



# SouthWest Metro News

The Official Newsletter of The SouthWest Metro Chapter of IAAP

[www.iaap-swmetro.org](http://www.iaap-swmetro.org)

Volume 4, Issue 12

September 2008

## Chapter Officers -

President

[Luanne Jorgenson CPS/CAP](#)

phone 952.402.8002

President-Elect

[Judy Twisk CPS/CAP](#)

phone 651.379.6502

Vice President

[Maria Di Iorio](#)

phone 952.402.8761

Secretary

[Nancy Janicki CPS/CAP](#)

phone 952.857.6397

Treasurer

[Diane Chapman CPS/CAP](#)

phone 952.402.7173

September 18, 2008  
SouthWest Metro Chapter  
Next Monthly Meeting

## Meeting Topic: *Self-Defense for Women!*

**Chief Instructor Dylan Sirny** - began his deeper pursuit of martial arts while in college, and soon became very active practitioner of the martial art of Hwa Rang Do. The quest for greater understanding of the art and philosophy has always been an important component of his personal martial journey, which of course continues on to this day while he leads the activities of the Hwa Rang Do schools and clubs located in Minnesota.



While in college at UW – Madison, where he graduated with a Bachelor's degree in East Asian Studies, he also began teaching and managing one of the fulltime schools in Madison under the direction of Master David Kijek. Soon after graduating, he was fortunate enough to receive a special apprenticeship program at the Hwa Rang Do World Headquarters, with the Founder of this art, Dr. Joo Bang Lee. This was a truly unique and awesome opportunity, in which he was groomed as the head instructor of the headquarters and administrator for the World Hwa Rang Do Association. While there, he was educated in the traditional Way of the martial arts as well as its physical techniques by this art's founder, Dr. Joo Bang Lee, and his eldest son Chief Master Taejoon Lee.

You can learn more about Mr. Sirny and Hwa Rang Do by visiting the Academy's website: [www.hwarangdomn.com](http://www.hwarangdomn.com)



Come and join us for this exciting talk.

5:30 pm – 8:30 pm

Embassy Suites Bloomington

2800 American Boulevard West

Bloomington, Minnesota, USA, 55431

Registration includes networking, dinner, business meeting and program: The fee is \$22 for members and \$25 for guests. Registration and social time start at 5:30 p.m.

Pre-registration is required, so please call Judy McCallion at 952-402-7449 or e-mail her at [judy.a.mccallion@seagate.com](mailto:judy.a.mccallion@seagate.com). If you have any dietary needs, please state them in your RSVP.

**No-shows will be billed for the registration fee unless cancelled prior to noon on Monday, September 15.**

For more information about any of these programs, contact Luanne Jorgenson or visit [www.iaap-swmetro.org](http://www.iaap-swmetro.org) for the most current event schedule; these programs may be subject to change.

## From the President

Welcome to the 2008 – 2009 SouthWest Metro chapter year. I hope each of you had a very enjoyable summer and that it didn't go by as fast as mine did.

I was honored to represent our chapter at the 2008 International Convention in New Orleans. What a learning experience that was. I can understand why everyone wants to keep going year after year. I can hardly wait for next year. You will all have the chance to attend because it will be hosted right here in Minneapolis.

We have a new logo that will be used throughout the IAAP organization. "Excellence in Action." Isn't that a great logo? It's what we all do day after day. Along with this is the "Pathways to Excellence" program. This is for all members, chapters and divisions. More information will be coming your way.

Don't forget to sign up for the MN-ND-SD Division Fall Conference, October 3<sup>rd</sup> thru October 5<sup>th</sup>. It is being held at Thumper Pond in Ottertail, Minnesota. You can find more information in this newsletter.

I also want to thank everyone who came to the August Fun Night. We had a great dinner, lots of laughs and lost a few balls on the putting green.

If you haven't signed up for a committee please consider helping our chair people out:

- It's a great way to get to know the members
- Develop your leadership and organizational skills
- It looks great on a resume
- It helps manage the workload for one person by getting involved.

Let's have a great year – See you at our September 18<sup>th</sup> meeting.

Regards,  
Luanne Jorgenson CPS/CAP

### **Board Meeting:**

Board Meetings will be held every other month, with the next one taking place in November at 5:30 pm located at Davanni's in Richfield.



The IAAP Pathways to Excellence Recognition Program is designed to raise **your** value as a career-minded administrative professional. You can participate in the program by becoming a Member of Excellence, a Chapter of Excellence and a Division of Excellence.

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Conduct a public presentation, program or training
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review

Winning members will receive a Member of Excellence certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Chapter of Excellence** will attain a minimum of 14 of the following 19 criteria:

1. Sixty percent of the chapter meetings offer recertification points
2. At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year
3. Sign the online Chapter of Excellence Commitment agreement
4. Publish at least six newsletters/e-newsletters
5. Participate in the IAAP Web Community
6. Publish annual meeting calendar with education and/or training topics by September 1 and establish marketing plan to encourage members to attend chapter, division, and international meetings and events
7. Create and maintain an annual budget; provide a monthly financial statement to the membership; and submit annual audit report to the division treasurer

8. Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chairmen listing to HQ by July 1 deadline
9. A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event
10. Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Convention and Education Forum
11. At least one member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee
12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executives' event
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program
14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent
15. Conduct at least one IMPACT meeting
16. Conduct new member orientation program
17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)
18. Sponsor a new IAAP Professional Chapter or Student Chapter
19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey

Winning chapters will receive a Chapter of Excellence podium banner (first year), banner year patch, and either \$100 cash or \$150 credit toward subscription to the IAAP Web Community.

You can find more of this information on the IAAP Headquarters website under members.

\*\*\*\*\*

### **Fun Night**

A big "Thank You" to our President, Luanne Jorgenson CPS/CAP for nicely arranging our chapter's "Fun Night" on Thursday, August 21, at Centennial Lakes in Edina. It was most enjoyable.

We said our "Hellos" and met our new Board members at Macaroni Grill at 5:30 PM. There were 17 members in attendance. Our energetic waiter, Joe, was at our service and made sure we were well taken care of. First we shared some wonderful Foccia bread and some drinks. Renee Breiwick CPS/CAP made a toast to Luanne Jorgensen and the SouthWest Metro board for a very successful 2008-2009 year. Afterwards, we went across the street and played golf in miniature at the beautiful Centennial Lakes Park.

It was fun to re-connect with old and new members of the SouthWest Metro Chapter.



### Sunshine Committee:

Please send all card requests to [Sandy Menning](#).

### Sunshine Committee

Birthday greetings were sent to the following members since mid-summer:

- Vicki Brown
- Marian Luft
- Maria Di Iorio
- Luanne Jorgenson CPS/CAP
- Barb Jensen
- Angela Gillquist
- Joan Meyers

Get Well wishes were sent to

- Char Wilkinson CPS
- Luanne Jorgenson CPS/CAP

The Sunshine committee would like to send birthday greetings to all of our members, but in order to send a card, we need to know the date. As of September 3, six members were listed without birthdays on the member list on the SouthWest Chapter website. Anyone needing help updating this info can contact Sandy Menning.

If you know of an unscheduled occasion for which a card should be sent, such as an illness, death in the family, or maybe a promotion at work, please let Sandy know.

\*\*\*\*\*

### Certification Exam

Friday November 07, 2008 through Saturday, November 08, 2008  
 Minneapolis Community & Technical College  
 1501 Hennepin Avenue, Room 1200 (It's on the lower level)  
 Find it on their website at [Minneapolis.edu](http://Minneapolis.edu)

If you are interested in joining a certification study group, please contact Sharon Ogg, member of the Skyway Chapter at [sharon.s.ogg@wellsfargo.com](mailto:sharon.s.ogg@wellsfargo.com)

#### Headquarters Information



10502 NW Ambassador Drive  
 PO Box 20404  
 Kansas City, MO 64195-0404  
 Voice: 816.891.6600  
 Fax: 816.891.9118  
[Service@iaap-hq.org](mailto:Service@iaap-hq.org)  
<http://www.iaap-hq.org>

#### IAAP® Websites

International: [www.iaap-hq.org](http://www.iaap-hq.org)  
 Division: [www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)  
 SouthWest Metro: [www.iaap-swmetro.org](http://www.iaap-swmetro.org)

The *SouthWest Metro News* is published monthly from September through June.

Editor: [Lynne Kiner](#)

Please contact the editor with any ideas or articles.