



Saint Paul Connections

February 2009



VISION

To be the valued and reliable resource for the administrative profession in the Saint Paul business community and to provide networking opportunities in an open, friendly atmosphere that encourages personal and professional development.

MISSION

To identify and promote educational and association activities for members, prospective members and future administrative professionals that will develop and enhance their expertise, competence, and professionalism that they offer to the business community. Also, to provide quality programs and speakers to increase skills, knowledge, and enhance best practices in the workplace. Encourage networking for members to ask questions, and seek advice and expertise.

OBJECTIVES

- Build our reputation in the Saint Paul business community
- Provide educational opportunities for our members
- Provide networking opportunities for our members
- Being a resource for our members
- Help our members continue to grow both professionally and personally

2008-09 BOARD OF DIRECTORS

Barb Szopinski CAP, President
barbara.szopinski@tkda.com

Kris Brustad CAP, President-Elect
krisross@msn.com

Sandi Gonder CPS/CAP, Secretary
[sggonder@mmm.com](mailto:ssgonder@mmm.com)

Nylla Hanson, Treasurer
nylla.j.hanson@healthpartners.com

Kim Handrahan, Director
Kimberly.handrahan@hartfordlife.com

Heather Hinke, Director
hbh@saintpaulfoundation.org

Allyson Schall, Director
allysonschall@hotmail.com

Ruth Sheldrake CPS, Director
t.r.sheldrake@healthpartners.com

*Saint Paul Chapter Meeting
Wednesday, February 4, 2009
Oak Marsh Golf Clubhouse
526 Inwood Avenue North, Oakdale*

NUMBERS, WHAT DO THEY REALLY MEAN?

Learn about a simple way to read and understand your company's financial results. Better yet, learn how to make informed and meaningful decisions when the numbers talk back!

Contract Chief Financial Officer B. Scott Binion is the principal owner of The Insight Companies, Inc. - "Helping Companies Build and Maintain Control." Scott currently is a business advisor or contract CFO to several emerging companies - companies facing trying times, or those looking to change their current direction. Scott brings with him more than 17 years of management, accounting, finance, and business consulting experience.

Scott is an accomplished speaker and writes frequently on business-related topics affecting small business owners today. He is also a director for Business Network International (Minnesota region) and is a member of the Minnesota Society of Certified Public Accountants.

Recertification points have been applied for.

Kristi Rotvold CPS/CAP, MN-ND-SD Division President, will be at our February Chapter meeting to talk about the Division Strategic Plan. Please take advantage of this opportunity to meet her and ask questions or offer feedback on this topic.

The Promotion\$ and Innovation\$ Committee will sell tickets for door prizes at the February meeting, and one will be a 50/50 drawing.

NOTE: The January 20 Board meeting will be held from 5-7:30 p.m. at the HealthPartners Saint Paul Clinic, 205 South Wabasha Street (the corner of Wabasha and Plato). All members are welcome.

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PRESIDENT'S REPORT *by Barb Szopinski CAP*



A new year, fresh starts, and resolutions - these are all part of how we feel at the beginning of a new year. This is no different for IAAP. I hope everyone is ready to make the second half of our IAAP year a great one!

The board started discussing what we see for the Saint Paul Chapter in the future. Our brainstorming session brought out thoughts on how to reach the next generation of administrative professionals, how we need to respond to the tight economy, how we should adapt to meet members' needs with fewer resources, and how we should streamline our activities to match our volunteer availability. These are big ideas, but must be addressed if we are going to be a Chapter of Excellence.

In my yearly review, my executive asked me whether I saw value from my membership and participation in IAAP. I thought that was a very pertinent question, as our company is evaluating the cost/benefit ratio of

every dollar we spend. My answer to him was it provides value, but not as much as I expected. Much of the value comes from my active participation in meetings and on the board, and the effort I put into networking. My goal this year as president is to facilitate some soul-searching into how we can provide optimum value for our members.

My challenge to each of you is to make your IAAP membership valuable to your career. How? Be involved, let the board know what you want from IAAP, run for an office or serve on a committee, offer to help us implement technology that will make our Chapter more relevant and easier to access, take a few minutes to check out the forums on the website, etc. This is your Chapter, your Association, and your career!

See you on February 4! Stay warm!

GET TO KNOW YOUR BOARD *by Barb Szopinski CAP*

Position: Chapter President

Years As A Member: 5 years

Brief Career Background: Full-time mom for many years, then various jobs from Dairy Queen, to medical transcription, medical records assistant, and receptionist/medical records at Courage Saint Croix. I am celebrating the start of my ninth year with TKDA (Engineers, Architects, and Planners). My current position is Executive Assistant to the CEO and President. I started out as a department administrative assistant and have trained employees, served on our integrated software core team, cross trained in and supported several other divisions, and served on an events and community-service committee for intra-office events. I also run our annual United Way campaign. I love what I do and the people I support!

Brief IAAP Background: I joined IAAP when I realized I wanted a career, not just a job, and was looking for certification. As with any group, you get the most out

of it when you invest the most, so I became active right away. I am honored to be Chapter President and am privileged to work with a great board and committees.

How Does IAAP Benefit You: Certification, access to training, networking, and leadership opportunities.

Hobbies/Interests (Personal and Professional): Spending time with family and friends, trying new restaurants, quilting, knitting, reading, and yoga/pilates. We had our first grandson this year and although he is in Germany, we are using the webcam to keep in touch and watch him grow. Professionally I enjoy almost every aspect of my job and find the trust and teamwork with my executives an honor.

Unknown Fact About You: I have started a "bucket list," which includes going to Ireland and learning how to weave rugs.



**ADMINISTRATIVE PROFESSIONALS WEEK® 2009
SPECIAL COMMEMORATIVE PIN ORDER FORM**

Each year, the Host Committee for the annual IAAP International Convention and Education Forum offers a special Administrative Professionals Week commemorative lapel pin for sale as a fundraiser to offset expenses involved in hosting their international convention. This is a great way to support your profession and association. The Saint Paul Chapter will be placing one order for these pins (details below).

Name: _____

E-mail _____ Daytime Phone _____

Price: \$5.00 - cash or check acceptable

Make checks payable to: Saint Paul Chapter IAAP

Mail to: Victoria Halverson CPS/CAP
1009 Case Avenue
Saint Paul, MN 55106-3907



Actual size 1¼ inch from corner to corner

DEADLINE FOR ORDERS: FEBRUARY 25, 2009
All orders will begin shipping to us during the week of March 16, 2009.

Administrative Professionals Week is coming up April 20-24. For more information on this week, visit the International web site at <http://www.iaap-hq.org/newsroom/apw/index.html>.

ANNUAL BRIEFING FOR ADMINISTRATIVE PROFESSIONALS

SkillSoft Corporation's Annual Briefing for Administrative Professionals is the only global event - delivered via satellite and the web - devoted to recognizing, developing, and celebrating the contributions of administrative professionals to the workplace.

The two-hour program, delivered in association with IAAP and OfficeTeam, is now in its 22nd year. This year, the briefing will be broadcast live on **April 21, 2009 from 12 to 2 p.m.** The program comes complete with a participant and facilitator's guide and is an ideal on-site learning experience. For more information on the briefing, click <http://www.adminbriefing.com/home.aspx> to visit their website.

TERRI LYNN FUNDRAISING



If you need Valentine gifts for those special people in your life, don't miss out on another opportunity to buy the delicious gourmet Terri Lynn goodies, which will be sold again at the February Saint Paul Chapter meeting. The following items will be available for purchase:

\$5.00

- Chocolate Peanuts
- Chocolate-Covered Pecans
- Chocolate-Covered Raisins
- Malted-Milk Balls
- Yogurt Raisins
- Gummi Bears

\$6.00

- Almond /Cranberry Granola Mix
- Fruit & Nut Mix
- Sweet & Salty Trail Mix
- \$7.00**
- Chocolate Almonds
- Pistachios

\$8.00

- Chocolate Pecan Clusters
- Honey-Roasted Cashews
- Mint Meltaways
- Mixed Nuts
- Pecan Halves
- Pecan Pieces

\$9.00

- Cashews
- \$12.00**
- Mixed Nuts in Gold Tin



RECLAIM YOUR LUNCH BREAK!



In today's fast-paced workplace, a lunch break often takes a backseat to e-mails, phone calls, meetings, and pressing deadlines. Most professionals are doing more work with fewer resources and, therefore, putting in more time at their desks. Workers may also be collaborating across time zones and foregoing lunch breaks to accommodate their colleagues' schedules. According to a survey by our company, executives say their typical lunch break is now just 35 minutes, down from 42 minutes in 2003. Moreover, respondents work through lunch three days a week on average.

However, it's necessary to step away from your desk in order to recharge and remain productive. The following tips can help you take back your lunch break:

Plan your day. Schedule your break to fall between projects, if possible, and set morning deadlines for important tasks so you can relax over lunch.

Schedule lunch with colleagues. During a busy period, change a team meeting to a working lunch outside the office. The time away will improve your energy while maintaining productivity.

Book an appointment. Block off your online calendar so coworkers don't schedule calls or meetings during your lunch break. Be flexible, though, if there are no other options.

Step away from the desk. If you are unable to leave your building for lunch, take a walk around the office. If possible, eat in the lunchroom or break area with colleagues.

Put work aside. If you have to be near your computer or phone, face your chair away and do a non-work activity, such as reading a newspaper or magazine.

While you may want to work through lunch to stay ahead of your workload or help your team during a particularly busy period, keep in mind that taking regular breaks to recharge can actually increase, rather than hinder your productivity.

This article was submitted by OfficeTeam, the world's leading staffing service specializing in 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. For more information, call the Saint Paul office at (651) 293-8033.



GET CERTIFIED IN 2009



(This article from the November/December issue of *OfficePro* is reprinted with their permission.)

February 15 isn't simply the day after Valentine's Day. There's more going on than a chocolate headache and day-old roses. February 15 is also the deadline for your application for certification. If you've been thinking about signing up, now is a perfect time. While many people around the world are at home snuggled under the covers or waiting out winter in front of the TV, you can be advancing your career.

Lynda B. Boulay CPS/CAP found that obtaining certification increased her confidence in the workplace. "Certification has given me the confidence of knowing that I possess the professional knowledge to contribute to the success of any organization where I work. This is not only knowledge I possess, but written verifiable proof—my certificate!"

Professional certification will show your employer you're serious about your vocation and also open the door for

you to advance in your career. Obtaining your CPS and/or CAP rating is your commitment to continuing education in your profession. It gives you a sense of personal accomplishment and may even give you a salary boost. In addition, many colleges offer college credit for passing the CPS or CAP exams.

Interested? You can find out more information on the IAAP website at www.iaap-hq.org under the "Professional Certification" tab. There you'll also find the *IAAP Certification Review Guide* that spells out what you need to study, how to study, where to obtain study materials and sample questions for your upcoming exams.

While the application is due February 15, you'll have until May 1 and 2 before you take your test. Don't put it off any longer. Get certified in 2009.



CERTIFICATION UPDATE

Submitted by Lynda B. Boulay CPS/CAP



The CPS and CAP exams are administered the first consecutive Friday and Saturday of May and November. Parts 1-3 of the CPS and CAP exams are administered all day Saturday and Part 4 of the CAP exam is administered Friday afternoon. (Certain Sabbatarian centers have been approved to give the exams on Thursday and Friday due to religious beliefs of those testing). Exam dates are posted on the IAAP website (www.iaap-hq.org) under "Professional Certification."

More than 1500 candidates sat for the CPS and CAP exams on November 7-8, and others are preparing for the May 2009 exams. In this issue of the Certification Update you will find upcoming deadline and exam dates, tips on preparing for the exams, dates and preliminary information on the 2009 Certification Conference, and helpful information on recertification. Applications must be postmarked by February 15 for the May exams; August 15 for the November exams.

Upcoming Deadline and Exam Dates

The deadline for applying to take the May 1-2, 2009 CPS or CAP exam is February 15, 2009. New candidates find the Application Packet at <http://www.iaap-hq.org/prodev/certification/CertAppPacket.pdf>. Eligible retake candidates will receive a personalized Registration Form by the end of January. Candidates applying after the deadline will pay a \$50 late fee; late applications will be received only until February 28, 2009. Applications received after February 28, 2009 will automatically be processed for the November exams.

Review Materials: The Saint Paul Chapter has some review materials that you may borrow. For complete information, e-mail Kurt Zilley kdmzilley@usfamily.net.

Copyright Laws: All of the college texts used to write the CPS and CAP exams, and the review materials made available through Prentice-Hall and Metcalf Education, are copyrighted. Chapters and individuals may not copy these materials.

Certification Review Guide: The IAAP Certification Review Guide is not copyrighted, and provides the content outline of all exam parts, gives suggestions on how to study, includes sample questions, and contains the complete bibliography of all recommended study materials - both the college textbooks used to write the exams and review materials that can be used in conjunction with those college texts. Each person interested in the CPS or CAP exams should download and print their own copy from the main IAAP web site <http://www.iaap-hq.org/prodev/certification/examrevw.pdf>

Recertification: CPS and CAP holders are required to recertify every five years. Those who do not remain current through recertification have their rating marked inactive on the IAAP database and are no longer afforded the privileges of certification. To assist members and guests to attain these needed points, recertification points for of chapter educational programs are offered. The educational programs must be at least one-hour in length and must cover topics relevant to the exam outline (business meetings are not eligible for recertification points).

The Academy

The Academy is similar to an alumni association. Membership in The Academy is open to anyone with an active CPS or CAP rating. Annual dues are \$15 for IAAP members, \$30 for nonmembers. Members of The Academy receive the *Academy News*, an electronic newsletter issued four times yearly in the spring, summer, fall, winter. Current Academy members who have not yet provided their e-mail address please send that to certification@iaap-hq.org, with a subject line of *Academy News*. Academy enrollment forms are available on the website under Professional Certification—Academy.

2009 Certification Conference

Mark your calendars now for the annual Certification Conference to be held in Portland OR, October 18-21, 2009. Complete Conference details will be available in the spring of 2009 and Conference registration will open June 1 for those who hold an active CPS or CAP rating. Watch the main IAAP web site www.iaap-hq.org under Events for details.

Hotel reservations are open now at the Portland Marriott Downtown Waterfront - room rate \$189 single or double occupancy plus applicable taxes. For online reservations, simply cut and paste the link below. You will be directed to the property's home page with the code already entered in the appropriate field on the right hand side of the website for reservations.

<http://www.marriott.com/hotels/travel/pdxor?groupCode=iaaiaa&app=resvlink&fromDate=10/16/09&toDate=10/22/09>

To book hotel reservations over the phone, call 800-228-9290 and mention the code we have been given by the hotel (iaaiaa&), the name of the program (2009 Certification Conference), or the dates of the program (October 18-21, 2009).



MEMBER OF EXCELLENCE

The MN-ND-SD Division of IAAP encourages you to strive for achievement of the Member-of-Excellence distinction; each criterion achieved brings personal growth and helps make your chapter stronger. Submit one criterion achieved each month to be entered into a drawing to win a copy of the International President's Book Club book-of-the-month! Check the appropriate box and describe how you achieved that item.

The Pathways of Excellence form and submission details are found on International's website. Log into www.iaap-hq.org, click Members' Place, sign in, scroll down, and click Pathways to Excellence.

As encouragement to strive for completing the criteria, the MN-ND-SD Division is offering an incentive drawing that ties into another less formal IAAP initiative—the International President's Book Discussion. **Submit one completed criterion each month to be entered into a drawing for the upcoming month's book; the new book discussion begins the 15th of each month.** Complete the participation incentive form and submit to Joan Gatzmeyer (joang@hdqi1.com) by the third of each month; the drawing will be held on the fifth of each month, and the book mailed to the winner. Log onto the Division website with your username and password to find the form under Local Members ➤ Division Forms.

ADMINISTRATIVE EXCELLENCE AWARD

OfficeTeam, IAAP, SkillSoft, Dress for Success Worldwide, CareerBuilder, MeasureUp, and OfficeArrow are sponsoring the Administrative Excellence Award. Here's your chance to recognize the outstanding performance of an administrative professional. Nominate someone who has demonstrated commitment to leadership, education and operational efficiency within your organization. For further information click <http://www.officeteamaward.com/rules.html>.

To nominate an individual for this award, submit the completed [nomination form](#) by January 31, 2009. The nomination form includes criteria that will be considered when the nominee's application is reviewed. The winner will be chosen based on demonstrated excellence in the following categories:

- Commitment to continuing professional development
- Ability to contribute to the operational efficiency of the company
- Commitment to leadership within the organization
- Meaningful contributions to the organization

2009 AVERY GREAT RESULTS CHAPTER AND DIVISION ACHIEVEMENT AWARDS




Avery Dennison and IAAP are excited to announce the call for entries in the *2009 Avery Great Results Chapter and Division Achievement Awards Program*. Great prizes and international recognition for this program will be awarded to chapters and a division that display excellence in specific areas of operations such as outstanding educational programs, promotion of professional certifications, and membership recruitment and retention. If your chapter and division exhibit excellence in these areas, then your chapter and division should apply.

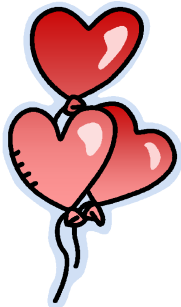
Submit only one application per chapter/division. **Applications must be received at IAAP Headquarters by February 1.** Submit via e-mail to jjohnston@iaap-hq.org, fax to 816-801-1374, mail to PO Box 20404, Kansas City MO 64195-0404, or send by overnight carrier to 10502 NW Ambassador Drive, Kansas City MO 64153. Click the appropriate links below for application forms:

[Avery Great Results Chapter Achievement Award Application](#) - [Avery Great Results Division Achievement Award Application](#)



FEBRUARY

Sun	Mon	Tues	Wed	Thu	Fri	Sat	
1 Application Deadline for Avery Great Results Awards (See page 6)	2	3 Member of Excellence Form Due (See page 6) <div style="border: 1px solid red; padding: 2px; display: inline-block;">*Century College Breakfast Series 7:30-9:30 a.m.</div>	4 Saint Paul Chapter Meeting (Vendors listed below)	5	6 March Newsletter Submission Deadline	7	
8	9	10	11	12  Lincoln's Birthday	13	14 Valentine's Day 	
15 Deadline to Apply for May 1-2 CPS/CAP Exam (See page 5)	16 Presidents' Day 	17 Board Meeting 5 PM - (See page 1 for location) - All Members Welcome	18	19	20	21	
22  Washington's Birthday	23	24 Last Day to Make/Cancel Reservations for March 4 Chapter Meeting <div style="border: 1px solid red; padding: 2px; display: inline-block;">Flag Day</div>	25 Deadline for Ordering APW Pins (See page 3) <div style="border: 1px solid red; padding: 2px; display: inline-block;">Ash Wednesday</div>	26	27	28	
IAAP ANNIVERSARIES (Years As A Member)				BIRTHDAYS			
Margaret Mills, Mai Yang	1	Tina Hill CPS/CAP	11	Darlene Saltis CPS			2
Heather Lanka, Kelly Long	2	Linda Christensen CPS/CAP	12	Kim Handrahan			15
Kathryn Hogenson CPS/CAP	6	Deb Sandquist	13	Virginia Krahrmer			19
Mary Mills CPS/CAP	7	Virginia Krahrmer	59	Laurie Emmons			25
Julie Cardinal CPS/CAP	8			Stephanie Haggerty CAP			26
FEBRUARY VENDORS Hobbit Travel Madden's On Gull Lake BeautiControl Wild Mountain				*ENERGIZE YOUR WORKPLACE: INSPIRING AND MOTIVATING PEOPLE See September Newsletter for Complete Details - Course # 20095 - 000401 \$39 (Includes continental breakfast) Holiday Inn Saint Paul East - 2201 Burns Avenue, Saint Paul E-mail: joan.peterson@century.edu or call 651-773-1743			



RETIREMENT TRUST FOUNDATION (RTF)

By Lynda B. Boulay CPS/CAP
RTF, Chair

Thank you to everyone who participated in our RTF calendar fundraiser. Through your generosity, \$145 was submitted to the Foundation in the Saint Paul Chapter's name.

Although we're through with November and even the year, you can still contribute to the RTF, and all donations will be accredited to the Chapter and the 2008-09 fiscal year. If you have any questions, please let me know.



MARCH

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3 Member of Excellence Form Due (See page 6)	4 Saint Paul Chapter Meeting	5	6 April Newsletter Submission Deadline	7
8 	9	10	11	12	13	14
15	16	17 Board Meeting 5 PM - All Members Welcome St. Patrick's Day	18	19	20 First Day of Spring 	21
22	23	24 Last day to Make/Cancel Reservations for April 1 Chapter Meeting	25	26	27	28
29	30	31	IAAP ANNIVERSARIES (Years As A Member) Judy Gilbertson 3 Darlene Saltis CPS 13			
			BIRTHDAYS			
			Heather Hinke	5	Nancy Langer CPS/CAP	16
			Dee Dee Heffernan CPS/CAP	7	Victoria Halverson CPS/CAP	18
			Lorraine Swenson	11	Caroline Milhofer CPS/CAP	26
			Kris Brustad CAP	12		

PLAN AHEAD!

Though springtime and May elections for 2009-2010 officers may seem like a long way off, it isn't too early to start thinking about how you can contribute your talents to the Saint Paul Chapter. Contact a member of the Nominations Committee (Yvonne Arendt CPS/CAP or Dee Dee Heffernan CPS/CAP) if you are interested in becoming an officer, running for a position on the board, or serving on a committee.

The Promotion\$ & Innovation\$ Committee will again be hosting a silent auction at our May Chapter meeting. If you have anything you would like to donate (a gift card, basket of goodies, craft, or homemade item, etc.), bring it to any Chapter meeting, or e-mail Allyson Schall allysonschall@hotmail.com so she can begin to compile the list of items that will be available and arrange another successful auction.

If you would like information for the 2009 IAAP International Convention and Education Forum at the Minneapolis Convention Center from July 26-29, click here: http://www.iaap-hq.org/Convention_09/index.htm.

**Saint Paul Chapter
International Association of Administrative Professionals®
February Chapter Meeting and Dinner Registration**

Date: February 4, 2009

Topic: Numbers, What Do They Really Mean?
By B. Scott Binion

Location: Oak Marsh Golf Clubhouse
526 Inwood Avenue North, Oakdale

Schedule: 5:00 p.m. Registration and Networking
6:00 p.m. Dinner
6:30 p.m. Business Meeting
Division Strategic Plan Update
by Kristi Rotvold CPS/CAP
7:00 p.m. Educational Program

Main Entrée: Beef Stroganoff served on a bed of Rice,
Vegetable Medley, and Mixed Greens with
Balsamic Vinaigrette

Registration: (Program & Dinner)
Members \$21 - Guests \$25

(Program Only)
No Charge for Members - Guests \$10



RSVP by 4 p.m. Tuesday, January 27, to:

**Josi Hard CPS/CAP josi.hard@hartfordlife.com
Phone: 651-738-5008
Fax: 651-738-4050**

I will be attending:

Name:	Phone or E-mail:
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Entrée Selections: Main Entrée Chef Salad Pasta

I will be bringing a guest:

Name:	Phone or E-mail:
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Entrée Selections: Main Entrée Chef Salad Pasta

Comments:

NO-SHOWS WILL BE BILLED FOR THEIR DINNER FEE IF THEY DO NOT CANCEL THEIR RESERVATION BEFORE 4:00 P.M. THE TUESDAY OF THE WEEK PRIOR TO THE MEETING.



Return Address:

Bonnie Gauderman
H.B. Fuller Company
PO Box 64683
Saint Paul, MN 55164-0683



**International Association of
Administrative Professionals®**



First Call For Help – 2008-2009

To make changes/additions to this list, contact bonnie.gauderman@hbfuller.com

Audit and Budget

Barb Szopinski CAP 651-292-4549
Nylla Hanson 952-883-7185

Bylaws and Standing Rules

Victoria Halverson CPS/CAP, Chair 651-772-3087
Mary Giesen CPS 651-770-6247
Dee Dee Heffernan CPS/CAP 651-771-2660
Kris Brustad CAP 651-768-0730

Certification

Lynda Boulay CPS/CAP 651-325-4290
Tina Hill CPS/CAP 651-748-5051
Kurt Zilley CAP 651-266-2423

Change of Address/Roster Changes

Heather Hinke 651-325-4238

Communications

Nancy Langer CPS/CAP, WebMaster 952-883-5138
Bonnie Gauderman, Bulletin Editor 651-236-5850
Victoria Halverson CPS/CAP, Proofreader 651-772-3087
Josi Hard CPS/CAP, Proofreader 651-738-5008
Anny Rustad, Proofreader 715-688-6377

Division Information

Barb Szopinski CAP 651-292-4549

Membership/Mentoring

Heather Hinke, Chair 651-325-4238
Dawn Lundquist 651-632-2140
Lynda Boulay CPS/CAP 651-325-4290
Char Baum 952-883-7394

Nominations

Yvonne Arendt CPS/CAP 651-361-8985 x10
Dee Dee Heffernan CPS/CAP 651-771-2660

Parliamentary Advisor

Victoria Halverson CPS/CAP, Chair 651-772-3087

Program/Education

Lori Reiman CPS/CAP, Chair 651-734-2174
Kim Handrahan 651-738-4703
Susan Nelson CAP 651-264-4274

Promotion\$ and Innovation\$

Allyson Schall, Chair 651-789-4662
Lori Reiman CPS/CAP 651-734-2174

Publicity/Marketing

Victoria Halverson CPS/CAP, Chair - Publicity 651-772-3087
OPEN - Marketing

Reservations

Josi Hard CPS/CAP, Chair 651-738-5008
Leisha Klecker 952-883-8171

Retirement Trust Foundation (RTF)

Lynda Boulay CPS/CAP 651-325-4290

Student Chapter Committee

Victoria Halverson CPS/CAP, Chair 651-772-3087
Dee Dee Heffernan CPS/CAP 651-771-2660

IAAP Websites

International Headquarters: www.iaap-hq.org
Division: www.iaap.mnndsd-division.org
Saint Paul Chapter: www.iaap-saintpaul.org