 11139, Minneapolis, MN 55407..*





SAGEPRESENCE™

presents

WINNING STAGE PRESENCE FOR MAKE-OR-BREAK MOMENTS

When you face an important moment in front of a group – it could be a single decision-maker, a roomful of influencers, or an impersonal camera – what you need is winning “stage presence.” Unfortunately, the more you need your presence, the harder it is to grasp.

SagePresence delivers the strategy of stage presence:



Keynote Speaking

Seminars

Skill-Building Workshops

In-House Training



The award-winning filmmakers of **SagePresence** help you *connect* with your audience, *compel* with your message, and *deliver* dynamically so you can present your best and win your audience over.