



RR NEWS

Double R News
The Official Publication of the
Red River Chapter of IAAP®
Volume 51, Issue 6 February 2009
Editor: Alana Erstad. CPS



February 3 Program

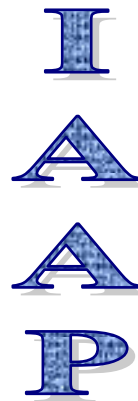
“Parliamentary Procedures”

Virgil Gunnarson

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.*

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Reservations for this Meeting:

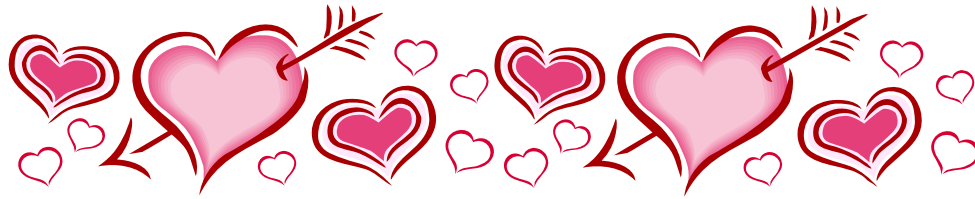
Contact **Kristy Dugan, CPS/CAP** at

kristy.dugan@meritcare.com

Phone: (701) 280-4978

by Tuesday, January 27, 2009

**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

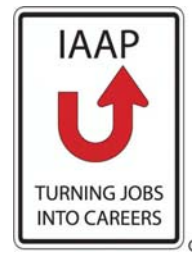
Hello 2009. Even though this is for the February newsletter, it is Monday January 19 and I just wanted to say there are no resolutions from this gal as I know by now that I cannot follow through with them anyway. It seems like as each month goes by, my new firsts are getting somewhat easier for me with the help of prayers, family and friends. I made it through this holiday season as well as Robert's birthday (January 9) with a few tears shed. Although, January 13 was not a very good evening for me and I know I will have these ups and downs but the hardest thing for me to remember is that these moments will come without advance notice and that I do have friends to call if I need to talk.

I am looking forward to January 21 as I will be leaving for California to visit my youngest son, Chris. It will be nice to get away from this snow for a week. He called the last week to let me know that it was 80 degrees - this week in the upper 60's and possible rain. On my return I should be a grandma again and I will have to make plans to fly to Dayton to visit new baby Lee - expected arrival date January 24. My first grandson, Camden, has become a fine little man. He does have the knack on how to say "No" quite well but a nod of the head does slip in a few times. There were times when this Grandma Barb sure got tired by his ongoing activities of playing in his room with his Thomas the Train tent (playing See Ya and Boo), sliding down his slide, playing hide and seek in his closet ("where did Camden go") and shooting baskets with his adjustable Fisher Price Hoop he got from Grandma Barb.

I want to congratulate all the chapter members for your work in supporting the chapter. We are well on our way to becoming a chapter of excellence. The latest criteria we met is that three members obtained their CPS and/or CAP ratings this past November to meet criteria #2. We also have had 4 new members installed during this year to meet criteria #17. Our most major achievement was submitting our strategic plan by December 31 to the Division as well as conduct a member interest survey (criteria #19) in which the information will be used during our strategic planning in May. Several other criteria are in progress (#1, #4, #12) and several are completed besides the ones mentioned above (#3, #6, #7, #8, #9, #10, #11, #16). We as a chapter should be proud in obtaining these goals.

In closing a short quote I found "Love can transform the most common place into beauty and splendor and sweetness and grace. Love is the answer that everyone seeks. Love is the language that every heart speaks." by Helen Steiner Rice. Happy Valentine's Day!!

Barb Lee CPS/CAP
2008-2009 Chapter President



INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®
Red River Chapter Meeting
Tuesday, February 3, 2009
Doublewood Inn



- 5:30 PM Registration/Networking
- 5:45 PM Call to Order
Welcome
Installation of New Member(s)
Dinner
- 6:15 PM Program – Parliamentary Procedures, Virgil Gunnarson
- 7:15 PM Introductions
Consent Agenda: Minutes of January 6, 2009 meeting
Treasurer’s Report: Deb Renner for December 16 – January 15, 2009
Correspondence
1) Barb Horton’s Book of the Month – January, February, March
Committee Reports
1) APW Update
Unfinished Business
1) Chapter of Excellence Update
New Business (if any)
- 7:50 PM Adjournment
Vista Grande Retirement Center Flower Drawing
Good of the Order

Upcoming Events:

- February 17, 2009 - Board Meeting, 1435 33rd St SW #304, Fargo
- March 3, 2009 - Chapter Meeting, Doublewood Inn
- March 17, 2009 - Board Meeting, 1435 33rd St SW #304, Fargo
- April 7, 2009 – Chapter Meeting, Doublewood Inn
- April 18, 2009 – APW Seminar and Luncheon
- May 15-17-2009 - 2009 MN-ND-SD Division Annual Meeting, Rochester, MN
- July 26-30, 2009 - 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.

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 the each committee serve as a member of the committee the following year in an advisory capacity. This information was taken from the Red River Chapter Committee Manual dated October 2004.

Administrative Professional Week:

The Administrative Professional Week (APW) Committee plans and directs the Chapter's activities in connection with Administrative Professionals Week. The event can be anything the committee decides upon approval by the Board of Directors. This event can also be used as a fund-raising event that is coordinated with the Ways and Means Committee and educational event coordinated with the Education Committee. Types of events could be social outings, chapter seminar with lunch or dinner. Coordinate the selection of the Member of the Year. CPS/CAP recognition can also be coordinated with the CPS/CAP Committee. Planning for the event can start as early as September to discuss possible ideas for the event. A preliminary budget is proposed and submitted by the date requested by the president and treasurer. The committee will notify the chapter membership when events are planned via the chapter meetings, chapter website or through the chapter newsletter. A written year-end report including the final budget is submitted to the President.

Scholarship/Student Chapter:

The Scholarship/Student Chapter committee coordinates the selection of a student for the Chapters student scholarship given out each spring. The committee is in contact with the student chapter that Red River started. The committee provides the school with the scholarship information. The scholarship is alternated between Minnesota State Community and Technical College (MSCTC) or Wahpeton State School of Science. Information is collected and the student selected. The student is invited to the APW event in April. The committee provides updates on Student Chapter activities through the Chapter's newsletter or at chapter meetings as necessary. Information about the scholarship winner is submitted to the Publicity, Newsletter and Website Committees. A written year-end report is submitted to the President.

Meet the Board . . .

Hi! My name is Kristy Dugan. I am one of four girls and one step-brother that grew up in Fargo-Moorhead. I attended school in Fargo thru my sophomore year, and then transferred to Moorhead, graduating in 1987. I attended Moorhead Tech (now MSCTC) during my junior and senior year of high school taking some secretarial classes. I earned my diploma for a secretarial course through North American Correspondence Schools back in February 1989.

In 1988, I met my husband Shawn, and I started working full time for MeritCare in Radiology. Shawn and I were married in Moorhead on May 21, 1994. We have 1 daughter, Kellie, born November 18, 2002, two dogs Amber and Toby, one cat Jakers and some fish. In September of 1994, I left Radiology and moved to Southpointe Internal Medicine department where I was a receptionist for 10 years, and in March of 2004, I moved to Learning Services working for Associate Development, then in May of 2006, still in Learning Services moved to Organizational and Leadership Development where I currently work. I have been with MeritCare for almost 21 years.

I am a workaholic, I clean twice a week at an office for a total of 1 ½ hours a week , this year, my sister and her husband purchased the Regal Estates Mobile Home Community, and asked me to be their Office Manager on a part time basis, being able to do the work from my home.

As a family, we enjoy going camping, snowmobiling, and we also make a yearly family trip to the Monster Trucks at the FargoDome (Kellie loves them).

I have been a member of IAAP since February 2007, and have enjoyed the time with all the members at the various events. In May of 2008 I passed my CPS examination, and then in November 2008 took and passed the CAP exam. Being in IAAP has helped me to learn and develop different leadership skills, and keeps me updated on all the fast and growing technical changes. I like the interaction with others who share their knowledge and teach you new things.





Three new member were installed at the January meeting. From Left to Right: Linda Anderson, Marilyn Geiszler, and Valerie Larson. Welcome!

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

February 3, 2009

Red River Chapter Monthly Meeting

Location: Doublewood Inn
Topic: Parliamentary Procedures
Time: 5:30pm

February 17, 2009

Red River Chapter Monthly Board Meeting

Location: Home of Barb Lee
Time: 5:30 p.m.

March 3 2009

Red River Chapter Monthly Meeting

Location: Doublewood Inn
Topic: Contemporary Career Search
Time: 5:30pm

March 17, 2009

Red River Chapter Monthly Board Meeting

Location: Home of Barb Lee
Time: 5:30 p.m.

Menu for the February 3 meeting

Herb Encrusted Chicken Breast

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/>

February Birthdays:

Barb Garaas, CPS	February 8
Diana Davis	February 24
Kendra Wentworth	February 26

February Anniversaries:

Sherri Finke, CPS	16 years
Diane Dockter	7 years
Kendra Wentworth	3 years
Kristy Dugan, CPS/CAP	2 years

If we missed your birthday or IAAP anniversary, we apologize and ask that you contact Alana Erstad, CPS 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, NW District Director

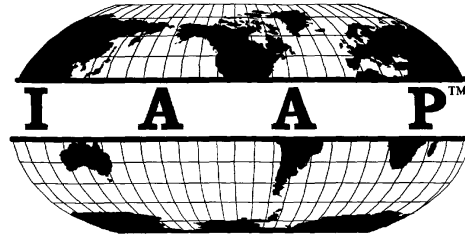
Valerie King contact information

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, CPS

Vice President: Sherri Finke, CPS

Secretary: Margo Rolczynski

Treasurer: Deb Renner

Treasurer-Elect: Kristy Dugan, CPS/CAP

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



January Winner of the Free Book Drawing



Marnie Morrison
Fiebiger, Swanson , West and Co.

Marnie chose the book “Make Your Contacts Count: Networking Know-How for Business and Career Success “ by Anne Baker and Lynne Waymon.

Description from the Publisher:

Setting up a network of contacts is the single most important thing people can do to protect and advance their careers. All businesspeople, no matter what they do for a living, can use networking know-how to reach their goals, and this book is the best place to start. Filled with quizzes, checklists, and sample conversations, the book opens with a Strategic Networking Activities self-assessment test and lets readers chart their increasing skills as they master the strategies needed to effectively build business relationships. By the time readers are done, not only will they be able to meet people more easily, but they'll also know how to remember their new contacts' names and follow up effectively! This book is the blueprint to follow for anyone trying to position themselves for career advancement or sales success.

Congratulations Marnie!

APW update

The Administrative Professional's event will be held at the Howard Johnson Inn on Saturday April 18. Linda Schwartzwalter will speak from 9:30-11:30 and lunch will follow. It was agreed that we will pay Linda \$150 plus her meal. The cost for members is \$15 and the cost for non member is \$25. The committee will meet after the February 3rd meeting to discuss meals, programs etc...If anyone would like to be on the committee there is still a chance to help out.

Respectfully submitted by
Darla Bakko, Chair



ARE YOU READY FOR A “SWEET TREAT”? The Community Outreach Committee will have a
“Sweet Treat” just for YOU!!! **On February 3, 2009, Wear**
RED (must be visible) and receive a ticket for a special prize. Something **SPECIAL** will be on your

table during the meeting.....**SHHHHHHH!!!!!!!** A free-will
offering will be taken and will go directly to the American Heart Association.

Any checks written should be written out to the Red River Chapter IAAP and a check will be sent to
the Association. **THANK YOU FOR YOUR DONATIONS!!!** ☺☺☺

