



# St. Cloud Quarry Chapter IAAP

March 2005 Newsletter

## In this Issue:

From the President	2
From the President-Elect	2
Agenda	3
Feb. Minutes	4
Making the Cut	5
Calendar	5

## Mission Statement:

To provide office professionals with opportunities for educational, professional and personal growth.

## Calling All Quarry Chapter Leprechauns

Pot O' Gold preparations  
for the 2005 Annual Conference  
will be held on

**Monday, March 14<sup>th</sup>, 2005 at 5:30 p.m.**  
(following our regular business meeting)  
Cellular 2000 Training Room, Waite Park

Fellow Leprechauns, Andi and Pat request your presence so that the Luck O' the Irish will be with us for a successful planning meeting.

Pot O' Gold and Irish Punch will be provided.  
**Come dressed in your Irish Green!**



**Meal:** Pizza & Dessert  
RSVP by Wednesday, March 9<sup>th</sup> to Lisa Schmitz  
e-mail Lisa at [L.Schmitz@mahowald.net](mailto:L.Schmitz@mahowald.net)  
or call 320-257-2693

## Alumni Addresses Needed

St. Cloud Quarry Chapter would like to invite past St. Cloud Quarry Chapter members to the Chapter's 50<sup>th</sup> anniversary celebration that will take place at the MN-ND-SD Division Annual Meeting this May in St. Cloud. If you can help by providing names and/or addresses, please contact Kathi Wilke ([kwilke@larsonallen.com](mailto:kwilke@larsonallen.com) or 320/203-5569) or Kathie Lewandowski ([kplewandowski@stcloudstate.edu](mailto:kplewandowski@stcloudstate.edu) or 320/255-4000).

## Membership Anniversaries

### March

Bonnie Gohmann – 2 Years  
Terri Heinen – 2 Years  
Sherry Johanson – 7 Years  
Melissa Linnemann – 1 Year  
Linda Mastey – 7 Years  
Mary Milam – 1 Year  
Lisa Nolden – 1 Year  
Robin Nugent – 1 Year  
Marlene Winters – 6 Years



## From the President...

I really enjoyed having Dr. Bruce Miles as the February presenter. He was awesome!! Everyone in attendance could relate to what he was talking about and knew that he was definitely a national-level presenter and trainer. Dr. Miles showed everyone how to manage and reduce conflict in the work place by presenting with a straight-forward explanation and humor.

As we mentioned at the February meeting, Dr. Rob Cavanna will be unable to attend the March meeting as a presenter. With the MN-ND-SD Division Annual Conference in St. Cloud on May 13 - 15th, we decided to take this opportunity and focus on the overview of events for the conference and what will take place during these three very important days. The conference brings together IAAP members from all three states of our division and is a great opportunity for training, networking and developing friendships. This will be a huge challenge for St. Cloud Quarry Chapter members but one we can certainly pull off with ease with all the talent our members have. Chair and co-chair positions have been filled, but we are still in need of team members to help on the committees. Since some Chapter members have never attended a Division Annual Meeting, devoting most of the March meeting for discussion will help everyone understand what will take place. Andi and Pat can answer any questions and help everyone understand what actually goes on in this three-day event. To those members that have already signed up to chair or be on a committee - thank you so very much!! To help alleviate numerous additional meetings, chairs and committee members will also have time to discuss progress within their function of the conference. Looking over the list, I know for sure that committee members are needed to help plan the Saturday Night Banquet. Contact Andi or Pat and volunteer your time - or just come to the meeting and see what you're interested in helping out with - it will be well worth it!!

We are fast approaching electing new officers for 2005-2006, please consider being on the board. The nomination committee is in the process of looking for members interested in serving as VP, treasurer, and secretary. With Leah Posterick stepping up as my president-elect - she will automatically become president and Lori Oldenburg's name will be on the ballot for president-elect for 2005-2006 and president in 2006-2007. I'm so very proud of both Leah and Lori. The confidence and willingness to do the best job possible is reflected in the interest they both have for the well being of St. Cloud Quarry Chapter. They both are very committed members of IAAP and will be without a doubt a great team. Leah will also be looking for members to serve on various committees for 2005-2006. When presented, please check the list over and decide what you're interested in doing and put your name down. Serving on a team committee is a great way for you to meet and get to know members of the St. Cloud Quarry Chapter.

See you in March!  
--Marlene Winters

## From the President-Elect

Dear IAAP Members,

Life is extremely busy for everyone. If you are not at work, you are probably attending a meeting, preparing a meal, cleaning house, running an errand, etc. I want to let you know how truly important I think IAAP is to me. Marlene called me at home many months ago and asked if I would consider being on the Board. After giving her all the excuses, she seemed to understand why I declined. After many months of not having a President-Elect, I came to the conclusion that I didn't have enough good excuses for not coming forward and responding to the need of being on the Board.

We could have a contest as to who is the busiest, and I might win with: working full-time; having two teenagers at home; our oldest son getting married in June in Kansas and a reception the following week in Little Falls where I will prepare all the food for 200 - 300 people; having a cheesecake business as a "hobby"; taking care of all the bookkeeping, board minutes, and financial reports for our church; responsible for all accounting and financials for my husband's business; and handling my parent's finances along with paying their bills and keeping track of their investments. I could go on but I think you get the idea!

The reason I am telling all of you this is not to "toot my own horn" but to get a response of more involvement with IAAP. We are always in need of finding board members, committee members, etc. and everyone is busy, but I have heard many times and have learned that you need to set priorities. I only hope that you feel that IAAP is a priority. This newsletter has a survey for you to fill out and please give it much thought as you are answering the questions. I am really looking forward to getting to know each one of you and I only hope that you will help this chapter grow and become the best chapter in our division.

Thank you,  
--Leah Posterick

St. Cloud Quarry Chapter, IAAP  
Monthly Educational Forum & Membership Meeting

**AGENDA**

Monday, March 14, 2005

***Cellular 2000 Training Room, Waite Park***

5:15 - 5:45 p.m.      **Registration/Social**

5:30 - 6:00 p.m.      **Welcome/Introductions/Dinner**

6:00 p.m.              **Call to Order**  
1. Approval of February Minutes  
2. Treasurer's Report

**New Business:**  
1. Installation of new member: Ranette Holmseth

**Announcements - Good of the Association**

**Raffle Drawing**

**“Leprechauns In Training” Session—Andi & Pat**

7:30 p.m.              **Adjournment**

## St Cloud Quarry Chapter IAAP Meeting Minutes February 14, 2005

**Members Present:** Florann Grettum CPS, Kris Kowalzek, Jeanne Terres, Marlene Winters, Pat Zwack CPS/CAP, Peggy Sullivan, Lori Oldenburg, Kathi Wilke, Lynn Stigsell, Leah Posterick, Joyce Rife, Kathie Lewandowski, Andrea Torrey, Gloria Lenzen, Carolyn Fowler, Sunny Ithivongkham.

**Guests Present:** Rita Callahan, Gary Zwack.

**Guest Speaker:** Dr. Bruce Miles, CEO – Great River Consulting Group, LLC, gave a presentation on “Dealing with Difficult & Resilient People”.

President Marlene Winters called the meeting to order at 7:00 p.m.

### **First Order of Business:**

The minutes from the November 8th and January 10th meetings were approved with a motion from Kathy Lewandowski and a second from Kris Kowalzek. The motion carried.

### **Treasurer's Report:**

There were no questions/changes to the Treasurer's Report; it will be filed for audit.

### **Unfinished Business:**

2005 Spring Conference Update: Pat Zwack, CPS/CAP distributed the event budget for the upcoming MN/ND/SD Annual Division Meeting on May 13-15, 2005. Because Dr. Rob Cavanna will be not able to come to the March IAAP meeting, we will dedicate the entire program time to the May event.

### **New Business:**

Installation of New Member: Ranette Holmseth was not able to attend the meeting tonight and will be installed in March.

### **Announcements – Good of the Association:**

President Marlene Winters recognized Kathie Lewandowski for her 40 years with the St. Cloud Quarry Chapter.

### **Raffle Drawing:**

The following members won the donated door prizes:

Heart Candle – Joyce Rife

Heart Picture Frame– JoAnn Matheny

Note Pad Holder – Jeanne Terres

Mary Kay Gift Bag – Lori Oldenburg

Mary Kay Massager – Carolyn Fowler

With no further business, the meeting was adjourned at 7:30 p.m.

Recording Secretary,  
Jeanne Terres. Vice President 2004-2005

## **2004 – 2005 Remaining Program Schedule**

**April 11** – “Computer Myths”, James Rivord, Regal CineMedia; Cellular 2000 Training Room, Waite Park

**May 13-14** – “Silver Linings & Golden Memories”, MN-ND-SD Division Annual Meeting; Holiday Inn, St. Cloud

**June 13** – “Garden In a Jar”, Master Gardener, Nancy Bartlett; Cellular 2000 Training Room, Waite Park



# Mark Your Calendar

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## April Education Forum & Chapter Meeting

"Computer Myths"

Cellular 2000 Training Room,  
Waite Park  
April 11, 2005

## CPS/CAP Exams

May 6-7, 2005

## MN-ND-SD Division Annual Meeting/Spring Professional Conference

St. Cloud, MN  
May 13-15, 2005

## 2005 IAAP International Conv.

Denver, CO  
July 17-20, 2005

## Making The Cut

--Submitted by OfficeTeam

It's common sense that hiring managers don't interview everyone who applies for an open position. But new research suggests the number of individuals called for an interview is smaller than you may think. According to a new survey from OfficeTeam, executives polled said, on average, they interview just six candidates for each job opening.

Therefore, as one of only a handful of candidates to secure an interview, you've crossed a major hurdle in the hiring process. The key then becomes presenting your skills and talent effectively and building rapport with the hiring manager to distinguish yourself from other applicants. Here are some tips to help you do so:

- **Expect tough questions.** No matter how prepared you are, it's likely the hiring manager will throw you a couple of curveballs by asking questions you didn't anticipate. In this situation, consider your answer before responding, ask for clarification if necessary and speak with confidence no matter how unsure you feel.
- **Focus on the value you can add.** Above all, the hiring manager wants to know what you can bring to the table. Discuss experiences and accomplishments that relate directly to the position so the interviewer understands that you can immediately contribute to the firm.
- **Be yourself.** It's to your advantage to present as honest and clear a picture of your abilities as possible to ensure the job is right for you. Don't pretend to be someone you're not or possess skills you don't.
- **Follow up.** The interview doesn't end once you leave the hiring manager's office. When you get home, send a note thanking the interviewer for his or her time and restating your interest in the position.

*OfficeTeam is the world's leading staffing service specializing in 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](http://www.officeteam.com). For more information, call 1-800-803-8367.*

## Thank You! Thank You! Thank You!

A big THANK YOU goes out to Cellular 2000 for allowing us to use their meeting room and for providing beverages for our monthly meetings at no charge. Your generosity is greatly appreciated!

### St. Cloud Quarry Chapter Board Members

President – Marlene Winters, [marpooh6@astound.net](mailto:marpooh6@astound.net)  
 President-Elect – Leah Posterick, [lposterick@ifound.org](mailto:lposterick@ifound.org)  
 Vice President – Jeanne Terres, [jterres@csbsju.edu](mailto:jterres@csbsju.edu)  
 Treasurer – Lori Oldenburg, [lori@stcloudrefrig.com](mailto:lori@stcloudrefrig.com)  
 Secretary – Lisa Schmitz, [l.schmitz@mahowald.net](mailto:l.schmitz@mahowald.net)