



The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

March 2009

Dressing for the Workplace Tuesday, March 24, 2009

Presented by: *Royalee Rhoads, Store Manager, Christopher & Banks*



Are you getting your closet ready for spring only to discover that you will need to replace some of your work attire? Are you, or do you know someone, that will be graduating soon that needs assistance in putting together a wardrobe for the office? Are you just looking for some new ideas on what to wear to the office? Or do you have some questions as to what is acceptable in the workplace and what is not? Then please join us on Tuesday, March 24, 2009 when we welcome Royalee Rhoads who will help you discover your "true fashion personality," how to build a simple classic wardrobe, how to shop, and rules for the workplace when putting together your wardrobe.

To assist you in staying within your wardrobe budget, each person that attends the March 24, 2009 program will receive a 20% off coupon which can be used at any local *Christopher & Banks* or *cj banks* store.

Royalee Rhoads is from Superior, Nebraska and attended Kansas State University in Manhattan, Kansas. She originally majored in agronomy (crops and soils) but changed her major to her second love, clothes! She graduated with a degree in Apparel and Textile Marketing. She has worked for numerous companies in retail from Cracker Barrel Old Country Store to Talbots. She is currently the store manager at Christopher and Banks in Burnsville. She is passionate about her position with Christopher and Banks because she is able to help people build a wardrobe that makes them feel good about themselves. As she likes to say, "Fashion is always changing so my world is ever changing and that makes my job even more exciting."

Application for re-certification points has been submitted.

RSVP by **NOON, Friday, March 20, 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**

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	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	Desk Exercises

Open House & Vendor Show April 28, 2009

Submitted by Lisa Hogan CPS

Coming soon to Old Chicago!

Our Chapter is excited to be able to team-up with Old Chicago to host our Open House and Vendor Show on April 28, 5:30 – 8:00 p.m. This is not only our regularly scheduled meeting night; it's Administrative Professional Week (APW). What a great time to invite guests to join us to network and become educated on the benefits of a membership in the International Association of Administrative Professionals® (IAAP).

Now more than ever, it's important to hold a membership in a professional association, which offers unlimited resources and networking opportunities. Plan to invite a guest to join us for the evening for food, fun, networking, and information on IAAP.



A Message from your President

*Submitted by Dee Moy
South Suburban Chapter President*

March has come in like a lamb and Spring is just a couple of weeks away. I can't believe how quickly this year is going.

We are well on the way to completing our Chapter of Excellence goal and I know my Member of Excellence goals are coming together. I have not heard from anyone regarding their goals, so I am hoping all is going well for you also.

I hope everyone is thinking about which position you would like to run for regarding the 2009-2010 Board. Sharon Kelsey is going to be a great President and Candy Retka is going to do a wonderful job as Treasurer, so we need to find ~~them~~ a few terrific members to join them on the Board. I am looking for volunteers to step up to run for Secretary, Treasurer-Elect and Vice President. These positions can be held by any of our members. We need also any member that has been on the board in the past to step up to President-Elect. So if you are interested, please don't be shy. Step up and let me know that you would like to serve with Sharon and Candy for the 2009-2010 year.

It takes a team to make a chapter and we have a wonderful chapter, so let's be a team.



Let your fingers do the walking... Website Walking!

Submitted by Lisa Hogan CPS

One of our most valuable resources is the website. If you haven't been letting "your fingers do the walking" lately, check-out our chapter website. Many updates have been completed, specifically the **Employment** link located within **Local Members**. Currently, there are seven new postings for administrative assistant positions included on this link. Also, many of the other links have additional and new information. So, get those fingers a walking.

SouthWest Metro Chapter's Career Open House and Vendor Show

Greetings everyone:

Attached to this newsletter is a flyer inviting you to the SouthWest Metro Chapter's Career Open House and Vendor Show on March 19, 2009. We have many vendors who will be displaying their services and products.

We hope to see you at the SWM Open House and Vendor Show on March 19.

SouthWest Metro Chapter

How Your Virtual Reputation Can Impact Your Real-Life Career

Submitted by OfficeTeam

A polished professional reputation can make or break your chances of cultivating a successful long-term career. And now, thanks to the Internet, that reputation includes your online activities.

Connecting with others through sites like LinkedIn and Facebook can be useful in building your roster of professional contacts. But be careful as you navigate the scene in cyberspace. Information you post to these venues, online bulletin boards, and your personal website or blog can be found by hiring managers. Prospective employers are increasingly

turning to the Internet to get a more complete picture of applicants.

Keep the following in mind the next time you surf the Web:

- **Take stock.** Discover what information about you — if any — already is online by performing a search using popular search engines. If you discover an item that you wouldn't want your professional peers to see, ask the person who posted the information or website administrator to remove it.
- **Exercise discretion.** When interacting online, be selective about which venues you participate in and who you allow into your personal and professional networks. If you regularly contribute to blogs or forums, give thought as to how your statements may be interpreted by those outside your community.
- **Take charge of your image.** If you belong to a professional networking website, treat your online profile like a resume and include information that will give others a sense of your background and skill set. Leave out facts unrelated to your professional history and career goals, unless you are networking for purely social reasons.
- **Observe the proper etiquette.** When networking with others online, behave graciously with everyone you encounter and follow posted protocols. Thank anyone who assists you, and be sure to return the favor when possible.
- **Share your insights.** Posting useful advice and commentary on industry forums and authoring online articles in your area of expertise can add to your credibility.

For additional tips on managing your online reputation, as well as conducting an online job search, download a free copy of *Search Smarts: Best Practices for Conducting an Online Job Search* at <http://www.rhi.com/onlinejobsearch>.

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 is Under Way!

As you heard at the January and February Chapter meetings, the South Suburban Chapter of the IAAP has joined forces with Gertens Greenhouses for a spring fundraiser. At the February 24 meeting, sales materials were distributed to all members. Attached to this newsletter, you will again find copies of the full-color brochure that includes pictures and brief descriptions of the plants, full-page order form and the Sale Guidelines. This year we have added even more “NEW” items—please check them out. Remember, however, that the brochures and forms alone will not make this effort a success. **WE NEED YOU** to take an active part in selling plants. Think about co-workers, friends, neighbors, family, and even local businesses that might appreciate a beautiful plant at a good price. Prices have remained the same as last year.

The Ways and Means Committee is planning prizes to be given to chapter members with the highest sales. Again, the timeline for the sale is:

- 1) Color brochures and order forms are attached to this newsletter.
- 2) All plant and gift card orders and payments will be collected at the March 24 chapter meeting at Old Chicago restaurant in Apple Valley meeting. (If you cannot attend the March meeting, but want to get an order in, please contact a member of the Ways and Means Committee as listed below.) Shortly thereafter, the order will be placed with Gertens.
- 3) Plants and gift cards will be available for pick up Friday evening from 5 – 8 p.m. May 8, at the Apple Valley Community Center All Purpose Room.
- 4) Volunteers are needed to help on May 8 for delivery of plants from Gertens, set up and clean up. Please contact any member of the Ways & Means committee to help.
- 5) Finally, a report on the sale results will be distributed in the May newsletter.

Remember, funds generated from this fundraiser will assist our chapter members (this could be you!) with the opportunity to attend national functions/conventions and to take advantage of other Chapter benefits.



Ways and Means Committee Members:

Bev Staudinger – bev.staudinger@thomson.com
Candy Retka - cretka@frontiernet.net
Deb Sabo – dsabo@abcominc.com
Linda Gilmore – lgilmore@nathcompanies.com
Linda Wittmann – Linda.wittmann@sick.com
Roberta Zylla – rczylla@msn.com

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:

Erin Duncan CPS	March 2
Marcia Beltz	March 9
Michelle Prosch	March 11
Teresa Dambowy CPS, CFM	March 25

Happy IAAP Anniversary!

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



Linda Gilmore CPS	14
Terri Jones CPS/CAP	14
Teresa Dambowy CPS, CFM	10
Sharon Bright	7
Vicki Grey	3
Robbie Groth	2

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

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:



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Eagan, MN 55122

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Newsletter Article Deadline

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

The deadline for the April issue is: **Friday, April 3, 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.

