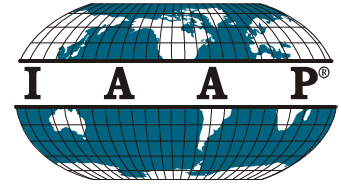




IAAP Sakakawea Spirit



International Association of
Administrative Professionals®

A Chat With Pat

Thanks to Alex Dschaak for hosting our last meeting at the Great River Energy facility at Stanton. This year we have seen several different places where our chapter members are employed, which has been very interesting and informative. Sakakawea Chapter would like to thank Alex for volunteering to make posters, brochures, and centerpieces for the Administrative Professionals Day event in April.

The other day I reflected about all my personal achievement due to being a member of the IAAP Sakakawea Chapter. I always considered myself as more introverted than extroverted. Therefore, serving two years as President (1996-97 and 2008-09) and serving on numerous other offices and committees over the years has given me confidence in public speaking, leading meetings, making major decisions, etc. I received my CPS certification in 1997, and renewed twice since then. Taking a test after so many years of being out of school was one of my biggest fears, but I actually made it through the test without having to pop too many Roloids, aspirin, etc. Passing the test was an added bonus! I have enjoyed working with members at functions such as the Administrative Professionals Day, Bosses' Day, and Shop 'Til You Drop. It gave me a sense of belonging and comradeships with other members. Please don't let your fears stand in the way of becoming an active member in the chapter, whether running for an office, serving on a committee, or even taking the CPS/CAP tests. We have acquired several new members that hopefully will become active, and maybe some of us veteran members will learn something new from them.

Kristi Rotvold, MN-ND-SD Division President, will be our guest speaker at the March 10 meeting. She is coming from Fargo, so I am encouraging our members to please attend this meeting. She will be presenting "Active Listening," in which you earn 1 CEU recertification point. Kristi is also willing to visit with anyone interested in taking the CPS certification test. I hope to see you there.



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Happy St. Patrick's Day

2008 CHAPTER OFFICERS

- President- Pat Wenko
- President-Elect- Alice Grinsteiner
- Secretary- Diane Huber
- Treasurer- Linda Flemmer

IAAP Sakakawea Chapter Board Meeting Minutes February 4, 2009

Board Members Present: Pat Wenko, Linda Flemmer, Diane Huber, Jan Winfrey, Alex Dschaak

President Pat called the meeting to order at 5:33 p.m. at the home of Jan Winfrey. (Thank you very much Jan for being such a great hostess!)

- **Relay for Life:** Need sponsorships. Bronze level is \$200. Pat is asking DGC for a donation. Anyone who wishes to walk with IAAP may do so.

- **Administrative Professionals Week:** Seminar is April 22, 2009 to be held at the GrandView in Beulah. The speaker will be Brent Sullivan speaking on the “Days of Our Lives”. Alex will make posters to be distributed. Alex has centerpieces for the tables that she would like to donate. Diane will try to get some things together for “Goodie Bags”. Pat is going to ask DGC for a donation toward this event.

- **CD:** The CD matures on 2/16/2009. Linda is going to cash it in and put the monies into our checking account until after the annual meeting. All bills need to be paid before we determine how much the next CD can be.

- **March Speaker:** The March 10 meeting speaker will be Kristi Rotvold from the division to be held at the GrandView in Beulah.

- **Meeting Date:** Next regular meeting is scheduled for February 10 at 5:30 p.m. at Great River Energy Stanton Station.

Other Business: None

President Pat adjourned the meeting at 6:15 pm.

Submitted by Diane Huber,
Secretary



**For New Members
How to Login to the IAAP website**

- Go to: www.iaap-hq.org
- Go to: Members Place Section (right hand corner)
- Go to: New to the Site
- Enter your IAAP member ID#
- Enter your last name
- Your account will then be set up and you will set your login name and password.

IAAP Sakakawea Chapter Meeting Minutes February 18, 2009

The IAAP Sakakawea Chapter meeting was held at Great River Energy Station in Stanton.

Members Present: Pat Wenko, Cindy Entze, Linda Flemmer, Diane Huber, Jan Winfrey, Alex Dschaak

President Pat called the meeting to order at 5:43 pm. Pat brought sandwiches, chips and cookies for supper. Thank you Pat! Due to lack of quorum, we could not vote on anything. We watched a slide presentation on IAAP titled "What Every Member Should Know" by Pat Wenko. Cindy will include information in the newsletter about logging on to the IAAP website.

Secretary's Report: No motions – lack of quorum.

Financial Report: Linda gave the treasurer's report. Checking has \$4,250.67. Ink Cartridges Fund balance is \$2,377.07(included in checking balance). The CD matured on 2/16/2009 and monies were put into the checking account until after the annual meeting so all expenses can be paid.

Communication: None

Old Business:

- **Ink Cartridges** – Jan mailed many boxes and said there are always cartridges at Basin Electric in Bismarck that need to be picked up, if anyone is going that way.
- **Ways & Means** – No report.

New Business:

- **Good of the Order** – Nothing to report.
- **Installation of new members** – No new members present. Will install at a later date
- **Administrative Professionals Day** - April 22, 2009 at the GrandView in Beulah. Lunch will be soup and sandwiches. Brent Sullivan will speak on the "Days of our Lives". Alex will make posters for the event. Jan will be in charge of distributing them. Alex is also making brochures for the seminar and donating centerpieces. Diane is working on "Goodie Bags". Great River Energy will donate bags.
- **Annual Meeting** – in Rochester this year. Lynell and Carrie plan to attend.
- **Scholarships:** Linda and Carrie are working on the application.
- **Relay for Life:** DGC will sponsor our team.

Alex Dschaak won the door prize provided by Cindy. Alex gave each member a Great River Energy pen & pad. President Pat adjourned the meeting at 7:44pm.

Submitted by Diane Huber,
Secretary



IAAP Sakakawea Chapter Meeting
Tuesday, March 10, 5:00 p.m.
Extension Office in Beulah

Our presenter will be:

Kristi Rotvold, CPS/CAP
International Association of Administrative Professionals® MN-ND-SD Division President

Topic: Active Listening

In today's fast-paced and highly communicative business world, admins must interact with execs, customers and clients, colleagues, vendors, and virtual teammates via cell phones, faxes, e-mail, teleconferences, and face-to-face encounters in both real and cyber time. Customers can be wooed or shooed; execs impressed or distressed; teammates buoyed or annoyed. It all depends on you and how well you listen, *really listen*, each time you interface with another individual.

This interactive workshop will improve your listening skills by:

- Assessing your present listening quotient (LQ).
- Describing the communication process and the role that active listening plays.
- Pointing out the most common barriers to effective listening.
- Perfecting your ability to be empathetic, and feel the message, as well as hear it.
- Discussing proven techniques for enhancing your listening quotient (LQ).
- Examining what you can do to keep the conversation going.
- Helping you to decide when to use silence, when to ask questions – and what kind.
- Providing tips for sending a message of care and concern by using appropriate body signals.
- Exploring universal conversation stoppers and what they do to maim healthy interactions.
- Giving attendees opportunities to experience and improve their communication responses through role play and active group participation.

Learn how to become an exceptional communicator by fine-tuning your listening skills and engaging others. Become the empathetic listener who is noted for bringing out the best in others, and in the process, developing the best in yourself.





Sakakawea Chapter IAAP
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Ways & Means Door Prize

March..... Lynell Renner
May Linda Flemmer
June Peggy Bridges



March Birthday

Linda Czywczynski—March 15



Upcoming Events

March 10 **IAAP Sakakawea Chapter Meeting**
—Extension Office, Beulah, 5 p.m.
—Speaker, Kristi Rotvold-”Active Listening”

April 22 **IAAP Administrative Professionals Seminar**
—GrandView, Beulah
—Speaker, Brent Sullivan-”Days of our Lives”

May 15-17 **2009 MN-ND-SD Division Annual Meeting**
—Kahler Grand Hotel—Rochester, MN

July 26-29 **2009 International Meeting**
—Minneapolis, MN

