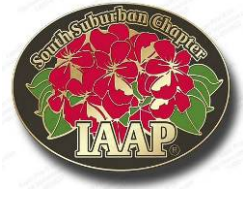




The Southern Edge



The Monthly Newsletter of the South Suburban Chapter of IAAP

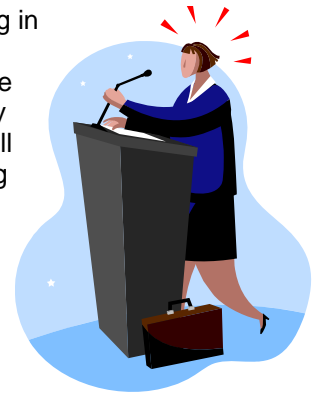
September 2009

Stretching Our Public Speaking Comfort Zones

Speaker: Dan Julson

September 22, 2009

Confidence and Experience are two key players in allowing one to feel comfortable speaking in front of an audience, no matter how large or small. But, how do you gain confidence if you haven't much experience in public speaking? And, how do gain experience if you haven't the confidence to get up and "just do it?" This chicken and egg problem is one that haunts many of us to the point of emphatically turning down any opportunities for public speaking. Dan will try to touch on ways we can gain some confidence and experience through slowly stretching our public speaking comfort zones.



Dan Julson's path in his professional life has taken him through many opportunities for public speaking. Being a high school band director for the first seven years, he had to address large crowds at concerts, not to mention trying to lead 100 - 150 high school students during rehearsals. He is currently a software developer at Lawson software in St. Paul, MN where during his first year, he presented at the annual user conference in Las Vegas. He is also the current President of Lawson Thrill Speakers, a Toastmasters organization which meets every Thursday in the Lawson building. Even though he has been blessed with many speaking opportunities, his passion still lies with doing those things that don't require a large audience...spending time with his wife, Stacy, and two children, Taylor and Logan, whether it be at home watching a movie or playing a game, or spending some time on the water in their boat. Dan and his family reside in Farmington, MN. He can also be seen playing his trumpet with the Sheldon Theater Brass Band and the Eau Claire Chamber Orchestra.

RSVP by **NOON, Friday, September 18, 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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**Mark Your Calendars!
Hospitality Committee News**

Submitted by Candy Retka, Chair

Fun is just around the corner! The Hospitality Committee has made some great plans for our meetings this year. We think you will find the food selections tasty and the decorations colorful!

The theme for our September meeting will be "Goodbye to Summer" – just in time for the official start of Fall. We will again draw table numbers for seating to ensure that we all get acquainted with our new members that we welcomed in the spring. Each table will also have at least one Board member seated there to answer any questions you may have.

We have many little goodies planned throughout the year, so please plan to join us at as many meetings as you can! Please remember to fill out the survey forms at the end of each meeting so we know how we are doing, including any suggestions you may have.

(And don't forget to return your RSVP as soon as possible!)



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>How to Get Yourself to do the Things You Already Know You Should be Doing</i> (Laura Erdman-Luntz)
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.

Holiday Plant Sale Kicks Off!

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

The South Suburban Chapter of the IAAP is again joining with Gertens Greenhouse for a Holiday Plant Sale fundraiser. We are taking pre-orders for the 6.5" potted Poinsettias in Red, Burgundy, and Marble, and the 6.5" potted Cyclamens in shades of Pink and Purple. Also offered again this year is a 12" Combo Basket.



Red



Marble



Burgundy



Cyclamen



Combo Basket

The 6.5" poinsettias have one plant per pot that has 5-7 blooms. They will reach 8-10" tall and 10-12" wide. The Cyclamen are shades of pink and purple. The 12" Combo Basket is a wicker basket with handle filled with beautiful seasonal blooming plants. Please note that the colors may not be true, but similar to pictures above.

See the attached Order Blank.

Gertens Plant Cards

In addition we are selling **plant cards** in three amounts—\$25, \$50, and \$100. With the holidays soon upon us, **plant cards make wonderful gifts** for anyone on your Holiday list, or as a birthday or anniversary present. The cards do not expire.

Plant cards are good towards the purchase of a variety of nursery and greenhouse plants to include holiday decorating greens and fillers for containers. This includes Christmas trees, spruce tip bundles (Gertens has the best quality!), curly willow, red dogwood branches, and a wide variety of other fragrant greens and berries. These items add beauty and interest to your holiday containers and last throughout the winter. Gertens also offers free demonstrations at their Girls Night Out events to give you ideas on how to decorate your containers.

You could purchase a card for yourself, and another one to tuck inside a birthday or holiday card for a family member or friend. Remember, the plant cards do not expire—they are good until completely used.

The Ways and Means Committee is excited about selling this assortment of plants and plant cards this year. We are asking you to please sell in advance to your co-workers, family, and friends using the forms that are attached. We will place our order with Gertens on Wednesday, October 28, 2009, so ask that your pre-orders with payment be returned **by Tuesday, October 27, 2009 (our chapter meeting)**. **If you are unable to attend this meeting, mail your orders with payment *no later* than October 23, 2009 to:**

Linda Wittmann CAP
6416 158th Street West
Apple Valley, MN 55124

Please take an active part in this event. Remember — funds generated from this fundraiser will assist our chapter members (this could be you!) with the opportunity to attend division functions/conventions and to take advantage of other chapter benefits. If you have questions about any aspect of this project, please contact Deb Sabo (952) 423-1963 or Linda Wittmann CAP (952) 953-2074, Ways and Means Committee Co-Chairs.

Delivery of the plants and plant cards will be Tuesday, November 24, 2009, at our regular chapter meeting at Old Chicago Restaurant at 5:30 p.m.

At our October meeting, we will have plants from Gertens as our table centerpieces. As a special Thank You for all members who participated in the plant or plant card orders, we will have a drawing for the centerpieces.

Ways and Means Committee: Deb Sabo and Linda Wittmann CAP, Co-Chairs
Ruth Ann Deeg, Linda Gilmore, Dee Moy, Bev Staudinger, Roberta Zylla

A Message from Your President

Submitted by Sharon Kelsey
South Suburban Chapter President

The Power of Commitment. Commitment applies in every area of our life. It is behind our relationships, our work, our recreation, and how we care for ourselves. It directs our choices throughout our life. Commitment feeds our success. Without commitment we don't reach our goals. Commitment requires action, repetition, and perseverance. Sometimes our commitment means we get past our fear and take a risk. Commitment is a mindset, an attitude that drives us to action.



Commitment is individual. Commitment is also collective. Organizations without a commitment to a shared goal dilute their impact. Our commitments guide our vision and capacity to see opportunities.

At our August Board meeting, your Chapter Officers and Committee Chairs each made a personal commitment to achieve Member of Excellence for 2009-2010. We hope many of you will join us and make your own commitment to this goal. In case looking at the Member of Excellence criteria is still on your "to do list", I'm including the criteria along with some of my thoughts about reaching them. My comments/thoughts follow each criteria.

The Member of Excellence criteria are found on the IAAP International website in the professional resources section.

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

1. Be a current CPS and/or CAP holder.

If you have your CPS or CAP, you get a point for this criterion. Congratulations! If you achieve your CPS or CAP before June 30, 2010, you get this point. If you are like me and don't have your CPS or CAP and won't be getting either before June 30, 2010, you can focus on meeting 8 of the other 10 criteria on this list.

2. Sign the online Member of Excellence Commitment agreement.

This one is easy. Print the application from the IAAP International website, sign and date it, and put it in your personal Member of Excellence file.

3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level).

Let's face it – all of us have opinions, questions, and ideas. The web community forum is an excellent place to ask for help with ideas for a committee, how to handle a difficult employment situation, or help someone else by sharing from your experience – to name a few. If you submit an article for our chapter newsletter, you can achieve this criterion, too.

4. Attend non-IAAP professional educational workshops, seminars and conferences.

Seek out a workshop, seminar, or conference that isn't put on by IAAP. There may be an offering through another organization, community education, your employer, or community college. This takes a little more effort but is certainly possible to do.

5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification.

Once you have met this criterion, the point carries over from year to year.

A Message from Your President (Continued from Page 4)

6. Pay membership dues on or before anniversary date.

This one is easy, too. You should receive your dues notice a couple months before the month/day you joined IAAP. Pay the dues right away and avoid the risk of forgetting.

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.

If you aren't already involved with a chapter committee, get involved. You not only help your chapter, you help yourself and get the point for this criteria.

8. Conduct a public presentation, program or training.

This one is more challenging. Think about something you are passionate about and consider making a presentation. If you wonder if something will qualify, ask. IAAP members at all levels are happy to help with answers.

9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination).

This one is easy, too. Show up at eight IAAP meetings – Chapter, Division, or International and you meet the criteria. If you come to the September meeting you will only have seven to go. If you went to International EFAM, you've got one of your eight already. If you attend the MN-ND-SD Division Fall Conference, there is another one. You get the idea.

10. Recruit at least one new member.

This one is more of a stretch for some of us. I haven't achieved this one before. Share your positive IAAP experiences and benefit you've received with another person and invite them to a meeting. Invite them to join.

11. Integrate IAAP membership and involvement into annual performance plan or review.

Most of us have an annual review of some sort. Share your IAAP experience and let your employer know how your involvement has not only been a benefit to you but also to your employer. Look at your professional goals for the next year and tell them how IAAP resources and opportunities will help you meet them.

When you complete 8 of the 11 criteria, go online, complete, and submit the form on the International IAAP website.

I encourage you to take the first step on the road of excellence. Make the commitment and sign the Member of Excellence agreement. Take another step and attend our September Chapter meeting. Add to your journey with participation on a Chapter committee. You have nothing to lose and everything to gain.

*We are continually faced by great
opportunities brilliantly disguised as
insoluble problems.*

~Anonymous

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

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 third of six articles that she has written.



This is the third in a series on Parliamentary Procedure. In this issue, we will cover the classification of motions and the options that aid in the main motion process.

Parliamentary motions are divided into three classifications: Privileged Motions, **Subsidiary Motions**, and Incidental Motions. Privileged and Subsidiary motions are each assigned a rank, and each takes precedence over motions of lower rank and each yields to motions of higher rank. The details of **Subsidiary Motions** are as follows:

Subsidiary Motions

These motions take precedence over one another in graduating steps from #2 (lowest ranking) to #8 (highest ranking). They are designed to be applied to the main motion (#1 in ranking order) and, when appropriate, to each other. The motion to **amend** is the most often used and most important of all subsidiary motions. Amending a motion is when a member makes a main motion and others feel that the wording isn't quite right and want to change it. Amending a motion can help make it clearer or give it a broader scope and can be done in three ways:

- Addition of words or phrases
- Removing words or phrases
- Combination of the first two – to add words and phrases and removing words and phrases and to substitute a paragraph or even a new motion

Amendments to motions must be seconded, are debatable and require a majority vote. The amendment is voted on first, and then the main motion is voted on. An important rule to remember – if you're the maker of the original motion or if you have seconded it, you no longer have the right to amend the motion. All you can do is vote against it if you are not in favor of it.

Other subsidiary motions are:

8. Lay on the Table (<i>Highest Ranking</i>)	To temporarily lay aside a question
7. Previous Question	To end debate
6. Limit or Extend Debate	To change the general debate parameters
5. Postpone to a Set Time	To delay action on a question and control precisely when it will be considered
4. Refer to Committee	To obtain additional information
3. Amend	To modify the question
2. Postpone Indefinitely (<i>Lowest Ranking</i>)	To kill the question

When a subsidiary motion is made, it is always made in connection with pending business and the option it offers takes precedence over the business it interrupts. We will cover Privileged and Incidental Motions in next month's newsletter.



2009-2010 SSC Chapter Officers

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

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

Nominating

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

Open House

Chair: Erin Duncan CPS/CAP
 Co-Char: Lori Larson CPS/CAP
 Members: Babs Moses

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
 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:

Alison Fuller CPS	September 6
Barbara (Babs) Moses	September 18
Deb Sabo	September 25
Lori Larson CPS/CAP	September 28
Catherine (Cathy) Allen	September 30

Happy IAAP Anniversary!

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



Lisa Hogan CPS	13 years
Cyndi Stepka CPS	13 years
Michelle Prosch	6 years

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-mnnds-division.org

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

Upcoming Events

September 15	South Suburban Board Meeting
September 22	South Suburban Chapter Meeting
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	South Suburban Chapter Meeting
November 17	South Suburban Board Meeting
November 24	South Suburban Chapter Meeting
December 15	South Suburban Board Meeting
December	South Suburban Holiday Party
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

Newsletter Article Deadline

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

The deadline for the October issue is: **Friday, October 2, 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.