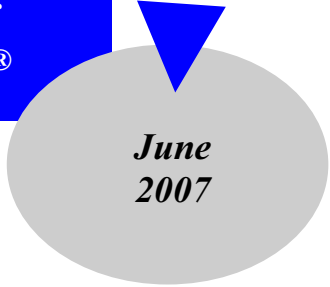




***The Saint Paul Chapter
International Association of
Administrative Professionals®***



Vision

To be the valued and reliable resource in the Saint Paul business community for all administrative and office professionals. To provide an open forum for professional development.

Mission

To identify and promote educational and association activities for members, prospective members and future administrative professionals. Provide quality programs and speakers to increase skills, knowledge, and enhance best practices in the workplace. Encourage networking for members to ask questions, and seek advice and expertise.

Objectives

- Build our Reputation in the Saint Paul Business Community
- Education and Networking (Defined as Welcoming/ Social)
- Member Development

www.iaap-saintpaul.org

***Saint Paul Chapter Meeting – Wednesday, June 6, 2007
Oak Marsh Golf Clubhouse – 526 Inwood Avenue North, Oakdale
BUSINESS WRITING AND GRAMMAR***

Do you want to be able to write letters quickly and confidently? Are you wondering how "proper" you need to be when sending an E-mail? Do you ever stumble over word choice or style issues? When your fingers do the talking, do they ever get "tongue-tied?"

In this workshop, Tracey offers quick tips to help you solve these problems and write like the professional you are. Bring your questions.

Tracey Finck is a writing instructor and student success coach at the Minneapolis campus of the University of Phoenix. She is the author of a book for parents called Love Letters to a Child and of two correspondence courses for North Central University Value and Meaning in Literature and Freshman Composition. Tracey taught college writing at Bethel College (now University) in Saint Paul from 1999-2003 and at North Central University in Minneapolis from 1984-1991. She holds a M.A. in English education from the University of Minnesota, and a B.A. in English education, speech education, and theater arts from Saint Olaf College in Northfield. Tracey has written a weekly parenting advice column for the Brainerd (Minnesota) Daily Dispatch (1994-1996) and was founding editor (1996-1998) of Lake Country Journal, a regional magazine for the Lakes Area of Minnesota. Since 1995 she has also had her own freelance writing and speaking business called Communications Café.

CEUs have been applied for.

**2006-07
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TEN MISTAKES MEETING LEADERS MAKE

Source: (Reprinted with permission from PRWeb)



Ten common mistakes that meeting leaders make and meeting attendees often accept without question during the meeting are:

- The meeting leader does not understand the role of facilitator.
- The recorder role is under appreciated.
- The leader does not have a written agenda.
- If they have an agenda, they allow random changes.
- The agenda does not have times assigned to each topic.
- Records of meeting are not visible during meeting.
- Records of meeting are not distributed afterwards.
- Actions are not recorded during meeting.
- Actions are not assigned to people before meeting ends.
- Deadlines are not assigned to actions.

Read the full article at <http://www.prweb.com/releases/2007/02/prweb507653.htm> to find out how to avoid these mistakes.

BOOK SUMMMARY: Shirley Fine Lee's book [R.A! R.A! A Meeting Wizard's Approach](#) is a no-nonsense guide that can help anyone prepare for meetings in which they will be participating or facilitating. The author, an expert in communication and organization, explains how to assign roles, create a clear agenda, keep records, and assign actions for follow-up — thus maximizing the effectiveness of every meeting. Find information on the author at www.shirleyfinelee.com, or order this book today from www.Amazon.com.

FROM SMALL TO SUPERSIZE

By OfficeTeam

You recently accepted a job at a large firm after years of working at a company with just a handful of employees. It didn't take you long to realize there's a world of difference between a corporate giant and a mom-and-pop shop. If you are feeling a little lost and wondering how to make your mark, follow these tips:

It's all in the network. In a smaller office, you probably focused on making contacts outside of your company, but in a large business you'll want to get to know people in other internal work groups as well. It's especially important for administrative professionals to form relationships with colleagues in similar positions. After all, you may work with those individuals on cross-departmental projects or need their assistance in the future.

Movin' on up. Bigger companies may offer more diverse and defined career paths than smaller firms. Note the different tracks within the company, and think about where you might want to be in a few years, as well as how to get there. Your manager can assist you in planning your professional progress.

Get some inside help. All offices have a certain degree of politics and protocols, but those within a large corporation can be more complex. Find a mentor within the company who's well respected internally to help you learn unwritten rules your first few months on the job.

Toot your own horn. With so many other employees and, likely, a large number of workers reporting to a single supervisor, a manager at a big firm may need help keeping track of individual accomplishments and contributions. Make it easy on your boss by providing him or her with regular status updates that detail your completed assignments, current projects and value you've brought the firm.

Article submitted by Office Team, 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. For more information, call the Saint Paul office at 651-293-8033.