



The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

April 2009

Turn Your Job Into a Career

**Tuesday, April 28, 2009
5:30 – 8:00 p.m.
Old Chicago, The Cedar Room
14998 Glazier Avenue, Apple Valley, MN**

FREE ADMISSION

The South Suburban Chapter invites Career-Minded Administrative Professionals and Students to an Open House and Vendor Show. Come join us for food, fun and information on a membership in the International Association of Administrative Professionals® (IAAP®) and how it can help enhance your career and professional development.

Contact and R.S.V.P. to: Lisa Hogan CPS, lhogan@gksservices.com, or 952.912.5700.

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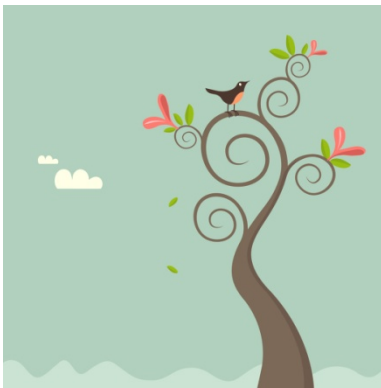
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2008-2009 Programs

Programs subject to change.

September 23	Voice and Presentation Skills Employing Theater Techniques (Holly Collison, Guthrie Theatre)
October 28	Why You Need to Learn Self- Defense (Keno Ask)
November 25	Planning and Executing Successful Meetings / Events in Today's Economy (Rosealee Lee)
December	2008 IAAP Metro Area Holiday Social
January 27	Getting More Done with Less Stress Smead Organomics – Ideas that Make Work Easier (Lon Hembree)
February 24	Getting Excel to Sing and Dance (Maureen Steinwall, Ph.D.)
March 24	Dressing for the Workplace (Royalee Rhodes, Store Manager, Christopher & Banks)
April 28	Open House & Vendor Show
May 26	South Suburban Chapter Annual Meeting
June 23	Desk Exercises



A Message from your President

*Submitted by Dee Moy
South Suburban Chapter President*

We have all heard the saying with April showers, come May flowers. This means that with those showers and a bit of sun we get new growth. I am really excited about our upcoming Open House and am looking to grow our Chapter with new members during this event. I would like to see everyone working the room on April 28 to answer any potential member's questions. I would love to see us gain at least three new members that evening.

I would also like to see our Chapter grow in member involvement. We are looking for a few good members to step up to be Board Members and Committee Chairs. The Chapter already has our new President (Sharon Kelsey) and new Treasurer (Candy Retka) in place; however we are still looking for a President-Elect, Secretary, Treasurer-Elect and Vice President. Linda Plaisance is attaching the SSC Officer Application form with this newsletter. Please take a few minutes to complete the form for the position you would like to run for and return it to Teresa or myself. We need the applications back to us by April 17, 2009. My dream is to see everyone complete the application. So find the position that suits you best and get your name in the hat for Election Day.

I would like to thank Teresa Dambowy for contacting most of our members about the Committee Chairs. We still have openings for Chairs for our Open House, Program, and Ways & Means Committees. If you are interested in chairing one of these positions please send me an e-mail and I will get you added to the list. If you and another member would like to Co-Chair a committee that can be done also, so please let me know. We need all of our members to step up and be part of our committees. I have found that I get a lot more out of my membership and my Chapter by know the many areas it takes to keep us running as a Chapter. It takes a team and I believe we have one of the greatest teams/Chapters in the area.

Also as a reminder to all of you CAP/CPS members, did you know that one of the best ways to recertify is to be a Board Member or Committee Chair? Serve as a Chapter, Division or International Officer, Committee Chair or Committee Member; or serve as RTF (Retirement Trust Foundation) Trustee; or on a Student Chapter Advisory Board or their school's Advisory Board and add points toward your recertification.

Please join me today to make our Chapter the place to be tomorrow.

Sneak Preview of the June Chapter Meeting

This is a meeting you don't want to miss! If you have a friend or relative who is seeking employment, be sure to invite them to attend.

Our June meeting will be ***Getting and Keeping a Great Job During a Recession*** presented by Joanne Meehl. In this program Joanne will talk about how you can point out to a potential employer your VALUE to them. She gives generous tips on the do's and don'ts of today's resume. She talks about networking, whether you're employed or between jobs, and she gives insights about interviewing. It is a fact-packed hour-long talk that will change your way of thinking about your job search.

Always lively and interactive, upbeat and educational, Joanne Meehl will give you what you need to shake up your search. You'll get a helpful handout and will be able to choose from several other info sheets about resumes, interviewing, and job search.

Joanne Meehl heads her own career consulting practice, working with clients who are professionals at all levels and in all fields. She helps increase the success of people at any career level: individual contributors or manager through C-level executives.

Joanne has been a college career center director, a state Career Center counselor and a career consultant for the outplacement firm Lee Hecht Harrison. She also enjoyed two corporate stints that taught her about the inner workings of companies that she still applies today: she sold computer networks for Xerox and worked with software engineers as a technical writer. It was during her job at the state Career Center that a colleague first called her "the resume queen". Since then, that nickname has become "the job search queen", better reflecting all the services she provides.

Joanne is the author of *The Resume Queen's Job Search Thesaurus and Career Guide for Professionals* (2007). She has a BA in English, an MS in Counseling and several certifications in the career coaching field.



www.TheJobSearchQueen.com

Spring Plant Fundraiser Wrap-Up

Submitted by Bev Staudinger, Chair

Thank you all for your strong sales during our Spring Plant Fundraiser again this year. The committee will have a full report in the May newsletter and at the May meeting. Your efforts in selling these plants help bring in funding to make a difference in the chapter.

Everyone who turned in a plant order was eligible for the Gertens plant centerpiece drawing. This year the winners were: Linda Gilmore, LuAnn Munger, Hallie Warren, Linda Wittmann, Dee Moy, and Leann Marshall.

Our order has been placed with Gertens. Please note that the plants and gift cards will be available for pick up on Friday, May 8, 2008, (the weekend before Mother's Day) at the Apple Valley Community Center, between 5 p.m. – 8 p.m.

If you are unable to pick up your plants/cards, please make arrangements for pick up by the plant customer, friend, or family member. All plants must be removed that evening.

Volunteers are welcome to help unload, set up, and clean up. If you are interested in helping, please meet at the Apple Valley Community Center around 3 p.m. on May 8, 2009. Also, please let Bev Staudinger know.

If you have any questions, please contact a member of the Ways and Means committee.

Ways and Means Committee Members:

Bev Staudinger – bev.staudinger@thomson.com
Candy Retka - cretka@frontiernet.net
Deb Sabo – dsabo@abcominc.com
Linda Gilmore – lgilmore@nathcompanies.com
Linda Wittmann – linda.wittmann@charter.net
Roberta Zylla – rczylla@msn.com

To Negotiate or Not to Negotiate How to Get the Best Compensation Package Possible

Submitted by OfficeTeam

If you're reluctant to discuss compensation with hiring managers during tough times, you could be selling yourself short. More than half (56 percent) of senior executives surveyed by our firm said they are comfortable with applicants broaching the subject in the first or second interview.

Although you and the hiring manager don't have to agree on a final figure right away, general salary requirements should be discussed early in the hiring process. This will help you avoid surprises later on. Just make sure you've adequately highlighted the value you can bring to an employer before broaching the subject.

Here are five pitfalls to watch out for when negotiating compensation:

1. **Going in unprepared.** Base your request on strong supporting evidence, which you can obtain by reviewing professional journals and industry publications, searching online salary sources, consulting publications such as OfficeTeam's annual *Salary Guide*, and talking with members of your professional network.
2. **Over- or underestimating your leverage.** Consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
3. **Being inflexible.** While there may be some aspects of an offer you'll be unwilling to negotiate, be prepared to compromise on items that are less critical.
4. **Fixating on base salary.** Look at the total compensation package, including nonmonetary, but highly desirable components such as healthcare benefits, paid time off and flexible scheduling.
5. **Failing to get it in writing.** Once you've agreed on terms, ask the employer to draw up a letter of agreement that outlines the specifics of the offer, such as the position's key responsibilities, salary and any special arrangements that resulted from the negotiations.

One final piece of advice: When inquiring about salary for the first time, be prepared to hear a broad range. Employers will want to get a sense of your qualifications and fit for the position before extending a more specific offer.

OfficeTeam is the world's leading staffing service specializing in the placement of 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.

How You Can Help IAAP

Your Chapter is in need of your talents and expertise to continue growing as a Chapter of Excellence in 2009-2010. The open positions are President–Elect, Vice-President, Secretary, and Treasurer–Elect. Descriptions of the duties and responsibilities for those 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, broaden your knowledge of how IAAP works, and get to know more about your Chapter.



President–Elect – In the absence of the President, serve as presiding officer of meetings of the Chapter or of the Board of Directors. In the event of a vacancy in the office of President, succeed to the office for the unexpired term and fulfill own term of office as President. Assist the President in all ways. Succeed automatically to the office of President at the conclusion of the term as President-Elect. Represent the Chapter on the Metro Lakes Council. Perform such other duties as may be assigned by the Board of Directors.

Vice President – In the absence of the President and the President–Elect, serve as presiding officer at meetings of the Chapter or of the Board of Directors. In the event of a vacancy in the offices of President and President-Elect, succeed to the office of President for the unexpired term. Chair a Committee of their choice. Perform such other duties as may be assigned by the Board of Directors.

Secretary – Be responsible for the minutes of all Chapter and Board of Directors meetings. Give written notice of the Annual and Special Meetings as required in Article VI. Conduct the correspondence of the Chapter in accordance with the direction of the President and/or Board of Directors. Have available at all meetings up-to-date copies of the International Bylaws and Standing Rules and Division and Chapter Bylaws, Standing Rules and Procedures, and Minutes of Meetings for the previous and current fiscal years. Perform such other duties as may be assigned by the Board of Directors.

Treasurer–Elect – Assist the Treasurer in all ways. Assume the duties of the office of Treasurer in the absence of the Treasurer. Succeed automatically to the office of the Treasurer at the conclusion of the term as Treasurer–Elect. In the event of a vacancy in the office of Treasurer, succeed to the office for the unexpired term and fulfill own term of office as Treasurer. Be bonded with premiums paid from Chapter funds. Perform such other duties as assigned by the Board of Directors.

To put your hat in the ring for a Board position, please complete the nominations form attached to this newsletter and send it (via e-mail or US mail) to Dee Moy by Friday, April 17. Please contact Dee if you have any questions about serving on the Board or the election process. Elections will be held on Tuesday, May 26 as part of the Chapter's Annual Meeting.

Send nomination forms to:

Dee Moy
6 Washburn Avenue
Inver Grove Hats MN 55076
E-mail: deeart61@msn.com
Home phone: 651.552.1378

This is your chapter, and its future depends upon YOU!

2008-2009 Officers

President Dee Moy
President-Elect Sharon Kelsey
Vice President Michelle Prosch
Secretary Hallie Warren
Treasurer Linda Wittmann CAP
Treasurer-Elect Candy Retka



2008-2009 Committees

If you are interested in joining a committee, please know you can join at anytime! Please contact the Committee Chair or Chapter President, Dee Moy.

Bylaws & Standing Rules

Chair: Sharon Kelsey
Members: Lisa Hogan CPS
LeAnn Marshall

Certification

Chair: Ruth Ann Deeg
Members: Charlotte Kodner

Employment

Chair: Melissa Thomas CPS/CAP
Members: Erin Duncan CPS

Historian

Chair: Michelle Prosch
Members: Open

Hospitality

Chair: Candy Retka
Members: Lori Larson CPS/CAP
Deb Sabo
Linda Wittmann CAP

2008-2009 Committees continued

Incentive Award (not available this year)

Chair: Denise Kulig
Members: Sharon Bright
Kim Wengenroth

Membership

Chair: Robbie Groth
Members: Linda Gilmore CPS, Advisor

Newsletter

Chair: Linda Plaisance CPS/CAP
Members: Lori Larson CPS/CAP
Babs Moses

Nominating

Chair: Dee Moy
Members: LuAnn Munger

Open House

Chair: Lisa Hogan CPS
Members: Marcia Beltz
Linda Gilmore CPS, Advisor
LuAnn Munger

Program

Chairs: Teresa Dambowy CPS, CFM
Members: Linda Gilmore CPS
Sue Rue

Ways & Means

Chair: Bev Staudinger
Members: Linda Gilmore CPS
Deb Sabo
Candy Retka
Linda Wittmann CAP
Roberta Zylla

Web Master

Chair: Lisa Hogan CPS
Members: Open

Mentoring Part of Membership—No Chair needed.
Do not need to be part of Membership to Mentor.

Marcia Beltz
Linda Gilmore CPS
Linda Plaisance CPS/CAP
Deb Sabo
Bev Staudinger
Linda Wittmann CAP

Happy Birthday!



The South Suburban Chapter would like to wish a very happy birthday to the following members:

Robbie Groth	April 3
Hallie Warren	April 13
Cheryl Schmitt CPS/CAP	April 27

Happy IAAP Anniversary!

The South Suburban Chapter would like to congratulate the following chapter members on their anniversaries with IAAP!



Nancy Torell	19
Roberta Zylla	18
Melissa Thomas CPS	10
Judy Reese	2
Hallie Warren	2

If we missed your birthday or anniversary, we apologize and ask that you notify Linda Plaisance at linda.l.plaisance@hotmail.com for inclusion in future issues of *The Southern Edge*.

Don't Forget Your Online Resources!

IAAP Headquarters www.iaap-hq.org

MN-ND-SD Division website www.iaap-mnndsd-division.org

And don't forget us at South Suburban IAAP
www.southsuburbaniaap.org

Newsletter Article Deadline

Please contact Linda Plaisance at linda.l.plaisance@hotmail.com with your newsletter ideas and articles.

The deadline for the May issue is: **Friday, May 1, 2009**

Please note, if articles or sections of articles are copied from other sources (including material from other IAAP websites), you must get permission in writing and send the documentation to the newsletter editor before it can be printed in our newsletter.



Upcoming Events

April 21	South Suburban Board Meeting
April 28	South Suburban Chapter Meeting
May 1-2	CPS/CAP Exam
May 15-17	2009 MN-ND-SD Division Annual Meeting, Rochester, MN
May 19	South Suburban Board Meeting
May 26	South Suburban Chapter Annual Meeting
June 16	South Suburban Board Meeting
June 23	South Suburban Chapter Meeting

Correspondence

If a card needs to be sent, please let me know and I will be happy to send it. You can contact me at:

Hallie Warren
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Eagan, MN 55122
Email:



hwarren@nbsusa.com
Work: 651.688.0202
Cell: 651.269.4577
Fax: 651.688.0689