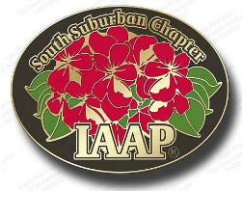




The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

May 2010

South Suburban Chapter Meeting Program Tuesday, May 25, 2010

Annual Meeting and Election of Officers

The end of our 2009-2010 Chapter Year is fast approaching along with our Annual Meeting. This is your opportunity to elect new officers for 2010-2011.

The South Suburban Chapter Nominating Committee has prepared the slate of candidates listed below. You are voting for officer positions only. Bios on each candidate have been sent by email and are also attached with this newsletter. If you cannot attend the Annual Meeting, an absentee ballot is to be returned no later than five business days (**May 18, 2010**) before the South Suburban Chapter Annual Meeting.

Mark your calendars and plan on attending. We must have a quorum to conduct chapter business, which includes the election of officers. Please be there for this important meeting.

Officer candidates for the South Suburban Chapter 2010-2011 year:

President:	Michelle Prosch (Automatic Succession)
President-Elect:	Gayle Quedens
Vice President:	Allison L. Fuller, CPS
Secretary:	Kathleen L. Erdman
Treasurer:	Melissa Thomas, CPA/CAP (Automatic Succession)
Treasurer-Elect:	Robbie Groth

This is your chapter and its future depends on YOU!



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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, May 21, 2010**, to Candy Retka at 952.469.4633, cretka@frontiernet.net or (fax) 952.469.4634.

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>How to Avoid Verbal Vomit</i> (Maureen Steinwall, Ph.D.)
March 23	YOU are the Brand for Your Company (Dan Day)
April 27	<i>Weathering the Storm: Managing Difficult Times</i> (Erin O'Hara Meyer PHR)
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

Shop, Save, Change



Each month the Fundraiser committee provides us with new items to purchase. It's a great time to do a little gift shopping before and after chapter meetings!

These items are from the March meeting. Plan on attending chapter meetings and see what new items they will have available for us!



Involved or Committed?

*Submitted by Sharon Kelsey
South Suburban Chapter President*

"The difference between 'involvement' and 'commitment' is like an eggs-and-ham breakfast: the chicken was 'involved' – the pig was 'committed'."

Unknown – this is commonly attributed to Abraham Lincoln or Shearson Lehman (American Express) or anonymous.

Commitment is personal and unique to each individual. Our chapter meeting on May 25 provides several indications of commitment.

There is the commitment to attend the chapter meeting. There is the commitment to elect the board for the 2010-2011 chapter year. There is also a commitment made by each candidate for a board position. No matter how easy or challenging, none of these commitments should be taken lightly. Each one contributes to our chapter and how well our chapter works.

Committed members do have fear. They also recognize there are no guarantees and get involved anyway. Each one does each task to the best of their abilities. Commitment is action, persistence, and hope overcoming the fear. Commitment is an anchor. Committed people are powerful people.

What was your commitment this year? Perhaps your commitment changed during the year. Where has your commitment taken you? Perhaps you discovered you have abilities you didn't believe you had. As we grow our commitment can grow. As our commitment grows, we grow. One feeds the other. That is true Power of Commitment.

SSC Welcomes New Member

Christine McDaniel recently transferred into our chapter. She joined IAAP in October 2009 as a Member-at-Large. After attending several of our chapter meetings, she decided to join our chapter! Thank you, Christine, and we look forward to your input and contributions!



Getting the Most Out of Your Performance Review

Submitted by OfficeTeam

Although the downturn has been tough for all workers, some professionals have found that they have benefitted from the experience. Seventy-seven percent of individuals surveyed by our company cited at least one positive effect the recession has had on their jobs, including the ability to tackle new projects, assume additional responsibility and take on more challenging work.

But have you been rewarded for your hard work? If not, your performance review could be a good opportunity to earn the recognition you deserve. These meetings allow you to discuss your accomplishments with your manager, as well as work with your boss to map out further professional development opportunities.

Preparation is key to getting the most out of your review. Here are a few tips:

- **Do your homework.** Before your review, make a list of your accomplishments and how your efforts have benefited your department or company. Your manager may not be able to recall all of your contributions, especially if he or she oversees a large group of people.
- **Think outside the bucks.** Concentrating on compensation during a review can be a mistake, especially if your employer can't offer you a pay hike. Changes in job duties or your schedule, though, could have an impact on your overall job satisfaction and may be easier for your manager to implement.
- **Create a dialogue.** Think of the meeting as an opportunity to work with your supervisor to develop a plan to move your career forward. Ask for constructive criticism and advice on how you can continue to advance professionally.
- **Give feedback.** You should use the review as an opportunity to provide your manager with feedback. This also is your chance to tell your manager where you could use more support or resources. Just don't forget to temper the negative with the positive. Everyone, including the boss, needs a kind word now and then.

- **Have goals in mind.** Your supervisor will likely ask you what you hope to achieve in the coming year. Carefully consider what professional objectives — to lead a project team or earn a certification, for instance — you'd like to set for yourself and the support you might need to meet them.

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.

Ways & Means (Fundraiser) Committee Update

Submitted by Deb Sabo and Linda Wittmann, CAP, Co-Chairs

Thank you again to all members (and their spouses) who helped with the Spring Plant delivery on Friday, May 7. It is always a big job and one we cannot do by ourselves. Lots of hands make for less work and we appreciated your assistance to help unload, sort, and tag all the plants.



Just a reminder on the care and handling of your plants – with the recent wet and cold spell we have been having, Gertens does not recommend putting your flowers outside yet until the temperatures warm up. For Minnesota's climate, this could be through the end of May. Keep them indoors in a warm sunny location or window and keep them watered until you can bring them outside and get them acclimated to the outdoors. I was also told from Barb, Gertens' Production Manager, that if your garage is not heated, you should not keep your plants in the garage on a cold wet floor but also to bring indoors till the temperatures warm up outside.



We hope you enjoy your flowers and we look forward to another successful sale next year!

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



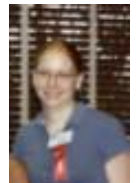
DCTC Faculty Member Named MSCSA "Instructor of the Year"

Dakota County Technical College (DCTC) faculty member Charlotte M. Kodner was named the 2010 "Instructor of the Year" Saturday, April 17, 2010 by the Minnesota State College Student Association (MSCSA). Kodner accepted the award at MSCSA's Annual Awards Dinner at Breezy Point Resort in Breezy Point, Minn.

The "Instructor of the Year" award is a true honor because the nominations come from students and then the winner is decided on by the MSCSA student leadership. Kodner was nominated for the award by one of her students at DCTC, Anna Voight.

Charlotte Kodner has taught at DCTC for 32 years and is currently an office careers instructor who had inspired students to not only excel academically, but to also get involved in extra-curricular activities, such as Phi Theta Kappa and student government.

In her nomination materials, Anna Voight states, "Students are Charlotte's priority. Whether it is arriving on campus at 7 a.m. and staying until 7 p.m., constantly giving up her lunch break to help students, or being late to a meeting because a student has one more question—Charlotte puts students first."



Anna Voight, a 2009 graduate of the Executive and Administrative Assistant program, nominated Kodner for the award. In her nomination letter, Voight included the following quote from William Arthur Ward: "The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires."

For her part, Kodner could not be happier to receive the award. During her acceptance speech she noted that educators do not choose their calling for awards or money. "But let me tell you," she said, "receiving this particular award is really an incredible experience. It is especially poignant as it is recognition and an award from the students."



"I view my role as an educator as one where I have an opportunity to help individuals discover their talents," Kodner went on to say, "overcome what some feel are their limitations—and many of those are self-imposed, guide them to achieve their potential, and celebrate their successes."

Sometimes, the best things in life ARE free – or discounted

By Kathleen Erdman

In this day and age of job losses and changes, foreclosures, and other issues, all is not lost. Amidst the woes, there absolutely are bright spots. This includes getting something for cheap – or FREE. How? Get a haircut. Look good *and do good* at the same time. Whether you're a jobseeker (like myself, and numerous others in our IAAP chapter), currently employed, or retired, you serve more than just one purpose.

If you're short on cash (or broke), but still need a haircut, consider donating your hair to Locks of Love. You get a free haircut, and children with various maladies and medical situations get a wig at reduced prices. Please visit <http://www.locksoflove.org/donate.html> for further details and donation information. I'm told that Great Clips (although not *all* saloons) participate in this program, but ask around at other salons as well. A similar program, but for women suffering from cancer's effects is Pantene's Beautiful Lengths. Find all kinds of information at <http://www.pantene.com/en-US/beautiful-lengths-cause/Pages/default.aspx>. They partner with The American Cancer Society to provide women with wigs. My hair has been very short for several years and is not what is deemed "virgin hair" (uncolored or otherwise treated), so unfortunately, I have not been able to donate my hair. Whether it's for children or women, why not do good if you've got the hair to spare? (Thanks to Erin "The Cheap Chick" Schneider, of Minnesota's *Fox 9 Morning Buzz* for the tip on Locks of Love.)

Get a free or reduced price haircut from a salon. To help nurture the skills of rookies, and to enhance those of more established stylists, many salons offer free or reduced priced services. All you have to do is inquire at the salon of your choice regarding the need for "training models," which I was one of just a short while ago. It didn't land me on the cover of *Elle Magazine*, but it got me a free haircut; and I simply tipped the stylist at the end. The stylist's work is supervised by a manager, and then approved before the client leaves.

Consider these tips if you participate as a salon training model:

- Be prepared to spend longer than you usually would for a cut (approximately an hour-and-a-half), to allow for supervisors to check the work, and for any pre- and post-cut consultations.

- Be open-minded to what could be done to your hair, but *don't* be worried that your wishes and concerns will be dismissed. My stylist was very friendly, accommodating, and concerned that I liked what I got. I did. Very much. The experience helped reassure me that I'll look great as I keep looking for a new job. Although my haircut was free, I was still valued as a customer, and got a fabulous new "do."
- The salon I went to offers colors, highlights, manicures, pedicures, and makeup applications, all at reduced prices for training purposes, as well. Ask the salon of your choice what else they may offer.
- Beauty schools also offer reduced price services to the public, and are run very much like the salons' training appointments. Check the Internet or phone book for schools in your area.

Be confident in knowing you look your best, as you generate umpteen reports, whip up countless presentations, and put out all kinds of assorted office "fires." Who knows, someone else may benefit from your haircut.

A few pictures from the April chapter meeting



SSC Chapter Member Erin O'Hara Meyer was our presenter for the evening's program, *Weathering the Storm: Managing Difficult Times*.

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: Cathy Allen
Ruth Ann Deeg
Lori Larson CPS/CAP
Babs Moses
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

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: Cathy Allen
Ruth Ann Deeg
Linda Gilmore CPS
Dee Moy
Michelle Prosch
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. Every member can be available as a mentor to their fellow members.

Mentors: Linda Wittmann CAP

Happy Birthday!



The South Suburban Chapter would like to wish a very happy birthday to the following members:

Sharon Bright	May 6
Sharon Kelsey	May 6
Irene Moe CPS	May 6
LeAnn Marshall	May 24

Happy IAAP Anniversary!

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



Irene Moe CPS	13 years
Ruth Ann Deeg	10 years
Marcia Beltz	8 years
Sharon Kelsey	7 years
Patricia Radke CPS/CAP	6 years
Kimberly Wengenroth	5 years
Alison Fuller	1 year
Amy Champ	1 year
Anna Voight	1 year
Staci Imdieke	1 year
Stephanie Meier	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*.

Upcoming Events

May 18	South Suburban Board Meeting
May 21-23	MN-ND-SD Division Annual 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

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 May issue is:
Friday, June 4, 2010.



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