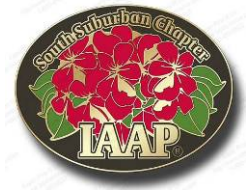




The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

January 2009

Getting More Done with Less Stress Smead Organomics – Ideas that Make Work Easier Tuesday, January 27, 2009

Presented by: Lon Hembree



There are two fundamental truths about organization: how organized you are directly impacts how you feel about your work and yourself; and there is no “right” way to get organized. Just the opposite is true—there are as many organizing styles as there are people.

That’s why we’ve (Smead) developed Smead Organomics, a set of tools that you can use to determine what will best work for you. Smead Organomics is built around simple, fundamental principles for dealing with different work styles and types. Follow and apply these principles and you will get more done with less stress.

In this presentation the Smead representative will reveal the five work styles and six types of work to help you discover your unique organizing style. Using that information, you can then choose from a multitude of organizing solutions that will help you accomplish more in less time. You can even use these same principles to develop solutions to use with a supervisor, co-workers, friends and family members!

Lon Hembree is a veteran when it comes to organizational and filing solutions. Mr. Hembree has over 17 years experience with the Smead Manufacturing Company. He specializes in evaluating and making recommendations on improving productivity through time tested products, as well as new products and techniques in companies and organizations from large to small. He has a Bachelors Degree from the University of Wisconsin-Rivers Falls in Business Administration with a strong emphasis in Sales and Marketing. Mr. Hembree has associated himself with such organizations as ARMA (Association of Records Managers and Administrators) and AIIM (Association

for Information and Image Management) to keep informed on the latest in Records Management and Document Management best practices.

A recertification point has been approved for this program.

RSVP by **NOON, Friday, January 23, 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.

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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	Making Excel Sing and Dance (University of Phoenix)
March 24	What is Business Casual?
April 28	Open House
May 26	South Suburban Chapter Annual Meeting
June 23	Desk Exercises

Administrative Professionals Week® 2009 Special Commemorative Pin

Submitted by Lisa Hogan CPS

As in past years, the commemorative pin is a major fundraiser for the IAAP International Convention.



This year our MN-ND-SD Division has the honor of hosting the International Convention. What a great way to show support by purchasing a pin for \$5.00 each.

Order forms will be available at the January Chapter meeting. If paying by check, please make payable to the South Suburban Chapter IAAP as our chapter will be submitting a group order.

If you are unable to attend the January meeting, please contact Lisa Hogan CPS, 952.912.5700 or lhogan@gkservices.com, to make arrangements to place your order by Tuesday, February 17.

The deadline to submit orders is February 25 and shipping will begin during the week of March 16. Lisa will plan to have orders ready for pick up by our March 24 chapter meeting.

A Message from your President

*Submitted by Dee Moy
South Suburban Chapter President*

HAPPY NEW YEAR!

With the hustle and bustle of the holidays over, things are again starting anew.

I have had the last couple of weeks to finally slow down and realize that my life had been on a downhill spiral and I didn't think it would ever stop. With Art losing toe after toe, me, my stepson and his mother all losing our jobs, and no money coming in from unemployment, it seemed like things were crashing down on top of me and I didn't know how to ask for help. I knew all of you were there for me and many of you came to my aid in one way or another, but I was still spiraling out control.

Well things have settled down and started to move forward again. My stepson, Chris, found a job in Iowa (which means they will be moving a few more hours away, but that's ok) and his mom got another job with the company she is with. Art is getting better day by day and the wound is looking very promising and my unemployment is finally coming in. I guess the one good thing about not working is that I have been able to be with Art, see him through his problem, and get him to doctor appointments and such.

Now we have a new year in front of us, a new perspective of where we are going, and a new frame of mind. I am more at peace and ready to get back on the horse and lead you all to the end of my term as your President of the South Suburban Chapter.

Thank you all for your wonderful support and I look forward to a successful and prosperous New Year for all of us personally and as a Chapter.



Certification News



Congratulations to Erin Duncan CPS! Erin sat for the November Certification Exam and has earned her CPS rating.

Way to go Erin!

Pathways to Excellence Member Participation Incentive

Submitted by Joan Gatzmeyer CPS/CAP, MN-ND-SD Division President-Elect



As part of its strategic planning process, IAAP® has instituted the Pathways to Excellence Recognition Program, which is designed to raise your value as a career-minded administrative professional by becoming a Member of Excellence. This distinction includes eleven criteria that correlate to the ten principles

on which the program is based (there are two criteria related to Education and Training), and each member achieving eight of those criteria will be recognized as a Member of Excellence.

However, even if you feel unsure you can achieve that level, the Division board believes that each criterion you do achieve brings you personal growth and helps to make your chapter stronger. For example, if you serve in a leadership role—including committee member—your leadership skills grow, and your chapter benefits from your participation. If you pay your annual dues on time, your chapter and the Division benefit.

As encouragement to strive for completing the criteria, the MN-ND-SD Division is offering an incentive drawing that ties into another less formal IAAP initiative—the International President's Book Discussion. Submit one completed criterion each month to be entered into a drawing for the upcoming month's book; the new book discussion begins the 15th of each month. Complete the participation incentive form and submit to Joan Gatzmeyer by the third of each month; the drawing will be held on the fifth of each month, and the book mailed to the winner. Log onto the Division website with your username and password to find the form under Local Members > Division Forms, or email joang@hdgi1.com.

Let Your Opinion Be Known

Submitted by Sharon Kelsey, Bylaws and Standing Rules Committee Chair

Who gets to make suggestions of what should be in the Chapter, Division, and International IAAP Bylaws and Standing Rules? You do.



Each of us has the opportunity and responsibility to share our ideas for amendments to change the Bylaws and Standing Rules at all levels of IAAP. IAAP International has a more formal process than our Chapter. They have provided a form for use when a member, Chapter, or Division want to propose an amendment to the International Bylaws and Standing Rules. That form is included with this newsletter. Please note the deadline for submission via mail or e-mail is February 1, 2009.

If you have ideas you want to propose for changing our Chapter Bylaws and Standing Rules, please let us know. You may contact any Chapter Bylaws and Standing Rules committee member or Board member with your suggestion. All proposals are considered and discussed.

Please, share your ideas and let your voice be heard.

Spring Plant Sale Kicks Off in February!

Submitted by Bev Staudinger, Chair



It's really hard to believe that we are talking about spring 2009 already; seems like just yesterday we were talking about poinsettias and Christmas. Those who purchased the beautiful poinsettias, cyclamens and baskets are surely still enjoying them.

Well Spring is "just around the corner" and the South Suburban Chapter of the IAAP is again joining with Gertens Greenhouses for our Annual Spring fundraiser. All plant sale materials will be distributed at our February 24, 2009 chapter meeting. Last year our chapter sold \$4,190.00 worth of plants and plant cards, and had a profit of over \$600.00. We added bedding plants (sold in 4 or 6 packs); these were a huge success.

This year there will be a change in the sale of the bedding plants. Since Gertens only offers the bedding plants as whole flats, not individual plants, at this time, we will only be selling by the flat. Members can team up and purchase flats and split them.

In 2008 the plants were once again huge, healthy, and at the prices we offered, proved to be an excellent value.

With everyone's participation, our chapter should have another great year. Think Spring!

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

Certification

Chair: Ruth Ann Deeg
Members: Charlotte Kodner

Incentive Award

Chair: Open
Members: Sharon Bright
Kim Wengenroth

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

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: Vicki Gray
Members: Marcia Beltz
Linda Gilmore CPS, Advisor
Lisa Hogan CPS
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
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:

Barb Johnson-Larson January 9
 Melissa Thomas CPS/CAP January 12

Happy IAAP Anniversary!

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



LuAnn Munger 23 years
 Beth Ann House CPS/CAP 12 years
 Barb Johnson-Larson 12 years
 Linda Plaisance CPS/CAP 12 years
 Juvalee Wolf CPS 12 years
 Bev Staudinger 5 years
 Catherine (Cathy) Allen 2 years
 Linn Grimmer 1 year

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-mnnds-division.org

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

Upcoming Events

January 20, 2009	South Suburban Board Meeting
January 27	South Suburban Chapter Meeting
February 15	CPS/CAP Exam Application Deadline
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, February 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.

