



Saint Paul Connections

October 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
Hbarbara.szopinski@tkda.com

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

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

Nylla Hanson, Treasurer
Hnylla.j.hanson@healthpartners.com

Kim Handrahan, Director
Hkimberly.handrahan@hartfordlife.com

Heather Hinke, Director
Hhbh@saintpaulfoundation.org

Allyson Schall, Director
Hallysonschall@hotmail.com

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

Saint Paul Chapter Meeting
Wednesday, October 1, 2008
Oak Marsh Golf Clubhouse
526 Inwood Avenue North, Oakdale

THE VALUE OF THE ADMINISTRATIVE ASSISTANT ROLE IN THE BUSINESS WORLD TODAY: YOUR PERSONAL BEST

By Patricia Winkler

The workplace of today is very different from the one we knew 15 years ago. In order to be our "Personal Best" we need to understand those changes and the impact they have on not just our role, but our manager's as well.

We will explore these changes and revisit the Administrative Professional's role. What do we need to do differently? What skills do we need? How do we continue to retool our skills and knowledge to prepare us for the continued change? How do we keep the passion alive in the things we do each day?

Patricia Winkler is a seasoned HR professional with over 25 years of experience. She is currently Director of Staffing for the MN operations team for Hartford Life. Pat has an undergraduate degree from Knox College, Galesburg, IL in English and Education. She has also taken courses at Loyola University in Chicago toward her Masters in Human Resources. She has been a guest speaker at the National Association of Medical Technologists, The Twin Cities Human Resources Association, and a guest lecturer at National-Louis University.

Recertification points have been applied for.

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PRESIDENT'S REPORT

By Barb Szopinski CAP

My favorite time of year—leaves changing, a nip in the air, the excitement of a new school year, and a new year for the Saint Paul Chapter! You might be wondering what IAAP is going to do this year to make you a better administrative professional. Well, the answer is nothing! No, I don't mean there will be nothing offered, but what I do mean is that you will only derive value if you put something into it yourself. You need to be active, attend chapter meetings, check the website to see what is happening at the local, division, district, and international levels, and choose from the multiple opportunities that IAAP provides that will benefit you and your career.

The **Excellence in Action** program will challenge you to improve yourself—but only you can make the effort. Check it out on the International website, or click here <http://www.iaap-hq.org/pathwaystoexcellence>. The Saint Paul Chapter is committed to becoming a Chapter of Excellence and has met several of the requirements already.

Chapter programs are what draw many people to IAAP. We are committed to providing quality programs that will provide recertification points toward renewing your CPS or CAP certifications. In order to provide these programs, we are embarking on a **Fundraising Campaign** to make sure our treasury keeps up with our needs. We need each of you to make this a success. Where do you fit in?

- 1) Vendor tables at each Chapter meeting - \$50 for non-members, \$25 for members. If you or a vendor you use is interested, please contact Allyson Schall 651-789-4662 allysonschall@hotmail.com or Lori Reiman 651-734-2174 lori.reiman@hartfordlife.com.
- 2) Terry Lynn fundraiser - These are delicious nuts and candy that are perfect for the upcoming holiday season, and most packages are under \$10. Beginning with our October meeting, these will be available for you to purchase for yourself or to sell at your office.
- 3) Food Perspectives - This fundraiser benefits both you and our Saint Paul Chapter. Once a minimum of 30 people sign up (members, friends, and family), they will be called every 2 - 3 months to taste test a product. That person earns \$31 and the Chapter gets \$9—a Win-Win. Read below for more details

Fall Conference is October 3-5 at Thumper Pond Resort in Otter Tail, and it should be a beautiful time of year to be up north. Dress code is casual. The programs offered will be informative, and networking with other IAAP members is valuable. Check pages 4 and 5 for more details.

It is your Chapter, your Career, your Future!



FOOD PERSPECTIVES FUNDRAISER

We have the opportunity to participate in a food-tasting fundraiser that will not only benefit our Chapter, but also those who participate. Once we have 30 people signed up, we will be registered. After the initial 30, anyone can sign up online. Anyone in the Twin Cities metro area ages 18-65 without any food allergies and who does not work for a marketing, market research, or food company may sign up to participate with FPI. You must be pre-recruited and qualified for each study that you attend. You may participate in 3-5 studies per year. Children under 18 may be allowed with parental supervision.

The Chapter earns \$9 per tasting, and each participant earns \$31. This is an easy way for our Chapter to raise funds to make sure we can continue to offer quality programs. To read about the program, check out the website at www.foodperspectives.com.

If you or any of your friends and family are interested, fill out the application below and return to Barb or Ruth.

Barb Szopinski CAP Barbara.szopinski@tkda.com, fax: (651) 292-0083
Ruth Sheldrake CPS t.r.sheldrake@healthpartners.com, fax: (651) 293-8289



CONSUMER TESTING SIGN-UP FORM

Applicant Information

Interview ID:

E-mail Address :
Main Contact Phone (Local, no extensions please) / /
Alt Contact Phone 1 / /
Alt Contact Phone 2 / /
Alt Contact Phone 3 / /

First Name Middle Initial Last Name
Street Address City State Zip Code
Gender Date of Birth
M F / /

Please check each box for an industry in which you or any household members are employed.

Advertising Marketing research Food Manufacturer Food Retail Purchasing

Please check each box that applies.

I have food allergies. I am a vegetarian. I restrict my diet for medical reasons. I have no dietary restrictions.

Do you speak Spanish? Y N Do you have children under the age of 18 at home? Y N

Please complete if you have children under the age of 18 willing to test.

Child's Name (Please print.) Gender Date of Birth (Required.)
First Name Last Name M F / /
First Name Last Name M F / /
First Name Last Name M F / /
First Name Last Name M F / /
First Name Last Name M F / /

*Optional (Not required for sign up.)

Ethnicity* Total Household Income*
Asian/Pacific Islander Less than \$25,000
Black/African American/Non-Hispanic \$25,000 to \$39,000
Hispanic \$40,000 to \$59,000
Native/American \$60,000 to \$79,000
White/Caucasian/Non-Hispanic \$80,000 to \$99,000
Other (Please specify:) Over \$99,000
Prefer not to disclose Prefer not to disclose

Where did you initially find out about Food Perspectives? (Check all that apply.)
Friend Flyer FPI Web site Craig's List Face Book Organization Other

I understand FPI treats all personal information as confidential and uses this information for the sole purpose of fulfilling FPI's obligation to their clients. FPI will not share personal information with third-party companies for their independent marketing purposes.

Applicant Signature Date / /

Do you want to donate to a participating non-profit organization? Y N
Please provide the full name of the non-profit organization.
Please call 763-553-7787 for a list of participating organizations.



**2008 Fall Conference — MN-ND-SD Division
 October 3-5, 2008
 Thumper Pond, 300 Thumper Lodge Road
 Ottertail, MN 56571**

DIRECTIONS FROM MINNEAPOLIS/SAINT PAUL

From I-94: Take I-94 to the Ashby/Barrett exit #77 for MN Hwy. #78. Follow Highway #78 through Battle Lake for 40 miles to Hwy. #108 (Main Street). Take a right and make your first left onto Thumper Pond Drive and a right onto Thumper Lodge Road.

From Hwy 10: Take Hwy. 10 through Saint Cloud. Turn off into Wadena. Go southwest on Hwy. 29 and take a right onto Hwy. 52. Continue on Hwy. 52 until it turns into Hwy. 108. Go through Ottertail City, and take a right on Thumper Pond Drive and a right onto Thumper Lodge Road.

OR

Continue on Hwy. 10 until Perham Exit (Hwy. 78), and follow Hwy. 78 South to Hwy. 108, take a left on Hwy. 108 (Main Street). Make a left onto Thumper Pond Drive and a right onto Thumper Lodge Road.

THUMPER POND

All rooms are suites with a sofa sleeper in addition to the bed, and Thumper Pond has 78 spacious suites. Each suite has a refrigerator, microwave, hairdryer, coffeemaker, full-length mirror, iron and ironing board, 27" color television with cable including CNN & ESPN, free high-speed Internet (wired and wireless available), data port on the telephone including voice messaging and free local calls. All suites are non-smoking. Check out <http://www.thumperpond.com/>.

Call Thumper Pond at 1-877-294-7981 to reserve your room now.

Prices will be \$139 (plus tax) for 1, 2, or 3 people in a suite.

Recommended dress for all events during the weekend will be casual - jeans and tee shirts acceptable.

Ways & Means table reservations must be made by 9/24 by contacting Joan Gatzmeyer at joang@hdgi1.com.

AGENDA

Friday, October 3, 2008

11:00 a.m. - 1:00 p.m.

Registration
 Red Pine Restaurant at Thumper Pond is full-service dining.

1:00 - 4:00 p.m.

"Achieving Success through Personal Accountability" - Linda Schwartzwalter, BA, MS, Organizational Development Manager, MeritCare Health System

Evening—Dinner on your own. A listing of local restaurants will be available.

Karaoke in the bar at Thumper Pond after 8 p.m.

Saturday, October 4, 2008

8:00 - 9:00 a.m.

Sunrise Buffet (eggs, meat, potato, fruit, pastries)

9:00 - 11:00 a.m.

"Where You End and I Begin . . . Communicating Professional and Personal Boundaries" - Trish Strom, BSN, M.Ed., RN, LPC, Coordinator of Student Experiences, MeritCare Health System

11:00 a.m. - 12:30 p.m.

Networking Lunch
 Par Buffet (grilled hamburgers/brats, potato chips, potato salad and desert)

12:30 - 2:30 p.m.

General Business Session
 Networking/Social Hour

7:00 - 8:30 p.m.

Dinner (sirloin with walleye almondine, baked potato and salad)

8:30 - 10:30 p.m.

Game Night

Sunday, October 5, 2008

8:00 - 9:00 a.m.

Early Bird Buffet (eggs, French toast, meat, potato, fruit, pastries)

9:00 - 10:30 a.m.

"A New Way of Thinking - Strategic Thinking as a Lifestyle Choice" - Daphne J. Meyers, CMM, Red Barn Group

10:45 a.m.

Announcements/Adjourn

2008 Fall Conference – MN-ND-SD Division

<p>REGISTRATION FORM</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Full Registration</td> <td style="text-align: right;">\$65</td> </tr> <tr> <td>Student Registration</td> <td style="text-align: right;">\$40</td> </tr> <tr> <td>Full Registration - Non-member</td> <td style="text-align: right;">\$80</td> </tr> <tr> <td>Friday Seminar Only</td> <td style="text-align: right;">\$35</td> </tr> <tr> <td>Saturday Breakfast / Seminar Lunch / Business</td> <td style="text-align: right;">\$45</td> </tr> <tr> <td>Saturday Dinner</td> <td style="text-align: right;">\$30</td> </tr> <tr> <td>Sunday Breakfast/Seminar</td> <td style="text-align: right;">\$25</td> </tr> </table>	Full Registration	\$65	Student Registration	\$40	Full Registration - Non-member	\$80	Friday Seminar Only	\$35	Saturday Breakfast / Seminar Lunch / Business	\$45	Saturday Dinner	\$30	Sunday Breakfast/Seminar	\$25	<p>Full Registration includes: Friday Seminar, Saturday Breakfast, Saturday Business Session, Networking Luncheon, Seminars, Dinner, Sunday Full Breakfast and Seminar</p> <p>Cancellation Policy: A fee of \$25 will be deducted from all refunds made for cancellation received in writing or by E-mail by September 24. No refunds after September 24.</p> <p>We are going "green" by asking you to bring your name badge and binder/folder for pre-drilled handouts/tabs.</p>
Full Registration	\$65														
Student Registration	\$40														
Full Registration - Non-member	\$80														
Friday Seminar Only	\$35														
Saturday Breakfast / Seminar Lunch / Business	\$45														
Saturday Dinner	\$30														
Sunday Breakfast/Seminar	\$25														
<p>REGISTRATION INFORMATION</p> <p>Name: _____</p> <p>Company: _____</p> <p>Contact No.: _____</p> <p>E-mail: _____</p> <p>Chapter: _____</p> <p><input type="checkbox"/> Delegate - <input type="checkbox"/> Alternate - <input type="checkbox"/> 1st Timer</p>	<p>Mail Registration to:</p> <p>IAAP MN-ND-SD Division Fe Mahler CPS/CAP, Treasurer PO Box 27876 Minneapolis, MN 55427</p>														

INTERNATIONAL TRUSTEES AWARD

The Saint Paul Chapter was awarded the International Trustees Award for the chapter with 51-100 members making the largest monetary contribution to the Retirement Trust Foundation (RTF), and our Chapter's \$1,020 donation also helped the MN-ND-SD Division receive the Division International Trustees Award. Thanks to Lynda Boulay CPS/CAP for chairing the RTF Committee last year and finding creative ways for our members to donate. She is the chair of the committee again this year, so please continue to contribute to this worthwhile foundation.

READ THIS BEFORE YOUR NEXT MEETING

How often have you wondered if some meetings you attend are even necessary? Do you find yourself counting the minutes until the end of the discussion? Getting together with other staff members for planning or brainstorming activities is necessary for moving projects forward, but sometimes these sessions fall short of fulfilling their purpose of enhancing employee productivity.

Here are some red flags that might indicate a meeting you're set to attend won't be as productive as you had hoped:

There is no meeting leader. If no one is in charge of keeping the meeting on track, it could easily go into overtime. Either offer to take control or postpone the meeting until an appropriate leader can be selected.

The meeting lacks an objective. The meeting should have a distinct purpose, whether it's to get everyone up to speed on a project or identify a solution to a problem. The most effective meetings have an agenda that attendees can review ahead of time, which helps the group stay on point.

The invite list is long. Are you being invited to the meeting because your input is needed or as a courtesy? When the list of attendees is extensive, it's often because the person holding the meeting doesn't want to exclude anyone. Try to pass on meetings where a coworker can easily provide you with a synopsis, and your presence isn't vital to the outcome.

It's part of the routine. Regularly scheduled meetings can lose their value over time. Determine if any agenda items pertain to you before agreeing to attend.

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.



INTERNATIONAL PRESIDENT BARB HORTON'S BOOK CLUB

International President, Barb Horton, has implemented a book-of-the-month club. The book for September was Becoming a Person of Influence by John C. Maxwell. You can find the discussion on the forum under "Members Only." Sign in as a member, then go to "International President's Book Discussion" (see screenshots below). She also gives out the names of the books for three months.

President Horton has a series of discussion questions, and you can also add to the discussion. This is another way you can take control of improving yourself and your career.

The first screenshot shows the Saint Paul website homepage. A callout box contains the following instructions:

1. Log in as a member either on the Saint Paul or International website.
2. Click on "**new* International Forums"

The second screenshot shows the IAAP International Forum page. A callout box contains the instruction:

Click on "International President's Book Discussion"

The forum page displays a table of forum categories:

Forums	Threads	Latest post
IAAP Net		
Announcements Only! This forum is an announcement-only area. Read here for Dos and Don'ts on posting and other announcements from IAAP. This forum is read-only, not discussion.	3	aaron 8/15/2008 2:22:17 PM
About the Profession Topics about the Administrative field belong here. No IAAP discussion please! NOTE: Be sure to check inside for discussion within the sub-forums!	1	Donna Van Dyke 9/3/2008 2:12:55 PM
About IAAP Here's where you'll find discussion about IAAP. This is a "meta-forum." Need to get tips on member retention? Or maybe some help with forms? If it's about IAAP, you'll find it here. NOTE: Be sure to check inside for discussion in the sub-forums!	1	nanoo 8/30/2008 6:39:16 AM
International President's Book Discussion Discuss books from International President Barb Horton CAP's book selections each month.	0	

GET TO KNOW YOUR BOARD

Kim Handrahan is one of the new Directors on our Board and has been a member of the Saint Paul Chapter for almost two years. She has worked as an Administrative Assistant for approximately 27 years with Control Data, Toro, and The Hartford. She enjoys networking with fellow Administrative Assistants, and considers this one of the great benefits as an IAAP member. Grandkids, gardening, and her girls fill up her active life. An unknown fact about her is that she used to drive motorcycles!



OCTOBER

Sun	Mon	Tues	Wed	Thu	Fri	Sat
OCTOBER IAAP ANNIVERSARIES (YEARS AS A MEMBER)					BIRTHDAYS	
1 Year - Susan Nelson CPS		12 Years - Dee Dee Heffernan CPS/CAP		9 - Angie Sanchez		
3 Years - Jane Hanson CPS/CAP		12 Years - Nancy Langer CPS/CAP		14 - Tami Hopp CPS/CAP		
3 Years - Angie Sanchez		15 Years - Lori Reiman CPS/CAP		17 - Kurt Zilley CAP		
3 Years - Lorraine Swenson		32 Years - Robin Mack		22 - Charlene Baum		
				28 - Darlene Lazer		
				31 - Nancy Cardarelli		
*See September Newsletter for registration form. **See pages 4-5 for more details.			1 Saint Paul Chapter Meeting	2	3 **MN-ND-SD Division Fall Conference *Century College Annual Seminar	4 **MN-ND-SD Division Fall Conference
5 **MN-ND-SD Division Fall Conference	6	7	8	9 *Century College Breakfast Series— Office Politics: Developing Influence in the Workplace	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. - All Members Welcome	22	23	24	25
Certification Conference, Grand Hyatt, Denver, CO (See details below)						
26	27	28 Last Day to Make/Cancel Reservations for November 5 Chapter Meeting	29	30	31 Halloween 	

2008 CERTIFICATION CONFERENCE - CLEANING UP YOUR WORK ENVIRONMENT

Space is still available for the Oct. 19-22 Certification Conference held in Denver. Complete 2008 Certification Conference information and registration is now available in the "Meetings & Events" section of the IAAP website at www.iaap-hq.org. If you are not yet certified, BE sure to sign up for the Intro to Certification session on Sunday afternoon, Oct. 19. That's also a good session to have your questions answered about recertification. Fees (\$575 for IAAP members and \$680 for nonmembers) include all Conference education sessions, a welcome reception Sunday evening sponsored by Avery Dennison, a networking lunch on Tuesday, and breakfast Wednesday morning sponsored by OfficeTeam. Active CPS and CAP holders who attend the entire Conference will receive 15 recertification points.



NOVEMBER

Sun	Mon	Tues	Wed	Thu	Fri	Sat
IAAP ANNIVERSARIES (Years As A Member) 2 Years - Charlene Baum /Katie Laschen 4 Years - Dawn Lundquist 7 Years - Gwendolyn Nelson CPS/CAP 8 Years - Robin Goossens			BIRTHDAYS 1 - Lori Reiman CPS/CAP 11 - Kathy Kuckler CPS 10 - Krista Knowles CPS 20 - Patricia Riley 30 - Robin Mack			1
2 Daylight Saving Time Ends	3	4 Election Day 	5 Saint Paul Chapter Meeting *Boutique	6	7	8
9	10 December Newsletter Submission Deadline	11 	12	13	14	15
16	17	18 Board Meeting - G&K - 685 Olive Street, Saint Paul - 5 p.m. - All Members Welcome	19	20	21	22
23	24	25	26 Last Day to Make/Cancel Reservations for December 9 Chapter Meeting	27 Thanksgiving Day 	28	29
30			*Come early to the November meeting so you can get a head start on your Christmas shopping by browsing through all the crafts at the boutique, which runs from November 5-16 at the Oak Marsh Clubhouse.			

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.

MICROSOFT CERTIFIED APPLICATION SPECIALIST

For a limited time you can certify for only \$50 on Microsoft 2007 Office applications (retail price of \$160). You will receive one exam voucher and one license for the certification practice software, Certiprep. Certify on Office 2007 Word, Office 2007 Excel, or Office 2007 PowerPoint. The offer is only good until September 30, 2008. To learn more or purchase, visit www.certiprep.com/IAAP.

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

Meeting Date: October 1, 2008
Topic: The Value of The Administrative Assistant
Role In The Business World Today: Your
Personal Best
 By Patricia Winkler

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: Chicken Marsala, Pasta Alfredo, and Baby Carrots
 with Honey Amaretto Glaze

Fee For IAAP Members and Guests:
 Dinner and Education Program - \$21 Members, \$25 Guests
 Education Program Only - No Charge

Fee For Non-IAAP Members Attending For CPS/CAP® Recertification Points:
 Dinner and Education Program - \$21
 Education Program Only (Without Dinner) - \$10

RSVP by 4 P.M. TUESDAY, September 23, 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:

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



**International Association of
Administrative Professionals®**

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
Bylaws and Standing Rules		Parliamentary Advisor	
Victoria Halverson CPS/CAP, Chair	651-772-3087	Victoria Halverson CPS/CAP, Chair	651-772-3087
Mary Giesen CPS	651-770-6247	Program/Education	
Dee Dee Heffernan CPS/CAP	651-771-2660	Lori Reiman CPS/CAP, Chair	651-734-2174
Kris Brustad CAP	651-855-7014	Kim Handrahan	651-738-4703
Certification		Susan Nelson CPS	651-264-4274
Lynda Boulay CPS/CAP	651-325-4290	Promotion\$ and Innovation\$	
Tina Hill CPS/CAP	651-748-5051	Allyson Schall, Chair	651-789-4662
Kurt Zilley CAP	651-266-2423	Lori Reiman CPS/CAP	651-734-2174
Change of Address/Roster Changes		Publicity/Marketing	
Heather Hinke	651-325-4238	Victoria Halverson CPS/CAP, Chair - Publicity	651-772-3087
Communications		OPEN - Marketing	
Nancy Langer CPS/CAP, WebMaster	952-883-5138	Reservations	
Bonnie Gauderman, Bulletin Editor	651-236-5850	Josi Hard CPS/CAP, Chair	651-738-5008
Victoria Halverson CPS/CAP, Proofreader	651-772-3087	Leisha Klecker	952-883-8171
Josi Hard CPS/CAP, Proofreader	651-738-5008	Retirement Trust Foundation (RTF)	
Anny Rustad, Proofreader	715-688-6377	Lynda Boulay CPS/CAP	651-325-4290
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, Chair	651-325-4238		
Dawn Lundquist	651-632-2140		
Lynda Boulay CPS/CAP	651-325-4290		
Char Baum	952-883-7394		

IAAP Headquarters' web site: www.iaap-hq.org

Saint Paul Chapter web site: www.iaap-saintpaul.org