



The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

June 2009

Getting and Keeping a Great Job During a Recession Tuesday, June 23, 2009

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.

RSVP by **NOON, Friday, June 19, 2009**, to Candy Retka at 952.469.4633, 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**

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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	Getting and Keeping a Great Job During a Recession (Joanne Meehl)

Reminder – Year End

Linda Wittmann CAP, 2008-2009 Treasurer

The Chapter's fiscal year will be ending June 30, 2009.

If you have any expenses that need to be reimbursed, please submit an expense voucher to me by June 15, 2009

If you owe any missed meeting fees, please submit a check to me by June 15 as well so I can close out the books by June 30 for the annual audit.

We don't want to carry any outstanding balances to the new fiscal year. Thank you for your assistance.



A Message from your President

*Submitted by Dee Moy
South Suburban Chapter President*

WOW! It is June and that means this will be my last letter as your President. I cannot believe that a year and a half has gone by and that I will be turning the reins over to Sharon Kelsey, our 2009-2010 President. I ask that you give Sharon the same support you have given me over all of these months.

Our June meeting is going to be a great. Joanne Meehl the author of The Resume Queen's Job Search Thesaurus and Career Guide for Professionals (2007) will be speaking to us about *Getting and Keeping a Great Job During a Recession*. She will give generous tips on the do's and don'ts of today's resume and will also talk about networking. Whether you're employed or between jobs, Joanne will give you insights on interviewing. This program will be 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 will give you lots of information that will help you in your job search. So make sure to ask all your friends that are looking for jobs and those that are not to come with you and learn some important tips on how you can point out to a potential employer your VALUE to them.

Thank you all for allowing me to be your President. I have learned much from this experience and from all of you.



South Suburban Chapter Elects
2009-2010 Chapter Officers!

POWER
of
Commitment
South Suburban Chapter



L-R: Melissa Thomas CPS/CAP, Treasurer-Elect
Gayle Quedens, Secretary
LeAnn Marshall, Vice President
Michelle Prosch, President-Elect
Sharon Kelsey, President
Not Pictured: Candy Retka, Treasurer

Thank you for stepping up to lead our Chapter!

Ways & Means Committee

Chair: Bev Staudinger

I would like to again thank the chapter members for their support of our plant and other fundraisers throughout the year.



Above is a picture of the Chapter members with the highest sales for our Spring Plant Fundraiser—Deb Sabo, Linda Wittmann CAP, and Linda Plaisance CPS/CAP. These members each received a Gertens Plant Card for their strong sales effort.

I wish everyone a safe and wonderful summer.

How to Talk Money With Hiring Managers

Today's tough job market can make even the most seasoned professional nervous about the hiring process, particularly when it comes to broaching the topic of compensation.

A recent survey conducted by our organization, however, could help put your mind at ease, at least somewhat. More than half (56 percent) of senior executives surveyed said they are comfortable with applicants asking about compensation in the first or second interview.

Here are some tips to help you prepare for the conversation:

- **Do your homework.** Before you talk with the hiring manager about salary, review government data, trade association reports and compensation surveys such as OfficeTeam's annual *Salary Guide*. Also consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.
- **Remain flexible.** Enter salary discussions with an open mind and positive attitude. While there may be some aspects of an offer you're unwilling to negotiate, be prepared to compromise on items that are less critical to you, such as the number of vacation days, for example.
- **Don't fixate on just one aspect.** When evaluating an offer, look at the total compensation package, including nonmonetary, but highly desirable, components such as healthcare benefits, paid time off and flexible scheduling.
- **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.

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.



Incoming Officers 2009-2010 L-R
Brenda Jindra, Treasurer
Joan Gatzmeyer CPS/CAP, President
Linda Dahlquist CPS/CAP, President-Elect
Laura Zacharda-Jones CPS/CAP, Secretary



Kristi Rotvold CPS/CAP, 2008-09 President
Joan Gatzmeyer CPS/CAP, 2009-10 President
Brenda Jindra, Treasurer
Laura Zacharda-Jones CPS/CAP, Secretary
Linda Dahlquist CPS/CAP, President-Elect



POWER of Commitment

MN-ND-SD Division



SSC Members L-R:
Lori Larson CPS/CAP, Lisa Hogan CPS
Michelle Prosch, Linda Plaisance CPS/CAP,
Sharon Kelsey, Dee Moy



SSC Ways & Means Table

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:

Judy Reese	June 1
Denise (Dee) Moy	June 4
Candace Retka	June 29

Happy IAAP Anniversary!

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



Melody Muffett CPS	14 years
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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*.

Give us clear vision that we may know where to stand and what to stand for—because unless we stand for something, we shall fall for anything.

*—Former U. S. Senate Chaplain
Peter Marshall*

Upcoming Events

June 16	South Suburban Board Meeting
June 23	South Suburban Chapter Meeting
July 26-29, 2009	International Education Forum and Annual Meeting, Minneapolis, MN
October 9-11, 2009	MN-ND-SD Division Fall Conference

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

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 July issue is: **Monday, July 8, 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.

