



# The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

October 2009

## Living Your Extraordinary Life

Presented by Laura Erdman-Luntz, Life Coach  
October 27, 2009

What does it mean to live an extraordinary life? To live on purpose with joy, vibrancy, and inspiration? Come join Muse Laura as she discusses the signs of an extraordinary life and how you can begin living it today. You will learn about how to move from motivation to inspiration, letting go of the need for willpower forever.

Yoga educator and Life Coach Laura Erdman-Luntz will be sharing her expertise in yoga and coaching for a fuller life. Laura has over 20 years experience in the fitness and wellness industries. She uniquely blends her life coaching knowledge and experience with yoga to create programs, classes and workshops that bring mind and body together for positive change. Her yoga training began in 1988, and she began teaching in 1992. Laura has taught over 500 workshops, over 10,000 hours of yoga classes, and has trained 75 teachers at the beginner and advanced levels. She owned and operated her own yoga studio for seven years. She is a graduate of Dartmouth College with a Master of Arts in Exercise Physiology from the George Washington University Graduate School of Education and Human Development.

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, October 23, 2009**, 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>Virtual Assistant</i> (Debi Cain-Rivord)
December	Holiday Gathering
January 26	<i>Networking/Interviewing</i> (To be Announced)
February 23	<i>Organization Ethics and Social Responsibility</i> (University of Phoenix)
March 23	<i>Brag! The Art of Tooting Your Horn Without Blowing It</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.*

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## The Employment Committee... How Can We Help?

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*Submitted by Melissa Thomas CPS/CAP, Chair,  
Employment Committee*

The past year has seen many of the South Suburban Chapter members caught up in the recession at a very personal level. A number of members have been let go from seemingly secure positions and others have seen hours reduced or pay freezes. We are all feeling the pinch: retirement funds shrinking, discretionary money is drying up and expenses are rising. I would periodically like to offer up some thoughts for the newsletter that focus on a few tips and tricks that can be used by our members to find a position, extend networking, and ideas to help each of us get by a little easier during this economic downturn.

A sampling of future articles include:

- Where are the Jobs?
- Your Résumé – the A, B, C's
- How to Stand Out in a Crowd of Potential Employees

I write today about what the Employment Committee of the South Suburban Chapter can do to assist you if you are out of work. First, it helps if our chapter is aware that you are looking for work; so, send me an e-mail letting me know that you are looking for a new position (mthomas@carleton.edu). I am notified by chapter members when they hear of openings at their workplaces, and I am also notified by employment chairs from other chapters of openings around the metro area. I, in turn, send these position openings out to all of the members who are interested in receiving them via e-mail. All recent openings are posted to the South Suburban Chapter website: <http://www.southsuburbانياap.org/>. Click on "About Us" and "Employment," then scroll down for employment opportunities.

Secondly, if you would like someone to review your résumé, I would be happy to assist and offer feedback.

So, please know that if you have lost your position, you are not alone. The employment committee of the South Suburban Chapter is here to help you.

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## What Is The Ways & Means Committee Up To This Year?

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

New and exciting this year, in addition to the Holiday and Spring Plant Fundraisers, Ways & Means (W&M) will also be offering fun treats and gifts for sale at each Chapter meeting. Look for various candy treat bags, stamped cards, and small gift items affordably priced from \$1.50 – \$3.00. Postage stamps will also be offered for sale with the cards. This will allow you to purchase a card and stamp, include your note and, as a special service, we will mail it for you. What could be simpler than that? Save your dollars and change for the Chapter!

What will you find at the October meeting? A variety of stamped cards to include seasonal, holiday, kids, and sympathy, along with gift items will be offered for purchase. You will have to attend the meetings to find out what will be offered each month. (We can't give away all our secrets!) Start thinking now of your holiday shopping needs and stocking stuffers for co-workers, friends, family, etc.

Now that we have gotten you excited and thinking about saving your dollars and change, we also want to highlight our upcoming Holiday Plant Fundraiser. **Our goal this year is to have every member purchase at least one Holiday Plant** to keep for yourself or to bring a smile to someone's face by donating it. If you are unable to attend the October meeting to turn in your order, mail your check for \$15 to Linda Wittmann CAP, 6416 158 Street West, Apple Valley, MN 55124, no later than Friday, October 23, and we will do the work for you. What better way to participate in the holiday spirit of giving and support your IAAP Chapter at the same time?!

The Committee is looking forward to an exciting year and thanks you in advance for your contributions and support.

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## Erin Duncan CPS/CAP Recognized

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At the September meeting, Erin Duncan CPS/CAP was officially recognized and congratulated for achieving her CAP certification.

Congratulations, Erin.

L-R: Erin Duncan CPS/CAP,  
RuthAnn Deeg, Certification Chair



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### ***A Message from Your President***

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*Submitted by Sharon Kelsey  
South Suburban Chapter President*

I've been reflecting recently about power and what it means as part of this year's theme – *The Power of Commitment*. I found several definitions of the word power. One defines power as "possession of the qualities (especially mental qualities) required doing something or getting something done." Our theme *Power of Commitment* is a call to action; to set goals, plan our course, and do what it takes to reach the goals.

Another description of power is: "Power is the ability to influence the attainment of goals of an individual or a group. Power is not a characteristic of any one individual; rather, it is defined in terms of relationships and transactions between people." The *Power of Commitment* is for each of us as individuals. It is also for the group as a whole. Goals are set by our committees, our Chapter, our Division, and our Association. Using and sharing our collective abilities helps our group to reach those goals. The beauty of that is we don't have to be good at everything. We pick an ability we have or want to strengthen and focus on sharing it to help the group accomplish the goal.

I also found power defined as "a prerogative or privilege." We don't *have to* make a commitment. We *get to* make a commitment. Our commitment is a choice. Our commitment guides our choices. Reaching our goals is a result of our choices. The choice gives us power.

*Every human has four endowments—  
self awareness,  
conscience,  
independent will  
and creative imagination.*

*These give us the ultimate  
human freedom...  
the power to choose,  
to respond,  
to change.*

*~Stephen Covey*

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### ***Third Annual Open House and Vendor Show***

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*Submitted by Erin Duncan CPS/CAP  
and Lori Larson CPS/CAP, Open House Co-Chairs*

In celebration of Administrative Professionals' Week in April, the South Suburban Chapter will be conducting our Third Annual Open House and Vendor Show. The Open House Committee needs your help! If you have contacts with potential vendors in the area that would like to secure a table at our show or if your employer would like to donate an item for our goodie bags, please let the committee chairs know.

If you are interested in a short-term commitment on a committee the Open House Committee is a great way to get involved with the chapter; you will meet many new people in and outside of the chapter, gain meeting planning experience and help our chapter grow and sustain itself. We hope to hear from you soon.

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### ***Gertens Girls' Night Out***

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*Submitted by Deb Sabo*

The Gertens Girls' Night Out events are on Wednesdays, starting November 4 - December 9.

At these Girls' Night Out Events, you can register for free prizes, get a discount coupon to use the night of attendance, get free demonstrations on how to decorate your holiday containers, etc. using fresh greens purchased from Gertens. There are also appetizers served while you shop their garden center, gift center, and outside grounds and building. It's a fun event, and it grows more popular each year since they started this event.



**What You Always Wanted to Know About  
Parliamentary Law and Parliamentary Procedure – Part IV**

*Submitted by: Char Wilkinson CPS, Parliamentary Advisor, SouthWest Metro Chapter, IAAP*

*Editor's Note: Char Wilkinson CPS of the SouthWest Metro Chapter is one of the MN-ND-SD Division's greatest resource on Parliamentary Law and Parliamentary Procedures. She has written a series of six articles on the subject, which has been published in her chapter's newsletter. She offered to share them with us. This is the fourth of six articles that she has written.*



This is the fourth in a series on Parliamentary Procedure. In this issue, we will cover **Privileged Motions, Incidental Motions, and Second Chance Motions.**

**Privileged Motions**

Privileged motions are the highest ranking motions because they interrupt business to take care of urgent issues. They stop what is going on in a meeting to take a recess, to adjourn, or to raise a question. When a privileged motion is made, it doesn't have anything to do with any motion that is pending. If there's a motion on the floor to consider an issue, the privileged motion won't have anything to do with the content of the pending motion.

Privileged motions and their purpose are:

13. Fix the Time to Which to Adjourn	To set the time when the meeting will continue
12. Adjourn	To end the meeting
11. Recess	To pause briefly during the meeting
10. Raise a Question of Privilege	To attend to matters of comfort, accuracy, confidentiality, or convenience concerning members or the assembly
9. Call for the Orders of the Day	To compel adherence to the agenda

**Incidental Motions**

While these motions have no special rank in relation to themselves or the other motions, their nature of urgency relative to the business at hand requires that most incidental motions be handled before consideration of the pending question can continue. The following are the most frequently used incidental motions and each one must be dealt with immediately when made, provided it is legitimately in order. For example, a point of order must be made immediately upon discovery of a breach of procedure. Incidental motions and their purpose are:

Point of Order	To call attention to a breach of procedure
Appeal Decision of the Chair	To require the assembly to decide the correctness of the chair's decision
Suspend the Rules	To lay aside a rule temporarily
Object of Consideration	To prevent the assembly from dealing with a particular question
Division of the Question	To prevent two separate questions from being considered in one motion
Division of the Assembly	To compel a standing vote on a question when the result is doubted
Consider Seriatim	To consider paragraph by paragraph
Point of Information	To obtain facts on the substantive issue or the chair's opinion on the parliamentary situation
Object to General Consent	To force a voice vote on a motion
Withdraw a Motion	To prevent one's own motion from being considered

*Continued on Page 5*

## **Second Chance Motions**

Second Chance motions are the motions that give an assembly a second chance to deal with a question. They have no special rank in relation to themselves or other motions.

Second Chance motions and their purpose are:

Take from the Table	To make a tabled question pending again
Rescind or Amend Something	To undo or modify prior action
Discharge a Committee	To remove a question from a committee's jurisdiction
Reconsider	To bring a question again before the assembly as if there had been no vote

In next month's newsletter, we will take a somewhat detailed look at each of the motions and discuss their specific characteristics and the exact wording on introducing each motion.

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### **What's All the Buzz About?**

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*Submitted by OfficeTeam*

The workplace is overwrought with clichés, buzzwords and industry jargon. Although business terms that are familiar to everyone can sometimes make communication more effective, the overuse of these phrases may actually hinder it.

In a recent survey, we asked executives to cite the most annoying or overused phrase or buzzword in the workplace today. Their top responses included:

- **Leverage**, as in, "We intend to leverage our investment in IT infrastructure across multiple business units to drive profits."
- **Game changer**, as in, "Transitioning from products to solutions was a game changer for our company."
- **Value-add**, as in, "We have to evaluate the value-add of this activity before we spend more on it."
- **Circle back**, as in, "I'm heading out of the office now, but I will circle back with you later."
- **Interface**, as in, "My job requires me to interface with all levels of the organization."

Following are some suggestions to help you avoid the clichés and voice your thoughts more effectively.

- **Know your audience.** Buzzwords are often exclusionary because at least some people are unfamiliar with even the most seemingly ubiquitous terms. Tailor your message to the knowledge level of the audience and avoid buzzwords or acronyms unless you're confident everyone understands them.
- **Keep it simple.** One of the best ways to avoid buzzwords is by speaking plainly. Don't try to roll a handful of thoughts into one breath. Break up your ideas so they will be easier to comprehend.
- **Show instead of tell.** If you find it difficult to convey your thoughts without using a handful of buzzwords, consider eliminating words all together. Visual examples can often convey more information than words.

Peppering your speech with buzzwords is sometimes unavoidable, especially if you're talking to an audience that truly embraces them. But try to remember that direct, concrete statements typically are the most powerful and persuasive.

*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](http://www.officeteam.com).*

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## 2009-2010 SSC Chapter Officers

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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!

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## 2009-2010 Committees

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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: Erin Duncan CPS/CAP  
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:

Bev Staudinger	October 8
Kimberly Wengenroth	October 11
Staci Imdieke	October 13

## Happy IAAP Anniversary!

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



Kathleen Arneson	5 years
LeAnn Marshall	3 years
Candace Retka	3 years
Stacy Bolden	1 year

If we missed your birthday or anniversary, we apologize and ask that you notify Linda Plaisance at [linda.l.plaisance@hotmail.com](mailto: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](http://www.iaap-hq.org)

MN-ND-SD Division website [www.iaap-mnndsd-division.org](http://www.iaap-mnndsd-division.org)

And don't forget us at South Suburban IAAP  
[www.southsuburbaniaap.org](http://www.southsuburbaniaap.org)



## Newsletter Article Deadline

Please contact Linda Plaisance at [linda.l.plaisance@hotmail.com](mailto:linda.l.plaisance@hotmail.com) with your newsletter ideas and articles.

The deadline for the November issue is: **Friday, November 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.

## Upcoming Events

October 9-11	MN-ND-SD Division Fall Conference
October 18-21	2009 Certification Conference, Portland, OR
October 20	South Suburban Board Meeting
October 27	<b>South Suburban Chapter Meeting</b>
November 17	South Suburban Board Meeting
November 24	<b>South Suburban Chapter Meeting</b>
December 15	South Suburban Board Meeting
December	<b>South Suburban Holiday Party</b>
January 19, 2010	South Suburban Board Meeting
January 26	<b>South Suburban Chapter Meeting</b>
February 16	South Suburban Board Meeting
February 23	<b>South Suburban Chapter Meeting</b>
March 16	South Suburban Board Meeting
March 23	<b>South Suburban Chapter Meeting</b>
April 20	South Suburban Board Meeting
April 27	<b>South Suburban Chapter Meeting / Open House &amp; Vendor Show</b>
May 18	South Suburban Board Meeting
May 25	<b>South Suburban Chapter Meeting</b>
June 15	South Suburban Board Meeting
June 22	<b>South Suburban Chapter Meeting</b>
July 18-21	2010 EFAM, Boston, MA