

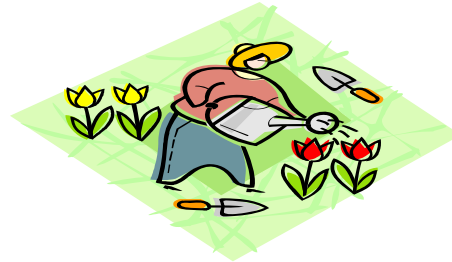


Mountain View Chapter Messenger  
May 2007  
Fort Collins, Colorado 3-21-160

## Monthly Meeting Notice

Join the Mountain View Chapter with an evening of “CELEBRATION OF OUR ACCOMPLISHMENTS and Installation of Officers”

Where: Hilton Hotel  
425 West Prospect Road  
Fort Collins, Colorado  
  
Utah Room (2<sup>nd</sup> Floor)



When: Monday, May 14, 2007

Social/Networking.....5:30pm  
Program.....6:00pm  
Business Meeting.....7:00pm

**Please RSVP (is appreciated) to Rolene Cogburn at (970) 568-3027 by Thursday, May 10, 2007**





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Mountain View Chapter  
Fort Collins, Colorado  
IAAP®



## **International Association of Administrative Professionals® Mountain View Chapter Messenger Newsletter May 2007**

Ah, sunshine! Don't these first jacket-free days in May make us feel like kids again? We've got wandering minds and jittery feet – and we're aching to be OUTSIDE! We want to walk barefoot in the grass, pick crocuses and jam them into a jelly jar, have a picnic...ah SUMMER TIME! As we come to a close I really have enjoyed my last two years as being the Mountain View Chapter's President. I want to thank everyone who helped with the Chapter and for making my Presidency a special time to remember.

Our next meeting is Monday, May 14, 2007 at the *Hilton Hotel in the Utah Room* located at 425 West Prospect Road, Fort Collins, CO. This will be the last chapter meeting of the season and the June planning meeting date will be announced at a later date. This will be a SPECIAL NIGHT with our Annual Celebration of our accomplishments and Installation of new Officers. **All members are asked to bring a snack to share with the other chapter members.**

At our last meeting we had Francie Koehmstedt on "Become An Indispensable Administrative Assistant". Francie has over 20 years experience with customer service, which includes training in office etiquette and polishing your staff. She works with executives on how to utilize their assistants to the best of their abilities, and she works with assistants to perceive what their boss will need next. Francie has worked with businesses from the retail clothing and furniture industries, banks, developers, and the food industry. PLUS we had a CELEBRATION for ALL CHAPTER MEMBERS for Administrative Professionals Week.

Membership in IAAP gives you valuable insight and information needed to utilize changing technology, enhance your interpersonal skills, and develop your understanding of a multi-cultural world. Through continuing education and networking, you enhance your contribution to the business world. Membership and participation in a professional organization is important to you, your career, your future, and your employer. Join us! It is an investment in your future. . .an investment in you! Mountain View Chapter has been shaping the future with exciting presentations for this coming year. We hope to continue to bring educated and challenge to strive for higher goals such as a CPS or CPA. Please remember our Chapter meetings are open to the public, bring a friend or co-worker any time...we would love to share our IAAP organization energy. **PLEASE COME AND MEET SOME OF OUR MEMBERS AND REFRESH OLD ACQUAINTANCES.**

Shaping the Future 2006-2007!  
Rolene Cogburn  
President – Mountain View Chapter

*"Values To Success Are Gained Through Education"*

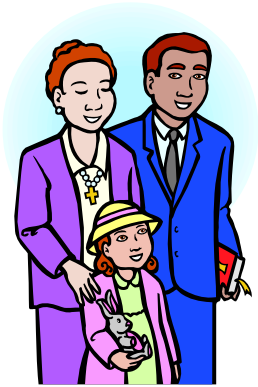
## ***Special Dates and Announcements:***



### **Anniversaries**

***Shelley Cole-Allen CPS      June, 1980***

***Katie Hayes                      July, 1996***



***Don't Forget:  
Happy Mother's Day, Sunday, May 13  
Happy Father's Day, Sunday, June 17***

***KEEP GROWING AND LEARNING...may it be a steppingstone to you  
one that will lead to new goals you want to reach.***

***-Collin McCarty***

## **SPECIAL INTEREST:**

### ***Employers' Roundtables 2007-2008***

***Presented by the Larimer County Workforce Center  
and the Larimer County Enterprise Zone\****

The following seminars are scheduled on the third Thursday of each month (October-May), 8 AM-9:30 AM, in the Columbine Room of the Fort Collins Lincoln Center

#### ***Outperform the Competition Become an Employer of Choice May 17***

Forget the warm and fuzzy stuff—becoming an employer of choice is a sound business decision that will boost your bottom line results. Discover traits of employers of choice; learn the business case for becoming great employers, and the five actions you can take to make your company one of the places to work. You'll walk away with a road map for turning your employees into raving fans, which in turn will boost your bottom line present by Maureen Boyt, regional president and owner of Renaissance Executive Forums. This is the last season series of the Employer's Roundtable.

To reserve a seat for any of the Employers' Roundtables, email your RSVP to [EmployerRoundtable@larimer.org](mailto:EmployerRoundtable@larimer.org), or fax your response to 498-6673, or call 498-6606.

## **Judith's Take; A Little Play Helps Your Work**

Do you go out to play? When was the last time someone knocked on your door and asked you out to play? When you are on vacation, are you able to leave the office, the Blackberry, Palm, or the cell phone behind?

When was the last time you allowed yourself to restore or re-create yourself?

In the movie Mary Poppins, Michael's banker Dad tells a joke to the elder owner of the bank when he's called on the carpet for bringing the kids to the bank during the workday. Dad gets fired, then the elder ends up dying laughing when he recalls a joke that young Michael told his Dad who in turn told the bank board when he gets the boot. In the end, Dad is welcomed back, but not without a major lesson ... a little fun now and then is good for the soul.

Laughing, as in laughing out of control, is taboo in most workplaces. Too many feel that goofing off is a sign of irresponsibility ... it's frivolous, time-wasting and only slackers would engage in such a thing.

When was the last time you did something for simply the joy of it; playing hooking and watching movies you love; going dancing or taking in a concert and jumping up and down with the crowd; dancing for the sake of just moving the body; or how about skipping rocks across a lake?

Don't you sometimes just want to play a little hooky once in a while?

Adults need to come out and play.

It's too easy to lose perspective. We say that we want balance, to be healthy, happy, spend time with our families. So, what does it take to be healthy and happy? Working more hours? Buying more stuff? I bet not.

If you were queried about what it would take to get in balance, many items on this list would likely pop up: take great vacations, get more sleep, eat well, reduce junk food intake, set goals, drink more water, have routine check-ups and the appropriate tests that go with your age, exercise regularly, relax more, be loved, have great relationships with family, friends, spouse, partner, reduce stress, laugh more, learn more, find time for self, and play. Easy list to put together. The problem is, most of us are all talk and little action.

It's easy to pay lip-service to desiring balance in your work and personal life. Sounds good—one of the media (TV, Radio, Print, Internet) is always profiling some brilliant person who has it all—great family, fantastic job, money beyond needs—it makes such a good story. So glizzy and powerful, yet is it really real? Probably not.

You need a break. What do you need to say to yourself to get it? To allow yourself that break for renewal, for surrounding yourself with things/people that inspire, support and relax you.

If, and it's a BIG if, you can find those resources, I'll guarantee you'll come back healthier, stronger, more energetic, an improved perspective of what's important AND, if your work is the work you should be doing, an invigorative renewal to it.

No where does it say that everyone, everything will stop so that you can recharge. Nope, you've got to say, "I need to stop, I need to refill and refuel myself."

Too often, we think everything we do is important, necessary and critical to success. Some things are, but not all. Many think that they are dispensable. Do you? If you answer "yes", think again.

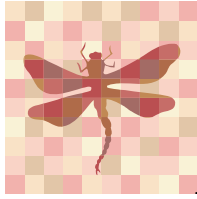
Try putting your finger into a glass of water. Take it out. Observe the hole your finger left. Note, there is none. Sure, it could be bumpy a bit if you weren't around for a few days ... but indispensable?...rarely. The world will not stop.

We all know that kids need to get out and play and they are mostly likely to do a variety of things in their play mode as they fill their days. Why do adults think they are that much different? We adults NEED to play. If we don't, we can lose our perspective.

So, how do you play? Who are your playmates? What time do you set aside just for restorative play? Or, do you have an unwritten contract with yourself, your friends, that you don't play? Or that you limit your "laughs" to after work over a drink or two? If so, dump it.

Play. Have fun. Laugh. Skip. Read something new that has nothing to do with work. See a play or musical. Check out Mel Brooks' old movie, The Producers. Let down. Wear your PJs and play cards and games with the kids. Breathe deeply. Be silly. It's good for you. And for your work.

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## **IAAP OFFICERS ROSTER FOR 2006 – 2007**

### ***International Board – go to [www.iaap-hq.org](http://www.iaap-hq.org)***

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President-Elect	Judy McCoy CPS/CAP	<a href="mailto:judymccoy@mail.com">judymccoy@mail.com</a>
Vice President	Tia Theriaque CAP	<a href="mailto:tiaiaap@comcast.net">tiaiaap@comcast.net</a>
Secretary	Barb Horton CAP	<a href="mailto:barb.horton@terasen.com">barb.horton@terasen.com</a>
Treasurer	Susan K. Shamali CPS/CAP	<a href="mailto:susan.shamali@us.pwc.com">susan.shamali@us.pwc.com</a>

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Teresa G. Bennett CPS      [teresa.bennett@hp.com](mailto:teresa.bennett@hp.com)

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President-Elect	Kyle Sheldon-Chandler	<a href="mailto:kylefred@gvii.net">kylefred@gvii.net</a>
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Treasurer	Jalane Glasgow CPS/CAP	<a href="mailto:jalane.glasgow@gjo.doe.gov">jalane.glasgow@gjo.doe.gov</a>
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### ***Mountain View Chapter Officers – go to [www.orgsites.com/co/iaapmvc](http://www.orgsites.com/co/iaapmvc)***

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