



The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

January 2010

South Suburban Chapter Meeting Program Tuesday, January 26, 2010

Taking the WORK out of Networking: Three Hollywood Secrets to Building Professional Relationships

Presented by Pete Machalek

Most of us recognize that we're SUPPOSED to network — we hear it from so many experts, but so few of them tell us what we're really supposed to be doing. So we don't do it. Or, if we do, we show up and burn time because we just don't know what to do and we don't know what to say. And that can create a lot of anxiety that can really get in the way of any kind of productive conversation.

Taking the WORK out of Networking is a fun, fast-moving and interactive presentation that identifies everything that gets in our way around networking, and then quickly and efficiently takes care of those barriers, replacing anxiety with ease, uncertainty with clarity, and resignation with excitement.

Take-aways:

- A game-changing new understanding of what the challenge of networking is about
- A whole new level of comfort and ability around networking
- An ability to lead productive networking conversations with anyone, anywhere you go

Pete Machalek is a professional speaker, trainer and filmmaker who uses his expertise in message design and performance to help business professionals and organizations present themselves with winning presence. Since founding SagePresence in 2001, Pete has worked with everyone from front-line workers to CEO's to help them win over audiences of any size through conversation and formal presentation.

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**
 RSVP by **NOON, Friday, January 22, 2010**, to
 Candy Retka at 952.469.4633,
 cretka@frontiernet.net or (fax) 952.469.4634.

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2009-2010 Programs

Programs subject to change.

The following is the schedule of South Suburban Chapter Meeting Programs for 2009-2010. Please mark your calendars with these meeting dates and watch each month for the meeting details and RSVP email.

September 22	<i>Stretching our Public Speaking Comfort Zones</i> (Dan Julson, Toastmasters)
October 27	<i>Living Your Extraordinary Life</i> (Laura Erdman-Luntz, Life Coach)
November 24	<i>Cool New Software</i> (James Rivord)
December 8	SSC Holiday Gathering
December 10	Metro Lakes Council Get-Together
January 26	<i>Taking the WORK Out of Networking</i> (Pete Machalek)
February 23	<i>Effective Communication – Verbal and Written Tips & Tricks</i> (Maureen Stainwell)
March 23	<i>IAAP Website – Create Your Presence and Learn to Navigate</i> (Gayle Quedens)
April 27	Open House & Vendor Show
May 25	Annual Meeting
June 22	<i>100 Ideas for Better Organization</i> (Smead Representative)

Please note: The program order and topic is subject to change, based on speaker availability and scheduling. We do our best to maintain the plan as presented, but are prepared for changes that occur as part of life

A Message From Your President

*Submitted by Sharon Kelsey
South Suburban Chapter President*

January 1, 2010 – the start of a new year and the start of a new decade. We have before us a blank slate open to choices and possibilities. It is up to us to set the future.

What does a new day, a new year, a new decade have to do with the *Power of Commitment*? Our commitment guides what we do each day, each moment. Very few of us go through life “higgledy-piggledy.” We have at least some idea of what we want and usually some idea of how to get it.

It is fairly common to make New Year’s resolutions. It is also fairly common to focus on the resolutions we didn’t meet. Contrary to that typical thinking, I think we are making and meeting resolutions every day. Those resolutions are related to our commitments. Without commitment, our resolutions are only wishes lacking substance.

From beginning to end of each day we are basing our choices and actions on our commitments. Our commitments become such an integral part of us we don’t think about them every moment of every day. The fact we act based on our commitments, without even being conscious of them most of the time, is truly powerful.

With this beginning of a new year, we can review our commitments and renew our commitments. Let’s use our *Power of Commitment* to fuel our success and reach our goals in our personal lives and as an IAAP Chapter.



Ways & Means — January Preview

*Submitted by Linda Wittmann CAP,
Ways & Means Co-Chair*

Once again the SSC members have come through. The response to our table at the November meeting was phenomenal! Many of the plant sale customers also purchased items, which was fantastic. It was an easy way to get those little gifts for friends, co-workers, and family. **THANK YOU!**

At the January Chapter meeting, we will have Valentine treats and cards for sale. Remember – to Shop, Save Change!



South Suburban Chapter Incentive Award for 2010 MN-ND-SD Division Annual Meeting

Submitted by Teresa Dambowy CPS, CFM, Incentive Award Committee Chair

There is still time to apply for the South Suburban Chapter Incentive Award for the 2010 MN-ND-SD Division Annual Meeting.

Who is eligible for the award?

- Member in good standing
- Current member of the South Suburban Chapter

How do I apply for the award?

- Complete an application form
- Submit a written essay (no more than 150 words) on why you would like to receive the scholarship and attend the meeting

When and where will the meeting be held?

- Friday, May 21 through Sunday, May 23, 2010
- Holiday Inn Select in Bloomington, MN
- Additional details about the meeting will be provided at the MN-ND-SD Division website in the next few months

Why should I consider attending the meeting and applying for the award?

- Meet members from other Minnesota, North Dakota and South Dakota Chapters
- Learn how Division meetings are conducted
- Attend seminars offering tips that you can use immediately on the job or in our personal life
- Have fun!

Feel free to contact Teresa Dambowy for additional information or with your questions at 651.437.8510 or at birdie36_teresa@msn.com

Applications are due to Teresa Dambowy CPS, CFM by Monday, March 1, 2010.



Making Career Resolutions You Can Keep

Submitted by OfficeTeam

Most people view January as an opportunity to reflect on the past few months and set resolutions for the new year. When identifying upcoming goals, however, don't forget career-related resolutions. Here is some advice for setting new objectives — and sticking with them:

- **Don't bite off more than you can chew.** Be sure to identify goals that challenge you to stretch your abilities but won't require near-impossible amounts of time and effort to achieve. After all, making an unrealistic resolution can prove more frustrating than motivating. Consider your schedule and available resources. Given these factors, what can you realistically accomplish?
- **Break it up.** Break your goals into smaller "mini-goals" to help you stay on track. If you want to take on more responsibility within your department, for example, your mini-goals may be to talk to your manager about your plan, determine the skills you need to develop, identify the appropriate professional development options, then complete the training.
- **Set deadlines.** To improve your chances of success, establish a timeline for accomplishing each step along the way to your larger objective. This will give you something to work toward and allow you to better track your progress.
- **Acknowledge your success.** No matter how small the accomplishment, give yourself a pat on the back each time you reach one of your objectives. You might treat yourself to a nice lunch, for instance. By doing so, you will maintain your momentum.
- **Maintain perspective.** Be dedicated to your career, but don't overdo it. Piling too many goals on your proverbial plate can set you up for failure. At the same time, don't lose sight of any personal resolutions you've set this year. Keeping space for other objectives, like eating healthier or taking a dance class, is important.

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 325 locations worldwide, and offers online job search services at www.officeteam.com.

How are You Doing on your Path to becoming a Member of Excellence?

A **Member of Excellence** will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Conduct a public presentation, program or training
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)
10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review



Step Outside Your Comfort Zone!

The South Suburban Chapter wants YOU to run for office!

Number 7 in the criteria to be a Member of Excellence is to serve as a chapter officer. Get a head start on next year's path to becoming a Member of Excellence and run for a chapter office. Soon a member of the Nominations committee will be contacting you. When they do, say YES to lead our chapter.

If you have any questions regarding what is involved, feel free to contact any current chapter office holder.

Comfort Zone

I used to have a Comfort Zone
Where I knew I couldn't fail
The same four walls of busy work
Were really more like jail.

I longed so much to do the things
I'd never done before,
But I stayed inside my Comfort Zone
And paced the same old floor.

I said it didn't matter,
That I wasn't doing much
I said I didn't care for things
Like diamonds, furs and such.

I claimed to be so busy
With the things inside my zone,
But deep inside I longed for
Something special of my own.

I couldn't let my life go by,
Just watching others win.
I held my breath and stepped outside
And let the change begin.

I took a step and with new strength
I'd never felt before,
I kissed my Comfort Zone goodbye
And closed and locked the door,

If you are in a Comfort Zone,
Afraid the venture out,
Remember that all winners were
At one time filled with doubt.

A step or two and words of praise,
Can make your dreams come true.
Greet your future with a smile,
Success is there for you!

2009-2010 SSC Chapter Officers



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

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

Nominations

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

Open House

Chair: Open
Co-Char: Lori Larson CPS/CAP
Members: Babs Moses
Gayle Quedens

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
Linda Gilmore CPS
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:

Kimberly Thole	January 2
Barb Johnson-Larson	January 9
Melissa Thomas CPS	January 12

Happy IAAP Anniversary!

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



LuAnn Munger	24 years
Beth Ann House CPS/CAP	13 years
Barb Johnson-Larson	13 years
Linda Plaisance CPS/CAP	13 years
Juvalee Wolf CPS	13 years
Bev Staudinger	6 years
Karen Brugman CPS	5 years
Catherine (Cathy) Allen	3 years
Linn Grimmer	2 years
April Barfknecht	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-mnndsd-division.org

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

Upcoming Events

December 15	South Suburban Board Meeting
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 / Open House & Vendor Show
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



May the sun shine, all day long,
Everything go right, and nothing wrong.
May those you love bring love back to you,
And may all the wishes you wish come true!

~ An Irish Blessing

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 5, 2010.**



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.