



Saint Paul Connections

September 2008



Saint Paul Chapter

VISION

To be the valued and reliable resource in the Saint Paul business community for all administrative and office professionals. To provide an open forum for professional development.

MISSION

To identify and promote educational and association activities for members, prospective members, and future administrative professionals.

- Provide quality programs and speakers to increase skills, knowledge, and enhance best practices in the workplace.
- Encourage networking for members to ask questions, and seek advice and expertise.

OBJECTIVES

- Build our Reputation in the Saint Paul Business Community
- Education and Networking (Defined as Welcoming/Social)
- Member Development

2008-09

BOARD OF DIRECTORS

Barb Szopinski CAP, President
barbara.szopinski@tkda.com

Kris Brustad CAP, President-Elect
kbrustad@gkservices.com

Sandi Gonder CPS/CAP, Secretary
sggonder@mmm.com

Nylla Hanson, Treasurer
nylla_j.hanson@healthpartners.com

Kim Handrahan, Director
Kimberly.handrahan@hartfordlife.com

Heather Hinke, Director
hbh@saintpaulfoundation.org

Allyson Schall, Director
allysonschall@hotmail.com

Ruth Sheldrake CPS, Director
t.r.sheldrake@healthpartners.com

Saint Paul Chapter Meeting
Wednesday, September 3, 2008
Oak Marsh Golf Clubhouse
526 Inwood Avenue North, Oakdale

GETTING EXCEL TO SING AND DANCE!

Excel can make our jobs easier if we understand its rhythm. So how can we get Excel to be our dance partner? Dr. Steinwall will demonstrate Excel capabilities—beyond the basics. And a step-by-step handout will be yours to take for future reference. Working with technology doesn't have to be painful; but it does take a little awareness and practice. The focus of this presentation will be to have "fun" with Excel.

Maureen Steinwall is the President and Owner of Steinwall, Inc, a manufacturing company. Maureen received her Ph.D. from Capella University in 2006 in organizational management. She holds an MBA from the University of Minnesota Carlson School in Operations Management (1981), a BS in accounting, graduated from the Harvard University Graduate School of Business OPM program in 1998, and maintains her CPA license. In her spare time, she teaches for the University of Minnesota - Crookston's Manufacturing Management program, and teaches several master and doctorate level business classes for the University of Phoenix.

Recertification points have been applied for.

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PRESIDENT'S REPORT *by Barb Szopinski CAP*

Wow, what a summer it has been — first, your vote of confidence in electing me as President, then the first board get-together in July to start planning our next year. Following that was the International Convention in New Orleans and, as you all experience, a full workload at the office, family and friends visiting, and trying to enjoy summertime in Minnesota. Our first board meeting is August 19, and then it is non-stop until the International Convention next July in Minneapolis!

As you can see, the logo above is tapping into a brand that will be used throughout the IAAP organization over the coming years. You will see much information on Excellence in Action. There will be Division, Chapter, and Member-of-Excellence programs promoted soon. I am so impressed that our Association is taking seriously the need to provide value and growth to their members' careers. They are also serious about making our Association successful by using the strategies from the "Seven Measures of Success" book.

Your board and committees are committed to providing value and growth for each of you this year. There has been much discussion on aligning our programs for this year with the topics that you indicated were important through the survey. Our first program is on Excel - software was one of the overwhelming topics cited by the membership.

We still have needs on our committees. We need a Retirement Trust Foundation committee chair, a Publicity person to handle marketing/special events, people for the Promotion\$ and Innovation\$ Committee, and Membership could use a person or two. Last year we found when our committees have several members, the workload on each person was very manageable. Please consider developing your leadership and organizational skills by serving on a committee. If your time is very limited, please let us know and we can customize a one-time, short-term position.

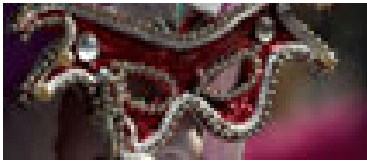
I quilt in my spare time and am interested in how colors and shapes can be layered, cut, and assembled to create a unique piece of art that is practical and useful. My hope for our chapter is that everyone will become a piece in a beautiful, valuable, useful piece of art!

MEMBERSHIP INFORMATION

If you have had a change of name, address, phone, e-mail address, etc., please contact the Membership Committee Chair, Heather Hinke at hbh@saintpaulfoundation.org and also International. There is a link on the Members' Place page to update any information. A member must log in to access the change form.

LET'S TALK TIPS AND TECHNIQUES

We would like you to join us in a discussion involving useful tips or techniques that you would like to share with our members. Perhaps you have created an effective way to organize your work, found a new Avery product that you find useful, or are using a beneficial tool in Microsoft Word, Excel, or PowerPoint to make your presentations and documents stand out from the others. Maybe you have found a website with useful information, know of a seminar that would be valuable to attend, or found a new vendor you would like to recommend. If so, we would like to hear from you! **These TIPS AND TECHNIQUES** will be published each month, so send your ideas by the deadline dates on the calendars to bonnie.gauderman@hbfuller.com.



IAAP INTERNATIONAL CONVENTION & EDUCATION FORUM
Hilton New Orleans Riverside Hotel, July 27 - 30, 2008
 Reported by Barb Szopinski CAP

Here is a brief recap of the convention, which is very difficult to capture in just a few words.

If you have never been to an International Convention, you are in for a real treat! As your delegate, I was required to attend all of the business sessions. I will always attend these in the future, as it was so fascinating. The following are the election results: President, Barb Horton CAP; President-Elect, Susan Shamali CPS/CAP; Vice President, Mary Ramsey-Drow CPS/CAP; Secretary, Janine Riemersma CPS/CAP; Treasurer, Karlana Rannals CPS/CAP; NW District Director, Val King CPS/CAP.

The first amendment to bylaws failed, the rest were adopted. The first amendment to standing rules failed, the other was adopted. Both motions from the floor were from the Northwest District.

The first motion was, "I move that the International Board of Directors compile behavioral guidelines that define/describe "misconduct" as applies to any IAAP officer at any level of the association. These guidelines should include the wording, "including, but not limited to," and should also define appropriate levels of sanction, up to removal from office for violation of the guidelines. This should be accomplished in time for submission to the delegates for their approval at the 2009 International Convention." This motion was adopted.

The second motion was, "I move that all chapters of IAAP be given online membership registration capability with implementation no later than January 1, 2009. " This motion was adopted.

The convention opened with the Parade of Nations and all the flags of the IAAP affiliates. The inspirational message was the traditional New Orleans funeral music. The welcome was by the school administrator from Saint Bernard's parish (the lower 9th Ward) who shared how they survived Katrina. The keynote address was by Simon T. Bailey, who told us we are Brilliant! You better believe we are!

The convention provided lots of great seminars, leadership training, networking, entertainment, great eats, shopping, and most of all inspiration to value our careers and ourselves. Don't miss your chance to attend an International Convention when it is here in our backyard next year!

	<h1 style="color: green;">Kudos</h1> <p style="color: green;">Lynda Boulay CPS/CAP, Saint Paul Chapter, ran for International Treasurer. She was not elected, but deserves to be congratulated for her efforts. Her two-minute speech before 1,900 attendees took great courage and was delivered very professionally. Kudos to you, Lynda!</p>	
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NANCY HAAS WAS A GUEST AT OUR JUNE CHAPTER MEETING



13TH ANNUAL CENTURY COLLEGE ADMINISTRATIVE PROFESSIONAL SEMINAR “CREATING A CHARMED WORK LIFE”

8:00 a.m. - 3:00 p.m. Friday, October 3, 2008

Holiday Inn Saint Paul East - I-94 and McKnight Road, 2201 Burns Avenue, Saint Paul

Cost: \$129 (Course Number: 20093-001749)

8:00 - 8:30 a.m. **REGISTRATION & CONTINENTAL BREAKFAST** (Coffee and Muffins)

8:30 - 10:00 a.m. **The Etiquette Advantage in Business**

Cheryl Newman, Century College Adjunct Faculty Member

What You Don't Know Can Hurt Your Career! Most mistakes are unintentional, but you do not get a second chance to make a good first impression. Etiquette is all about being comfortable around people - and making them comfortable around you.

In this age of casual lifestyles, there are still basic rules and guidelines that will help you feel confident in networking with supervisors, clients, co-workers and peers. Become aware of all you can do to make sure you create a positive impression - by your appearance, in answering the phone, in delivering customer service, in dining (even in the break room), and in all kinds of office interaction.

Cheryl will show you how to take advantage of each opportunity that presents itself whenever you enter a room, a reception or a meeting. Once you are certain of the 'correct' action to take, you will be freed from self-consciousness and be able to just enjoy the event.

10:00 - 10:15 a.m. **BREAK**

10:15 - 11:45 a.m. **"More Than Money" Workshop for Women**

Nicole Middendorf, Registered Rep. with LPL Financial and Founder of Strategic Financial, Inc.

Take advantage of this fun and empowering workshop addressing the specific interests of women of all ages. Come and hear award-winning Nicole Middendorf, CDFA, host of FM107.1's "More Than Money" radio talk show. Nicole has been professionally trained in retirement planning for small businesses and practical investments for the general public. Topics will include: Retirement Planning, Estate Planning, Insurance, Asset Allocation College Education Planning, the difference between men and women in money matters and much more!

12:00 - 1:00 p.m. **LUNCH**

1:00 - 2:30 p.m. **The 100% Factor: Ideas for Living Your Capacity**

Jodee Bock is the author of the book The 100% Factor: Living Your Capacity and co-author of the book Don't Miss Your Boat: Living Your Life With Purpose in the Real World. She has spoken all over the United States in various capacities.

Have you ever heard someone say that you have a lot of potential? On the surface, that could sound like a compliment, but when you really start to think about it, what does that say about your current level of performance? If you have a lot of potential, does it mean that maybe someday you'll live up to it, but it's not happening now?

Capacity is right here, right now. A 12-ounce cup of coffee has a maximum capacity of 12 ounces. If it is 100% full, it is at capacity.

During this presentation, based on the book by Jodee Bock, participants will begin to examine how much of their lives they are actually living. Through stories and case studies they will get exposed to organizations and individuals who are truly choosing how to live a life of capacity and will be given ideas for their own lives.

2:30 - 3:00 p.m. **DOOR PRIZES AND EVALUATIONS**

Register online at www.century.edu, click on Continuing Education
OR call 651-779-3341 to register by phone,
OR complete the Registration Form below and fax to 651-779-5802, or send to:
Joan Pederson, Century College CECT, 3300 Century Avenue, White Bear Lake, MN 55110

Registration Form for **CREATING A CHARMED WORK LIFE**
October 3, 2008 - Cost: \$129 - Course Number: 20093-001749

Name: _____ Male Female
Date of Birth: _____ Soc. Sec. #: _____
Address: _____ City / State / Zip: _____
E-mail Address: _____
Home Phone: _____ Work Phone: _____
Payment Method: Check enclosed for the exact amount made payable to Century College
 Business Purchase Order Attached
Please Charge to: Visa MasterCard Discover Account # _____ - _____ - _____ - _____
Cardholder's Name: _____ Expiration Date: _____

CENTURY COLLEGE LEADERSHIP BREAKFAST SERIES

- Place: Holiday Inn Saint Paul East, 2201 Burns Avenue, Saint Paul, MN 55119, 651-731-2220
- Time/Cost: 7:30-9:30 a.m. /\$39 Per Person (includes continental breakfast)
- Call 651-773-1743 to register or email: joan.peterson@century.edu

Office Politics: Developing Influence in the Workplace - October 9, 2008 - Course # 20093 - 001635

Take the negative energies that underlie office politics, and apply them toward useful and productive ends. Understand politics, and discuss keeping processes visible. Get savvy about building a political team, dealing with dirty politics, and being effective without "playing politics." You'll be invited to offer examples from work or other organizations for discussion.

Discover the Secret to Memory Improvement - December 2, 2008 - Course # 20093 - 001634

Uncover the secrets of creativity and memorization with mind mapping. Learn tips to get organized. Master quick decision-making. Real-world examples highlight this "personal retreat" day. Come away refreshed and armed with skills to bring success and balance into your work and family life.

Limit Your Liability With a Dress Code and Grooming Policy - January 20, 2009 - Course # 20095 - 000481

Employees sometimes show up for work adorned with distracting clothing and jewelry, and "body art" that is visible and in questionable taste. Learn to deal with this complicated and sensitive issue. Know your options. This session will explore the pros and cons of various approaches and offer specific measures you can take to limit your company's liability. Session covers:

- How a dress code and grooming policy can benefit your company
- What items to include in the written policy
- How to address visible undergarments
- Strategies to deal with the provocative dresser
- Options to handle piercing and tattoos
- Issues of religious dress
- Uniform and uniformity

Energize Your Workplace: Inspiring and Motivating People - February 3, 2009 - Course # 20095-000401

An effective, positive work environment is vital to the success of any business or organization, small or large. You can create and maintain a work environment in which people will thrive. Discover ways to measure employee satisfaction.

- Bring "fun" into the workplace
- Learn strategies for effecting change in yourself and others satisfaction
- Promote more positive attitudes and boost productivity, loyalty and morale
- Discover ways to reduce employee stress, turnover and absenteeism
- Learn techniques to handle complainers, challengers, victims and blamer

Conflict Negotiations for Today's Leaders - April 8, 2009 - Course # 20095-000499

Much of what happens in life and within an organization is a series of negotiations or conflict resolutions. Get the best results by leading through others. Reduce time spent solving personnel problems. Get skills in resolving real life issues and problems. Survive and thrive with these key business skills.

CERTIFICATION UPDATE ON-LINE STUDY GROUP

(Taken from the MN-ND-SD Division section of the website)

You've made the decision to acquire your CPS and/or CAP status. Now what do you do? There is so much information—how are you ever going to learn it all? Study groups are beneficial. These groups get together on a regular basis to ask each other questions to not only help identify problem areas and provide insight to the answers, but also help you quiz each other in preparation.

On-line study groups have just started for both the CPS and the CAP exams. The groups began their discussions on July 8th with the aid of Andie Mewbourn CPS CAP. Others with the CPS CAP titles will also be joining on occasion to provide assistance/guidance. If you have an interest in joining this group please contact Andie at andiemew@gmail.com and she will be able to provide you with the details and the login information. These groups use the Pearson Prentice Hall Examination Review books to facilitate discussion. For more details on the Certified Professional Secretary (CPS) Review Classes Student Registration sponsored by Minneapolis-IAAP City of Lakes Chapter, click here: http://www.iaapskyway.org/Documents/324122/Chapter/Certification/CPS_CAP.pdf.

Skyway Chapter is starting up a Teleconference Study Group for the CPS November 2008 exam. Anyone in the IAAP MN-ND-SD Division is welcome to join! I will do a roll call for each meeting. You are not required to attend every weekly meeting, but it may be to your benefit to do so. Questions will be brought up and discussed that will help explain some of the things you may get stuck on.

Most meetings will be held on Thursdays from 11:30 a.m. - 12:30 p.m. and our first meeting will be Thursday, August 7. At this meeting we will mainly discuss registration, which is due August 15 for the November exam, and make sure everyone has ordered textbooks and give them help, if needed.

If time allows, we will also try to go through the first three chapters of the Office Administration book. Due to the late start with this study group we are going to aggressively go through the CPS books. Conference call in # 888-563-1986 - Code: 6123368218

Format:

- Participants are expected to have read the materials for the week prior to the study group session.
- The format of the study group will be a combination of textbook review.
- Q&A and completion of practice tests.
- 25-point practice tests are included in the textbook following each chapter, as well as a 100-point practice exam at the end of each of the three textbooks.

If anyone's interested in joining us contact Sharon Ogg CPS/CAP at www.sharon.s.ogg@wellsfargo.com, phone her at 612.336.8218, or click here for more details: <http://www.iaap-mnndsd-division.org/Documents/324000/Division-Local/Skyway%20Chapter%20CPS%20Weekly%20Study%20Group%208-01-08.doc>

Take this important step now for you and for your career. In today's ever-changing business environment, you need every advantage to stay on top. Earn the Certified Professional Secretary®(CPS®) rating or Certified Administrative Professional® (CAP®) rating through IAAP. Professional certification shows employers, clients and associates that you are committed as a professional. Certification is a mark of excellence that you carry with you everywhere you go. Members and nonmembers have access to the Professional Certification section of the IAAP website at <http://www.iaap-hq.org/>. Here you will find the forms needed to apply to take the CPS or CAP exams and much more information.

CURRENT CPS/CAP EXAM INFORMATION

Are you looking for ways to increase your visibility and value as an administrative assistant? Are you seeking additional opportunities to network with other members of IAAP? Your participation in a study session for the CAP/CPS exams may be right for you! Within the next couple of months, we will know whether we have enough people to warrant a fall study group. We will keep everyone posted. The Skyway Chapter has had over 20 people receive their certifications since the chapter's inception in May 2006.

- Registration due by August 15, 2008 for November 7 & 8, 2008 Exam Date
- Registration due by February 15, 2009 for May 1 & 2, 2009 Exam Date
- Registration due by August 15, 2009 for November 6 & 7, 2009 Exam Date

Note: Part 4 of the CAP exam is administered on Friday afternoon. Parts 1-3 of the CPS and CAP exams are administered on Saturday.

At this time, we do not have a study group set up for the November 2008 exam or for the May 2009 exam. If there are enough interested parties, meaning 5 or more wanting a study group, we will consider starting one up. Anyone interested in belonging to a study group should contact Sharon Ogg CPS/CAP, Certification Team Lead, to let her know of their interest: www.sharon.s.ogg@wellsfargo.com, 612-336-8218.

THE ACADEMY

Another benefit of certification is the opportunity to join The Academy. The Academy is similar to a college/ university alumni association. To belong to The Academy the individual must hold an active CPS or CAP rating. Annual dues are \$15 for IAAP members and \$30 for nonmembers. The enrollment form can be found on the IAAP website <http://www.iaap-hq.org/> under Professional Certification and then Academy.

Membership benefits include Academy News published quarterly, a special reception at the annual Certification Seminar, and a recognition ribbon at the International Convention & Education Forum.

CPS and CAP holders are required to recertify every five years. Those who do not remain current through recertification have their rating marked inactive on the IAAP database and are no longer afforded the privileges of certification.

ARE YOU A HIGH-TECH TRENDSETTER?

According to a survey conducted by OfficeTeam and the International Association of Administrative Professionals (IAAP), a little technical know-how can help you move forward in the administration field. Forty-six percent of executives polled felt technological advances will play a key role in shaping how business is conducted over the next five years. With technology progressing at the speed of light, professionals who keep on top of the latest software and hardware trends will have a definite advantage over those who don't.

In addition to the Microsoft Office suite of applications, in-demand computer programs include contact management, accounting, payroll applications and personnel software.

Here are some suggestions to help you become your office's tech-savvy trendsetter:

Keep ahead of the curve. Read mainstream technology publications and visit computer-industry websites. These resources can give you a detailed overview of emerging software and hardware, and can help you determine how the tools might apply to the workplace.

Take classes. There are many classes available that allow you to improve your technical skills. Online training can be particularly convenient. Don't forget to ask your manager if your company has a tuition reimbursement program to help with the cost.

Offer suggestions. Once you have improved your technical skill set, apply what you have learned to your job. Provide suggestions on how to best to use existing technologies or on new tools the company should consider adopting.

Share what you've learned. Take what you have learned back to work. By teaching others, you can improve the efficiency of the whole office and increase your visibility.

Many companies rely heavily on administrative professionals to serve as early adopters of new technologies and be willing to share their knowledge with others. By becoming a technology guru, you can significantly increase your value to your firm.

The article was submitted by OfficeTeam, the world's leading staffing service specializing in highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, call the Saint Paul office at (651) 293-8033.




August Birthdays				August IAAP Anniversaries	
Tina Hill CPS/CAP	August 2	Mary Mills CPS/CAP	August 19	Tammie Nelson	1 Year
Susan Borgerson	August 3	Lynda Boulay CPS/CAP	August 23	Lewis Stein	3 Years
Dawn Dall	August 5	Allyson Schall	August 26	Maria Tritchler	6 Years
Jane Hanson CPS/CAP	August 11	Dawn Lundquist	August 27	Nylla Hanson	7 Years
Mai Yang	August 13	Michelle Wilson	August 27	Jo Langer CPS/CAP	10 Years
Lisa Blascyk	August 18				



SEPTEMBER



Sun	Mon	Tues	Wed	Thu	Fri	Sat
SEPTEMBER IAAP ANNIVERSARIES (YEARS AS A MEMBER) 1 Year - Lorie Costello 2 years - Heather Hinke 3 years - Allyson Schall			BIRTHDAYS 5 - Julie Cardinal CPS/CAP 6 - Judy Sheldon CPS 13 - Mark Stewart 17 - Cheryl Santori CPS			20 - Josi Hard CPS/CAP 21 - Suzanne Olson 21 - Lorie Costello 23 - Julie Hinz 30 - Jane Fields
	1 LABOR DAY 	2	3 Saint Paul Chapter Meeting	4	5	6
7	8 October Newsletter Submission Deadline	9	10	11	12	13
14	15	16 Board Meeting - G&K - 685 Olive Street, Saint Paul - 5 p.m.	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FALL DIVISION CONFERENCE

Keep October 3 - 5, 2008, open for the Division Fall Conference to be held at the Thumper Pond Resort in Ottertail, Minnesota. Watch our next newsletter for more information or keep checking in on the Division website at www.iaap-mnndsd-division.org.



OCTOBER



Sun	Mon	Tues	Wed	Thu	Fri	Sat
OCTOBER IAAP ANNIVERSARIES (YEARS AS A MEMBER) 1 Year - Susan Nelson 3 Years - Jane Hanson CPS/CAP 3 Years - Angie Sanchez 3 Years - Lorraine Swenson 12 Years - Dee Dee Heffernan CPS/CAP 12 Years - Nancy Langer CPS/CAP 15 Years - Lori Reiman CPS/CAP 32 Years - Robin Mack					BIRTHDAYS 9 - Angie Sanchez 14 - Tami Hopp CPS/CAP 17 - Kurt Zilley CAP 22 - Charlene Baum 28 - Darlene Lazer 31 - Nancy Cardarelli	
NOTE: The date has not been set for the October Saint Paul Chapter Monthly Meeting – more information will be sent out at a later date.			1	2	3 MN-ND-SD Division Fall Conference Century College Annual Seminar (See pages 4-5)	4 MN-ND-SD Division Fall Conference
5 MN-ND-SD Division Fall Conference	6	7	8	9 Century College Breakfast Series (See page 5)	10 November Newsletter Submission Deadline	11
12	13	14	15	16	17	18
19	20	21 Board Meeting - G&K - 685 Olive Street, Saint Paul - 5 p.m.	22	23	24	25
26	27	28 Last Day to Make/Cancel Reservations for November 5 Chapter Meeting	29	30	31	

Standing Yes List

By Josi Hard CPS/CAP

It's time to kick off our 2008-2009 IAAP year! As we start this new year, the Standing Yes RSVP list will be wiped clean and started anew. If you would like to be a Standing Yes for your monthly meals, please complete the RSVP form and indicate this, or contact Josi Hard josi.hard@hartfordlife.com or call her at 651-738-5008.

If you do not want to be on the Standing Yes list, please remember to make your dinner reservation each month by completing the RSVP form by the deadline date, or completing the online reservation form and submitting appropriately. The RSVP form has the submission deadline information as well as the Standing Yes policy.

If you have any questions about making your dinner reservation, please contact Josi Hard as noted above.

*Saint Paul Chapter
International Association of Administrative Professionals®
September Chapter Meeting and Dinner Registration*

Meeting Date: September 3, 2008

Topic: GETTING EXCEL TO SING AND DANCE!
By Maureen Steinwall

Location: Oak Marsh Golf Clubhouse
(Enter via Oak Marsh Drive)
526 Inwood Avenue North, Oakdale

Schedule: 5:00 p.m. Registration and Networking
6:00 p.m. Dinner
6:30 p.m. Business Meeting
7:00 p.m. Educational Program

Main Entrée: Pork Loin with Cinnamon Apple Stuffing and Bourbon Demi-Glaze, Caesar Salad, Garlic Mashed Potatoes, Vegies (Broccoli, Cauliflower, and Baby Carrots), and Dessert

Registration Fee: \$21 per person



NOTE NEW RSVP DEADLINE - RSVP by 4 P.M. Tuesday, August 26, to:

Josi Hard CPS/CAP
josi.hard@hartfordlife.com
Phone: 651-738-5008
Fax: 651-738-4050

I will be attending:

Name:	Phone or E-mail:
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Entrée Selections: Main Entrée Pasta Chef Salad

I will be bringing a guest:

Name:	Phone or E-mail:
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Entrée Selections: Main Entrée Pasta Chef Salad

Additional Comments:

IAAP MEMBERS AND GUESTS:

If you plan to attend the monthly meeting only, with no dinner, there is no charge.

If you (or your guest) make a dinner reservation and are unable to attend (last-minute conflicts, emergencies, illness, etc.), you are still responsible for paying the appropriate fee.

NO-SHOWS WILL BE BILLED FOR THEIR DINNER FEE IF THEY DO NOT CANCEL THEIR RESERVATION BEFORE 4:00 P.M. THE TUESDAY PRIOR TO THE MEETING.



Return Address:

Bonnie Gauderman
H.B. Fuller Company
PO Box 64683
Saint Paul, MN 55164-0683



First Call For Help – 2008-2009

To make changes/additions to this list, contact bonnie.gauderman@hbfuller.com

Audit and Budget		Nominations	
Barb Szopinski CAP	651-292-4549	Yvonne Arendt CPS/CAP	651-361-8985 x10
Nylla Hanson	952-883-7185	Dee Dee Heffernan CPS/CAP	651-771-2660
Communications		Parliamentary Advisor	
Nancy Langer CPS/CAP, WebMaster	952-883-5138	Victoria Halverson CPS/CAP, Chair	651-772-3087
Bonnie Gauderman, Bulletin Editor	651-236-5850	Program/Education	
Victoria Halverson CPS/CAP, Proofreader	651-772-3087	Lori Reiman CPS/CAP, Chair	651-734-2174
Josi Hard CPS/CAP, Proofreader	651-738-5008	Kim Handrahan	651-738-4703
Anny Rustad, Proofreader	715-688-6377	Susan Nelson	651-264-4274
Bylaws and Standing Rules		Promotion\$ and Innovation\$	
Victoria Halverson CPS/CAP, Chair	651-772-3087	Allyson Schall, Chair	651-789-4662
Mary Giesen CPS	651-770-6247	Publicity/Marketing	
Dee Dee Heffernan CPS/CAP	651-771-2660	Victoria Halverson CPS/CAP - Publicity	651-772-3087
Kris Brustad CAP	651-855-7014	OPEN - Marketing	
Change of Address/Roster Changes		Reservations	
Heather Hinke	651-325-4238	Josi Hard CPS/CAP, Chair	651-738-5008
Certification		Leisha Klecker	952-883-8171
Krista Knowles CPS, Chair	651-778-6534	Retirement Trust Foundation (RTF)	
Tina Hill CPS/CAP	651-748-5051	OPEN	
Division Information		Student Chapter Committee	
Barb Szopinski CAP	651-292-4549	Victoria Halverson CPS/CAP, Chair	651-772-3087
Membership/Mentoring		Dee Dee Heffernan CPS/CAP	651-771-2660
Heather Hinke	651-325-4238		
Dawn Lundquist	651-632-2140		
IAAP Headquarters' web site: www.iaap-hq.org		Saint Paul Chapter web site: www.iaap-saintpaul.org	