



*Turning Jobs
Into Careers*

St. Cloud Quarry Chapter, IAAP

September 2008 Newsletter

2008-2009 IAAP Kick-Off

Monthly Education Forum & Business Meeting

Monday, September 8, 2008, 5:30 – 8:00 p.m.

Presenter: Kristi Rotvold CPS/CAP- Kelly Inn, St. Cloud

St. Cloud Quarry Chapter IAAP will be starting off the 2008-2009 year with the opportunity to meet our Division President, Kristi Rotvold. Kristi will tell us about the *Pathways to Excellence* Program, how we can each become a *Member of Excellence*, how we can help our chapter become a *Chapter of Excellence*, and how we can all help our Division become a *Division of Excellence*.

Kristi is an active member of the Red River Chapter in Fargo, North Dakota and has held many committee and officer positions in the Chapter. She is currently President of the Minnesota-North Dakota-South Dakota Division where she has served as Secretary, Treasurer and President-Elect in the past. She has also been named co-coordinator of the 2009 International Convention and Education Forum.

Meal: Chicken or Tuna Croissant Sandwich and Soup. Cost is \$15 for members; \$20 for nonmembers. **RSVP by Thursday September 4th** to Sue Tomczik via e-mail at susan.tomczik@awin.com or phone 320-252-9608.

Read This Before Your Next Meeting

--Submitted by OfficeTeam

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.

OfficeTeam is the world's leading staffing service specializing in the placement of 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.

Mission Statement:

To provide office professionals with opportunities for educational, professional and personal growth.

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Message from the President...

[A Simple Story About the Importance of Education](#)

By Steve Olson

This is a true story you can use to stress the importance of education to your children. When I was 19, I worked for a seafood restaurant as a prep cook, but specifically, I sliced and hand-peeled thousands of individual shrimp 12-14 hours a day, six days a week. We were a bunch of 18-30 year-old classic American burnouts – except – after school each day – one 15 year-old Korean kid peeled shrimp with us. We affectionately nicknamed him “Flounder.” He was a good kid and we tried not to corrupt him. Everyone knew Flounder’s parents; they owned the flower shop and the liquor store at a nearby mall and his dad had been selling us booze since we were 15.

So, one day, about eight of us were standing around in the cooler doing whip-its, when I said, “Flounder, what are you doin’ workin’ a ---- job? I mean, your parents own two businesses. They must be doin’ pretty good. You don’t need the money, do you?” Flounder replied, “No, we don’t need the money. I don’t want this job. I hate it here. My dad makes me do it.... He said he wanted me to know what my life would be like if I didn’t get an education.”

It was silent. Flounder didn’t realize what he had said to us. We didn’t hold it against him. We all knew his dad was right, and it hurt. We’d all been schooled, but we weren’t educated. We didn’t even know what it meant. Some say Mark Twain said, “Never let your schooling get in the way of your education.” Flounder’s dad knew that we learn in every moment of our lives, so he gave his son the best education he could by forcing him to peel shrimp. At the time, I didn’t view peeling shrimp as an education; I viewed it as a way to make money. But it was a part of my education, and a valuable one I’m grateful to have had.

This year the Quarry Chapter will focus on education. Not the kind you find in books but a wide variety of every day educational needs. We will learn how to be green at home and work; we will learn the current procedures for first aid; and we will find out what educational programs are out there in the big world and possible financial help to continue our education. And that is just the start. Education is just one step on our way to being a *Member* and a *Chapter of Excellence*. I am sure you will enjoy our journey for the next few months.

While I have a moment, I’d like to ask each chapter member to bring along at least one (1) name of an administrative professional who is not a member of our chapter. This person should be someone that you personally communicate with during your work day. We will turn the names over to Marlene and hopefully she will be able to work her magic and the person will accept an invitation to join us for a meeting. If we get a “yes” Marlene will contact you and let you know that your person will be coming to the meeting. If the person does attend the meeting your name will go into a “basket” for a drawing at the June 2009 meeting. If the person joins IAAP and the chapter you will get your name put into the “basket” again. At the June 2009 meeting we will draw three names and those members will receive some pretty cool prizes.

I look forward to seeing you all at the September meeting.

--Andi Towner CPS, President

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Message from the International President

Today is the present and the present is a gift. The gift of opportunity and time. It is also a time of transition as we make continual adjustments to the influences around us. And IAAP is no exception.

After careful evaluation of the unique challenges and opportunities for IAAP, the Board began down the path to turn IAAP into a remarkable Association by 2010. As members you can track if the Board has fulfilled its mandate by staying aware of what direction the Association is headed. You can find the project plan at: <http://www.iaap-hq.org/projectplan2008.pdf>. The first phase includes:

- Redefining the mission and value statements
- Evaluating existing and future programs
- Aligning the association resources
- Developing a customer service culture
- Training members, chapters and divisions to create a customer service culture
- Creating a baseline membership survey
- Developing and maintain data-driven strategies
- And more



And we want to hear from you. If you have an idea, compliment or complaint, you can send it to us at <http://www.iaap-hq.org/feedback>. All submissions will be reviewed and recorded within 5 business days. An Action Team will be forwarding items requiring action to the Board of Directors. In his book *Becoming a Person of Influence*, author John C. Maxwell states "Fresh, innovative ideas help us to find new ways to solve old problems, to generate new products and processes to keep our organizations growing, and to continue growing and improving personally." Tell us what you think. We look forward to hearing from you.

The new recognition program *Pathways to Excellence* creates a consistent level of measurement across each level of the organization. Members, chapters and divisions can attain excellence in ten specific and aligned areas. Check out the Q&A and the tools that will assist you to become excellent at <http://www.iaap-hq.org/pathwaystoexcellence>. Plan your own personal and professional growth for the next year.

Do you like to read? I do – and I also love to share books. What better way to merge my love of books with my passion for IAAP with you? Near the middle of each month you will receive an email inviting you to participate in the forum discussion on a different book that will help you grow and develop both personally and professionally. Check out the first selection and find out how you can discuss the book selections with other IAAP members at <http://www.iaapnet.org/default.aspx?pid=5657>. It is my hope that over the course of the **Excellence in Action** year that you will enjoy these titles as much as I enjoyed choosing them. Happy reading!

The revised and updated policies are available at <http://www.iaap-hq.org/IAAPpolicies7-08.pdf>.

No Show Policy

REMINDER: For all regular monthly meetings, that you RSVP as "yes", all "no shows" will be billed \$15, without exception, unless the cancellation is received prior to the RSVP deadline stated in the newsletter. You can, however, find a replacement to take your RSVP but need to notify the Secretary as soon as possible at susan.tomczick@awin.com or phone 320-252-9608.

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

2009 – 2010 Committee Member List:

Audit (*July – August*)

Co-Chairs: Florann Grettum, CPS
Kathie Lewandowski
Peggy Sullivan

Bosses' Day Recognition – Monday, October 13, 2008 (Monthly Meeting)

Chair:

CPS/CAP Liaison (*August – June*)

Chair: Peggy Sullivan

December Social with Brainerd Chapter (*October – December*)

Chair: MaryAnn Lindell, Brainerd Chapter
Location: Initiative Foundation, Little Falls

Hospitality (*September – June*)

Co-Chairs: Bev Radaich & Sue Tomczik

Membership (*August – June*)

Chair: Marlene Winters

Newsletter (*August – June*)

Chair: Kris Kowalzek

Nominating (*February – May*)

Chair: Joyce Rife

April Seminar/Open House/Impact Meeting **April 22, 2008 – Speaker: Jill Siegel**

(October – April)
Members: Pat Zwack, CPS/CAP, Joyce Rife
and Chapter Board of Directors

Photographer (*September – June*)

Chair: Help Wanted

Programs and Education (*May – June*)

Chair: Joyce Rife

Sunshine Coordinator (*August – June*)

Chair: Karen Heid

Website Liaison (*August – June*)

Chair: Lori Oldenburg

Committee Member List Continued...

Shop 'Til You Drop (*August – November*)

Members: Leah Posterick, Bev Radaich, and Lori Oldenburg

Cub Foods Receipts (*September – May*)

Chair: Kathi Wilke

Public Relations (*August – June*)

Chair: Tami Mortenson

Ink Cartridge Recycling Coordinator

(*September – June*)

Chair: Help Wanted

Online Resources

International: www.iaap-hq.org

Division: www.iaap-mnndsd-division.org

Chapter: www.iaap-stcloudquarry.org

Newsletter Deadline

The next newsletter is due to be sent by September 26th. If you would like to submit an article, please have the information to me by September 22nd.

--Kris Kowalzek, Newsletter Editor
kkowalzek@ifound.org

International Convention and Education Forum Sites

2009	Minneapolis, MN
2010	Boston, MA
2011	Quebec, Ottawa
2012	Grapevine, TX
2013	Anaheim, CA

Agenda

Monday, September 8, 2008

Kelly Inn, St. Cloud

5:00-5:30 p.m. **Set-Up/Registration/Social** (Please note we may not be able to enter the room until 5:15 as there is another group in the room prior to the Quarry Chapter Meeting.

5:30-6:00 p.m. **Welcome/Introductions/Dinner**

6:00-7:00 p.m. **Educational Forum:**
Guest Speaker: Kristi Rotvold CPS/CAP, President, MN-ND-SD Division
Topic: *"Pathways to Excellence"*

7:00-7:05 p.m. **Five-minute Break**

7:05-8:00 p.m. **Business Meeting**

1. Call to Order
2. Additions to Agenda
3. Vote for Chapter President-elect/Installation
4. Approval of June 2008 Minutes
5. June Treasurer Report
6. July Treasurer Report
7. Committee Updates:
 - a. Audit Committee
 - b. By-laws Committee
 - c. Education Committee
 - d. Membership Committee
 - e. Shop 'Till You Drop
 - f. Other Committees
8. Delegate to 2008 Fall Conference
 - a. Nominations/Vote
9. 2008-09 Budget
10. 2008-09 Chapter Goals
11. Installation of New Member
12. Announcements/Good of the Association

Drawing

Adjournment

NOTE: We have allotted for our first meeting of the year to go to 8:00 p.m., however, should we finish earlier we will adjourn early.



**St. Cloud Quarry Chapter, IAAP
Meeting Minutes – June 9 2008**

Present: Bev Radaich, Joyce Rife, Kathy Lewandowski CPS, Marlene Winters, Pat Zwack CPS/CAP, Susan Tomczik, Amanda Bruno, Florann Grettum CPS, Andi Towner CPS, Gloria Lenzen CPS, Joanne Weisz, Kris Kowalzek, Karen Heid, Rachael Johannes.

President Joyce Rife called the May business meeting to order.

Approval of Minutes (May 12, 2008)

Motion made and seconded to accept the minutes. Motion passed.

Treasurer's Report

The May treasurer's report was accepted and will be filed for audit.

Installation of 2008-2009 IAAP Officers

Treasurer – Rachael Johannes

Secretary – Susan Tomczik

President – Andi Towner

Andi and Joyce gave out awards and flowers to thank the members for all they did throughout the year. This was a short meeting as it was our last until fall.

Winners of the hat contest – 1st place Joyce Rife
2nd place Florann Grettum
3rd place Bev Radaich

Winners of the Family Feud Game – Pat Zwack, Florann Grettum & Sue Tomczik

Thanks to all who donated door prizes for this special fun meeting!

Adjournment

CALENDAR OF EVENTS

Monthly Education Program & Meeting – September 8, 2008, Kelly Inn, St. Cloud

Bosses' Day Recognition & Monthly Meeting – October 13, 2008, Kelly Inn, St. Cloud

Bosses' Day Observed – October 16, 2008

MN-ND-SD Division Fall Conference – October 3-5, 2008, Thumper Pond, Ottertail, MN

Shop 'Til You Drop Event – November 1, 2008, American Legion, Sauk Rapids

Spring Seminar – April 22, 2008, Kelly Inn, St. Cloud