



The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

February 2009

Getting Excel to Sing and Dance Tuesday, February 24, 2009

Presented by: Maureen Steinwell

Make plans to join us at our next chapter meeting on the topic of Technology. Maureen Steinwell from the University of Phoenix will demonstrate Excel tips for the beginner, intermediate and advanced Excel user. Topics will include the following:

- Copying formulas with absolute cell references
- Using conditional formatting
- Charting data
- Using names in formulas
- Using the statistic function, and more.

Maureen Steinwall, Ph.D. is the President/Owner of Steinwall, Inc., a precision engineering and thermoplastic injection molding company in Coon Rapids. She also teaches MBA classes and on-line doctorate programs for the University of Phoenix. She has many degrees including a BS from the University of Minnesota in secondary education and accounting; an MBA from the Carlson School (UofM) in operations management; a Ph.D. from Capella University in business and is also a CPA. Maureen has a very diverse career background from being an IRS agent to teaching ninth grade algebra to running a veterinary clinic.

A recertification point has been approved for this program.



RSVP by **NOON, Friday, February 20, 2009**, to Candy Retka at cretka@frontiernet.net or (fax) 952.469.4634.

Meetings are held at:

Old Chicago – The Cedar Room
14998 Glazier Avenue
Apple Valley, MN
5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Business Meeting
Cost is **\$20.00**

At the November Chapter meeting, a revised budget was presented to the members and approved. In this approved budget, the dinner assessment was increased to \$20.00, effective with the January Chapter meeting.

Inside This Issue

| | |
|--|---|
| 2008-2009 Upcoming Programs..... | 2 |
| Open House & Vendor Show..... | 2 |
| A Message from Your President..... | 2 |
| Certification News..... | 3 |
| A Referral Needed..... | 3 |
| Your First 100 Days on the Job..... | 3 |
| Spring Plant Sale Guidelines..... | 4 |
| 2008-2009 SSC Officers/Committees..... | 4 |
| Birthdays / Anniversaries..... | 5 |
| Don't forget your Online Resources!..... | 5 |
| Upcoming Events..... | 5 |
| Correspondence..... | 5 |
| Newsletter Article Deadline..... | 5 |

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 | What is Business Casual? |
| April 28 | Open House |
| May 26 | South Suburban Chapter Annual Meeting |
| June 23 | Desk Exercises |

Open House & Vendor Show—Volunteer Opportunities—April 28, 2009

Submitted by Lisa Hogan CPS

The Chapter Open House and Vendor Show is fast approaching. As any event planning, many volunteers are needed to coordinate all aspects of that event. So goes with our Open House. How can you help? Take a look at the Planning document attached with this newsletter. This document is also posted on the Chapter website in the **Forms** link housed within the **Local Members** site selection located to the right of the website. There you will find the various areas and tasks to be completed in order to make our event successful.

Questions on how to volunteer may be directed to any one of the Committee members; Lisa Hogan CPS (lhogan@gkservices.com), LuAnn Munger (luann.c.munger@supervalu.com), or Marcia Beltz (Marcia.beltz@fritolay.com).



A Message from your President

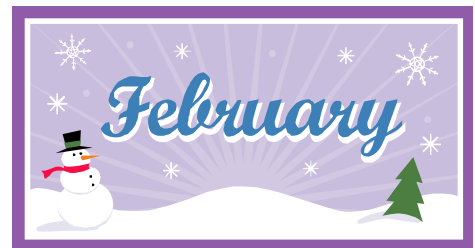
*Submitted by Dee Moy
South Suburban Chapter President*

WOW! It is already February and the groundhog has seen his shadow, so that means we have five more months of IAAP meetings. Oh, no, wait, that is only six more weeks of winter. I like that idea. I can't wait for warmer weather.

I cannot believe that we are already through the first month of 2009. I have so many more things I would like to see done during my term as the South Suburban Chapter President. I would like to see all of our members complete their Member of Excellence forms. I would love to see our chapter grow from 50 to 55 members, and it would be great to see everyone sign up for a committee. These are items I believe we as a chapter can commit to and achieve. When everyone steps up for one committee, it helps our committees, and it helps you to learn more about your chapter and IAAP. We can use your help. It takes a team to keep our chapter successful. I truly believe that when you take a more active interest you get so much more out of your membership.

I have learned so much about more about our members, chapter, division and international groups by being active in my membership. I know it takes time and some of us are pulled in so many ways, that we don't know which way to go next. But I then ask, "Why are you a member, if you don't want to be involved?" I would like everyone to take a minute and think about why you joined IAAP. Then take a couple of seconds to decide which committee you would like to help on and let me know. I will gladly sign you up.

See you at our next meeting and think warm thoughts for a quick arrival of spring.



Certification News



L-R: Erin Duncan CPS and
RuthAnn Deeg, Certification Chair

Erin Duncan CPS was recognized at the January Chapter meeting for earning her CPS rating. Congratulations, Erin!

A Referral Needed

Submitted by Deb Sabo

Before our company's move to a new location sometime this year, I need to source out full color printers located in the St. Paul area that can produce a variety of printed materials to include new marketing brochures, signs/banners, business cards, graphic design, bindery and finishing and also promotional product imprinting. I would welcome feedback from our chapter members as to what printer(s) they may currently use or have used in the past to process their company's printing needs. I have been working with a printer but would like to change to find one with better services and pricing.

If you can help Deb out and refer a printer, please respond directly to **Deb Sabo** at 651.643.6595 or dsabo@abcomllc.com. Thank you.

**Life is not about waiting
for the storms to pass...**

**It's about learning how to
dance in the rain.**

Anonymous

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. 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.

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.



Spring Plant Sale Guidelines

Dear South Suburban Chapter Member:



Attached you will find a copy of the 2009 Plant Sale Brochure and a full-page order form. You can also find the plant fundraiser material on our chapter website--<http://www.southsuburbanaiap.org> under **South Suburban, Chapter Events**.

By following the guidelines and directions below you will ensure a successful Plant Sale.

Best Wishes
for a Successful Sale



- Use one order form per customer – do not mix customer names/orders (tax is included in the sale price).
- Feel free to make additional copies of any of the materials as needed.
- **Gertens is known for their large quality plants full of thick healthy blossoms.** Use this as a selling tool when you approach your potential customers—they will not be disappointed!
- **Think of all your potential customers:** family, friends, co-workers, neighbors, area businesses, businesses you frequent, apartment complexes, restaurants in your area.
- Remind potential customers that pick up / delivery is weekend of Mother's Day—this could be a selling point.
- Prices have remained the same as the last two years.
- Payment is due at the time you take the order. *Checks are payable to "South Suburban Chapter IAAP" or "SSC IAAP."*
- **You have two months to sell as many orders as possible. All orders and full payments are DUE at the March 24 meeting.**
- **Pickup of all plants and Gift Cards will be**

Friday evening May 8 from 5-8 p.m.

Ensure you are available to pick up your orders and make delivery to your customers. Pickup will be at the

**Apple Valley Community Center
14603 Hayes Road – All Purpose Room**

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:

| | |
|------------------------|-------------|
| Denise Kulig | February 1 |
| Victoria Gray | February 4 |
| Beth Ann House CPS/CAP | February 18 |
| Cyndi Stepka CPS | February 18 |

Happy IAAP Anniversary!

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



| | |
|------------------|---------|
| Sandy Humenansky | 3 Years |
|------------------|---------|

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.southsuburbانياap.org

Upcoming Events

| | |
|-------------|--|
| February 17 | South Suburban Board Meeting |
| February 24 | South Suburban Chapter Meeting |
| March 17 | South Suburban Board Meeting |
| March 24 | South Suburban Chapter Meeting |
| 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
 2103 Silver Bell Road #104
 Eagan, MN 55122
 Email: hwarren@nbsusa.com
 Work: 651.688.0202
 Cell: 651.269.4577
 Fax: 651.688.0689

Newsletter Article Deadline

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

The deadline for the February issue is: **Friday, March 6, 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.

