



Saint Paul Connections

March 2009



Saint Paul Chapter

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
krisnross@msn.com

Sandi Gonder CPS/CAP, Secretary
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
allysoneschall@hotmail.com

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

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

PLANNING AND EXECUTING SUCCESSFUL MEETINGS/EVENTS IN TODAY'S ECONOMY

Have you been asked to plan this year's annual sales meeting or next year's holiday party with the same expectations but with a smaller budget? And do you know how to accomplish this? Is the meeting/event the same year after year? Are you looking for fresh new ideas and vendors? How comfortable are you working with new vendors and submitting requests for proposals? Do you know where you can make cuts on the budget and where you shouldn't when planning a meeting/event? If you are looking for answers to these questions then please join us on Wednesday, March 4, as our speaker, Teresa Dambowy CPS, CFM, will share her knowledge and experiences with you.

Teresa has been planning meetings and events locally and nationally for over ten years. She received her CFM (Certified Festival Management) from the Minnesota Festivals and Events Association and the University of Minnesota Tourism Center in April 2001. From 2005 to 2006, Teresa was the Events Director for 50th and France Business & Professional Association, Association Executive for IBE, and Association Executive for ICSI. In 2005 she received her Meeting and Event Planning degree at Dakota County Technical College with a 4.0 GPA. Teresa is not one to sit still. Her love of planning, participating in, and sharing her knowledge of meeting and event planning provides her with ways to keep active. She enjoys keeping busy with activities associated with IAAP and events outside of the association as well.

VENDORS AT THE MARCH MEETING WILL BE:

Holiday Inn East

Rebath

Amerigo & Amerigo Jewelry

Liberty Tax Service - Oakdale

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CHANGE — Don't you just cringe when you hear the word? I do. As a professional administrative assistant, change is an important part of who we are and what we do. Most of the admins I know not only adapt to change easily, but often are the change-makers in their organizations.

Scott Binion, our speaker from the February 4 Chapter meeting, said something I thought was very significant. In talking about reading your company's financials, he said that in our position as assistants we have the power to effect change just by being observant, knowing how to read not only financials, but also the people we support. He encouraged us to use our common sense when we see our execs struggling. Sometimes they are too close to a situation, and as neutral observers we may see an obvious solution they are missing.

Many of you are experiencing change that you would rather not have in your life—a lay-off. My heart goes out to each of you. Although in our hearts we know that it is not personal, it is very hard not to take it that way. Please use your contacts in IAAP to network. IAAP and one of our sponsors, OfficeTeam, have many tools that you can use to look for jobs, improve your skills, and write your résumé. In many cases, there will be a silver lining, though at present it may not seem that way.

A big change for our Chapter is losing our Treasurer, Nylla Hanson. She will be moving to Madison soon due to a job change for her husband and will be missed greatly. She has served on the Membership Committee, as well as being Treasurer, and was also instrumental in getting us started with the Terri Lynn fundraiser. Thank you, Nylla, for everything you have contributed to our Chapter! See you at International!

Use change in your life to make a difference, improve your career, provide value to your company, but most of all as a way to make you a better person!

Spring is coming...!



CENTURY COLLEGE
ANNUAL ADMINISTRATIVE PROFESSIONALS' DAY LUNCHEON
Wednesday, April 22, 2009, 12:00-1:30 p.m.
3M Tartan Park, 11455 - 20th Street North, Lake Elmo, MN
Featured Speaker: Jason Davis, KSTP Eyewitness News

Don't miss the 15th Annual Administrative Professionals' Day Luncheon, sponsored by Century College, on Wednesday, April 22, 2009. Jason Davis, renaissance newsman, will be the featured speaker and will share a couple of his favorite stories from his ever-popular KSTP Eyewitness News program, "On The Road with Jason Davis." These informative and entertaining reports have taken him to over 35 countries and the North Pole. His creative knack for presenting positive stories about interesting people - some of them our neighbors - has earned him every major regional broadcasting award, multiple Emmy Awards and induction into the Silver Circle, the highest honor awarded by the National Television Academy. Just how did this London-born, former British merchant seaman, who began his broadcasting career in Australia, end up hosting Minnesota viewers on delightful journeys around the globe and along the byways of our own state? Find out for yourself, and get to know Jason over a jolly good lunch!

You don't want to miss this great opportunity to meet a delightful Twin Cities celebrity, along with a fabulous buffet meal served by 3M Tartan Park staff.

To register, call 651-779-3341
Cost: \$47 - Course Number: 20095-002419

YOUR FIRST 100 DAYS ON THE JOB

As President Barak Obama begins his tenure in the White House, many people are focusing on the first 100 days of the new administration - and those starting a new job are wise to take a cue. The initial months on a job can be exciting, but they also are critical to shaping your manager's and coworkers' opinions about your potential in the new role, as well as laying the groundwork for success with the organization.

Here's how you can start off on the right foot:

Pay close attention. Your initial role is to learn as much as possible, not only about your new role and job duties but also about the workplace. Pay attention to the organization's corporate culture. Each organization has its own unwritten rules, so base your actions on how others behave.

Be open-minded. Recognize that procedures at your new job may be different from what you're used to. Make sure you give these new systems a chance before suggesting something new or more efficient.

Have realistic expectations. Recognize it will take time to master a new job and be successful in it.

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.

With your supervisor's direction, create a list of goals for the first few months on the job and establish a timeline for meeting them.

Get to know your coworkers. Learn colleagues' names and introduce yourself to everyone you interact with. Try inviting them to lunch where you can talk without interrupting your workflow. It's important to start building relationships with your coworkers early on so you can turn to them for assistance and advice.

Stay away from office politics. Disengage when discussions turn to complaints about coworkers or other office gossip. Becoming involved in office politics, especially early on, can damage your budding relationships and efforts to establish a positive reputation.

Be enthusiastic. Show everyone that you're glad to be a part of the team and are eager to do a good job. Not only will it help you quickly become a valuable member of the group, but you'll also gain the satisfaction of knowing you're doing your best.



On February 25, Victoria Halverson CPS/CAP will be placing the order for the Administrative Professionals Week® 2009 Special Commemorative Pins. Contact her if you wish to order one. See page 3 of the February [Saint Paul Connections](#) for complete details.

19TH ANNUAL CONFERENCE FOR CURRENT AND FUTURE ADMINISTRATIVE PROFESSIONALS

This is the 19th year of the Annual Conference for Current and Future Administrative Professionals - also known as the Student Conference. In the past five years this event has gone from 30 attendees to 140, and from this event we have a Student Chapter. Year after year the evaluations from the students request more network opportunities that day with administrative professionals who are working in the business environment. Our knowledge is invaluable to them, and it shows them what they can do.

This year our topics are very appropriate for everyone, especially in today's economy. Please look at your calendar, and if it is booked for this day, rearrange your schedule so you won't miss it. Also, in the past this day has been worth at least five (5) recertification points!

Breakfast, lunch, chances to win prizes, three workshops and possible points - this is a deal in any language! See you at The Reserve on March 27, 2009.

19th Annual Conference for
Future and Current Administrative Professionals
Friday, March 27, 2009
8 a.m. – 3 p.m.

Sponsored by:



Resume and Interviewing Tips

Helpful Tips to Getting the Perfect Job

Global Etiquette: Keeping Your Foot Out of Your Mouth!

Minding Your Global P's & Q's

Lunch & Learn

Benefits of Joining IAAP

Communication Across Generations

"Why People Are The Way They Are" – Identify ways to increase communication and understanding between generations in the workplace

At



in
Plymouth, MN

3155 Empire Lane
Plymouth MN 55447
763-559-4461

From Highway 494

Take the Highway 55 West exit and go to the first corner, which is Fernbrook Lane North. Take a right turn at Fernbrook Lane North and go to the first corner, which is Harbor Lane North. Take a right turn at Harbor Lane North and go to the first corner, which is Empire Lane. Take a left at Empire Lane and you will see our building ahead on the left.



Resume and Interviewing Tips, Lisa Pflipsen, Division Director, OfficeTeam

The do's and don'ts of resume writing and the interviewing process—from ad searching, to interviewing, to finding the perfect job.

Global Etiquette, Debi Cain-Rivord, CPS, CAP; TwinCities West Chapter President

In the past decade, business has changed drastically. Not only is it being done faster than ever, but it is now truly a global market. "Global Etiquette" will help explain the differences between countries in the areas of Making Appointments, Business Dress, Conversation, Addressing People, Gift Giving, Negotiating, Entertaining, and Public Behavior.

IAAP Lunch & Learn, Yvette Kanzler, CAP; TwinCities West Chapter Membership Committee Chair

IAAP's mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence. Find out how it all works!

Communication Across Generations, Valerie King, CPS, CAP; 2008-2010 IAAP Northwest District Director

Every generation is defined by events that happen during their lifetime. It is important that we recognize what effect these events have on the generation experiencing them, to help us understand "why people are the way they are". Once we are able to identify what makes one generation different from another, we can more clearly communicate with those of a different generation in a way meaningful to them. In this presentation, we will examine the four generations currently in the workplace, what impacted them, what motivates them, and look at ways to increase communication and understanding between the groups. We will also take a look into the future and discuss how the generational shift may change our work world in the next decade.

Recertification points for all sessions have been applied for.

All office professionals welcome!
Join us for a day of education, networking, and fun!

If you know someone who would benefit from this conference, feel free to copy and share this!

Registration deadline: March 13, 2009		
_____ Name (CPS/CAP designation, if applicable)	Registration Fee	Registration includes: Continental breakfast, breaks, lunch, and workshop materials
_____ School/Business	_____ \$40 Students	
_____ IAAP Chapter	_____ \$65 IAAP Members or Instructor	
_____ Address	_____ \$90 Non IAAP Members	
_____ City, State, Zip	Make checks payable to: IAAP (International Association of Administrative Professionals) Complete this registration form and send it along with your check to:	Direct your questions to Yvonne Arendt CPS/CAP @ 612-419-3814 yvonne.arendt@sodexo.com or Delaine Iverson CPS/CAP @ 763-531-4600 delaine.iverson@accellent.com
_____ Telephone Number	Delaine Iverson CPS/CAP Accellent Inc. 6500 Zane Avenue North, Suite 105 Brooklyn Park, MN 55429	
_____ E-mail Address	Absolutely no refunds after March 20, 2009.	



CERTIFICATION UPDATE

Submitted by Lynda B. Boulay CPS/CAP

Congratulations to Nancy Hulback for achieving her
Certified Administrative Professional (CAP) certification!

Nancy, thanks for your commitment to your profession and continuing education!



NOTE: The February 17 Board Meeting will be held from 5-7:30 p.m. at The Hartford, 500 Bielenberg Drive, Woodbury. Park in the visitor lot in front of the building and meet in the Ed Mahoney conference room (lower level). All members are welcome.



CALLING ALL ELIGIBLE SAINT PAUL CHAPTER IAAP MEMBERS!

Your chapter is in need of your talents and expertise to lead the next year of the Saint Paul Chapter of IAAP. Positions open are President, President-Elect, Secretary, Treasurer, and four Directors at Large. Descriptions of the duties and responsibilities for these positions are listed below. Before dismissing the idea of running for one of these positions, think about what being an officer can do for you - develop your leadership skills, enhance your presentation and speaking skills, learn Robert's Rules of Order for running a meeting, broaden your knowledge of how IAAP works, and get to know your own chapter "better."

President - Presides at Chapter and Board meetings, keeps the membership and Division President updated on official IAAP communications, serves as a member of all committees except the Nominating Committee, confirms meeting dates and meeting place selected by membership, and plans monthly menu with the chosen facility.

President-Elect - Assists the President in all ways, serves as member of the Bylaws and Standing Rules and Procedures Committee, posts local career opportunities on the website, assumes the duties of the presidency in the absence of the President, and will become President the following year.

Secretary - Takes minutes of all Chapter and Board of Directors meetings and distributes final copy to members. Composes the Chapter correspondence as directed by the President and/or Board.

Treasurer - Has custody of all Chapter funds, disburses funds authorized by the Chapter, pays the Chapter bills, prepares monthly financial statement, and chairs the Finance Committee. Following each Chapter meeting, sends a list of guests and their addresses to the Membership/Mentoring Committee and Editor of the newsletter, prepares a Change-of-Address form for membership changes to International, and updates changes to committees and Board.

Directors At Large (4) - Represent the general membership at Chapter and Board meetings, are voting members of the Board, and serve as Board liaisons between the Board of Directors and committees as assigned.

Fill out the bio and send to Yvonne Arendt CPS/CAP by Thursday, March 5, so they can be posted in the April Bulletin. If you need more information or have questions, please contact any of the current officers, past officers, or any of the Nomination Committee members (Yvonne Arendt CPS/CAP, Dee Dee Heffernan CPS/CAP, or Deb Sandquist). This is your chapter, and its future depends upon you.

**Nomination Form for 2009-2010 Officer Positions
Saint Paul Chapter IAAP**

PLEASE TYPE

BIOGRAPHY FOR _____

MEMBER OF IAAP SINCE _____

CANDIDATE FOR OFFICE OF _____

Your responses to questions 1 and 2 will be put into the April Saint Paul Connections. Elections will take place at the monthly Saint Paul Chapter meeting on May 6, 2009.

1. Please share any information on your background (work history, education, experiences) that you would like the Chapter to know when considering your candidacy.

2. What issues do you feel are most important to you serving as a board member?

3. All candidates for office will have the opportunity to make a two-minute oral presentation at the May 6, 2009 meeting before voting takes place. This is entirely optional. Do you wish to make a presentation? Yes No

Please return this sheet no later than Thursday, March 5, 2009 to:

*Yvonne Arendt CPS/CAP
Sodexo
3140 Neil Armstrong Blvd., Ste. 309
Eagan, MN 55121
(Fax: 651-361-8989)*

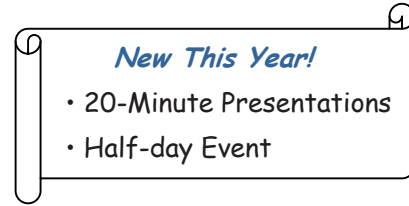
If you would like a copy of this form e-mailed to you for completion, send your request to Yvonne Arendt at yvonne.arendt@sodexo.com, or on the website click the tabs ➤ Saint Paul ➤ Forms ➤ Nomination Form.

SPEED LEARNING SYMPOSIUM: A SPEAKER'S SHOWCASE EVENT

TUESDAY, APRIL 14, 2009

RADISSON HOTEL & CONFERENCE CENTER
3131 CAMPUS DRIVE - PLYMOUTH, MN 55441

Meet *NEW* speakers. Preview nine presentations.
Make connections. Laugh. Network, Network, Network!
Register for MSAE's Fourth Annual Speaker's Showcase
Event to get a glimpse of extraordinary training and
motivational presentations in action!



The Speaker's Showcase brings together highly sought-after presenters to give you a glimpse at their individual presentation style and content. And when the trainers are not "on stage," you have the opportunity to talk with them about your unique needs. Attend this event and see for yourself what each presenter has to offer. The showcase features more than a dozen of the best and brightest presenters (names and topics coming soon) as they deliver 20-minute presentations to meet the needs and challenges of your organization.

Comments from last year's event:

"More of the same! Good variety this year."
"Excellent program. Nice job. More MSAE members should attend."
"Loved the variety of speakers!"

MSAE's mission is to advance and serve the association management profession in the Minnesota, North Dakota and South Dakota. MSAE is the key resource you can count on to meet your professional needs. One of our goals is to provide a solid foundation of knowledge and appreciation for the unique environmental culture and dynamics of associations.

SCHEDULE OF EVENTS

- 8:00 a.m. Registration & Continental Breakfast
- 8:20 a.m. Welcome & Opening Remarks
- 8:40 a.m. Exhibits
- 9:00 a.m. Continuous 20-minute presentations in three breakout rooms
- 10:35 a.m. Refreshments, Exhibits, & Prize Drawings
- 10:55 a.m. Continuous 20-minute presentations in three breakout rooms
- 12:30 p.m. Luncheon Buffet
- 1:30 p.m. Event Ends, Exhibits Open

A complete listing of speakers, topics, presentations, target audiences and take-aways will be available mid-March at www.msae.com.

COST (Includes continental breakfast and lunch)
\$45 for MSAE Members - \$65 for Non-Members

Special Room Rate for Attendees!

Call 763-559-6600 for reservations and request the MSAE group rate of \$109 before March 24.

REGISTER TODAY!

Register below or online at www.msae.com. You will have the opportunity to enjoy nine presentations, visit the tabletop exhibits and participate in door-prize drawings. For directions, click www.rhccmeetings.com.

Fax your registration with credit card information to 651-647-6416.

Or mail with check to:

MSAE
1970 Oakcrest Avenue
Suite 100
Roseville, MN 55113-2624

Questions? Call 651-647-6388 or send e-mail to update@msae.com.

Confirmations and directions will be mailed.

Name: _____
Assn./Co. _____
Address: _____
City/State/Zip: _____
Phone/Fax: _____
Payment Info: Check Invoice Me Visa/MC
CC#: _____ Exp. _____
Signature: _____
Amount Due: _____



MARCH



Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3 Member of Excellence Form Due (See page 6 of February Saint Paul Connections)	4 Saint Paul Chapter Meeting	5 Nomination Form Due to Yvonne Arendt CPS/CAP (See pages 6-7)	6 April Newsletter Submission Deadline	7
8 	9	10	11	12	13 Registration Deadline for Conference for Future & Current Admin Professionals (Form on page 5)	14
15	16	17 Board Meeting 5 PM at 3M - 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 19 th Annual Conference for Future & Current Admin Professionals (See pages 3-5)	28
29	30	31	<p>Come early to visit the vendors' booths at our March meeting:</p> <p>Rebath Holiday Inn East Amerigo & Amerigo Jewelry Liberty Tax Service - Oakdale</p>			

BIRTHDAYS

- | | |
|-----------------------------|-------------------------------|
| 5 Heather Hinke | 16 Nancy Langer CPS/CAP |
| 7 Dee Dee Heffernan CPS/CAP | 18 Victoria Halverson CPS/CAP |
| 11 Lorraine Swenson | 26 Caroline Milhofer CPS/CAP |
| 12 Kris Brustad CAP | |

IAAP ANNIVERSARIES (Years As A Member)

- | |
|------------------------------|
| 3 Judy Gilbertson |
| 13 Caroline Milhofer CPS/CAP |



PLAN AHEAD!

REMINDER: 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 allysoneschall@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.



APRIL



Sun	Mon	Tues	Wed	Thu	Fri	Sat
*CONFLICT NEGOTIATIONS FOR TODAY'S LEADERS See September 2008 Newsletter for Complete Details Course # 20095 - 000499 \$39 (Includes continental breakfast) Holiday Inn Saint Paul East - 2201 Burns Ave., Saint Paul E-mail: joan.peterson@century.edu or call 651-773-1743			1 Saint Paul Chapter Meeting 	2	3 May Newsletter Submission Deadline	4
5 Palm Sunday 	6	7	8 <div style="border: 1px solid green; padding: 2px; width: fit-content;"> *Century College Breakfast Series 7:30-9:30 a.m. </div>	9	10 Good Friday 	11
12 Happy Easter 	13	14 Speed Learning Symposium (See page 8)	15	16	17	18
19	20	21 Board Meeting 5 PM - Location TBD - All Members Welcome	22 Administrative Professionals' Day	23	24	25
ADMINISTRATIVE PROFESSIONALS' WEEK						
26	27	28	29	30		

IAAP ANNIVERSARIES (Years As A Member)

- | | |
|-----------------------------------|--------------------------|
| 1 Laurie Emmons | 8 Ruth Sheldrake CPS |
| 2 Debbie Biddick, Laura Goerges | 9 Darlene Oehlke CAP |
| 2 Julie Hinz, Leisha Klecker, | 14 Yvonne Arendt CPS/CAP |
| 2 Chris Lescarbeau, Suzanne Olson | 15 Josi Hard CPS/CAP |
| 2 Gina Tuccelli | 21 Lynda Boulay CPS/CAP |

BIRTHDAYS

- | |
|---|
| 9 Susan Nelson CAP |
| 21 Tammie Nelson |
| 22 Theresa Leslie |
| 30 Shirley Bethke CPS, Sandi Gonder CPS/CAP |

ADMINISTRATIVE PROFESSIONALS WEEK (APW)

We will be focusing our April Chapter meeting on APW and doing some special events at the meeting to recognize all administrative professionals. Our speaker that evening is Jermaine Davis and he will be talking about "Leading with Greatness." This will be a meeting to invite your executives or administrative coworkers. Stay tuned for more information.

Visitors at the February meeting were: Carrie Mollner (Wild Mountain Vendor), Leon Reiman (Lori's husband), Kristi Rotvold (Division President), and students Rebecca Prieve, Colleen Zembal, Nary Vang, Tiara Kotval, and Samantha Koch.

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

Date: March 4, 2009

Topic: Planning and Executing Successful Meetings/Events
In Today's Economy By Teresa Dambowy

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
7:00 p.m. Educational Program

Main Entrée: Herb-Crusted Walleye with Lemon Buerre Blanc; Spinach Salad with Red Onions, Mandarin Oranges, Carmelized Walnuts & Honey Poppyseed Dressing; Sautéed Green Beans with Pimento Butter; and Herb-Roasted Potatoes

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

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



RSVP by 4 p.m. Tuesday, February 24, to:

**Josi Hard CPS/CAP josi.hard@hartfordlife.com
Phone: 651-738-5008
Fax: 860-392-6906 (NOTE NEW FAX NUMBER)**

I will be attending:

Name:	Phone or E-mail:
-------	------------------

Entrée Selections: Main Entrée Chicken Caesar Salad Pasta Primavera

I will be bringing a guest:

Name:	Phone or E-mail:
-------	------------------

Entrée Selections: Main Entrée Chicken Caesar Salad Pasta Primavera

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.

Our March chapter meeting does not coincide with the **Home Essentials Boutique** this year, but they will be selling their wares at the Oak Marsh Golf Clubhouse from March 11-22. Over 175 vendors with multiple talents participate, and it is a seasonal shopper's paradise of old and new furniture, home accents, and exceptional gourmet foods. Get ready for spring as you explore their lovely garden area.

Open weekdays 10 a.m. - 8:30 p.m., Saturday 10 a.m. - 6 p.m., and Sunday 12-5 p.m.

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
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 952-217-7658
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