



RR NEWS

Double R News
The Official Publication of the
Red River Chapter of IAAP®
Volume 51, Issue 1 September 2008
Editor: Alana Erstad



September 2 Program

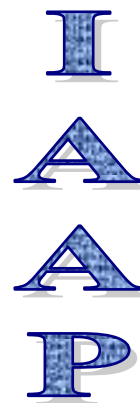
**“Success, Easy as
A, B, G! Simple
Strategies – Fantastic
Outcomes”**

Ann Dolence

**Doublewood Inn
Fargo, ND**

Red River Chapter Mission Statement:

*To be the acknowledged, recognized leader of
office professionals and to enhance their
individual and collective value, image,
competence, and influence.*



*Whether it is computer
skills, communications
skills, leadership
development skills or team
building skills...IAAP has
it. IAAP is a key provider
of superb educational
opportunities, networking
and leadership
development. It is up to
you to master these skills.
But with IAAP, you will get
there faster.*

INSIDE THIS ISSUE

2	From the Desk of the President
3	September 2008 Chapter Meeting Agenda
4	Information Corner - Committees
5	Meet the Board
6	Photos/Benefits of IAAP
7	Upcoming Events/Birthdays & IAAP Anniversaries
8	Attendance Policy / Code of Ethics
9	List of Officers
10	Community Outreach
11	Photos

Reservations for this Meeting:

Contact **Kristy Dugan** at
kristy.dugan@meritcare.com

Phone: (701) 280-4978

by Thursday, August 28, 2008

**Reminder: all “no shows” will be billed
\$14.00, without exception, unless
canceled prior to the reservation
deadline stated above.**

From the Desk of the President . . .

Welcome back everyone! I hope everyone had a fantastic summer.

First off, I want to thank you for sending me as your delegate to the International Convention in New Orleans, July 26 through July 31, 2008.

I had a fantastic time. You will hear more about the Convention in my delegate's report that will be coming out soon. In looking back over the past few months, I did not think the Convention would come soon enough. I hope all of you have the opportunity to share in this wonderful experience and attend the International Convention in Minneapolis. With Nita Nurmi CPS/CAP and Kristi Rotvold CPS/CAP as co-coordinators for the International Convention, we will have a GREAT convention.

I cannot believe the summer is nearly past and a new year of chapter meetings soon to begin. In upcoming meetings, you will be hearing more about the Pathways to Excellence Recognition Program International has developed as well as the member of excellence criteria and the chapter and division excellence criteria.

Now, the next paragraph is going to be tough for me so please bear with me. As you know on May 31, I lost my husband. During the first part of his hospital stay, things were not looking very good. I debated long and hard about continuing as your chapter president. I cannot thank Kristi Rotvold and Barb Garaas enough for being there for me (and continue to be there) during this time and telling me to wait to make any decisions. I believe it is the best decision I made to continue as your chapter president for the year. I know I sent many of you personal thank you notes and I know I may have missed some. I want to take this time to tell you how truly grateful I am to have you as my friends. Your cards, kind words, and support during this time has helped me tremendously. Thank you! My family was truly amazed at all the cards we received from other MN-ND-SD chapters and members. They simply could not believe it. This IAAP community is truly amazing.

"Good friends are like stars. You don't always see them, but you know they are there!" ~ Old Saying

Respectfully submitted,

Barb Lee CPS/CAP
2008-2009 President





INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

Red River Chapter Meeting
Tuesday, September 2, 2008
Doublewood Inn



- 5:30 PM Registration/Networking
- 5:45 PM Call to Order
Welcome
Installation of New Member(s)
Dinner
- 6:15 PM Program: Success, easy as A B C! Simple strategies, successful outcomes, Ann Dolence
- 7:15 PM Introductions – Name, where you work
Consent Agenda: Minutes of June 3, 2008 meeting
Treasurer's Report – Deb Renner
Correspondence
Unfinished Business
New Business
FYI-Treasurer-Elect position – Board appointed Kristy Dugan CPS on 8/19/08
2008-2009 Red River Chapter Budget (Approved by Board 8/19/08)
Delegate to Fall Conference, Thumper Pond, Ottertail, MN October 3-5, 2008
Pathways To Excellence Program
Prayer at Meetings – gather input from Chapter members
MOTY/GEM Form
FYI-IAAP Banner Stand Purchase
Committee Updates
Audit - Kathy Hofer CPS
Boss of the Year - Kristy Dugan CPS
Community Outreach - Sherri Finke CPS
CPS/CAP - Barb Garaas
Other Committee Reports
- 7:50 PM Adjournment
Vista Grande Retirement Center Flower Drawing

Good of the Order

Upcoming Events:

- September 16, 2008 - Board Meeting, 1435 33rd St SW #304, Fargo (directly south of Cashwise)
- October 3-5, 2008 - Division Fall Conference, Thumper Pond, Ottertail, MN
- October 7, 2008 - Chapter Meeting, Doublewood Inn
- October 15, 2008 - BOTY Luncheon, Holiday Inn
- October 21, 2008 - Board Meeting, 1435 33rd St SW #304, Fargo (directly south of Cashwise)
- May 15-17, 2009 - 2009 MN-ND-SD Division Annual Meeting, Rochester, MN
- July 26-29, 2009 - International Convention, Minneapolis, MN

Red River Chapter: www.redriver-iaap.freeservers.com

MN-ND-SD Division: www.iaap-mnndsd-division.org

IAAP International Website: www.iaap-hq.org

Informational Corner regarding Committees . . .

Each month, a summary of a selection of Red River Chapter committees will be shared in the newsletter. The Board is hoping this will help our newest members as well as our "seasoned" members decide what committees they would like to be on. Signup for committees are done during our round table discussion we have each year in May, but members are welcome to join a committee at anytime.

The following information was taken from the Red River Chapter Committee Manual dated October 2004.

Each committee is comprised of a chair(s) with at least one other member (more the better). The president serves as an ex-officio member on all committees except the Auditing and Nominating Committee. It is recommended that the outgoing chairman of each committee serve as a member of the committee the following year in an advisory capacity.

Boss of the Year:

The committee plans a function in connection with Bosses Day (October 16). The event honors a boss who is chosen through a selection process done in May. The event can be anything decided upon with agreement of the committee and approval by the Board of Directors (breakfast, luncheon, banquet, social hour event, etc). The committee starts planning the event in July (place to hold event, meal selection, cost of event, etc). A preliminary budget is proposed and submitted by the date requested by the president and treasurer. The committee will notify the chapter membership when the event will be held in a timely manner. A verbal update will be given at the chapter meetings in September and October as well as a final verbal report in November. A written year-end report including the final budget is submitted to the President.

CPS/CAP Committee:

The committee encourages interest and participation in the certification programs. They coordinate learning activities/materials for the exam. Recognition to those members who obtained their certification or recertified is given. If applicable, the committee will submit a preliminary budget and submit by the date requested by the president and treasurer. Give a monthly report at chapter meetings and submit a year-end report to the President.

Meet the Board . . .

When I became a member of the Red River Chapter in 2000, I found that it might have been helpful to know who the board members were and a little about them. Each month, you will get to meet a board member. As your President, Barb Lee CPS/CAP, I will be first. In October, you will meet Alana Erstad, President Elect.

I grew up in Moorhead, Minnesota, with the typical mom and dad and also five brothers, no sisters (a little side note, my mom had seven brothers and no sisters). After graduating from high school, I enrolled in the Medical Secretary program at Moorhead Area Vocational Technical Institute (now MSCTC). During my winter semester of school, I worked part-time in the business office at The Neuropsychiatric Institute Clinic (TNI). I then heard of a full-time position opening up in the lab at TNI Hospital as the lab secretary/receptionist/transcriptionist. As a result, my career as an administrative professional began officially on May 1, 1977. I was in this position for nine years. Then through a merge with Fargo Clinic (aka MeritCare) in June 1986, I joined the Pathology Department as a transcriptionist. In 1996, I switched to my current position as administrative assistant/office specialist for the Laboratory/Pathology Services. This past May, I started my 31st year at MeritCare.

I married Robert on April 21, 1979. We made our home in Fargo and have three grown sons - we quit after three boys. My oldest son, Tom lives here in Fargo. He is engaged to Denise and will be married in October. My second son, Ben, recently relocated to Wright-Patterson Air Force Base in Dayton, Ohio to further his schooling. Ben is married to Kylee and they have one son, Camden who on September 8 will be 17 months. They are expecting another child in January. My youngest son, Chris, lives and works in North Hollywood. I cannot forget to include my two cats, Jessica and Felix. My hobbies include: reading, sewing, crocheting, knitting, and cross-stitching.

I joined a CPS study group that included members from the chapter and nonmembers, Kristi Rotvold and myself. The study leaders included several members and former members of the chapter. I received my CPS certification in May, 1999. I did not join the Red River Chapter until March of 2000. I joined primarily at a point in my life where I felt I was able to devote more time as a member, meet new friends and network. Another study group formed to study for the CAP exam in May, 2002. I did not pass but decided to take the exam again the following November. I received my CAP certification at that time. Since joining, I have served as a member on several committees as well as co-chaired several. I have served as the Chapter Secretary, Treasurer-elect, Treasurer and now President. In April, 2005, I was selected as the chapter's "member of the year".





2008-2009 Red River Chapter Officers: From Left to Right, Diane Dockter, immediate Past President; Deb Renner , Treasurer; Margo Rolczynski, Secretary; Sherri Finke CPS, Vice President, Alana Erstad, President Elect

Benefits of Membership

- **Learn from your peers through local and international networking opportunities**
- **Improve your professional image**
- **Education and Professional Development**
- **Earn Continuing Education Units (CEU) and Recertification Points**
- **Professional Certification**
- ***OfficePRO*® Magazine**
- ***Bits & Bytes* Newsletter**
- **Take advantage of leadership training opportunities**
- **International Convention and Education Forum**
- **Administrative Professionals Week/Day**
- **Develop international alliances and friendships**
- **IAAP Headquarters support**
- **Retirement Center**
- **Affinity Programs and Services**

Upcoming Events

September 2, 2008

Red River Chapter Monthly Meeting

Location: Doublewood Inn
Topic: Success, Easy as A, B, G!
Time: 5:30 p.m.

September 16, 2008

Red River Chapter Monthly Board Meeting

Location: Home of Barb Lee
Time: 5:30pm

October 3-5, 2008

MN-ND-SD Division Fall 2008 Conference

Location: Thumper Pond, Ottertail, MN

October 7, 2008

Red River Chapter Monthly Meeting

Location: Eide Bailly Potluck
Topic: Computers
Time: 5:30 p.m.

Menu for the September 2 meeting

Taco Salad

Costs are as follows:

- * Red River Chapter members eating and attending the program (\$14).
- * Guests eating and attending the program (\$14).

Please stop by the registration table when you arrive for the evening. If paying by check, please make it out to Red River Chapter, IAAP. Thank you.

**Great Leadership Information can be
found on the International Website**

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

September Birthdays:

Peggy Cossette September 27

September Anniversaries:

Christine Moore	14 years
Shelley Rice	10 years
Kristi Rotvold	9 years
Margo Rolczynski	2 years

If we missed your birthday or IAAP anniversary, we apologize and ask that you contact Alana Erstad at alana.erstad@cetero.com or 499-8472 with your information.

Attendance Policy

For all regular monthly meetings, all “no shows” will be billed \$14.00, without exception, unless canceled prior to the reservation deadline stated on the reservation RSVP.

If you have requested to be placed on “standing cancellation,” it is not necessary to call each month to cancel your reservation. However, if you plan to attend, you must contact the Treasurer-Elect prior to the reservation deadline.

We know that “life happens” and sometimes members are not able to make it at the last minute. However, the Chapter still is responsible for the RSVP and needs to pay for your meal whether or not you are there.

Please also be courteous and RSVP if you plan on coming to the program or business meeting, even if you do not intend to have a meal that evening. We want to be sure that we have adequate space allotted for all members that will be in attendance.

If you have any questions regarding this policy, feel free to contact any one of the board members.

Barb Lee, President
barklee58@msn.com

Code of Ethics:

Recognizing the administrative professional's position of trust, we resolve in all our activities to be guided by the highest ideals for which the International Association of Administrative Professionals stands; to establish, practice and promote professional standards, and to be ethical and understanding in all our business associations.

We resolve to promote the interest of the business in which we are employed, to exemplify loyalty and conscientiousness at all times and to maintain dignity and poise under all circumstances. We further resolve to share knowledge, to encourage ambition, to inspire hope, and to sustain faith, knowing that the eternal laws of God are the ultimate laws under which we may truly succeed.

IAAP Websites:

International:

www.iaap-hq.org

MN-ND-SD Division:

www.iaap-mnndsd-division.org

Red River Chapter

www.redriver-iaap.freeservers.com



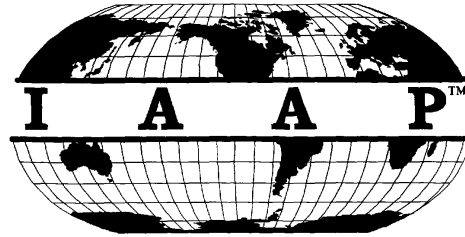
Valerie King contact information

e-mail: vking@iaap-hq.org

phone number: Day - 507-255-4757.

Cell - 507-421-5349

Valerie is available for any comments, questions, and concerns. She will try very hard to respond quickly. She may not have all the answers, but is happy to find the answer for you.



**International Association of
Administrative Professionals™**

Red River Chapter Members:

"Keep us Posted"

Please let us know immediately if you have any changes to your mailing or e-mail address.

Contact your IAAP Treasurer, Deb Renner

At

or deb.j.renner@supervalu.com

Red River Chapter Officers

President: Barb Lee, CPS/CAP

President-Elect: Alana Erstad

Vice President: Sherri Finke, CPS

Secretary: Margo Rolczynski

Treasurer: Deb Renner

Treasurer-Elect: Kristy Dugan, CPS

The Red River Chapter meets the first Tuesday of the month at various venues throughout the Fargo-Moorhead area. Meetings begin at 5:30 p.m. and provide networking opportunities, an educational program, and a short business meeting.

We encourage members to bring guests, including their co-workers and executives, to the meetings.

Goodwill Committee

Please contact Margo Rolczynski with information regarding births, deaths, weddings, etc.

Margo's e-mail address is:

margo.rolczynski@minnesota.edu





BAG NIGHT

Please bring a bag of groceries (non perishable) to the September 2nd meeting at The Doublewood Inn. We are donating this to the Emergency Food Pantry.

The Community Outreach Committee will be giving away Eco-Friendly bags to various grocery stores to those who donate a bag (or two...or three). The bags will not be available at the meeting as the choice of store is up to you...and will be picked up the next day and delivered to you. If you wish to donate and will not be at the meeting, please contact Sherri Finke CPS and arrangements will be made for pick-up.



Our Member of the Year:

Sherri Finke, CPS



New Member Installation in June:

Susan Finneseth, Diana Davis, Shelley Rice,
Membership Committee; Peggy Cossette, Suzan
Wolter



You are invited to attend the 2008 Boss of the Year Celebration and Luncheon.

In honor of National Bosses' Day the Red River Chapter of IAAP invites you, your bosses, supervisors, and colleagues to join us for a celebration and networking Luncheon.

WHEN: **October 15, 2008**
 11:30 - 1:00 p.m.

 Program - 12:30 p.m.

WHERE: **Holiday Inn**
 3803 13th Ave S.
 Fargo, ND 58103

COST: **\$16.00**

Linda Schwartzwalter
2008 BOSS OF THE YEAR

The Red River Chapter of IAAP has chosen Linda Schwartzwalter, Manager of Organization Development at MeritCare, as our 2008 "Boss of the Year".

Past Boss of the Year 2007 **Jerry Topp**

Meal Selection:

_____ **Beef Stroganoff**
_____ **Chicken Veronique**
_____ **Pasta Primavera**

Please make checks payable to:
RED RIVER CHAPTER - IAAP

_____ **Number attending @ \$16/per person**

Total enclosed = \$ _____

Please return by OCTOBER 2, 2008 to:

Michelle Holscher
1711 S. University Dr.
Fargo, ND 58103