

# BOOK CLIFF ECHOES



## 2006-2007 BOOK CLIFF CHAPTER T.E.A.M. LEADERS

### PRESIDENT

Sue Mueller .....(R) 970-257-9076  
377 W. Valley Circle .....(B) 970-256-4016  
Grand Jct CO 81503 ..... (F) 970-256-4022  
(e-mail) suem@gjcity.org

### PRESIDENT-ELECT

Tish Neff .....(R) 970-261-9720  
960 Bookcliff Ave., #207(B) 970-245-0388  
Grand Jct CO 81503 .....  
(e-mail) tish.neff@bresnan.net

### VICE PRESIDENT

Pearl Hasson CAP .....(R) 970-241-5555  
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Grand Jct CO 81505 ..... (F)970-243-3137  
(e-mail) phasson@vectrabank.com

### SECRETARY

Maria Pinder CPS.....(R) 970-464-7671  
509 Milleman St.....(B) 970-248-0864  
Palisade CO 81526 ..... (F) 970-257-2219  
(e-mail) maria.pinder@mesacounty.us

### TREASURER

Karen Loughman CAP .(R) 970-523-7186  
(e-mail) [erlyrisr@hotmail.com](mailto:erlyrisr@hotmail.com)

### PARLIAMENTARY ADVISOR

Juanita Cosslett.....(R) 970-245-1734  
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Clifton CO 81520..... (F) 970-245-1734  
(e-mail) [custom-design@qwestoffice.net](mailto:custom-design@qwestoffice.net)

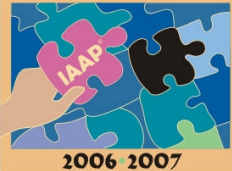
### BOOK CLIFF CHAPTER IAAP

P O Box 1381  
Grand Junction CO 81502  
[www.orgsites.com/co/bookcliff](http://www.orgsites.com/co/bookcliff)

### BOOK CLIFF CHAPTER COMMITTEES

APW Event..... Pearl Hasson CAP  
Bylaws & Standing Rules .Juanita Cosslett CPS  
Certification & Education.....Jalane Glasgow  
Historian  
..... Chris Church/Jalane Glasgow CPS/CAP  
Marketing .....Tish Neff  
Newsletter ..... Sandi Nimon  
Program & Publicity .....Tish Neff  
RTF .....Chapter Board  
Student Chapter ..... Alane Wooster  
Website ..... Mary Sparks  
Ways & Means .....Chapter Board  
Yearbook..... Chris Church, Cherie Pedersen,  
and Maria Pinder

### Shaping the Future



**Book Cliff Chapter**  
meets the 3<sup>rd</sup> Wednesday  
of each month,  
September through June.  
Our next regular meeting  
is  
**September 19, 2007**  
**Two Rivers Convention**  
**Center**  
**5:30PM Networking**  
6:00PM Dinner  
6:30PM Program

My apologies to the Book Cliff  
Chapter members for this late  
distribution of your newsletter.

Juanita Cosslett CPS

### CONGRATULATIONS to the 2007-2008 Book Cliff Chapter Officers:

Tish Neff – President  
Pearl Hasson CAP – President-Elect  
Karen Loughman CAP – Vice  
President  
Bernice Stogsdill – Secretary  
Sue Mueller CPS – Treasurer

### What You'll Gain by Taking Leadership Roles in IAAP

IAAP continually needs new leaders to step up and take charge of the present and future of the profession and association.

#### Here's how IAAP members benefit personally by taking leadership roles...

1. Meet new people – both inside IAAP and outside the association.
2. Learn from the pros.
3. Gain self-confidence.
4. Get recognition from your peers for your accomplishments.
5. Focus on yourself – for a change.
6. Learn to measure and take acceptable risks.
7. Stretch your limits (many of them self-imposed).
8. Learn how to sell your ideas to others.
9. Take stock of your interests and do something just for fun.
10. Master the art of working as a part of the team.
11. Discover the secret of getting people to work with you.
12. Find out how to motivate others (including spouses and children).
13. Improve your public speaking skills (as they say...get the butterflies to fly in formation).

(Cont. on Page 2)

**CWM DIVISION**

Website: [www.orgsites.com/co/cwmiaap](http://www.orgsites.com/co/cwmiaap)

**2006-2007 COLORADO-WYOMING-MONTANA DIVISION BOARD OF DIRECTORS**



(l to r) Cory Scarbrough CPS/CAP, Denver Downtown Chapter, **President**; Kyle Sheldon-Chandler, Book Cliff Chapter, **President-elect**; Margaret Hartl, Rim Rock Chapter, **Vice President**; Jennifer Borland CPS Mountain View Chapter, **Secretary**; Jalane Glasgow CPS/CAP, Book Cliff Chapter, **Treasurer**

**CWM DIVISION COMMITTEES**

Annual Meeting.....Glenda Brown CPS/CAP  
 ..... Darlene Chamberlain CAP  
 Bylaws/Standing Rules....Jackie Clough CPS/CAP  
 Certification .....Jalane Glasgow CPS/CAP  
 Membership .....Chris Church  
 New Chapter Builder ..... Sharon Hunvald CPS  
 Newsletter / Website.....Kyle Sheldon-Chandler  
 Nominating .....Shirley Offerson CAP  
 Retirement Trust .....Joann Dayton CPS  
 Ways & Means ..... Rolena Schmidt

**2006-2007 International Board of Directors**



**President**, Sandra P. Chandler CPS; **President-Elect** Judy McCoy CPS/CAP; **Vice President** Tia Theriaque CAP; **Secretary** Barb Horton CAP; **Treasurer** Susan K. Shamali CPS/CAP; **Affiliate Representative** Leanne Fisher AOP/JP; **Canada District Director** Kathyrene Hampton CPS/CAP; **Great Lakes District Director** Sam W. Gill III CPS; **Northeast District Director** Marie "Gerry" Burnell CPS/CAP; **Northwest District Director** Teresa G. Bennett CPS; **Southeast District Director** Tamra L. Goodall CPS/CAP; **Southwest District Director** Karlena Rannals CPS/CAP

**NW DISTRICT DIRECTOR**

Teresa Bennett CPS  
 2005 N. Highwood  
 Boise, ID 83713  
 208.396.4843 (w)  
 208.396.5381 (f)  
 208.724.6043 (m)

[teresa.bennett@hp.com](mailto:teresa.bennett@hp.com)

**Here's how IAAP members benefit personally by taking leadership roles...**  
 (cont)

14. Travel to places you've never seen before.
15. Experience new things you've never done (yet).
16. Unleash your creativity.
17. Gain respect.
18. Show your children you're into learning (in other words, walk your talk).
19. Open doors to new opportunities.
20. Expand the circle you count on as friends.
21. Interact with people who are in the same stage (life/career) as you.
22. Be a mentor (or a good role model) for others less experienced than you.
23. Give back what you got from your association with IAAP
24. Feel good about doing something for others.
25. Learn fair play; take your turn.



**A Message from your President...**

Dear Members:

Dear Members:

Well, here we are in June already. Juanita, Tish, Jalane, me and our new Division President Kyle "Qweenie" Sheldon-Chandler attended the Division meeting in Cody. It was exciting to see Kyle take over the reins of the Division. Her theme is "IAAP -Your GPS for Virtual Success." Her presentation can be found on our website very soon, along with some (not all for obvious reasons) pictures. Our Chapter also won second place in the member increase category. Thanks to all of you for helping this happen.

This will be my last message as President. Tish will be taking over at our June 20<sup>th</sup> meeting. And after having spent three days with her as her room mate in Cody, I think we're going to see this Chapter soar even more than it has in the past! Hang on everyone...I think we're in for a ride!

And don't forget that we're hosting the Division meeting next year. I'm hoping to see the entire Chapter involved in assisting with preparations. This is a huge event with a lot of details involved.

Don't forget to turn your Member of the Year score sheets in to me by June 13<sup>th</sup> for announcement at the June 20<sup>th</sup> Installation meeting. If you want to fax them to me, my fax number at work is 970/256-4022.

Lastly, thank you all for the support you have given me as the 2006-2007 Book Cliff Chapter President. I look forward to seeing you all at the upcoming meetings.

Regards,

**Sue**

**INTERNATIONAL CONVENTIONS**

July 29-August 1, 2007  
Tampa Convention Center  
Tampa FL

July 20-23, 2008  
Hilton New Orleans Riverside  
New Orleans LA

July 26-29, 2009  
Convention Center  
Minneapolis MN

July 18-21, 2010  
Hynes Convention Center  
Boston MA

July 18-22, 2011  
Montreal Convention Center  
Montreal QC

July 22-25, 2012  
Gaylord Texas Resort  
Grapevine TX

**CERTIFICATION CONFERENCE**

October 14-17, 2007  
Hyatt Regency San Antonio  
San Antonio TX

October 19-22, 2008  
Grand Hyatt Hotel  
Denver CO

**PROFESSIONAL EDUCATION CONFERENCE**

March 2-5, 2008  
Charleston Riverview Hotel  
Charleston SC

**How to Get It ToWork...**

1. Try it
2. Test it
3. Adjust it.
4. Try it out again.
5. Test it again.
6. Adjust it again.
7. Keep repeating steps 4, 5, and 6 until "it" works!

**HAPPY 60<sup>th</sup> BIRTHDAY  
BOOK CLIFF CHAPTER IAAP  
Chartered May 1947**

**Highlights of 2007 CWM Division Annual Meeting  
Cody WY – June 1-2**



Traveling Buddies! The best way to get to know someone is to travel with them.

LtoR: Jen Borland, Mt. View Chapter who joined us from Denver to Cody; Tish Neff, Kyle Sheldon-Chandler, Juanita Cosslett, Jalane Glasgow.

Kyle – Facilitating her Incoming Division President’s Strategic Planning & Team Building Luncheon.

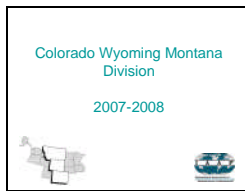


The Book Cliff Chapter Drama team rehearsing the invite to the 2008 CWM Division Annual Meeting.

Special Guests: Theresa Bennett CPS, NW District Director and Candy Daniels CPS/CAP, 2000-2001 Past International



**2007-2008 CWM Division Officers:**  
**President:** Kyle Sheldon-Chandler, Book Cliff Chapter,  
**President-Elect:** Shirley Offerson CAP, Division Member At Large  
**Vice President:** Margaret Hartle, Rim Rock Chapter  
**Secretary:** Cory Draycott CPS, Western Horizons Chapter  
**Treasurer:** Eileen Verosko CPS, Pikes Peak Chapter

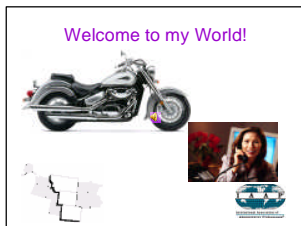


## 2007-2008 INCOMING DIVISION PRESIDENT'S ADDRESS Kyle Sheldon-Chandler

Good evening Colorado-Wyoming-Montana Division members, honored guests and all my friends.

I hope everyone is as excited as I am about the journey for the next 12 months!

I would like to take a few moments to thank everyone who is here to support me and who have supported me since I joined this professional organization. Never in a million years would I have thought I would be privileged to stand before you as President of the Colorado-Wyoming-Montana Division.



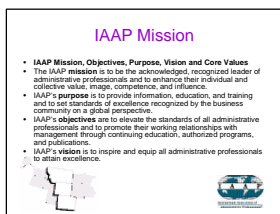
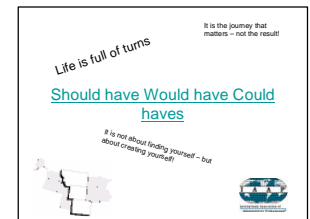
I would like to personally thank the following people who inspire and encourage me every day – Juanita Cosslett, Jalane Glasgow CAP, the Book Cliff Chapter members and most importantly my husband, Fred. He could not be here tonight but every moment he seems to be telling people how smart, how talented and special I am. And he wonders why I think “Everything is about me!”

My world is full of great people, clients, and learning opportunities – which I hope to pass onto the members of the Division. Some of my greatest pleasures and accomplishments was to learn to ride and own a street bike and to own my own business. I also am the very proud mom of three kids and grandma to the three cutest grandchildren in the world.

Life is interesting, challenging, and frustrating!

The next 12 months will be a journey to a new way of doing things, thinking about things and even maybe some regrets.

However, I do not want to have a regret of NOT doing something but rather a regret of running out of time to do everything!



As a professional administrative assistant business owner, I fully ascribe to the mission of IAAP.

Never say Never! I never wanted to be a secretary when I was growing up. My mother was a legal secretary for 21 years and absolutely loved it!

Do you remember the early stereotypes? Typewriters, mimeographs – calling your BOSS MISTER?

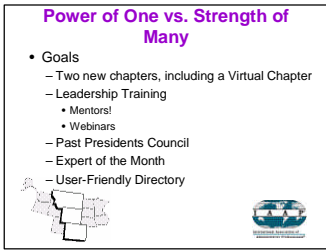
We then moved into a more enlightened and empowered age. We are now considered project managers, gatekeepers, colleagues, and more! Plus, most of us call our ‘bosses’ by their first names. We have gained more skills in the past 10 years than ever before. We need to know HTML, web design, email etiquette, project and time management and all the acronyms of today’s society – FTP, HTML, ROFL, LOL, and more.



The best job interview that I had was when I said, “I don’t do coffee.” My future boss and ally informed me he didn’t drink coffee, but Coke

Chapters are vital to the growth of the Division and the organization. For those members who are not near a local chapter, I would like to introduce a Virtual Chapter concept. We already have one that is based in Virginia and can be a great way to get together without leaving home.

Leadership training – I would like to hold at least 3 in-person trainings for Officers. I already have a couple of chapters who are willing to host these trainings.



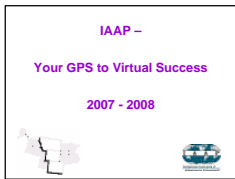
In order to make the training ‘stick,’ mentors are required. I have several people who have mentored me in many areas of my life and I believe they can be the most powerful influences in building our profession.

I would also like to hold training by the use of webinars. Not only do you get the opportunity to talk to each other, but you have an interactive method of seeing a whiteboard, agenda, documents, and presentations. I feel this is another way to bring us closer together as a whole and not just a summary of parts.

A Past Presidents Council would give us one of the most valuable resources we could ever want. They have Been There, Done That and have so much wisdom and advice for those just starting out and if you just have a question.

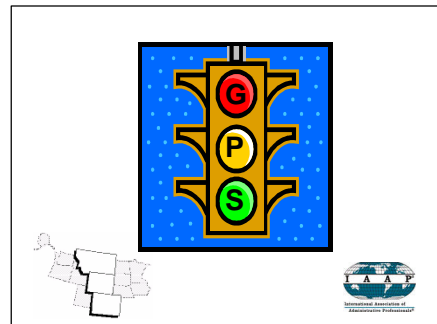
As part of the Expert of the Month, I am envisioning a simple email magazine (similar to the Office Pro Express), that puts a question out there. Anyone could ask a question, answer a question, pose a solution or a new way of doing things.

I would also like to see a more user-friendly directory that is available to all – online.



The theme for the 2007-2008 year is “IAAP – Your GPS to Virtual Success!”

- G – Geographic  
Group  
Goals  
Gifts  
Generosity
- P - Potential  
Pride  
Professional  
Programs  
Progressive
- S - Safe  
Strong  
Secure  
Solid  
Simple



We need a map, directions and guidance to get to the next level. With the vast knowledge, skills, wisdom and diversity of the CWM Division, we can get there!



Someone had to have believed in you, otherwise you would not be here as a Delegate, Officer or a member!

Please take a moment and enjoy this video about Believing in Yourself!  
<http://www.inthetrenchesproductions.com/newvideo/Video.html>

As you have believed in me – I believe in you!

## DELEGATE'S REPORT- 2007 CWM DIVISION ANNUAL MEETING

JUNE 2, 2007

BY: DELEGATE TISH NEFF, PRESIDENT- ELECT OF BOOK CLIFF CHAPTER

## Business Meeting

1. Number of accredited Delegates present: 9
2. Number of accredited Alternates present: 7
3. Election Results for 2007-2008 Officers were as follows:
  - a. For the office of President- Kyle Sheldon-Chandler of Book Cliff Chapter automatically moves to office of President
  - b. For the office of Treasurer- Eileen Verosko CPS of Pikes Peak Chapter was elected by Acclamation
  - c. For the office of Secretary- Corina "Cory" Draycott CPS of Western Horizons Chapter was elected by Acclamation
  - d. For the office of Vice President- Margaret Hartl of Rim Rock Chapter was elected of Acclamation
  - e. For the office of President- Elect- Shirley Offerson CAP was elected by Acclamation after a reconsideration of this candidate's experiences as outlined in the Resume of Qualifications was requested by Delegates. The issue presented was referenced to Colorado-Wyoming-Montana Division Bylaws and Standing Rules, Article IV, Section: 2. Qualifications- B. "Candidates for the office of president and president-elect shall have served as a Chapter officer and/or served on the CWM Division Board Prior to nomination." Ultimately, a revote was conducted after several recesses were called to allow Parliamentary decision and Delegates' discussion. This controversial issue will provide cause to evaluate the bylaw section referenced above for possible future changes in order to bring clarity to the definition of what positions are acceptable experience from the CWM Division Board to run for Division president and president-elect offices.
4. Election of 2007-2008 CWM Nominating Committee by Delegates
  - a. Carole Blakeman of Rim Rock Chapter was nominated and elected
  - b. Jennifer Borland CPS of Mountain View Chapter was nominated and elected
  - c. Aubrey Lujan CPS,CAP of Pikes Peak Chapter was nominated and elected
5. Structures Changes
  - a. Bylaws- none at CWM Division Level
  - b. Bylaws- a presentation of "4" Proposed Amendments to the IAAP International Bylaws and Standing Rules that will be presented for consideration and action by Chapter, Division, and International Association Delegates during the business session at the annual International Convention and Education Forum in Tampa, Florida, July 29-August 1, 2007.
  - c. Operating Procedures- none
6. Resolutions- none
7. Keynote Speaker- Teresa Bennett, CPS, International Director Northwest District 2006/2007- the address reflected the benefits of membership in IAAP and Teresa's personal experiences. It created attendees' interaction with out-loud individual responses to the question of "why I joined IAAP?"
8. 2009 Annual Meeting bid went to Pikes Peak Chapter with no opposition
9. 2008 Annual Meeting Invitation was presented by Book Cliff Chapter meeting attendees
10. Omega Ceremony
11. Educational Workshop presented by Candy Daniels CPS, CAP, Past International President: Office Future 2020 -The Evolution of the Workplace and the Skills Needed to Succeed. Materials provided by OFFICETEAM®
12. Division Awards Presented by Kyle Sheldon-Chandler
  - a. Highest % in chapter membership increase over the past year went to: 1<sup>st</sup> place- Denver Downtown Chapter, 2<sup>nd</sup> place-Book Cliff Chapter.
13. Personal Insights and Recommendations- Serving as a delegate was a rewarding experience for my personal growth with IAAP as it gave me valuable interaction with other members from other chapters. I would like to congratulate all newly installed 2007-2008 CWM Division Officers and I appreciate the opportunity to follow their leadership as I lead the Book Cliff Chapter as their 2007-2008 Chapter President.