



International Association of
Administrative Professionals®

Professional Images

The Monthly Newsletter of The Crow River Chapter....
International Association of Administrative Professionals

Volume XI, Issue 3

September 2008

2008—2009 Crow River Chapter Officers

President

Nancy Kaping

W 320-587-4848

H 320-587-5444

nancyk@swifoundation.org

President-Elect

Patti Rutledge

W 320-587-4848

H 320-587-2423

pattir@swifoundation.org

Vice-President

Maxine Kenning

H 320-587-6627

mkenning@hutchtel.net

Secretary

Jessica Eastling

W 320-485-2824 Ext. 200

H 320-587-2488

eastling@hutchtel.net

Treasurer

Peggy Reding

W 320-587-3312

H 320-587-5583

bethumc@hutchtel.net

Chartered—October 1997

www.iaap-crowriver.org

October Chapter Meeting



Speaker

Stacey Neuhaus, Employment Plus

Topic

*Competitive Job Market
Effective Resumes, Interview Tips,
and Job Retention*

*More information on the RSVP page
found at the end of this newsletter.*

Happy 11th
Anniversary
Crow River Chapter



Please feel free to copy or route this newsletter to
your team of Office Professionals!

2008—2009
Crow River Chapter
Committee Chairs

Audit
OPEN

Bylaws/Standing Rules
Karen Ostlund
karen@schantzen.com

CPS Service
Nita Nurmi CPS/CAP
Nita.nurmi@sparboe.com

Education/Publicity
Membership
Patrice Davis to coordinate
pldavis@mmm.com

Ways & Means
Dawn Hartwig
dawnh@swifoundation.org

Historian
Maxine Kenning
mkenning@hutchtel.net

Membership
Maxine Kenning
mkenning@hutchtel.net

Lottie Kottke
lottiek@hutch.k12.mn.us

Website
Sharon Krueger
slkklg@embarqmail.com

Newsletter
Dawn Hartwig
dawnh@swifoundation.org

Registration
Patti Rutledge
patter@swifoundation.org

Spring Seminar
Jessica Eastling
eastling@hutchtel.net

President's
Message



I must say we're off to an exciting year!

Just a quick re-cap of our September meeting for those unable to make it. A special THANK YOU to Jessica and Sharon for their efforts in arranging the September program.

We balanced the budget! We decided we could do without a few things this year. While we appreciate our members renewing their membership we will not be offering a free meal for renewing. We recognize it's a nice gesture, but we hope you renew for the education and development opportunities, interaction with other administrative professionals and along the way have a little fun. We were also able to reduce our delegate expense as we have financial support from my employer. Member recognition will be handled a little differently. Thanks to Julie and Linell for volunteering to take on this effort for the year. Be sure to check out the Ways and Means update and Jessica's progress on the Spring Seminar.

Don't forget about the MN-ND-SD Division fall conference on October 3-5, 2008 in Ottertail. This is open to any member or non-member to attend. Let me know if you're interested in attending. I can't tell you how honored I am to represent the Crow River Chapter as your delegate, Thank You.

Lastly, I want to remind everyone that October is a very special month for our chapter. We are 11 years old.... Happy Anniversary!

Nancy

MN-ND-SD Division Fall Conference

October 3 - 5

Thumper Pond, Ottertail, Minnesota

Registration - \$65

Rooms - \$139 - All rooms are suites, so they will sleep at least two.

Friday Speaker Topic - *Achieving Success through Personal Accountability*

Saturday Speaker Topic - *Where You End and I Begin...Communicating Professional and Personal Boundaries*

Hotel Information

Thumper Pond
300 Thumper Lodge Road
Ottertail, MN 56571
877-294-7981 (mention IAAP)



Log onto www.thumperpond.com to see this beautiful resort.

You're talking to the colleague sitting in front of you, when you notice his head is down and he's angled his torso away from you. You're no Dr. Freud, but you can tell that something is wrong. What should you do?

The co-worker is displaying "closed" body language. Whatever prompted the reaction, he can no longer take in what you're saying, so you may as well stop talking.

Tuning in to body language is one of the most important things you can do in business situations. Unfortunately, most of us tend to become so wrapped up in what we're saying that we forget to pay attention to the person we're talking with.

The solution: Look for basic cues, says Patti Wood, one of the country's top experts on body language.

Example: Learn to spot the "closed" cue, when a person turns his head away from you, crosses his arms or legs, places an object between the two of you, or closes his eyes.

When that happens, she says, ask yourself, "What happened just before he did that?" Maybe you brought up something that scares him or that he has concerns about.

The mistake many people make in that instance is to rush ahead, when, in fact, the right move is to slow down and say something like, "Let's talk about any concerns you may have about that."

"If you identify that there's obviously a concern," Wood says, "then they feel like, 'Oh, she gets me.'"

You can even try to subtly mirror behavior to get someone to change.

Example: Briefly cross your arms, breath slowly with the colleague for a few moments and then uncross your arms, all while maintaining eye contact.

"If you've done it in sync," says Wood, "they'll come right along with you."

Meet fellow member - Donna Baysinger

Donna lives with her husband, Brad, who is a retired high school math teacher and who works part time at Target. Her son, Conley, and his wife, Tracy, both work for 3M in St. Paul. She has two granddaughters that are ages 12 and 14. Donna has been with the 3M Hutchinson for 38 years and is the Senior Administrative Assistant to Site Director. She joined IAAP in February of 1995 after being CPS certified. When she belonged to the St. Paul Chapter, she got some good ideas from fellow 3M members that she could use at her job. Her dream job would be to chair a big event or be a nurse in a hospital. There are two people she would like to meet, Elvis Presley because she has always liked his music and Jacqueline Kennedy because she led an interesting life. Donna enjoys reading magazines, golfing, going to movies, shopping, and traveling. Her favorite music is rock and roll or easy listening and she likes bite size Reeses Peanut Butter cups. Her favorite saying is "Grieving is the price you pay for love." ~ said to a survivor of someone who passes away. Donna would also like us to know that she is a hospice volunteer and recently ended six years on the Police Commissioner Board.

Meet fellow member - Phyllis Cripps

Phyllis and her husband, Dean, have a son, Scott and his wife, Joyce. They have three grandchildren, Ryan, R.J., and Claire. Phyllis has worked at the McLeod Treatment Programs, Inc. for 12 years. Unfortunately she isn't able to attend our IAAP meetings because of a conflict with two other associations. Her dream job is exactly what she does every day. If she could meet someone living or dead, she would choose to see her father again so that they could have another long conversation about life in general and what's going on in the world and his great grandkids—all 11 of them. He was her hero and has been gone from her life for a very long time. Phyllis enjoys reading, gardening, and traveling. She enjoys all music that is soothing and relaxing, especially classical and country. Her favorite saying is "Get it done and get it right the first time!"

Spring Seminar Update

I am excited to be working on this event and hope to bring to the community a fun speaker with a great message. I have been speaking with Chere Bork on this event, and I think she would be a perfect match for our seminar. She is so full of energy and life, and, as we all know, energy and enthusiasm are contagious! She seems to really have a handle on what an administrative professional goes through in her day-to-day life and has some really great ideas on how to turn a negative into a positive.

I am open to any suggestions anyone has—catering ideas, alternative speakers, time, and location ideas. This is my first time coordinating an event like this, so I am nervous, but very excited at the same time to bring the IAAP annual seminar back to the Hutchinson community! Feel free to email me at eastling@hutchtel.net with your suggestions.

Thanks, Jessica

Date: Thursday, April 23, 2009

Tentative Location: Hutchinson Event Center

Speaker presented to Membership: Chere Bork - www.cherebork.com

Catering (looking into):

- Cash Wise—Breakfast buffet
- Coffee Company - Coffee, juice, pastry
- We could also look into the idea of having coffee and pastries for the morning and having a larger meal when the seminar is over.



Programs Information Chere Bork would present: “kNOw Your Way to Balance”

Is your life overbooked and overwhelming? Are you trying to balance your life with everyone else's plus your job? Discover what is on your “to do” list and what needs to come off. Learn the number one way to create time and energy for yourself. This workshop will help you feel nurtured and respected by honoring your self first! Are you ready to fall in love with your life? If not now, when???

Keynote can include the following topics and activities after we discuss it:

- What's on your plate of life brain dump
- Create your own life balance wheel
- Reprioritize the hats you wear and create your ideal day from your real day
- Identify your energy drains and do the popular energy “dump ceremony” at the end
- Discover what charges your energy and create more of that
- Learn the 4 dimensions of energy and how to incorporate them into EVERY day
- Recognize the need for boundaries to balance your life
- Learn ways to say NO to others and YES to you
- Discover if your life is full of YOUR wants or OTHERS shoulds and what to do about it
- Discover the number one cause of your stress and what to do
- Create a list of 10 daily habits and rituals that will energize your life
- Leave this presentation READY to take 2 doable action steps for life balance



September Birthdays

Peggy - 14th

May you have a great celebration
on your special day!

Upcoming Events

October 3-5 MS-ND-SD Division Fall Conference
October 7..... Crow River Chapter Meeting
October 15..... Deadline for Newsletter Articles
October 20..... Professional Images Emailed
November 4..... Crow River Chapter Meeting
November 8..... Shop 'Til You Drop Event
November 15..... Deadline for Newsletter Articles
December 4..... Crow River Holiday Gathering

September Member Anniversaries

Beth Butcher
Nicole Latour

Congratulations!

Extra Thoughts & Prayers

Julie Craig recently had a bicycle accident while biking with her children. She has damage to her knee and tore several ligaments. She is having surgery on Monday, September 29th in St. Cloud. Best of Luck Julie. Please keep us posted.

Recipe Corner

Swiss Bake

1 package (26 oz.) frozen hash browns, thawed
2 cups (8 oz.) shredded Swiss cheese
1 pkg (10 oz.) frozen broccoli chopped, thawed, & well drained
2 cups whipping cream
1/2 cup chopped onion
1/2 cup butter or margarine, melted
1 tsp. salt
1/4 tsp. pepper

Combine all ingredients and pour into a greased 9 x 13 baking pan. Bake uncovered at 350 degrees for 1 hour until golden brown.

~ Maxine

Tropical Cole Slaw

4 cups Shredded Cabbage
2 diced red peppers
1/2 cup diced green onion
1/2 cup roasted peanuts
1 - 8oz. Can of Tropical Fruit (drained)
1/2 cup of Zesty Italian Dressing

Mix together and serve

~ Patti

Baked Sandwiches

2 dozen small buns
8 oz. Ham
8 oz Swiss Cheese

Place some ham and cheese inside the bun and line the sandwiches into two 9 x 13 pans.

Boil in sauce pan:

2 sticks of butter
3 Tbls brown sugar
2 Tbls poppy seed
3 Tbls Worcestershire sauce
2 Tbls Mustard

*Cool and then pour over the sandwiches.

Set them in the refrigerator covered with tin foil over night or for at least 2 hours before baking at 350 degrees for 20 minutes covered and then remove the tin foil covering for an additional 5 minutes.

~ Patti

Shop 'Til You Drop Update



2nd Shop 'Til You Drop Vendor Fair and Craft Show
Saturday, November 8, 2008
Faith Lutheran Church Fellowship Halls
9 am - 2 pm

We have 19 vendors/crafters signed up. We hope to get about 10-15 more.

Flyers were handed out to the vendors of the large craft show last weekend in Library Square. So far I haven't had anyone from there sign up.

We will vote at the October meeting as to who to donate our bake sale proceeds to. Please send me your ideas before the meeting. We will also be passing around a sign up sheet for those who are able to help the day of the sale. We will need help setting up and taking down as well as people to sit at the bake sale table. We are also asking all members to turn in a bake sale item or two.



Is this event on your calendar? We will need everyone's help and cooperation!

Meet fellow member - Beth Butcher

Beth is married to the love of her life, Steve and they live outside of Franklin, Minnesota, where they have a couple of acres of land for gardening and playing in the dirt. She is currently a full-time student at Ridgewater College in Hutchinson where she will be obtaining her degree in Healthcare Administrative Assistant. Beth has been a member of IAAP since 2007 and although has been unable to make many meetings, IAAP has helped her to gain self confidence, to learn about the latest technology available, and has given her a sense of belonging and understanding from professionals in the Admin field. She enjoys doing home improvement projects, cooking, sewing, gardening and canning, and riding four wheeler and snowmobiles. She like a wide variety of music, but if she has to pick, her favorite would be country and someday she hopes to get back to reading something other than textbooks. Beth's favorite candy bar would be the Strawberry Charleston Chew. She loves to put it in the freezer for a bit and then whack it on a hard surface so that she has tons of tiny bits of heaven. Her favorite saying is "Some people succeed because they are destined to, but most people succeed because they are determined to." Beth would like us all to know that she enjoys all the possibilities that IAAP has offered her and during the year to come, she will be more active within the chapter.

Shed Your Way To A Better You

Administrative Professional Today

If you've had trouble following through on your New Year's resolution to get organized, you may be better suited to "shedding."

In Julie Morgenstern's new book, *When Organizing Isn't Enough*, she differentiates between organizing and shedding: It's possible to get organized without throwing anything away. But shedding requires letting go of the "trash" that's weighing you down, so you can discover who you are without all your "stuff."

"Shedding is a process for decluttering your life to make room for change," Morgenstern says.

Example of shedding: clearing a calendar of engagements that drag you down rather than invigorate.

How to tell if you're a good candidate for shedding? If you're facing a transition, you may gain more from shedding than simply organizing.



***You are Invited to the Next Meeting
Of the Crow River Chapter of IAAP...
Come Join in the Fun!!!***

When: Tuesday, October 7, 2008

Cost: Members - \$10
Students - \$10

Where: Southwest Initiative Foundation
Corner of Hwys 7 & 15
15 3rd Avenue NW
Hutchinson, Minnesota

Time: 5:30 pm—Dinner & Networking
6:00 pm—Program
7:00 pm—Business Meeting



Menu:

Option 1: Sloppy Joes, salads, chips, pickles, dessert, and beverage
Option 2: Cesar Salad, dessert, and beverage

*Please RSVP by NOON on Friday, October 3, 2008, to Patti Rutledge via phone at 320-234-0905 (wk) or by email at pattir@swifoundation.org.
Reminder: No shows will be billed.*

~ ~ ~ ~ ~

PROGRAM

Speaker: Stacey Neuhaus from Employment Plus

The program will include information about effective and efficient resumes, staying on top in the competitive job market, searching for a full time position should be a full time job, and tips and suggestions on how to be a stand out in the crowd of job seekers.

Stacey has been a professional recruiter and staffing coordinator with Employment Plus for over four years. Over two years ago, Employment Plus opened a branch office in Hutchinson and Stacey is the branch manager.