

THE FLATIRONS



Volume 54, Issue 9

April 2010

BOULDER CHAPTER — #321110

MARK YOUR CALENDARS FOR THE APRIL APW EVENT!

What? 2010 Administrative Professional Week Event
"The Power of Commitment"

When? Friday, April 23, 2010

Where? **Holiday Inn Denver East—Stapleton**
(formerly Radisson Hotel Denver Stapleton Plaza)
3333 Quebec Street
Denver, CO 80207

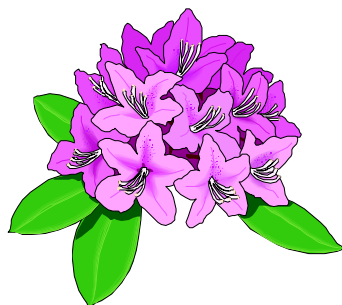
RSVP: It's not too late! Register via the web site below:

www.iaap-denverdowntown.org/IAAPHQ/DenverDowntown/2010APW

Boulder Chapter will not have a regular chapter meeting in the month of April. The next scheduled chapter meeting will be on May 13.

APW Programming

- Microsoft Word
- Microsoft PowerPoint
- Web 2.0 Social Networking Tools
- Microsoft Office 2010 Preview



2009-2010 Boulder Chapter Officers

President
Linda Singer
myshadowkc@railstop.com

Vice President
Kathy Norby
kathy_norby@yahoo.com

Secretary
Patti Lovato
plovato@ball.com
303-939-6676

Treasurer
Vicky Judish
vicky.judish@comcast.net
303-499-3902

Parliamentarian
Joyce Teter, PRP
Jteter2@aol.com
303-776-2793

Web site
www.orgsites.com/co/boulderiaap

Board Meetings
monthly - ask Linda for details

Boulder Chapter Programs for May & June

May 13

"Go **Green** with Avery" &
Nominations /Election of
2010/2011 Officers

(1 recert point)

June 17

"Healthy Eating" &
Installations of the
2010/2011 Officers

Admins' Corner - File Organization

5 Secrets to Better File Organization

From The Office Organizer

Submitted by Irene Randall, CPS/CAP

1. **If it works, don't worry about how it looks.** As long as your filing system works for you, it's really a matter of your personal style. Some businesspeople are neat and orderly; other have cluttered desks and messy offices. Both types can be organized, despite their obvious differences. Some people with incredibly cluttered desks can retrieve files faster than others who are neatness freaks.
2. **Organize your files around retrieval.** Your goal is easy retrieval. After all, if you can't find a file, you might as well not have it.
3. **Assign toss-out dates to your files.** If you never throw anything away, you'll make the filing cabinet manufacturers very happy, but you'll waste time trying to find anything. You simply don't have to keep every scrap of paper forever. Caution: Some documents, for legal or financial reasons, must be kept a specified length of time.
4. **Move your paper—don't let it pileup.** To avoid huge piles of paper on your desk, make it a habit to go through the stack several times a week. Start at the top of the pile and do something—anything— with each piece. Give it to your boss, throw it away, file it or reply to it immediately. Or, if you can't figure out what to do with it then, place it in a holding file, assign it a date and deal with it later.
5. **Clear your desk before you leave for the day.** Each night, stack files neatly, put away items you won't need tomorrow and throw away trash. At the center of your desk, place all the 'to do' projects you'll need to handle tomorrow.

Final tip: Review your files every three to four months. Try not to keep items for more than a year. As one time-management expert pointed out, 80% of what we file we never look at again.

Ways & Means

The winner of the March Ways & Means chance drawing was Vicky Judish. Vicky will provide the gift at the May 13 meeting.

CONGRATULATIONS!

IAAP April Anniversaries:

Julia Burton - 5 yrs

Marlyce Harris - 54 years

TAKE 10 TO BE COUNTED



February 2010 - April 2010: Questionnaire Assistance Centers & Be Counted sites open to answer questions

March 2010: United States Postal Service delivers census questionnaires

April 1, 2010: Census Day, send your questionnaire back - only takes 10 mins to complete!

May 2010 - July 2010: Census takers follow up with households that did not return questionnaires

December 31, 2010: U.S. Census Bureau delivers apportionment counts to the President.

For more information, visit the Census Bureau's web site at www.census.gov

APW Event—April 23

Join the Boulder, Denver and Denver Downtown Chapters of International Association of Administrative Professionals® (IAAP) for a day of outstanding software training to commemorate Administrative Professionals Week® on April 23, 2010. This year's theme is *Power of Commitment*, and we'd like you to renew your commitment to your personal growth by attending!

As an administrative professional, you have a profound influence on your organization. Upper management looks to you for guidance on tasks that are vital to the smooth running of any company. Add to your professional excellence through the *Power of Commitment* by attending this exciting day of celebration and learning.

Our Program

In this economic climate, we're all being asked to do more with less. Join us at the Radisson Hotel Denver Stapleton Plaza for this one-day event that will show you how to use the technology you currently have to do even more. The day's training will focus on honing your skills with **Microsoft Word**, **Microsoft PowerPoint** and **social networking**. Our speaker, Gini Courter of Triad Consulting, will also be giving us a peek into **Microsoft Office 2010**, highlighting online training available and giving us general tips and tricks. **Bring your Microsoft Office questions!**

The day also includes a vendor expo, prizes and a great opportunity to network with administrative professionals in a variety of industries and career paths. This will also be an excellent venue for job seekers to network for new opportunities!

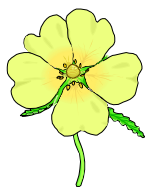
Cost

This year's cost has been rolled back! Our full-day training event, including breakfast, lunch, vendor expo and prizes is **\$110** for IAAP members and **\$125** for non-IAAP members. That's a \$15 savings over the 2009 event!

Other Information

IAAP is the world's largest volunteer association for administrative support staff, with 600 chapters and 40,000 members and affiliates worldwide. For more than 68 years, IAAP has provided up-to-date research on office trends, cutting-edge publications and resources to help administrative professionals become more effective contributors to their employers. IAAP is the sole official sponsor of Administrative Professionals Week, which has been conducted annually since 1952. This week recognizes the contributions of administrative professionals worldwide.

If your company might be interested in participating in the vendor expo or helping to sponsor the event, please contact Sharon Hunvald at (303) 466-9611.



Go to
www.iaap-denverdowntown.org/IAAPHQ/DenverDowntown/2010APW
 to register for this event

Are You Chapter Officer Material?

- Want to show your boss you have leadership skills?
- Do you have ideas for future programs?
- Do you reconcile/balance your checkbook each month?
- Has someone told you that you take good notes?



If you've answer yes to any/all of the above, seriously think about being a future Boulder Chapter Officer!

A Call for Chocolate!

The Boulder Chapter Ways and Means is putting together a 'Chocolate' basket to raffle off at the Colorado-Wyoming-Montana Division Meeting in June. If each member provides a small bag or box of something chocolaty, we will have a YUMMY basket to raffle!

Chocolate ideas:

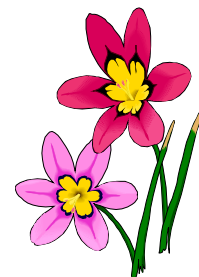
- M&Ms
 - Hershey Kisses
 - Tootsie Rolls
 - Chocolate cookie mix
 - Chocolate cookies
 - Hot chocolate packets
 - Chocolate graham crackers
 - Truffles
 - Chocolate mints
 - Godiva chocolates
 - Dove chocolates
- and the list goes on and on



As there's no April Boulder Chapter meeting, bring your chocolate item to the **May 13th** chapter meeting.

Vicky Judish
Ways & Means Chairman

2009-2010 CWM Division Officers



Margaret Hartl - President

mhartl01@msn.com
Rim Rock Chapter, Billings, MT
Liaison to: Cutting Edge Chapter

Leticia "Tish" Neff - President-elect

Book Clif Chapter, Grand Junction, CO
Liaison to: Book Cliff / Old West / Rim Rock Chapters

Eileen Verosko, CPS - Vice President

everosko@officescapes.com
Pikes Peak Chapter, Colorado Springs, CO
Liaison to: Boulder and Denver Chapters

Judy Smith, CPS/CAP - Secretary

Old West Chapter, Cheyenne, WY
Liaison to: HP Northern Colorado / Mountain View / Union Colony Chapters

Andrea Latine, CPS - Treasurer

Denver Chapter, Denver, CO
Liaison to: Denver Downtown and Pikes Peak Chapters

Debbie Brown, CPS/CAP/RP - Parliamentarian

**2010 CWM
Division Annual Meeting**

June 4 & 5, 2010

Cheyenne, WY

**Janine Riemersma, CPS/CAP
2009- 2010 International Secretary
will be our
International Representative**

See 3/24's email from
President Linda Singer
for more detailed information



MAKE TRACKS TO CHEYENNE, WYOMING JUNE 4-5, 2010

TO THE HISTORIC PLAINS HOTEL IN BEAUTIFUL DOWNTOWN CHEYENNE, WYOMING



*Hosted by
The Old West
Chapter*

POWER
Commitment
CO-WY-MT Division



**2010 COLORADO-WYOMING-MONTANA
DIVISION ANNUAL MEETING**

**INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS**



International Calendar of Events



April 16-17, 2010	Incoming Division Presidents Conference	Kansas City, MO
April 18-24, 2010	Administrative Professionals Week	
April 21, 2010	Administrative Professionals Day	
May 7-8, 2010	CAP/CPS Exam	
July 18-21, 2010	Educational Forum and Annual Meeting	Boston, MA
August 15, 2010	CAP/CPS Exam Registration Deadline	
October 17-20, 2010	Fall Professional Education Conference	Hilton Sealback in Louisville, KY
November 5-6, 2010	CAP/CPS Exam Registration Deadline	

2011 - 2015

February 15, 2011	CAP/CPS Exam Registration Deadline	
March 6-9, 2011	Spring Professional Education Conference	Tampa
May 6-7, 2011	CAP/CPS Exam	
July 18-22, 2011	Educational Forum and Annual Meeting	Montreal, Canada
October 9-12, 2011	Fall Professional Education Conference	San Diego
July 22-25, 2012	Educational Forum and Annual Meeting	Grapevine, TX
July 28-31, 2013	Educational Forum and Annual Meeting	Anaheim, CA
July 27-30, 2014	Educational Forum and Annual Meeting	Milwaukee, WI
July 26-29, 2015	Educational Forum and Annual Meeting	Louisville, KY



visit www.iaap-hq.org for more information



Early-Bird Registration Is Now Open!

education forum and annual meeting



July 18-21, 2010
Hynes Convention Center
Boston, Massachusetts

Early-bird registration is open for this year's [Education Forum and Annual Meeting](#) in Boston July 18-21. Don't miss a fantastic EFAM with even more education.

EFAM gets started July 18 with the Sunday business session followed by the Evening of Welcome. This year we have a grand slam of a party planned for attendees.

Tuesday, July 20, we have two keynote speakers: Vernice Armour on Tuesday morning and Erin Brockovich Tuesday evening with educational workshops sandwiched between these engaging speakers.

On Wednesday, July 21, there is a full day of educational workshops that ends with the banquet featuring the incoming president's speech by Mary Ramsay-Drow, CPS/CAP.

Sign up for pre and post-EFAM workshops. We are offering seven optional workshops to give you even more training to take back to the office.

www.iaap-hq.org/events/convention/2010/EFAM2010brochure/



2009 - 2010 IAAP Board of Directors

President

Susan Shamali, CPS/CAP
PricewaterhouseCoopers
333 Bridge St NW, #505
Grand Rapids, MI 49504
(616) 356-6908
sshamali@iaap-hq.org

President Elect

Mary Ramsay-Drow, CPS/CAP
921 E Park Blvd
Oak Creek, WI 53134
(414) 343-4608
mrdrow@iaap-hq.org

Vice President

Tamra Goodall, CPS/CAP
106 Laurel Drive
Hurricane, WV 25526
(304) 344-9744
tgoodall@wvha.org
tamragoodall@comcast.net

Secretary

Janine Riemersma, CPS/CAP
Fishbeck, Thompson, Carr &
Huber, Inc.
1515 Arboretum SE
Grand Rapids, MI 49546
(616) 464-3710
jriemersma@iaap-hq.org

Treasurer

Karlana Rannals, CPS/CAP
313 Calle Fiesta
San Clemente, CA 92672
(858) 756-6014
krannals@iaap-hq.org

Northeast District Director

Judith Yannarelli, CPS/CAP
jyannarelli@iaap-hq.org

Northwest District Director

Valerie King, CPS/CAP
105 - 10th St SE
Rochester, MN 55904
(507) 255-4757
vking@iaap-hq.org

Great Lakes District Director

Wendy Melby, CPS/CAP
wmelby@iaap-hq.org

Southeast District Director

Virginia Boyd, CPS/CAP
vboyd@iaap-hq.org

Southwest District Director

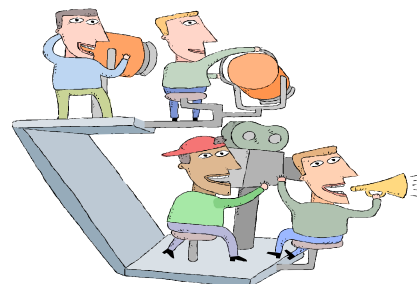
Antoinette Smith, CPS/CAP
antoinette.smith@boeing.com

Affiliate Representative

Jennifer Hinkson, CMP
jhinkson@iaap-hq.org

Canada District Director

Sharron Buttler, CPS/CAP
sbuttler@iaap-hq.org



Retirement Trust Foundation Trustees

Chairman

Kathryne Hampton, CPS/CAP

IAAP International President

Susan Shamali, CPS/CAP

IAAP International Treasurer

Karlana Rannals, CPS/CAP

Secretary

Patricia D. Row, CPS/CAP

RTFC Liaison

Kelly A. Reggio, CAP

RTFC Liaison

Lynda Boulay, CPS/CAP

