



The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

August 2009

A Message from Your President

Submitted by Sharon Kelsey
South Suburban Chapter President

Our 2009-2010 theme, **The Power of Commitment**, can involve both reflection and action.

Commitment takes many forms. All commitment takes time and energy. The level of commitment we choose is determined by our priorities. Some chapter members may find the International dues increase to be a test of their priorities and commitment. All of us experience a test of our commitment in many ways in our chapter. Some of the ways are listed below:

- Reading the weekly communication e-mail
- Reading the monthly chapter newsletter
- Responding one way or the other to the monthly chapter meeting RSVP
- Arranging our time so we are able to attend the chapter meeting
- Being on a committee and being involved
- Volunteering to chair/co-chair a committee
- Election to a position on our chapter board
- Introducing ourselves to a chapter member we don't know
- Being willing to share our opinions with the board and chapter members
- Standing up to ask a question at a meeting
- Presenting the Motivational Moment at a chapter meeting

I'm sure you can think of other ways our commitment is tested.

We are all different. What is a large commitment for one may seem like a small commitment to another. What was a major commitment earlier in our lives might seem minor at another point. I challenge each of us to examine our priorities and capabilities. I encourage each of us to be involved. All involvement is valuable. Nothing is too small to make a difference. Let's see where **The Power of Commitment** takes us.



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Ways & Means (Fundraising) Committee

Submitted by Linda Wittman, Co-Chair

The summer has gone by quickly and the holidays are around the corner. It's time to start thinking about our annual Holiday Poinsettia Fundraiser. Yes, it does seem too early, but the time will be here before we know it.



At the September meeting, we will have more information about the fundraiser, along with the order forms. The forms and money must be turned in at the October Chapter meeting, so we can take delivery at the November Chapter meeting.

Start thinking now of everyone you know who would want to enjoy the beauty of these plants for Thanksgiving and throughout the holidays. We will have more information and the order form attached to the September newsletter as well.

Committee Members:

Deb Sabo, Co-Chair
Linda Wittmann CAP, Co-Chair
Ruth Ann Deeg
Linda Gilmore CPS
Dee Moy
Bev Staudinger
Roberta Zylla

Thoughts on Seeking Employment

Submitted by Kathleen Erdman

I recently interviewed for an administrative position that relied heavily on PowerPoint, of which I have no experience. The company also stated that the job involved a lot of word processing (which I've done much of personally, but not as much professionally). After what I felt was a good meeting, I was given the distinct impression I was being turned down, right then and there. I wasn't upset. I just wasn't what they were looking for at the time. They told me I'd be great for another position, which wasn't open at the time. But they would hang onto my information for the future. As I reflect on the meeting and my performance, I wonder about a couple of things:

1. If one's experience in a program or task rests mostly with personal projects (i.e., word processing, in my case), how can one best market that aspect, tying it to what they could do professionally?
2. While it's expected that not everyone will always meet 100% of the qualifications and requirements listed within a job posting, at what point does one decide, "I don't have experience in too many of the things they're looking for, so I'll pass on applying to the job."?

During my first IAAP chapter meeting in May, I asked a few members about these issues, long before the recent aforementioned interview. I was encouraged to go for another position I had referenced, even though I didn't have experience taking meeting minutes (thanks to Linda Gilmore for graciously providing me with a packet of helpful information on taking minutes, by the way). I tried. I was turned down before any interviews happened. I tried again most recently with another company, had phone interviews and an in-person interview. Yet, the lack of PowerPoint and professional word processing experience were what took me out of the running. The interview went well, and I was glad to have put forth the effort, knowing ahead of time I fell short of a couple of things. And lest I forget, I was grateful for the members' support to pursue the job I was hesitant to consider.

While I can't worry myself into a frazzle about why "this" and "that" and "What could I have done better?" I still wonder how a fledgling admin like me could soar like the rest of the chapter flock. By simply going through the interview experience, it was good practice, even if I have been through many before. Despite not knowing a few things, and wondering about a few other things, being a part of IAAP has bolstered my confidence and desire to learn and grow every day. Every day, whether it's a professional or personal item, it's important to learn something new, even as trivial as one may think it is, initially. No knowledge is wasted knowledge. You'd be surprised when something will prove valuable, in addition to the job-related skills Employer "X" is looking for in a candidate. I'm waiting for an employer to list the qualification, "Must know at least five Elvis Presley songs, word for word, and how many Grammys he won." Alas, until then, I'll be seeking out PowerPoint expertise.

2009 International Education Forum and Annual Meeting (EFAM) President's Report

Submitted by Sharon Kelsey,

I'm wonderful! No, my ego isn't out of control. This is only one of the many things I picked up in my EFAM education selections. In the class *Pathways to Power: Strategic Influence* our speaker, John Zulli, encouraged us to notice what a positive the reply of "I'm wonderful" when asked "How are you?" can be in our life and in the lives of those we encounter each day.

Wonderful – full of wonder. Considering the definitions of the word wonderful include "excellent, unusually good, amazing, and astonishing," I can sincerely say EFAM was wonderful. The education, business meetings, speakers, and networking activities were filled with inspiring enthusiasm.

This was my first time at the International meeting. I understand several changes were made in the schedules from prior years. I heard several long-time attendees comment they felt a little like a first-timer again.

I was particularly impressed with the International Board and the composure and poise they maintained during an especially challenging business session. They truly exemplified grace under pressure.

The EFAM Host Committee Co-Chairs, Nita Nurmi CPS/CAP and Kristi Rotvold CPS/CAP, did an amazing job in helping to create a successful event. We are privileged to have them as members and leaders in our MN-ND-SD Division.

I am happy to share a re-cap of the things that made up my EFAM experience. Saturday was a pre-meeting day and I took two classes – *Problem Solving: Using the SALVAGE Strategy to Tackle Any Problem* and *Risk Management: Taking the Risk Out of Taking a Risk*. Late Saturday afternoon, I attended the First-Timers' meeting, where we received several tidbits of what to expect and how things work at the International Meeting.

Sunday started with a delegates' and alternate delegates' briefing, where we were informed what to expect at the morning business meeting. The Opening Business Session started with the Parade of Nations. It was impressive to hear each nation where IAAP International has members announced as their national flag was carried into the auditorium. The entrance of the International Board to the music *Let's Get It Started* by The Black Eyed Peas got the session off to an energetic start. One of our members in the MN-ND-SD Division, Alana Erstad CPS/CAP, did an excellent job singing our National Anthem. The adoption of Registration/Credentials Committee report, Annual Meeting rules, Annual Meeting program, Nominations Committee report, Introduction of 2009-2010 Candidates to International Board of Directors and Retirement Trust Foundation trustees, and nominations from the floor were followed by the 2008-2009 IAAP International President's Address by Barb Horton CAP. Her speech was followed by the presentation of the Avery Awards. A Town Hall meeting following the Business Session provided another opportunity to ask questions, as well as hear facts and opinions regarding the proposed amendment to increase dues. The Office Expo opened in the afternoon. I enjoyed seeing the new products and talking with the vendors. The remainder of Sunday afternoon was filled with our Northwest District Caucus, a MN-ND-SD Division group photo, and a Candidate Meet & Greet. The Evening of Welcome provided attendees a small sample of our Minnesota State Fair with balloon shaping, Midway games, and cotton candy.

Monday morning was dedicated to voting on Board of Director and Retirement Trust positions. The Office Expo also continued through the morning. The Leadership Luncheon followed with Steven Iwersen as the speaker. The title was *Let's Make a Deal: A Different Kind of Motivation*. Immediately following the Leadership Luncheon, the Business Session reconvened. After receiving another report from the Registration/Credentials Committee, we launched into the Bylaws and Standing Rules Committee report, with presentation of each proposed amendment and an opportunity for discussion on each. The process was like our meetings; however, the discussion was much more active and intense. It took a long time to get through the process. Following voting on each amendment, we received a Declaration of Election report. The 2009-2010 Board of Directors members are as follows:

(Continued on Page 4)

President's Report (Continued)

President	Susan Shamali CPS/CAP
President-Elect	Mary Ramsay-Drow CPS/CAP
Vice President	Tamra Goodall CPS/CAP
Secretary	Janine Riemersma CPS/CAP
Treasurer	Karlana Rannals CPS/CAP
Director, Canada District	Sharron Buttler CPS/CAP
Director, Great Lakes District	Wendy Melby CPS/CAP
Director, Northeast District	Judith Yannarelli CPS/CAP
Director, Northwest District	Valerie King CPS/CAP
Director, Southeast District	Virginia Boyd CPS/CAP
Director, Southwest District	Antoinette Smith CPS/CAP
Affiliate Representative	Jennifer Hinkson CMP
Trustee, Retirement Trust Foundation	Kathryne Hampton CPS/CAP
	Lynda Boulay CPS/CAP

The officers listed above were installed at this time. Following installation, the Retirement Trust Foundation presented their report. The session extended well over the 5:30 p.m. time scheduled to 6:40 p.m. Several of our Chapter members then enjoyed networking at the MN-ND-SD Division Dinner at the Minneapolis Club.

I started my day extra early on Tuesday morning by attending a Brainstorming Breakfast facilitated by Marie Herman, member of the IAAP Two Rivers Chapter. I noted several ideas during the discussion that may be worth consideration. The Business Session reconvened with an Excellence in Action Session. The keynote speaker was Warren Evans CSP, HoF on the topic *The Future: Take It or Make It*. Don Bretthauer CAE, Executive Director for IAAP International spoke on the State of the Profession. Office Team facilitated a panel discussion on *Administrative Excellence in Today's Economy*. Tuesday afternoon was dedicated to education sessions with several topic options for each time slot. I chose *The Mind Rules* and *Pathways to Power: Strategic Influence*. We enjoyed networking and Cirque Viola at the scheduled Evening of Entertainment.

Wednesday morning and afternoon were again dedicated to education sessions. My choices were *Going Through the Emotion: Emotional Resiliency in the Changing Workplace* and *Success in the Workplace: It's a Matter of Self Esteem*. Wednesday evening we enjoyed more networking at the Awards Banquet. The banquet was followed by the International Board of Directors Reception. I was unable to attend the reception.

Thursday morning, I was privileged to attend the Leadership Workshop *From Competence to Confidence: The Art of Being Unstoppable*. We were both challenged and inspired by our speaker.

The networking opportunities were excellent. I enjoyed conversations with attendees from Puerto Rico, the Bahamas, and Barbados. I was reminded again of how much we have in common, no matter where we live and work.

EFAM was educational, exciting, exhausting, and exhilarating, all in one exceptional experience. It was well worth the time. Start thinking now about attending EFAM in Boston, Massachusetts July 18 – 21, 2010.

2009 International Education Forum and Annual Meeting (EFAM) President-Elect's Report

Submitted by Michelle Prosch

Attending the Educational Forum and Annual Meeting was a really good experience as a first-time attendee. It was fun to meet people from other states and countries, the workshops were awesome and the business session was quite interesting and a learning experience. If you have never attended an IAAP EFAM, I would highly recommend it. You get to see the bigger picture of what IAAP is all about and what your membership has to offer. I am already looking forward to the next EFAM which is in Boston, MA. Hope to see you there.

2009 International Education Forum and Annual Meeting (EFAM) Highlights



The 2009-2010 International Board was installed on Tuesday, July 27 (left to right: President Susan Shamali CPS/CAP, President Elect Mary Ramsay-Drow CPS/CAP, Vice President Tamra Goodall CPS/CAP, Secretary Janine Riemersma CPS/CAP, Treasurer Karlena Rannals CPS/CAP, Canada District Director Sharron Buttler CPS/CAP, Great Lakes District Director Wendy Melby CPS/CAP, Southeast District Director Virginia Boyd CPS/CAP, Affiliate Representative Jennifer Hinkson CMP, Northeast District Director Judith Yannarelli CPS/CAP, Northwest District Director Valerie King CPS/CAP, Southwest District Director Antonette Smith CPS/CAP)



What You Always Wanted to Know About Parliamentary Law and Parliamentary Procedure – Part II

Submitted by: Char Wilkinson CPS, Parliamentary Advisor, SouthWest Metro Chapter, IAAP

Editor's Note: Char Wilkinson CPS of the SouthWest Metro Chapter is one of the MN-ND-SD Division's greatest resource on Parliamentary Law and Parliamentary Procedures. She has written a series of six articles on the subject, which has been published in her chapter's newsletter. She offered to share them with us. This is the second of six articles that she has written.



This is the second of a series of articles on Parliamentary Procedure that was published in the monthly issues of the *SouthWest Metro News*. In this issue, we will cover quorums and motions.

A **Quorum** is the minimum number of members of a group or organization who must be in attendance at a meeting in order to conduct any official business. If a quorum is not present, business cannot be conducted. The SouthWest Metro Chapter's Bylaws state that our quorum is 33% of the chapter members. This means that if our membership is at 51, we will need 17 members at a meeting in order to conduct business. Once a quorum has been established, the quorum exists until the chair or any other member notices that a quorum is no longer present. If the chair notices the absence of a quorum, he/she should declare this fact before taking any vote or stating the question on any new motion.

Motions are the tools that make things happen at meetings. Too many meetings deteriorate into barely controlled chaos because the members and officers don't know how to process motions properly. The main motion is the most important element of parliamentary procedure that powers a meeting and is the mechanism by which an organization introduces business for consideration. A subject is not in order for discussion unless it has been introduced. The business of the organization is served by motions or resolutions that create and regulate the actions of the organization and authorize the spending of its funds.

To make a motion, a member should stand and be recognized by the chair. A member may speak only when he/she has been recognized by the chair and has been assigned the floor. After the chair acknowledges that the member has the floor, the member should say, using the correct terminology, **"I move that..."** (content of motion). An example might be, **"I move that we approve \$1,000 to send the delegate and alternate to the 2009 IAAP International Convention in Minneapolis."** After the motion has been made, a member who is in agreement seconds it. The correct terminology for seconding a motion is **"I second the motion,"** or **"Second!"** A motion made by a committee does not require a second. If the chair does not hear a second, he/she may ask, **"Is there a second?"** If there is no second, the motion dies for lack of a second. When the chair has heard a second, he/she restates the motion. **"It has been moved and seconded that we approve \$1,000 to send the delegate and alternate to the 2009 IAAP International Convention in Minneapolis. Is there discussion?"** At this point, and not before, the motion becomes the property of the assembly and the members may debate the pending question expressing ideas and points of view on the subject. The maker of the motion has the right to speak first and last during debate. All debate and questions or inquiries must be made through the chair who will in turn direct a response from the appropriate member.

When there is no further debate, the chair "puts the question," a parliamentary term meaning he/she puts the question to a vote. The chair should restate the motion so that all members have a clear understanding of the wording, and ask for the vote. **"All those in favor of the motion, please say 'Yes' Thank you."** **"All those opposed to the motion, please say 'No' Thank you."** The chair then announces the results in a clear and understandable manner. **"The yeses have it and the motion is carried."** Even though the affirmative vote sounds or appears unanimous, the chair should ask for the negative vote.

Voting Methods

- Voice vote – "Yes (Aye)" and "No (Nay)"
- Show of hands – for small groups
- Rising vote – to verify the vote
- Roll call – checks the attendance as well as vote
- Ballot – assures voters' secrecy
- General consent – for routine matters

Type of Votes

- Majority – any number greater than half the votes cast
- Plurality – the most votes cast regardless of majority
- 2/3 vote – 2/3 of votes cast
- Tie vote – same number for and against – motion lost



2009-2010 SSC Chapter Officers

L-R: Melissa Thomas CPS/CAP, Treasurer-Elect
 Gayle Quedens, Secretary
 LeAnn Marshall, Vice President
 Michelle Prosch, President-Elect
 Sharon Kelsey, President
 Candy Retka, Treasurer

Thank you for stepping up to lead our Chapter!

2009-2010 Committees

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

Bylaws & Standing Rules

Chair: LeAnn Marshall
 Members: Lisa Hogan CPS
 Michelle Prosch

Certification

Chair: Ruth Ann Deeg
 Members: Open

Employment

Chair: Melissa Thomas CPS/CAP
 Members: Open

Historian

Chair: Michelle Prosch
 Members: Open

Hospitality

Chair: Candy Retka
 Members: Ruth Ann Deeg
 Lori Larson CPS/CAP
 Deb Sabo
 Hallie Warren
 Linda Wittmann CAP

Incentive Award

Chair: Teresa Dambowy CPS CFM
 Members: Open

Membership

Chair: Robbie Groth
 Members: Open

Newsletter

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

Nominating

Chair: Dee Moy
 Members: Lisa Hogan CPS
 Karen Brugman CPS

Open House

Chair: Erin Duncan CPS/CAP
 Co-Char: Lori Larson CPS/CAP
 Members: Babs Moses

Program

Chairs: Gayle Quedens
 Members: Marcia Beltz
 Linda Gilmore CPS
 Dee Moy

Ways & Means (Fundraising)

Co-Chair: Deb Sabo
 Co-Chair: Linda Wittmann CAP
 Members: Ruth Ann Deeg
 Dee Moy
 Bev Staudinger
 Roberta Zylla

Chapter Website

Chair: LuAnn Munger
 Members: Stacy Boldon
 Lisa Hogan CPS
 Dee Moy

Mentors

No Chair needed as this is a part of the Membership Committee. One does not need to be a member of the membership committee to be a mentor.

Mentors: Linda Wittmann CAP

Happy Birthday!



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

Lisa Hogan CPS	August 10
Roberta Zylla	August 19
Kathleen Arneson	August 20
Linda Plaisance CPS/CAP	August 22
LuAnn Munger	August 30

Happy IAAP Anniversary!

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



Candace Koen	1 year
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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

Upcoming Events

September 15	South Suburban Board Meeting
September 22	South Suburban Chapter Meeting
October 9-11	MN-ND-SD Division Fall Conference
October 18-21	2009 Certification Conference, Portland, OR
October 20	South Suburban Board Meeting
October 27	South Suburban Chapter Meeting
November 17	South Suburban Board Meeting
November 24	South Suburban Chapter Meeting
December 15	South Suburban Board Meeting
December	South Suburban Holiday Party
January 19, 2010	South Suburban Board Meeting
January 26	South Suburban Chapter Meeting
February 16	South Suburban Board Meeting
February 23	South Suburban Chapter Meeting
March 16	South Suburban Board Meeting
March 23	South Suburban Chapter Meeting
April 20	South Suburban Board Meeting
April 27	South Suburban Chapter Meeting
May 18	South Suburban Board Meeting
May 25	South Suburban Chapter Meeting
June 15	South Suburban Board Meeting
June 22	South Suburban Chapter Meeting
July 18-21	2010 EFAM, Boston, MA

Newsletter Article Deadline

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

The deadline for the September issue is: **Friday, September 4, 2009**



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