

# Meeting Announcement



*... Together*

**WEDNESDAY, MARCH 14, 2007**

## Meeting Location

Aims College Center  
Room 729  
Greeley, CO 80634

*Social / Networking*----- 5:30 PM  
*Program* ----- 6:00 PM  
*Business Meeting*----- 7:00 PM



## "Swingline"



**Jaye Smith - Consumer Development Specialist  
ACCO Brands**

Join us and learn how selecting the right office tools for the way you work and then using these tools correctly will help you increase your overall productivity.

Please RSVP to Michelle for more information  
Hope to see you there!

**Michelle Barraclough**  
**970.215.2067**  
**[michelle.barraclough@bannerhealth.com](mailto:michelle.barraclough@bannerhealth.com)**

**Remember: Guests are very important to us.**



## FITTING THE PIECES TOGETHER!

Ginger Zech

2006/2007 Chapter President

Here we are into March already  
Hold on to your hats!

Just like the saying, "In like a lion, out like a lamb", we have a lot of activity stirring in the Chapter this month.

Just to mention a few:

- We are working on what needs to be done in order to keep our certification website going
- We have fund raisers
- Administrative Professionals Week and the APW seminar to be held on April 27th
- Swingline program and our IMPACT meeting
- Board nominations and the moving the Installation of Officers from June to May

As you can see, we have a lot going on and that's just the beginning. I want to thank all of you who are involved with these activities for your assistance. And, without sounding like an old record . . . I would like to encourage everyone to get involved with our Chapter activities—we need everyone's assistance! Each of you has a talent that is important to our chapter.

There are a lot of women (and men) out there who would like to know about us, don't forget to invite them to a meeting. They'll be glad you did!

Before closing, I wanted to send a special note to those of you who haven't been to a meeting for a while. I just wanted you to know that we miss you and hope your schedules will allow you to come back soon!

Enjoy life and remember . . . Spring will be here soon!♣

Ginger

## PUBLIC SPEAKING

Let's tackle a topic that can make many of us jittery just thinking about it: public speaking and giving presentations before groups of people we want and need to impress.

Getting the jitters is completely normal. In fact, once you've been speaking for a while, you use those butterflies in your stomach to ignite the spark within you to do an outstanding job!

Most people don't speak for a living; so standing to give a presentation or to share some piece of insight with a large or small group can be uncomfortable. The good news is that preparation is the best preventative "cure" for stage fright! Here are some great tips that can help:

- **Before you actually speak, visualize yourself doing well.** Go to a quiet place, close your eyes and see yourself being successful. This can help you deliver your message confidently and with a smile.
- **Think about your topic, not yourself.** World-renowned speaker Anthony Robbins says that before he walks onstage, he always pauses to consider his ultimate goal: to help others. By genuinely believing in this mission, he stays focused on his message – and avoids feeling self-conscious.
- **Check all equipment** at least a half-hour before your presentation begins – and have back-up plans in place in case something should go wrong. Examples: Put a copy of your PowerPoint presentation, if you have one, on a thumb drive just in case you need to switch computers at the last minute. Or, if any of your equipment uses batteries, have replacements nearby.
- **Avoid memorizing what you have to say** – except, perhaps, for a strong opening and closing statement. Instead, review what you plan to say at least six times; doing so will "cement" the information in your mind.

We've all heard that some people fear public speaking more than death. It need not be such a fearful stressor! When done well, thanks to good preparation, public speaking can be one of the best ways to advance your career and earn kudos for a job well done.♣

Joan Burge; Copyright © Office Dynamics, Ltd., 2007

"My mother drew a distinction between achievement and success. She said that 'achievement is the knowledge that you have studied and worked hard and done the best that is in you. Success is being praised by others, and that's nice, too, but not as important or satisfying. Always aim for achievement and forget about success.'" -- Helen Hayes (1900 - 1993)

**UNION COLONY CHAPTER**

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

**MISSION**

Union Colony Chapter is committed to:

- Educational Programs
- Leadership Enrichment
- Professional Development

**2006-2007 OFFICERS**

Ginger Zech,  
 President ----- 970.336.0009  
 Michelle Barraclough, Vice  
 President----- 970.215.2067  
 Harriett Meeker, Secretary  
 ----- 970.339.8410  
 Tobi Vegter CPS, Treasurer  
 ----- 970.330.2685

**MINI TASK GROUPS**

**APW Event**

----- Nancy Upchurch CPS/CAP

**Bylaws & Standing Rules**

----- TBD

**Education**

----- Elaine Furister CPS/CAP  
 ----- Beth Gibbs CPS

**Installation/Membership**

----- Ellen Hetterle CAP  
 ----- Barbara Swetzig CPS

**Newsletter**

----- Trudy J. Miller CAP  
 ----- Vi McNew CPS/PRP

**Nominations** ----- TBD

**Program, Publicity, Historian**

----- Michelle Barraclough  
 ----- Beth Gibbs  
 ----- Ellen Hetterle CAP  
 ----- Harriett Meeker  
 ----- Nancy Upchurch CPS/CAP

**Scholarship**

----- TBD

**Ways & Means**---- Tobi Vegter CPS

**BOARD MEETINGS**

All UCC members are invited and encouraged to attend the board meetings.

**PARLIAMENTARY EXPERIENCE: PROTOCOL**

*– Vi McNew CPS/PRP  
 Boulder Chapter Member*

**P**rotocol involves courtesy and consideration given to guests and honored members of our Association.

In our IAAP Chapters, the matter of protocol is left up to the presiding officer or the program chairman. This involves seating guests, honored members, and/or past presidents, paying attention to their rank and seating them in the correct pecking order. If there are opening ceremonies involved, this could include arranging for a clergyman to present the invocation, a leader for the flag ceremony, music, and the like.

In seating arrangements, the president is always in the center, the first ranking guest on the right of the president, the second ranking guest on the left of the president. This seating is continued until the head table (platform) is filled.

When introducing guests, the highest ranking official is presented first; however, if the guests are expected to say a few words, begin with the lowest rank and continue up the scale with the highest rank last to give this person prominence and the opportunity to speak the longest. When presenting past presidents, always give the year of their administration. It is absolutely essential that each name be properly pronounced and should be rehearsed by the person making the introductions.

Special or honored guests should be invited in advance and should be advised as to the place, hour at which they are to be presented, the length of time for their presentation and whether or not they will be expected to answer questions. It is well to contact a speaker a couple of days before the date of the meeting to make sure all details have been confirmed. These include transportation to and from the airport, hotel reservations, and payment of the fee/honorarium, if any. The person in charge of protocol (or a designated person) should meet the guest and introduce the guest to the president and other officers if they have not previously met. Honored guests should never stand in line for refreshments. The secretary of the organization should promptly send a "thank you" note on behalf of the organization.

Each chapter has its own way of seating officers at meetings. It is this writer's opinion that it is much easier for the presiding officer to have the current officers (vice president, secretary, treasurer, parliamentarian) seated at a table facing the membership for the simple reason if the presiding officer needs to confer with one of these officers, it is less of an interruption to the assembly to have that officer near at hand. As noted above, the presiding officer is always in the center; a proven successful seating arrangement is for the secretary to be seated to the presiding officer's right and the parliamentarian to the presiding officer's left, with the vice president next to the secretary and the treasurer next to the parliamentarian.

There is not, to my knowledge, any hard and fast rule about this and whatever is comfortable for the president (presiding officer) should be followed. If there is a guest speaker, this speaker should be seated, as noted above, to the right of the president. In larger meetings, such as a Division meeting, if a head table is used, it will require adjusting the officer seating to allow for the additional persons; many times this can be handled by having the vice president, secretary and treasurer seated in the assembly until the opening ceremonies have been accomplished. The clergy/city official is then given the opportunity to leave and the officers can then join the president for the commencement of the business meeting.

The important thing to remember is to give the honored guests and visiting officials the proper recognition. This contributes to the esteem of the organization and is well worth the time and effort in seeing that rank is properly recognized. 🍀

**NEWSLETTER CONTRIBUTIONS**

All committee reports are due at the monthly chapter meeting. All other submissions are due to Trudy Miller CAP ([tjmiller@henselpheps.com](mailto:tjmiller@henselpheps.com)) no later than the 18<sup>th</sup> of each month.

**SUNSHINE FUND**

Our "Sunshine Fund" is designated for events such as births, congratulations, deaths, etc. that cannot be funded with IAAP monies. Members may donate \$1 to place their names in a door prize drawing. The winner is then responsible for bringing the door prize the following month. (Door prize values can range from \$5-\$10.)

**ANNIVERSARY / BIRTHDAY**

	<u>Anniv</u>	<u>Bday</u>
<b>February</b>		
Mona Boyd CAP -----	1998-----	8/25
Sheri Garland CPS -----	2003-----	3/19
Trudy J. Miller CAP -----	1998-----	3/3
Greta Steinmetz -----	2006-----	10/17
<b>March</b>		
Beth Gibbs CPS -----	1990*-----	4/30
Ellen Hetterle CAP -----	2003-----	2/24
Barbara Swetzig CPS -----	1990*-----	9/4
Nancy Upchurch CPS/CAP -----	1990*-----	3/23
Ginger Zech -----	2004-----	12/7
<b>April</b>		
Michelle Barraclough -----	2005-----	3/9
Dorothy Brethauer -----	2001-----	5/5
<b>May</b>		
Esther Camacho -----	2004-----	11/19
<b>July</b>		
Ann Grotness -----	2005-----	11/6
Mary Lenhart -----	1997-----	8/21
Tobi Vegter CPS -----	2005-----	11/21
<b>August</b>		
Cathy Witte CPS -----	1996-----	7/28
<b>October</b>		
Betty Carwin CPS/CAP -----	2000-----	3/4
Melody Hart -----	2005-----	4/8
Harriett Meeker -----	2005-----	4/23
<b>November</b>		
Sharon Lynch -----	2005-----	3/19
Sue Young CPS/CAP -----	1994-----	5/22
<b>December</b>		
Elaine Furister CPS/CAP -----	2000-----	3/3
Becky Sperber CAP -----	1995-----	5/8

\* Charter Member

**IAAP Information**

**UNION COLONY CHAPTER**

PO Box 336578  
Greeley CO 80633

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

**NW DISTRICT DIRECTOR**

Teresa Bennett CPS  
2005 N. Highwood  
Boise, ID 83713  
208.396.4843 (w)  
208.396.5381 (fax)  
208.724.6043 (m)  
[teresa.bennett@hp.com](mailto:teresa.bennett@hp.com)

**IAAP HEADQUARTERS**

PO Box 20404  
Kansas City MO 64195-0404  
-----816.891.6600  
----- Fax: 816.891.9118  
Web Site: ----- [www.iaap-hq.org](http://www.iaap-hq.org)

Union Colony Chapter  
Upcoming Calendar

**Our Agenda**

Social/Networking -----5:30 PM  
Program-----6:00 PM  
Business-----7:00 PM

**Aims College Center  
Room 729**

**March 14, 2007**



## AROUND IAAP

### 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 Review -----Kyle Sheldon-Chandler  
 Nominating ----- Shirley Offerson CAP  
 Retirement Trust Foundation ----- Joann Dayton CPS  
 Ways & Means ----- Rolena Schmidt

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

**Annual Meeting: June 1-2 – Cody, Wyoming**

### COLORADO-WYOMING-MONTANA DIVISION TEAM

Chapter / Location	Meeting Day / Time	President	E-mail Address
Book Cliff - Grand Junction, CO	3rd Wednesday – 6:00 p.m.	Sue Mueller	suem@gjcity.org
Boulder - Boulder, CO	3rd Thursday – 6:00 p.m.	Patti Lovato	plovato@ball.com
Denver - Denver, CO	2nd Tuesday – 6:00 p.m.	Andrea Latine CPS	andrea.latine@analex.com
Denver Downtown - Denver, CO*	2nd Wednesday – 7:30 a.m.	Jan Schoenfeld CPS, VA	schoenfeld.jan@gmail.com
HP Northern Colorado - Fort Collins, CO	4th Wednesday – 1:30 p.m.	Cindy Drake	cindy.drake@hp.com
IBMC Student Chapter - Fort Collins, CO	Various days and times	Kari Schlobohm	KSchlobohm@ibmc.edu
Mountain View - Fort Collins, CO	2nd Monday – 6:00 p.m.	Rolene Cogburn	rolene_cogburn@msn.com
Old West - Cheyenne, WY	3rd Thursday – 6:00 p.m.	Karen Schroeder CPS	klikoffice@bresnan.net
Pikes Peak - Colorado Springs, CO	2nd Tuesday – 6:00 p.m.	Eileen Verosko CPS	everosko@officescapes.com
Rim Rock - Billings, MT	3rd Wednesday – 6:00 p.m.	Darlene Chamberlain CAP	dchamberlain@wyoben.com
Union Colony - Greeley, CO	2nd Wednesday – 6:00 p.m.	Ginger Zech	ginger.zech@bannerhealth.com
Western Horizons - Rock Springs, WY	3rd Wednesday – 6:00 p.m.	Kay Cooley CPS	kcooley@wwcc.wy.edu

\* Breakfast Meeting

### 2006-2007 IAAP 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** Kathrynne 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** Karlana Rannals CPS/CAP

### 2006-2007 INTERNATIONAL RETIREMENT TRUST FOUNDATION TRUSTEES



(l-r) Linda M. Cook CPS/CAP, **Vice Chairman**: C. Joyce Hawkins CPS/CAP, **RTFC Liaison**; Janine Riemersma CPS/CAP, **Chairman**; Barbara G. Carter CPS/CAP, **Secretary**; Sandra P. Chandler CPS, **IAAP International President**; Susan K. Shamali CPS/CAP, **IAAP International Treasurer**

**IAAP CALENDAR OF EVENTS**

**March 2007**

- 4-7 Spring Professional Education Conference  
Hyatt La Jolla Hotel – San Diego, CA
- 14 Union Colony Chapter Meeting –  
Swingline / Enhance Your Career**

**April 2007**

- 11 Union Colony Chapter Meeting - TBA**
- 25 APD
- 23-27 APW

**May 2007**

- 4-5 CAP/CPS Exams
- 9 Union Colony Chapter Annual Meeting**

**June 2007**

- 1-2 CWM Division Annual Meeting – Cody,  
WY
- 13 Union Colony Chapter Meeting -  
Brainstorming**

**July 2007**

- 29-8/1 IAAP International Convention &  
Education Forum  
Tampa Convention Center - Tampa, FL

**August 2007**

- 8 Union Colony Chapter Meeting**
- 15 CAP/CPS Exam Registration Deadline

**September 2007**

- 12 Union Colony Chapter Meeting**

**October 2007**

- 10 Union Colony Chapter Meeting**
- 14-17 Certification Conference  
Hyatt Regency San Antonio - San Antonio,  
TX

**November 2007**

- 2-3 CAP/CPS Exams
- 14 Union Colony Chapter Meeting**

**December 2007**

- 12 Union Colony Chapter Meeting**

**2008**

- March 2-5 Spring Professional Education Conference  
Charleston Riverview Hotel – Charleston,  
SC
- July 20-23 International Convention & Education  
Forum  
Hilton New Orleans Riverside – New  
Orleans, LA
- Oct. 19-22 Certification Conference  
Grand Hyatt Hotel – Denver, CO

**2009**

- July 26-29 International Convention & Education  
Forum  
Convention Center –Minneapolis, MN

**2010**

- July 18-22 International Convention & Education  
Forum  
Hynes Convention Center - Boston, MA

**2011**

- July 18-22 International Convention & Education  
Forum  
Montreal Convention Center - Montreal,  
QC

**2012**

- July 22-25 International Convention & Education  
Forum  
Gaylord Texan Resort – Grapevine, TX



## Holiday Inn Cody, Wyoming June 1-2, 2007

HOSTED BY:  
**RIM ROCK CHAPTER  
BILLINGS, MONTANA**

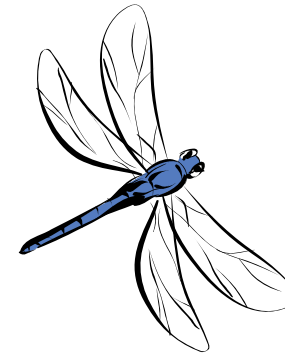


### Host Committee Chairs:

Glenda Brown CPS/CAP  
(307) 587-4911  
[brownher@tctwest.net](mailto:brownher@tctwest.net)

Darlene Chamberlain CAP  
(406) 652-6351  
[dchamberlain@wyoben.com](mailto:dchamberlain@wyoben.com)

## VALUES TO SUCCESS



**V**ISION

**A**CHIEVEMENT

**L**EADERSHIP

**U**NDERSTANDING

**E**XPERIENCE

**S**TEWARDSHIP

2006-2007 Division President Corinna Scarbrough's Theme

## COLORADO-WYOMING-MONTANA DIVISION

**ANNUAL MEETING  
JUNE 1-2, 2007  
CODY, WYOMING**





**CONFERENCE REGISTRATION - TWO DOT ROOM**

**Conference Registration**

6:00 PM – 8:00 PM	Thursday, May 31st
7:00 AM – 7:45 AM	Friday, June 1st
3:00 PM – 8:00 PM	Friday, June 1st
7:00 AM – 7:50 AM	Saturday, June 2nd

**FRIDAY, JUNE 1, 2007 – SEMINARS**

**Continental Breakfast**

7:00 AM – 8:00 AM      Bob Cat Room

**Morning Seminar**

7:00 AM – 8:00 AM      Registration – Bob Cat Room

***What a Difference Understanding Our Differences Makes!***

8:00 AM – 11:45 AM      Bob Cat Room

**Incoming President's Luncheon**

11:45 AM – 1:15 PM      Taggart Rooms 1 & 2

**Afternoon Seminar**

1:00 PM – 1:15 PM      Registration – Bob Cat Room

***Training for Your Job and Your Life***

1:15 PM – 3:30 PM      Bob Cat Room

3:30 PM – 5:00 PM      MOS Testing

**SATURDAY, JUNE 2, 2007 – BUSINESS MEETING**

**Breakfast Buffet**

6:00 AM – 7:50 AM      Restaurant

**Business Session**

8:00 AM – 8:20 AM      Bob Cat Room  
First Timers/Delegates Briefing

8:30 AM – 12:00 PM      Annual Meeting

12:00 PM – 1:30 PM      Luncheon -Taggart Rooms 1 & 2

1:30 PM – 4:00 PM      Meeting Reconvenes

**Networking Reception**

6:00 PM – 7:00 PM      Reception – Bob Cat Room

7:00 PM – 10:00 PM      Meeting Reconvenes/Banquet

10:00 PM      Officers' Reception

**WYOMING TOURIST INFORMATION**



Wyoming became the 44th state in 1890 adding 97,914 square miles to the United States. Wyoming is an area of great variety and unsurpassed beauty.

Wyoming is the ninth-largest state in the U.S. It is 275 miles from the north to the south border, and 365 miles from east to west. The highest point of elevation is Gannett Peak at 13,785 feet, and the lowest level, 3,100 feet, is on the Belle Fourche River in Crook County. The state boasts diversity with high plains, desert, grasslands and mountains. Cody's elevation is 5,095 feet and Cody's population is 7,838.

Wyoming has the second highest mean elevation in the United States. Topographical diversity causes the weather to vary. Daytime temperatures in June rarely exceed the range of 61°-76° with lows ranging from 47°-52°F. Nighttime temperatures are invariably cool, even when the days are hot, so bring a sweater along with your short pants.

For the adventurous, summers in Cody offer white water rafting trips through the Shoshone River Canyon, and windsurfing is superb on the Buffalo Bill Reservoir. There is also rock climbing, horseback riding, hiking, sightseeing, and outstanding fishing. Guest ranches are abundant for year-round enjoyment, with beautiful changes of flora and abundant fauna.

If your friendly Division Meeting hosts are unable to help you find what you are looking for, the Cody Country Visitors Center surely can. From maps and brochures to that personal touch, the people at the Cody Visitors Center can help every vacationing traveler find the perfect spot. Getting in touch with them is easy, just write to: Cody Country Visitors Council, 836 Sheridan Avenue, P.O. Box 2777, Cody, Wyoming 82414. Or, call Cody Country Visitors Council at (307) 587-2297.



**FRIDAY OPEN HOUSE - 5:00 PM – 10:00 PM**

**Your Choice**

**Tour the Buffalo Bill Historical Center - 6:00 – 8:00 pm**



The Buffalo Bill Historical Center houses four separate and important museums. Its quarter of a million square feet certainly make it one of the nation's largest. The Historical Center is a serious institution with education as its primary goal. It captures and conveys in an interesting way our Western heritage in art, artifacts, culture and tradition. It presents a historically significant and accurately

preserved account of the American West through the Center's four galleries.

**OR**

**Experience the Cody Nite Rodeo from 8:00-10:00 pm**

Cody, recognized as the rodeo capital of the world, has featured the Cody Nite Rodeo for over 50 years. It is the site of nightly performances from June through August. The Cody Nite Rodeo is on the championship circuit and a number of the events provide the best of rodeo anywhere.



If neither one of these events tickle your fancy, boundless opportunities are at your disposal for shopping, sightseeing or just about anything to get you outdoors in our Beautiful Cody Country!

Bus transportation to and from both events is being provided as part of our Trips and Tours package.



**HOTEL INFORMATION:**

Cody Holiday Inn  
1701 Sheridan Avenue  
Cody, Wyoming  
(307) 587-5555  
1-800-527-5544 ext 635  
[blairhotels.com](http://blairhotels.com)

Reservations cannot be made online. Please call the hotel directly. A block of rooms has been reserved under "CWM." Convention Rates will be extended 1 day prior to and 1 day after meeting. Holiday Inn Group Rate \$89 1-4 persons, or Village Cabin Group Rate \$69 1-bedroom cabin, \$89 2-bedroom cabin. **Make reservations early, the block of rooms will only be held until April 30, 2007.**

**SATURDAY, JUNE 2, 2007**

**Candy Daniels CPS/CAP  
Past International President**



2000-2001 IAAP International President Candy Daniels travels all the way from Ruston, Louisiana to be our honored guest and Keynote Speaker at the 2007 CWM Division Meeting.

Candy received an Associate Degree in Office Administration from Louisiana Tech University in 1967. She earned the Certified Professional Secretary rating in 1988 and the Certified Administrative Professional rating in 2001.

Candy is Executive Assistant to the Vice President of Finance and Administration at Louisiana Tech University. She will retire on May 31, 2007, after completing 39 years of employment on the campus.

In 1977 Candy joined the International Association of Administrative Professionals and in 1993 was elected to the association's International Board of Directors. Concluding eight years on the Board, she served as the International President in 2000-2001. She remains active in the association and enjoys her current role as a PIP (Past International President).

Candy has served as guest speaker for local civic organizations such as Lions, Rotary, Kiwanis, and Sertoma, and at IAAP functions throughout the United States, Canada, and St. Lucia. She has presented professional seminars for affiliate associations in Sri Lanka, Brazil, Trinidad and Tobago. She has conducted workshops and seminars for AT&T, Dow Chemical USA, Stone Container Corporation, Mary Kay Cosmetics, the Louisiana Child Support Enforcement Association, The Robins & Morton Group, The Advocate, and at IAAP's Student Conferences.

Candy is a customer-relations trainer and professional development presenter for employees at Louisiana Tech University. She is active with the United Way of Northeast Louisiana.

Known to many as "The Scarf Lady," she has conducted scarf-tying sessions in Chicago, Toronto, Trinidad and Tobago featuring a scarf pin she designed and had manufactured.

Candy is married, the mother of two, and grandmother of six. In her spare time, she enjoys calligraphy, cross-stitching, reading and traveling.



**FRIDAY JUNE 1 – MORNING SEMINAR: 8:00 AM – 11:45 AM**

**What a Difference Understanding  
Differences Makes!**



Presented by Dr. Duane Williams and Rhonda Shipp, of University of Wyoming Cooperative Extension Service.



Duane Williams has served in the Cooperative Extension Service for nearly 25 years, working in Kansas and Missouri prior to coming to Wyoming. His area of expertise is community and economic development. He currently serves as Associate Director of the University of Wyoming Cooperative Extension Service. In this position, he works with the counties in the western side of the state and serves as the administrative liaison to the Profitable and Sustainable Agricultural Systems and Enhancing Community Development Education state initiatives. Duane has B.S. and M.S. degrees in Agricultural Economics from Oklahoma State University and a Ph.D. in Rural Sociology from Kansas State University.

Rhonda Shipp is the Area Community Development Educator for the Big Horn Basin consisting of four counties in northwest Wyoming. She has been employed by the University of Wyoming Cooperative Extension Service for 28 years and has served as the Park County Extension Coordinator since 1991. She enjoys working with groups and has done community development work for the past 11 years. She guides leadership development efforts in three counties, provides facilitation and mediation services in the region and continues programming in financial management.

For centuries, man has studied his fellow man. Don Lowry created the metaphor, True Colors™, to translate complicated personality and learning theory into practical information. Dr. Duane Williams will present True Colors™ in an easy and entertaining way that will help participants understand others and themselves.

Rhonda Shipp follows with practical applications for adjusting to challenging situations, using both verbal and non-verbal communication skills such as reframing, separating the person from the concern and ways to use your body and voice to operate more effectively in the work place.

Attendees will receive a True Colors™ manual.



**FRIDAY JUNE 1 - AFTERNOON SEMINAR: 1:15 PM – 3:30 PM**

**Training for Your Job and Your Life**



With over 30 years of teaching and consulting experience in the technology field, Marla Muscio is now the Assistant Director for the Cody Center for Training and Development at Northwest College. Her programs have been highlighted at the National Council of Continuing Education conference, and she is currently a speaker for Course Technology's Experience Events taking place throughout the country. Through her consulting business, she stays connected to the business world and strives to develop programs that will address the needs and demands of employers and employees. She has achieved the Expert Microsoft Specialist certification and has helped many individuals achieve their MOS certifications through individualized and targeted certification training programs.

The "Training for Your Job and Your Life" session will highlight how Microsoft Office Specialist (MOS) certification can benefit both the employee and the employer and why it is important to document computer skills. Are you prepared to take the exam? What to expect and how to prepare for this nationally recognized certification will be the focus of this seminar. Testing tips, tricks and techniques will be highlighted and you will leave with a list of objectives and a clear understanding of how to tackle your certification goals. You will be introduced to SAM (Skills Assessment Manager), the most popular and recommended method of MOS certification preparation.

In one short session, you can gear up to take a certification exam or learn just what it will take to become a certified Microsoft Office Specialist! This is a portable certificate the sets you above the rest. Remember that unless you're the lead dog, the view is always the same. So put yourself ahead of the pack!

Attendees will receive a Certification Practice Disk. Other testing materials will be available for purchase.

MOS certification testing will be offered immediately following the seminar for those pre-registered. Please arrive on time and allow an hour for each exam. (Cost for testing is an additional expense and not included in registration. (Fees will be paid directly to Northwest College at the time of testing.)



Cody Center  
1501 Stampede Avenue  
Cody, Wyoming





# COLORADO-WYOMING-MONTANA DIVISION

A COLORADO CORPORATION

## 2007 ANNUAL MEETING

JUNE 1 & 2, 2007



## REGISTRATION FORM

**Please type or print legibly – One form per registrant – Form may be reproduced**

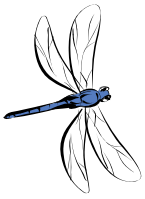
Member: <input type="checkbox"/>	Member ID #	Non-Member/Guest: <input type="checkbox"/>	
First Name	MI	Last Name	
Certification (check one)	CPS <input type="checkbox"/>	CPS/CAP <input type="checkbox"/>	CAP <input type="checkbox"/> Other
Nickname for Badge (if applicable)			
Company			
Job Title			
Address			
City		State	Zip
Home Phone	Work Phone	Fax	
E-mail (for registration confirmation)			
Emergency Contact Name			Phone
Chapter			
Division		District	
First Time Attendee	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ways & Means Table: (1/2 table per Chapter/Division Committee) Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Please fill in all that apply**

Chapter / Office	Delegate <input type="checkbox"/>	Alternate <input type="checkbox"/>
Division / Office	Delegate <input type="checkbox"/>	Alternate <input type="checkbox"/>
If Past Division President, specify year(s) served		
International Officer		
International Trustee		
IAAP Headquarters Staff		
If Past International Officer/Trustee, specify highest office and/or years served		
Year(s) served		

### Special Needs

Special Dietary Needs (specify)	
Allergies (specify)	
	It is the policy of IAAP to comply with the American Disabilities Act. If special arrangements are necessary for an individual with a disability to attend this conference, please contact Rim Rock Chapter Registration Chairman. The Holiday Inn is a two story building without an elevator. Request 1 <sup>st</sup> floor room if necessary.



# COLORADO-WYOMING-MONTANA DIVISION 2007 ANNUAL MEETING


**Registration Form – Page 2**

Name: \_\_\_\_\_

**Full Annual Meeting Registration (Friday Seminars are not included)**

**Full Registration Includes:** Friday Open House (Historical Center Tour or Rodeo and dinner), Saturday Breakfast Buffet, Saturday Business Sessions, Saturday Breaks, Saturday Luncheon and Saturday Banquet.

	Member	Guest / Non-Member	
Full Registration (postmarked by May 9, 2007)	\$125	\$150	\$
<b>Friday Open House</b> (please check one) Buffalo Bill Historical Center Tour <input type="checkbox"/> or Cody Nite Rodeo <input type="checkbox"/>			
<b>Saturday Banquet</b> (please check one) Sirloin <input type="checkbox"/> Chicken <input type="checkbox"/> Salmon <input type="checkbox"/> Vegetarian <input type="checkbox"/>			

**Cancellation/Substitution Policy:** A fee of \$20 will be deducted from all refunds made for cancellations received in writing or by e-mail by May 9, 2007. No Refunds will be made after May 9, 2007. However, an alternate attendee may be sent to the annual meeting if the Host Committee Treasurer receives written permission from the original registrant prior to May 25, 2007.

**Single and Guest Event Registration**

	Member	Guest /Non-Member	
Friday Open House Buffalo Bill Historical Center Tour <input type="checkbox"/> or Cody Nite Rodeo <input type="checkbox"/>	\$40	\$45	\$
Saturday Business Session (includes breaks)	\$40	\$45	\$
Saturday Luncheon	\$20	\$25	\$
Saturday Banquet Sirloin <input type="checkbox"/> Chicken <input type="checkbox"/> Salmon <input type="checkbox"/> Vegetarian <input type="checkbox"/>	\$30	\$35	\$

**Friday Seminars Registration (Not included in Full Registration)**

<i>(Not Included in Full Registration Above)</i>	Member	Guest /Non-Member	
Morning Seminar	\$40	\$45	\$
Incoming President's Lunch	\$15	\$20	\$
Afternoon Seminar	\$40	\$45	\$
Morning and Afternoon Seminars – Lunch Included	\$75	\$95	\$
I would like to register for MOS Testing – fee collected at testing site Excel <input type="checkbox"/> Word <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Access <input type="checkbox"/>			

**Total Registration**

Late Registration Fee (After May 9, 2007) No refunds after May 10, 2007	\$20		\$
	<b>Total Enclosed:</b>		\$

**Mailing Instructions**

Make Check Payable to:	<b>2007 CWM Division Meeting Fund</b>
Mail to:	c/o Karen Sable CPS P.O. Box 20261 Billings, MT 59104 (406) 652-7481