



Highrise Happenings

A Publication of the Denver Downtown Chapter

2006 / 2007

June 2007

Upcoming Meetings & Events

Location Change!

June 13, 2007

7:30 a.m. Networking
8:00 a.m. Monthly Meeting

Wells Fargo Bank Building
1700 Broadway, The Forum Room

Enter the bank building on Broadway, go to the left of the teller line, where the ATMs are. The Forum Room is the wooden door near the elevator, under the escalator.

Installation of Officers
Benefits of a Beauty Consultant
Value of Earning a CPS or CAP Certificate

President's Message

It is time for me to pass the gavel. Thank you for allowing me to serve, once again, as president of our chapter. Our members are truly the best. We have had awesome speakers over the last year and great conversations.

June is the month in which we install our newly elected officers. Debbie Brown CPS/CAP/RP and Cory Scarbrough CPS/CAP will talk about the CPS/CAP rating and Sandra Arellano will do a brief presentation on the benefits of having a beauty consultant.

I leave you with this challenge. Make it your goal this year to attend our meetings. It takes only one hour per month to attend. This equates to only 11 hours out of your 2080 hour work year.

This new IAAP year will bring more fantastic speakers who can give you information and tools to grow professionally and personally as well as a forum to discuss work issues and get solutions from your fellow peers.

I look forward to seeing everyone at our June meeting.

Jan Schoenfeld
President

Recap of Last Month's Meeting

The regular monthly meeting was held on May 9, 2007 at 8 a.m. in The Hershner Room at 1700 Lincoln.

Members in Attendance

Debbie Brown CPS/CAP/RP, Melissa Cappleman, Pattie Fitzsimmons, Elizabeth Harms, Jeanne Jones CPS, Mercedes Martinez, Cory Scarbrough CPS/CAP, Paulette Schembri, Jan Schoenfeld VA and Colleen Toppett.

Guests

Gari Ann Waite with Pioneer Natural Resources, Kelly Johnson with Cornerstone Virtual Assistant and Linda Mitchell.

Business

Election of officers, by acclamation:

President – Elizabeth Harms
Vice President – Cory Scarbrough CPS/CAP
Secretary – Debbie Brown CPS/CAP/RP
Treasurer – Jeanne Jones CPS

Motion was made to leave the chapter's portion of the profit from the APW event in the account to be used for next year's event. The motion was adopted.

Motion was made that the chapter's delegate, Elizabeth Harms, be sent to the Division Meeting and International Convention uninstructed. The motion was adopted.

Motion was made that the chapter pay the basic registration for the International Convention to the delegate. The motion was adopted.

Speaker

We did not have a speaker in May. Instead, we discussed the future of the chapter. What types of programs do we want to see in the coming year? How can we get more people interested in joining? How can we get current members to more meetings?


Some suggestions for 2007 / 2008 programs: The Text Doctor, how to drive change without authority, how to work as a sustainable team, how to deal with not having enough work, Cain travel port software, Myers Briggs testing, how to jazz up your resume, how to become a Virtual Assistant and how to budget your personal finances.

Three Months at a Glance Special Days

Birthdays

Melissa Cappleman	June 4	
Debbie Brown	June 14	
Paulette Schembri	July 9	
Jan Schoenfeld	July 12	
Chelle Temple	July 22	
Stephen Noran	July 27	
Colleen Toppett	August 14	
Alicia Ellsworth	August 20	

IAAP Anniversaries

Debbie Brown		June 1, 1992
Michele Edmonds		June 1, 2001
Betty Schmidt		June 6, 1963
Mary Nava		July 1, 2006
Lisa Paine		August 1, 2005

Meetings & Events

June

- 1st-2nd CWM Division Annual Meeting
- 13th **Denver Downtown Meeting**

July

- 11th **Denver Downtown President's Breakfast**
- 29th-1st International Convention & Education Forum

August

- 1st International Convention & Education Forum
- 8th **Denver Downtown Meeting**
- 15th CAP/CPS Exam Registration Deadline



Shape Up With Pilates

Pilates is a time-tested method to strengthen, tone and lengthen your body. Core exercises are invaluable to every movement we make. Learn to strengthen your core while lengthening your muscles.

Paulette Schembri from Phillips Temps/Personnel, Inc. is also a certified pilates instructor. Her classes are designed for various levels of ability from novice to advanced.

Classes are \$3 and are held on Tuesdays from 6 to 7 p.m. at Harvard Gulch Recreation Center at 550 East Iliff Avenue in Denver. You do not need to live in Denver or be a recreation center member to participate.

Making the Most of High-Pressure Situations

By Office Team

While a certain amount of on-the-job pressure is unavoidable, an extra project, seasonal rush or general rise in workload can catch anyone off guard and add strain to a person's already-busy schedule. Here are some tips to ensure you make the most of a crunch time:

Take time out. If you're under the gun, step back before you react so you can quickly assess the situation and come up with an action plan.

Collaborate. Seek input from colleagues on the best course of action when you are confronted with a difficult or unknown situation.

Stick to the plan. Direct your energy toward situations where you can affect the outcome and don't spend time worrying about what you cannot change.

Prioritize. Focus your efforts on activities directly linked to your most immediate objectives. Lower priority tasks and those with deadlines farther out can be handled later.

Look to others. If the pressure you're facing is the result of project overload, identify tasks that can be delegated to another member of the group.

Ramp up. Use downtime in between busy periods to prepare for the next workload peak so you can work as efficiently as possible. Organize your files and determine what types of resources you might need

Pressure situations can bring out the best or worst in people, depending on their level of preparation. Whether you are trying to meet a tight deadline or faced with a sudden surge of work, demonstrating grace under fire helps you perform better and shows your value to the firm.

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 300 locations worldwide, and offers online job search services at www.officeteam.com.

IAAP Officers for 2006 / 2007**Denver Downtown Chapter Board of Directors**

Jan Schoenfeld, VA	President	schoenfeld.jan@gmail.com	720.217.5365
Elizabeth Harms	Vice President	elizabeth.harms@gt.com	303.813.3477
Jeanne Jones	Treasurer, Certification	jeanne.jones@ue-corp.com	303.928.4655
Michele Edmonds	RTF	zmoe01@comcast.net	303.932.1731
Debbie Brown CPS/CAP/RP	Bylaws / Member	debbrown51@comcast.net	303.831.5083

Chapter Web Site www.orgsites.com/co/ddc-iaap

CWM Division Officers

Corinna Scarbrough CPS/CAP	President	coryscarbrough@comcast.net	303.478.1726
Kyle Sheldon-Chandler	President-elect	kylefred@gvii.net	970.243.9899
Margaret Hartl	Vice President	mhartl@msubillings.edu	406.657.2367
Jennifer Borland CPS	Secretary	jborland@brockcpass.com	970.223.7855
Jalane Glasgow CPS/CAP	Treasurer	jalane.glasgow@gjo.doe.gov	970.248.6017
Debbie Brown CPS/CAP/RP	Parliamentarian	debbrown51@comcast.net	303.831.5083

Division Web Site www.orgsites.com/co/cwmiaap

Northwest District Director

Teresa G. Bennett CPS teresa.bennett@hp.com

IAAP Headquarters

PO Box 20404
 Kansas City, MO 64195-0404
 816.891.6000 / 816.891.9118 Fax

**International Board**

Sandra P. Chandler CPS	President	sandy.chandler@suntrust.com
Judy McCoy CPS/CAP	President-Elect	judymccoy@mail.com
Tia Theriaque CAP	Vice President	tiaiaap@comcast.net
Barb Horton CAP	Secretary	barb.horton@terasen.com
Susan K. Shamali CPS/CAP	Treasurer	

National Web Site www.iaap-hq.org

Please contact Elizabeth Harms if you're interested in seeing something included in the newsletter.