

CITY OF LAKES

NEWSLETTER

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

Page 2

**IAAP's New Executive
Director, May Exam
Information...**

Page 3

**Article: So... Funny
Story About My
Morning**

Page 4

**Retirement Trust
Foundation Update,
New Chapter Name
Tags!**

Page 5

**EFAM Scholarships,
Committee Contacts**
Page 6

**Happy Anniversary! &
Other News on Sherry
Lemmer & Wendy Peek**

Page 7

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

THURSDAY, FEBRUARY 2, 2012

www.iaap-minneapolis.org

The FISH! Philosophy

Presented by Wendy Pike, Owner & President of Twist Office Products

Imagine a workplace where everyone chooses to bring energy, passion, and a positive attitude with them each day, that's the FISH! Philosophy. An environment in which people are truly connected to their work, to their colleagues and to their customers. Impossible? Not at all.

FISH! is the story of Seattle's World Famous Pike Place Fish Market- a shop full of fishmongers spending their grueling, stinky, 12-hour shifts stocking, selling, and packing fish. Typically, it would be the last place you'd look for satisfied, happy employees, but in this incredible work environment they use the FISH! Philosophy, employees don't just fill orders, they fill people - with fun, friendliness, attentiveness, and enthusiasm. The bottom line? FISH! is creating a new reality that won't only change the way you think of work- it might just change your entire view on life.

Wendy Pike – owner of the fastest growing woman owned office products company in Chicagoland, and the Twin Cities, Entrepreneur, CEO, speaker, college instructor – she is passionate about helping businesses and employees succeed. Using her experience, Wendy works with her customers not only on their office products purchases, but to help build their businesses in every aspect including marketing, finance, HR issues, and social media.

Registration deadline is 5 pm Friday, January 27, 2012
To register or obtain more information contact Sherry Zupin at
sherry.zupin@live.com



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

February President's Message

Some of you may not know that I am not a native Minnesotan. My husband and I moved here 25 years ago to take advantage of a job offer and the ability to raise our children in a city environment with easy access to wild areas. The downside was being far from family, but we often enjoyed hosting relatives from out of town. We still enjoy the city and the wild areas and our children have grown into adventurous young adults who live in different parts of the country. Over the years, our family has come to treasure our times together because we don't always know when the next visit will be. Having everyone home makes getting together meaningful and always brings us closer together.

This brings me to a very special, heartfelt thank you to Laura Johnson CAP-OM for writing the president's message last month so that I could prepare for two weeks of family house guests and the attending activities and festivities for the holidays. It is the support and friendship of members like Laura that makes taking a position in our chapter so rewarding and doable. Thank you, Laura.

At our January chapter meeting, Lila Kalish, CAP-OM, *City of Lakes* Chapter board member, presented an excellent seminar on how to put together a career portfolio. Whether you are looking for a job or preparing for your yearly review, this is important information. If you missed the meeting, you will be able to access the highlights on our website and find out how you, too, can put together a professional portfolio. This will be a first for our chapter and we hope you like it!

Be sure to check out Dawn Konecny's articles on ROI. Dawn Konecny CAP-OM has been submitting outstanding pieces on how to approach your employer for support in IAAP. If you missed her articles, you can find them in the December 2011 and January 2012 archived newsletters on our *City of Lakes* website.

The *City of Lakes* Chapter is moving forward and making the leap to excellence!

Mary

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



Calendar of Events

February 2012

- 2nd City of Lakes Chapter Meeting
DoubleTree Park Place Hotel
- 21st Newsletter Submission Deadline
- 23rd CoL Board Meeting, Perkins, 394 & Louisiana

March 2012

- 1st City of Lakes Chapter Meeting
- 13th Newsletter Submission Deadline
- 22nd CoL Board Meeting, Perkins, 394 & Louisiana

Thought #6 on Whole Living: Creativity goes beyond sheer artistry; IT TAKES COURAGE TO EXPRESS YOUR IDEAS.
Courtesy of Whole Living Magazine

CITY OF LAKES

IAAP Launches Technology Applications Specialty

Earning the Technology Applications specialty demonstrates your commitment to continuing technology education. Make a difference in your career by earning the TA specialty from IAAP. Here's how: First, complete three of the Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint and Project. Following that, pass the test to receive a Microsoft certification in at least one of the Options Technology modules you completed. Then, submit the application and the fees for your TA specialty. Visit IAAP's website to learn more about Technology Applications specialty and download an application.

IAAP Gets A New Executive Director

Gerald J. "Jay" Donohue, Jr., CAE, CMP, recently stepped in as the new executive director of IAAP.

With over 25 years of experience, Donohue arrives at IAAP with an impressive resume in association and event management. He led or helped lead the International Association of Defense Council, Academy of General Dentistry, Professional Convention Management Association and American Academy of Family Physicians. He most recently lived and worked in the Chicago area as a management and organizational consultant.



Donohue launched his career when he was the executive director of the Kansas City Organizing Committee for the 1988 NCAA men's Final Four® basketball tournament. Donohue was responsible for hosting, promoting, fundraising and logistical preparations associated with the tournament. He marshaled hundreds of volunteers from across the region. The tournament held that year in Kansas City

achieved national recognition as the then "best ever" hosting of a Final Four®, and hosting for future tournaments was widely based on Donohue's model.

The move to IAAP's headquarters in Kansas City is a homecoming for Donohue. He was raised in the city, got a degree in business from the University of Kansas in 1981 and was an intern with Senator Bob Dole. In addition to hosting the tournament, Donohue helped lead the effort in the early 1990s to restore the much-loved Midland Theatre in the heart of downtown Kansas City. He also served as a mayor pro-tem and councilman on the Prairie Village, Kan., city council from 1989 to 1994. IAAP is going to have a pivotal year in 2012 and Donohue is going to have a

significant impact on the association's future. Donohue will focus on increasing membership and ensuring that the association continues to be the top networking and training resource for office admins around the world who want to stay ahead of the professional curve.

Read more about IAAP's new executive director by reading his debut blog post in the association's Web community.

Register Now For May Exams

A specialty exam in Organizational Management is also offered. You must have a current CAP rating or be applying for it to take this specialty exam.

The CAP and Organizational Management specialty exams will be administered Saturday, May 5, in the U.S. and Canada. Check the exam centers listing for locations and days of administration in other countries.

The deadline to have your application and fees to headquarters is Feb. 15. New CAP candidates need to submit a complete application, along with employer statements/job function forms completed by employers; college transcript (if being used to lessen the amount of admin experience required); and fees. Current CAP holders applying to take the Organizational Management specialty exam need to submit the completed application and fees. Retake candidates for either exam need to submit only the completed application and fees.

To meet the deadline, new and retake applications and fees are due in our headquarters office by close of business Feb. 15; late applications will be accepted with an additional fee through Feb. 29. If paying by credit card, you can scan and email your complete application or registration to certification@iaap-hq.org. If paying by check, mail everything to the address found on the application.

For more information, visit the IAAP website, contact the certification department at certification@iaap-hq.org or call 816.891.6600 x2248, 2234, 2225 or 2227.

CITY OF LAKES

So... Funny Story About My Morning

Editor's Note:

This is a true story. A gentleman I work with received the below email from his wife, an Executive Assistant to a CEO. Before you read this funny story you should know that the day before this event happened she went to work wearing, unknown to her, one black shoe and one brown.

The Email

So Ed is in the meeting with the potential buyers and the alarm on his phone starts going off in his office ... LOUDLY. I go in, mess around with it, and I think I've turned it off, but turns out, I've only hit the "snooze" button. So, in 9 minutes, it goes off again ... at which point, I go in and TRY and turn it off again. I couldn't figure out how to change the selection from what was currently on the screen (which was set to snooze) ... so I was pushing ALL the buttons on the phone, trying to make it work. I'm sitting at his desk while doing this (this is important to the point of the story). In the process of pushing all the buttons, I turn the camera on and snap a picture of the bottom half of my skirt and my legs. So now, not only can I NOT get the alarm turned off, but there is a partial picture of my skirt & legs in his office on his phone that I obviously need to get OFF his phone.

Sidebar thought ... this could be how guys really ARE innocent, but their girlfriends/wives don't believe them ... "honest sweetie, I don't know WHO that is or HOW that picture got on my phone." Yeeeeaaaah, right ... don't get any funny ideas dear ... cuz the excuse wouldn't fly with me either.

Anyway, admitting defeat, I take the phone back to Sandy in purchasing because she sets up all the new phones and ask her to help me a) turn off the frickin alarm, and b) delete the picture of my legs from the CEO's phone. Yeaaaaaah, everyone had a good laugh about that.

Good thing it's Thursday ... mismatched shoes yesterday, phone escapade today ... don't think I can take many more days like this in the office!

Thought #7 on Whole Living: Disagreements offer invaluable insights. Don't avoid them - study them.

Courtesy of Whole Living Magazine

CoL Board of Directors

Mary Fischer CAP-OM

President

fischermm@aol.com

Georgann Wenisch CAP-OM

President-Elect

gwenisch@hallelanhabicht.com

Dawn Konecny CAP-OM

Secretary

konecnyd@zhi.com

Cheryl Davis

Treasurer

cdavis_06@msn.com

Lila Kalish CAP-OM

Asst. Treasurer

lila@millerlaw.com

Laura Johnson CAP-OM

Past President

ljohnson@quadion.com

CITY OF LAKES

Happy Groundhog Day, Happy Valentine's Day, Happy February!

Spring is just around the corner. Spring is my favorite time of year. The trees and flowers all start budding out. The temperature starts warming up. And, the birds start returning bringing their excitement with the chirping.

Are you excited about the next season in your life? Retirement? Are you ready for retirement? IAAP and The Retirement Trust Foundation can help you with your needs!

A Place In The Sun... For You!

Vista Grande is a retirement home built by The RTF as housing for retired administrative professionals. Retirement living at Vista Grande is by application from people who are 55 and up and priority is given in this order:

- IAAP members and their families
- Former IAAP members and their families
- Administrative professionals who are not members of IAAP and their families
- People who have never been administrative professionals

Q. What is Vista Grande?

A. Vista Grande is a retirement center built for administrative professionals located in Rio Rancho, N.M., a picturesque mesa northwest of Albuquerque. The land consists of approximately 11 acres and was built in three phases between 1972 and 1983. It has 168 apartments, a community building, lounge, library, crafts room, laundry center, all faiths meditation chapel, a resident nurse, exercise room and management offices.

Q. How large are the apartments?

A. Vista Grande offers one and two bedroom apartments with a wide variety of floor plans. There are both one and two bedroom apartments, ranging from 456 to 807 square feet, with one or two bathrooms. All apartments have kitchens.

Alice Schultz, CAP
Southeast District



New Chapter Name Tags!

The City of Lakes Chapter Board of Directors' are excited to share with you that they have budgeted for new name tags for everyone in the chapter!

Please review how your name and designation are listed on the IAAP website as this is what will be used to order all of the tags. **If your information is not correct, please contact Jean Allen or Laura Johnson CAP-OM by Monday, February 13th.**



CITY OF LAKES

Educational Forum & Annual Meeting (EFAM) Scholarship Opportunities

EFAM Scholarship Calendar:

Oct. 1, 2011 — Begin taking applications

Jan. 31, 2012 — Application deadline

March 31, 2012 — Scholarship award recipients chosen

July 22-25, 2012 — 2012 EFAM, Grapevine, Tex.

About the R&E Scholarship Program

From its earliest days during World War II, IAAP has been dedicated to helping admins reach and remain on the professional cutting edge by increasing their skills with the best techniques and technology. That mission is even more important today.

During this uncertain economy, jobs have been slashed and companies are spending less to train employees. At the same time, administrative professionals are taking on more work and having to learn an ever evolving array of new office tools and techniques. Professional development is essential if admins are going to stay viable in the workplace.

IAAP wants to ensure that every admin has the opportunity to get the professional training they need. That's why the Research and Educational Foundation has established a new scholarship program to help new or unemployed administrative professionals attend the association's Education Forum and Annual Meeting.

If you've never attended EFAM, this is a great chance to jump start your career and take advantage of all that IAAP has to offer over the course of several days during the association's premier annual event.

If you've suffered a job loss, this scholarship will ensure that you stay sharp as an admin and could make a real difference as you search for a new position.

Finally, IAAP needs help getting the word out about this new scholarship program. Consider making it the subject of a monthly chapter meeting, order and distribute R&E brochures or write about the scholarship in your newsletter. If you need materials or ideas, headquarters staff will be happy to assist. And if you know any new or unemployed members who you think would benefit from this scholarship, don't hesitate to refer them to our Web page.

Please take the time to learn more and apply for an EFAM scholarship. It'll pay off in the long run.

<http://www.iaap-hq.org/about/refoundation>

City of Lakes Chapter Committee Contacts:

Communications:

Newsletter – Laura Johnson CAP-OM
ljohnson@quadion.com

Education:

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

Membership:

Team Associate - Wendy Peek
wkpeek@msn.com

Team Associate - Jo Tynen CAP-OM
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 CAP-OM
gretchenstormoen@earthlink.net

Nominating:

Laura Johnson CAP-OM - Imm. Past President
ljohnson@quadion.com

CITY OF LAKES

Happy Anniversary with IAAP!

January

Jean Allen	2002
Cheryl Davis	2007
Connie Hill	1993

February

Bill Elkington	2011
----------------	------

What's News?

Congratulations to Sherry Lemmer! Sherry officially retired on December 31, 2011, after a long career at General Mills.

Wendy Peek - Oh My Goodness! Did you know that Wendy Peek broke her leg in December after a slip on the ice? Don't worry, she's doing just fine and will soon be without her cast. Good thing, because she is going on a 17 day cruise with sisters to Australia and the South Pacific.

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. 2012

Editor - Laura Johnson CAP-OM

Contributing Editor - Dawn Konecny CAP-OM

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!

"Be who you are and say what you feel because those who mind don't matter and those who matter don't mind". ~ Dr. Seuss

CITY OF LAKES

SAVE THE DATE!

City of Lakes Programs/Educational Forums 2011-2012

- 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

A quote to live by? You be the judge...
"Be good & you will be lonesome." Mark Twain