

THE FLATIRONS



Volume 54, Issue 1

August 2009

BOULDER CHAPTER — #321110

MARK YOUR CALENDARS FOR OUR AUGUST MEETING!

What? Networking 5:30 p.m.
Call-to-Order and Celebration 6:00 p.m.
Adjournment 8:00 p.m.

When? Thursday, August 20, 2009

Where? **Tom Watson Park**
By Coot Lake & IBM
63rd and IBM Drive,
Gunbarrel (north of Boulder)

RSVP: By Monday, August 17th
to Linda Singer
myshadowkc@railstop.com



August Programming

August's Chapter Meeting will be a celebration of Vi McNew's continued member with the Boulder Chapter for these past 50 years. Please mark your calendars and plan to stop by, eat and celebrate this major accomplishment.

September's Chapter Meeting

will be held at the Magnolia's, located at the SE corner of 95th and Arapahoe in Lafayette.

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Support Staff

If you see me running do **NOT** follow. I'm on my way to fix somebody elses mistake!

Admin's Corner - Hot Tips and Tricks To Make Your Life Easier

Let your head drive business, and your heart guide your head.

Use your brains; it is what got you to the job you are in, but always pay attention to your gut. If something doesn't feel right, it's worth digging into and if it feels good, go with it!

Fix what you can, don't sweat what you can't.

If you have the ability to make something better at work, to clear up a misunderstanding, make a decision, or recommend a better process, then do it. If you don't have the ability to change it, simply let it be.

A leader stands in their own space and allows others to do the same.

Leaders understand their own ability to influence any situation they come into contact with and they accept that responsibility. They respect all others, acknowledging that we all have purpose in being here, and that no one of us is greater than another.

2009-2010 Boulder Chapter Officers

President

Reina Chavez
Reina.Chavez@Covidien.com
303-305-2421

Vice President

Linda Singer
myshadowkc@railstop.com

Secretary

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

Treasurer

Vicky Judish
vicky.judish@comcast.net
303-379-3125

Parliamentarian

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

Congratulations are in Order!

Congratulations go to Anna Arvanetaki CAP, who pass all four parts of the CAP Certification Exam in May!

Congratulation to Robin Trader CPS/CAP whose son Danny and wife Katie welcomed their first child (and Robin's first grand-baby) Claire Renee Trader into the world on June 28th.

Thanks to Our August Renewals!

- Patti Lovato
- Vi McNew CPS
- Jenny Cayton
- Paula Hix

"All of our dreams can come true—if we have the courage to pursue them."
Walt Disney

Milestones

Past Boulder Chapter President Vi McNew CPS has renewed her 50th year membership with the Boulder Chapter.

Directory Updates

Take a moment to review your information listed in the Boulder Chapter Directory. If you have updates and/or changes, let Linda Smith CPS/CAP know. If you are new, send your information to Linda at:

ldsmithcap@hotmail.com

Also, make sure you update your information on the IAAP-hq website. You absolutely want to receive your Office Pro magazine among other official announcement and publications.

CWM Division Webinar Schedule

August 25

Personal Power and Creating Miracles

Speaker: Bill Beausay

Time: 7 pm MST

Cost: \$0 (except for long-distance phone charges)

Location: Your PC

Get a pure vision and a clear plan

Control what you can control

Align yourself internally and externally

September 29

Overcoming/Conquering Adversity

Speaker: Chris Novak

Time: 7 pm MST

Cost: \$0 (except long distance phone charges)

Location: Your PC

Learn how to rise above the rigors of severe change, challenge ,or setback.

October

Marketing with Constant Contact

TBD

This webinar will show you how using online systems to keep in touch with your company's clients, marketing, and more!

If you are interested in attending any or all of these webinars, please contact Kyle Sheldon-Chandler at 1-970-243-0988 or Kyle@kscvirtualassistant.com

Seating is lnot limited to IAAP members. Feel free to invite your co-workers.

Boulder Chapter Programs for 2009 - 2010

August 20

Vi McNew's 50th Yr with IAAP Celebration

December 17

Holiday Celebration and Program

April 22

APW

September 17

Toastmasters with Mary Mirable

January 21

Memory Training with Kurt Venekamp

May 20

Officer Elections

October 15

Dr. DeClutter

February 18

TBD

June 17

Officer Installations

November 19

CAbi Clothing Showcase

March 18

TBD

"If you can't do great things, do small things in a great way."
Napoleon Hill

