



RR NEWS

Double R News
The Official Publication of the
Red River Chapter of IAAP®
Volume 51, Issue 5 January 2009
Editor: Alana Erstad



January 6 Program

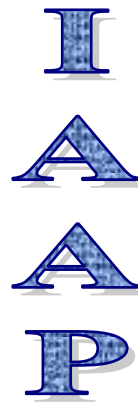
“Leadership Skills”

*Kristi Rotvold,
CPS/CAP and
Barb Lee CPS/CAP*

**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	January 2009 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	Photos

Reservations for this Meeting:

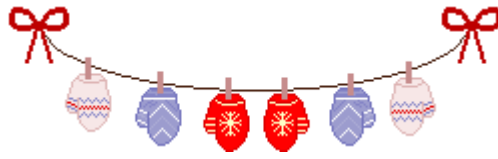
Contact **Kristy Dugan, CPS** at

kristy.dugan@meritcare.com

Phone: (701) 280-4978

by Tuesday, December 30, 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

By the time you read this, I will be in Dayton, Ohio having a wonderful time with Ben, Kylee and Camden and also visiting my aunt and uncle (my mom's youngest brother) in Lancaster, Ohio which is about an hour from Dayton. Unfortunately with all things, my time with them will also be nearing the end and I will be back in North Dakota.

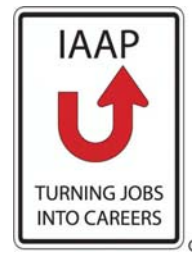
Let me go back to Sunday (December 14) if you have already forgotten it was the day of our winter storm. After packing my suitcase in the morning and finishing my baby blanket for the newest Lee baby arriving in January, I spent the afternoon and evening curled up on the couch in my jammies with a fleece blanket watching FaLaLaLa Lifetime. What a relaxing day! Shadow, my newest addition, was curled up on my lap and Felix was on the back of the couch. Unfortunately, that darn phone would ring and I had to move to answer it. Finally, I decided to bring the cordless phone and my cell phone to me so I didn't have to disturb Shadow each time I got up.

The one dilemma I had in preparing for this trip was to solve my suitcase issue. Packed in it are my clothes as well as Christmas gifts - which I'm positive I'm over the 50-pound limit. I know if I would have been thinking, I would have shipped the gifts to Dayton. The thought had cross my mind but I did not follow through on it. If you are like me, I tend to pack more than what I need. The most likely and logical thing would be to see what I could possibly leave behind or use my smaller suitcase to carry on the plane instead of my small duffle bag. Well this dilemma will probably be solved with the smaller suitcase.

Anyway, with this said, I want to let you know that the board reviewed a draft and approved the chapter's strategic plan that I will be sharing with you when I get back from my trip. I want to thank everyone who turned in their member survey. We received a lot of very good comments that I want to share with you. I will send you the results of the compiled survey when I return. These two items meet Criteria 19 for the member of excellence program. Thank you everyone for your input in meeting this goal.

I hope you all have a joyous and blessed Christmas and a Happy New Year. See you in 2009.

Barb Lee CPS/CAP
2008-2009 Chapter President



INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®
Red River Chapter Meeting
Tuesday, January 6, 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 – Leadership Skills, Kristi Rotvold CPS/CAP and Barb Lee CPS/CAP
- 7:15 PM Introductions
Consent Agenda: Minutes of November 4, 2008 meeting
Treasurer's Report – Deb Renner for October 16 - November 15, 2008 and November 16 – December 15, 2008
Correspondence
Committee Reports - s
Unfinished Business (if any)
1) Criteria 19 for Chapter of Excellence – Strategic Plan and Results of Member Interest Survey
New Business (if any)
- 7:50 PM Adjournment
Vista Grande Retirement Center Flower Drawing
Good of the Order

Upcoming Events:

- January 6, 2009 – Chapter Meeting, Doublewood Inn
- January 20, 2009 – Board Meeting, 1435 33rd St SW #304, Fargo
- May 15-17-2009 - 2009 MN-ND-SD Division Annual Meeting, Rochester, MN

Red River Chapter: www.redriver-iaap.freesevers.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.

Bylaws and Standing Rules:

The Bylaws and Standing Rules Committee maintains conformity in Chapter Bylaws and Standing Rules and Procedures with the International Bylaws and Standing Rules and the MN-ND-SD Division Bylaws and Standing Rules, propose amendments and resolutions, edits and correlates all proposed amendments to the Bylaws and Standing Rules and Procedures and submits them together with the committee's recommendations and the reasons for the recommendations to the membership in accordance with the Bylaws, submits Chapter Bylaws and Standing Rules and Procedures and/or amendments to the MN-ND-SD Division Bylaws and Standing Rules Committee for review, assists the Board of Directors in preparing and submitting amendments to the International and/or MN-ND-SD Division Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Chapter. Other responsibilities include distributing amended Bylaws and Standing Rules to the membership within one month of approval from the MN-ND-SD Division Bylaws and Standing Rules Committee and reviews and updates the Chapter's Committee Manual annually. The chairperson of the Bylaws Committee attends the August Board of Directors meeting to get direction on proposed amendments to the Chapter Bylaws and Standing Rules. A complete version of the Bylaws and Standing Rules and Procedures are submitted to the MN-ND-SD Division Bylaws and Standing Rules Committee every four years.

Meet the Board . . .

Hello to All! My name is Margo Rolczynski. I am one of four girls who grew up on a farm north of Oslo, Minnesota. I attended grade and high school in Oslo, graduating in 1978. I attended East Grand Forks AVTI from 1978 to 1979, graduating with a secretarial diploma. While attending school, I worked part time at First National Bank as a drive up teller. After graduation, I worked full time as a teller, bookkeeper and then in the installment loan department. I met my husband Vince, while attending school. We were married in Oslo on October 25, 1980. We have two children, Bob, born July 16, 1982 and Becky, born May 12, 1986.

In 1988, we moved to Overland Park, Kansas, with a job opportunity for Vince. We enjoyed meeting new friends and having family visit during the six years we lived there. In October, 1993, we moved to our current home in Fargo, ND, where our children grew up attending Lincoln Elementary, Agassiz Middle School, Discovery Jr. High and both graduated from Fargo South High School. Bob is working in Fargo with C.S. Dubois Construction. Becky was married on August 16, to Andy Coubal and they live in Chicago. Becky will finish college this May with a degree in Early Childhood Education.

I went back to school in 1997, at the now Minnesota State Community and Technical College, graduating in 2004 with my AAS for Legal Administrative Assistant. While attending school, I began working part time in the library. Since October of 2004, I have been an administrative assistant to the Dean of Academics.

My husband and I enjoy traveling and usually spend some vacation time with my sister, Mary and her husband John. We have an annual "sister's weekend" at the lake and get together to visit any chance we can.

I have been a member of IAAP since September 2006, and have enjoyed it tremendously. The chapter has great members who share their professional knowledge and immediately make you feel welcome. I am currently studying for my CAP exam and hope to be ready to take it in May 2009.





One of our “Vanna’s” from the Holiday auction – Connie Akers.

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

January 6, 2009

Red River Chapter Monthly Meeting

Location: Doublewood Inn
Topic: Leadership Skills
Time: 5:30pm

January 20, 2009

Red River Chapter Monthly Board Meeting

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

February 3, 2009

Red River Chapter Monthly Meeting

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

February 17, 2009

Red River Chapter Monthly Board Meeting

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

Menu for the January 6 meeting

Hot Open Face Beef Sandwich

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/>

January Birthdays:

Verna Lohse	January 2
Kathy Beckius	January 10
Fran Dexter	January 15
Alana Erstad	January 22
Darlene Arth	January 25

January Anniversaries:

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, NW District Director

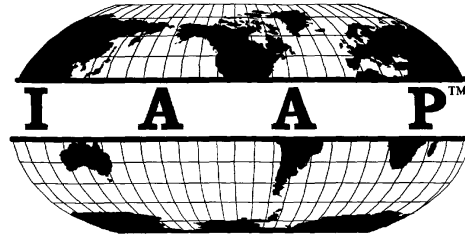
Valerie King contact information

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

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





Kendra Wentworth – another Vanna from the Holiday Auction.



Our famous auctioneer – John.