



International Association of
Administrative Professionals®



The Flatirons

Boulder Chapter - #321110

www.orgsites.com/co/boulderiaap

2010 - 2011 Chapter Officers

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* * * * *

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Mark Your Calendars for Our December Meeting

PROGRAM: New Member Orientation and Holiday Party
and Gift Exchange w/ Lia Sophia Jewelry Display

DATE: Thursday - December 16, 2010

LOCATION: Roxy's Casual Dining (corner of W. Dillon & McCaslin)
1156 W. Dillon Road, Louisville
(720) 890-8111

TIME: 5:30 pm Registration / Networking / Dinner
6:00 pm Business Meeting
6:30 pm Jewelry Presentation & Gift Exchange

COST: \$13 - cash or check made payable to Boulder Chapter

RSVP: To Vicky Judish by noon on 12/15
vicky.judish@comcast.net

Note: any member with a dinner reservations who does not cancel
the reservations by the deadline date is required to pay for the meal.

Gift Exchange Rule!

Maximum amount - \$15



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**PASSION &
PURPOSE**
BOULDER CHAPTER

THE BEST KIND OF GIFT

Boulder Chapter
President's Message



A homemade gift can be the best kind of gift. You may laugh at the thought of misshapen pitcher made with inexperienced hands, or brownies hard as rocks. The reality is that a lot of love goes into the creation of a homemade gift, and with a little thought and planning, there are many gifts that are a pleasure to receive.

Ok, you are not Martha Stewart, but you can make simple homemade gifts. My holiday gift to you is to include two ideas and instructions for gifts that will be received with great pleasure. Just knowing you took the time to do something really special will mean so much to the one receiving your homemade gift.

Spiced Pecans

Ingredients:

- 1 egg white, lightly beaten
- 1 tablespoon water
- 3 cups pecan halves
- 1/2 cup white sugar
- 1/2 teaspoon salt
- 1 teaspoon ground cinnamon
- 1/2 teaspoon ground cloves
- 1/2 teaspoon ground nutmeg
- 1/2 teaspoon cayenne pepper (optional)

Directions

- Preheat oven to 300 degrees Line a baking sheet with non-stick aluminum foil.
- In a small bowl beat the egg white with the water. Stir in the pecans, mixing until well moistened.
- In a small bowl, mix together sugar, salt, cinnamon, cloves and nutmeg. Sprinkle over the moistened nuts. Spread nuts on prepared pan.
- Bake in preheated oven for 30 minutes, stirring several times. Be careful, it is easy to overcook and burn the nuts.
- Pull foil off pan and let nuts cool on foil. Wrap in colored cellophane and tie with ribbon.

Candy Cane Bath Salts

Ingredients:

- 3 cups of Epsom salts
- 3 Teaspoons of Sweet Almond Oil
- 9 drops of Peppermint Essential Oil
- 1 drop of red food coloring (more if you like)
- 1 drop of green food coloring

To Decorate:

- several jars with turn lids or cork seals
- red, green and white Christmas ribbon
- candy canes (small ones) or gift tags

Directions:

- To make the salts, separate each of the three cups of salts into three bowls.
- Separate each teaspoon of almond oil into three bowls.
- Into one bowl of almond oil, add the drop of red food coloring; into the second add the green.
- Into each of the three bowls of oil add three drops of peppermint oil. Mix each bowl well.
- After mixing, pour each of the bowls of oils and coloring; into one of the bowls of salt. This will leave you with a bowl of green a bowl of red and a bowl of white scented salts. Let sit for a few hours covered until dry.
- To create the candy cane effect make layers of each color; a layer of red, a layer of green , a layer of white, over and over until you fill the jar.



Respectfully submitted,
Linda Singer

Information Center

Ways & Means

Winner of the November Ways & Means drawing for the Monthly "Gift Bag Surprise" was Nancy Upchurch.

Nancy will provide the December "Gift Bag Surprise" at the 12/16's meeting.

Newsletter Publication

Articles are due by the 8th of each month. Newsletters will be emailed the Friday before each chapter meeting.

Send to robin.l.trader@seagate.com



Chapter Renewals

Tommie Diaz
Linda Singer

December Anniversaries

Robin Trader – 12 yrs
Anna Arvanetaki – 2 yrs

New Members

Timothea Sampson
Erica Osborn

**Total # of Active
Boulder Chapter Members**
26

Thanks & Congratulations!

Scheduled Chapter Programs

September 16

Office Layout and Design
(1 Recert Point)

October 21

"Importance of Ergonomics
in the Workplace"
(1 Recert Point)

November 18

Time Management – "No Pile Left Behind"
(1 Recert Point)

December – Holiday Party

January 20

Sexual Harassment in the Workplace
(1 Recert Point)

February 17

Resume Writing/Interview Skills
(1 Recert Point)

March 17

Becoming a Virtual Assistant
(1 Recert Point)

April – No Chapter Meeting due to APW Event

April 29

APW Happening (more info to follow)

May 19

Impact Meeting / Election of Officers

June 16

Installation of Officers

NAME BADGES

If you have lost, never had, or merely want another one of our magnetic names badges, contact Vicky Judish to order. Send your name as you want it to appear on the badge to:

vicky.judish@comcast.net

Membership Directory Chairperson

Vicky Judish has become our chapter's Membership Directory chairperson. If you are new to our chapter or have any changes to report, please let Vicky know.

Vicky.Judish@comcast.net

Interesting Facts – The Christmas Tree

It is an accepted fact that the Christmas tree tradition is one that was brought to the shores of America by German immigrants who continued a practice that was popular in their former homeland. Today, a Christmas tree, even a miniature one, is present in just about every home at Christmas. It is therefore interesting to note some little-known facts about the Christmas Tree and other traditions related to Christmas.

The first interesting fact is the source of real Christmas Trees for some Americans. These can be bought at a Christmas Tree Farm or at many local stores and other places of business in just about every town and city across the country around Christmas time. But according to the National Christmas Tree Association, Americans buy about 330,000 Christmas trees that are real through e-commerce or from a catalogue and have them shipped by mail-order.

The scent of real Christmas trees is the reason they are so popular. But as they stand silently in their decorative wonder, they also are providing another benefit. The Christmas Tree Association says the amount of oxygen produced on a daily basis by one acre of Christmas tree is enough to provide enough oxygen for 18 people. And during the first week, a Christmas Tree at home will use up to one quart of water each day to help retain its longevity for the many days of Christmas.



Since Christmas celebrations gained popularity in America, the Christmas Tree has always been a big tradition. During the 1950s however, artificial Christmas trees were not always green. It was very popular during those times to have artificial trees with other colors such as silver, pink and aqua. The appeal in having these colored Christmas trees may have been due to the fact that they looked shiny and bright and appeared like tinsel instead of green foliage.

An important ceremony related to the Christmas tree that gains national attention during the Christmas season is the lighting of the National Christmas Tree at the White House. This tradition can be credited to President Calvin Coolidge who lit the first decorated Christmas tree outside at the White House in 1923.

The lighting of the National Christmas Tree has also been used to convey some symbolic meaning not related to Christmas. It was not lit until Dec. 22 in 1963 because of a national mourning period of 30 days for the assassination of President Kennedy. And while Teddy Roosevelt was President he gave an order that banned the Christmas tree from the White House, not for the assassination of President McKinley in 1901, which caused him to become president, but for reasons related to the environment.

Also of note is that when the National Christmas Tree was lit on Dec. 13 in 1984, temperatures were in the 70s during an unusually warm December. Christmas has been celebrated in the United States since the 1600s although it wasn't always very popular. It took more than two centuries into the mid-late 1860s for Christmas to become a popular holiday season all across America.

So maybe the rest of the country owes the holiday of Christmas Day to the state of Alabama, which in 1836 became the first state to declare Dec. 25 a legal holiday. It is interesting to note that on Christmas Day of 1789 Congress was in session. And to show how far ahead of the game Alabama was, it wasn't until June 26, 1870 that the federal government declared Christmas as a federal holiday.

Although Christmas is based on the Christian religion, not all Christian groups celebrate the season. Among the Christian groups who do not celebrate Christmas and related traditions such as sending greeting cards are Jehovah Witnesses.

Jehovah Witnesses and other non-participating Christian groups say Christmas isn't specifically mentioned in the Bible as a time or reason to celebrate and since they strictly adhere to the word of the Bible, they refuse to celebrate Christmas.

About the Author

Christmas Service is an informative resources site about everything Christmas related. Find out how Christmas Service can expand your horizons at <http://www.christmasservice.info>

Passion & Purpose – Ignite the Leader within You!!!

We have the passion within us all,
And a purpose that will go the distance.
We will lead and stand up tall.
The Division is here for your assistance.

Union Colony is a great chapter of IAAP accountability
Increased enthusiasm, commitment, and a shared vision,
Encouraging teamwork, growth, and possibility
Of professional opportunities as our mission.
[Union Colony Chapter - "Versatility is one of your outstanding traits"]

With Passion and Purpose since 1944,
Our enthusiastic commitment is our vision for the future.
The Pikes Peak Chapter does constantly explore,
New ways to continue on this wonderful adventure!
[Pikes Peak Chapter - "Avoid senseless contradictions with others"]

With Passion and Purpose since 1944,
HP Northern Colorado Chapter, we're in the West
Learning together to be our best.
At Hewlett-Packard, monthly we meet;
Our outstanding network can't be beat.
[HP Northern Colorado Chapter - "The love of your life will appear in front of you unexpectedly."]

Denver's purpose rises to the occasion
When challenge and opportunity give us cause.
For passion truly is our vision
No matter what, no matter when without a pause.

Congratulation to Vi McNew on the winning submittal!

Boulder Chapter has a passion for education,
to join with all Chapters with zest;
for sharing techniques and imagination,
it's purpose to make our Division the best!

*** Vi received a \$5 Starbucks Gift Card ***

2010-2011 COLORADO / WYOMING / MONTANA DIVISION BOARD OF DIRECTORS

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CWM Division Annual Meeting
June 3-4, 2011 in Denver

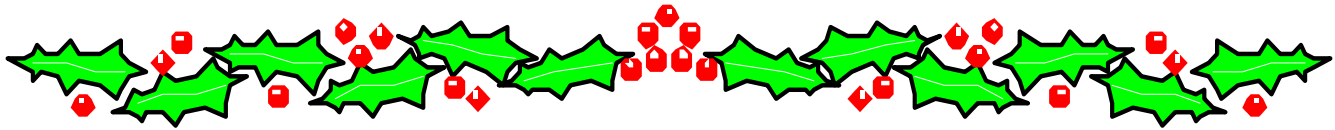


A Parliamentarian by Vi McNew, CPS, PRP



When serving as a parliamentarian, this person never makes decisions – only gives opinions. Making a decision or ruling is the duty of the president, which in a good democratic procedure allows any member to appeal from that decision. A parliamentarian gives an opinion when asked. The chair makes a decision based upon the advice given or decides to disregard it.

Be a yardstick of quality. Some people aren't used to an environment where excellence is expected.



An excerpt from
The Simple Blessing of Christmas
By Mark Gilroy

All of us have opportunities both large and small to show kindness, especially at Christmastime. We can help strangers by delivering gifts to needy kids or serving homeless families at a soup kitchen. Or we can simply look for everyday ways to be kind, like allowing someone to go ahead of us in a lengthy line at the department store, or giving that bell-ringer a little change and a few encouraging words.

Maybe it's because we're in gift-giving mode anyway that giving to others becomes so important at Christmas. Or because we're more aware of our families and friends and communities. Or maybe it's because two thousand years ago, the earth received the most perfect, most loving gift of all, helping us to understand true kindness. Whatever the reason, don't let Christmas pass you by without showing kindness to someone. Because it is truly more blessed to give than to receive.

"Let Every Day Be Christmas"

One of the most glorious messes in the world is the mess created in the living room on Christmas day. Don't clean it up too quickly.

**~ Andy Rooney
1976**



OFFICETEAM®

Specialized Administrative Staffing

Watch What You Wear

Getting ready to meet with a prospective employer? Leave your cat suit, pajamas and crazy hat at home. It may sound unbelievable, but these items are among the wackiest interview outfits worn by real-life job candidates.

OfficeTeam recently asked human resources (HR) managers to recount the strangest clothing choices they had ever heard of or seen during an employment interview. Following are some examples:

- “A blanket worn as a shawl”
- “A skirt made out of plastic”
- “A cat suit”
- “A crazy hat”
- “A *Star Trek* T-shirt”

Job candidates should always dress to impress when meeting with employers. Unfortunately, these flashy outfits were more fitting for a night on the town than an interview:

- “A micromini and fishnet stockings”
- “A sequined top”
- “A leather vest with no shirt”

A confident, relaxed attitude is key during the interview, but these next examples prove that you can be too casual:

- “A sweatshirt and sweatpants”
- “A cut-off T-shirt and pants”
- “Pajamas with slippers”
- “A bandana and torn jeans”
- “A jogging suit”

Interviews can be a “sink or swim” situation, but these job seekers were too literal in their interpretation:

- “A swimsuit and cover-up”
- “Bermuda shorts”
- “A sundress and flip-flops”
- “A Hawaiian shirt and jeans”



Finally, this wardrobe “don’t” should have been obvious: “An applicant wore the uniform from his former employer.”

Although these examples are extreme, it’s easy to make more subtle mistakes when selecting interview attire. Here are some do’s and don’ts to help you pick the right look:

- Do err on the conservative side and wear a suit or blazer. If you’re working with a recruiter or HR representative, ask him or her for insight into the dress code.
- Don’t assume you can “dress down,” even if a company has a very casual atmosphere.
- Do test-drive an outfit to ensure it fits well and makes you feel confident; also dress in layers so you can be at ease regardless of the temperature.
- Don’t wear anything that is uncomfortable.
- Do pay attention to details and conduct a final head-to-toe assessment before leaving the house to ensure everything — including your hair, nails and shoes — is presentable.
- Don’t show up in clothing that is wrinkled, stained or torn.
- Do choose simple jewelry and be subtle with makeup, perfume or cologne.
- Don’t over accessorize.

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



Meet the 2010-2011 IAAP International Board of Directors

From left to right: Canada District Director **Sharron Buttler**, CPS/CAP; Vice President **Karlana Rannals**, CPS/CAP; Northeast District Director **Bianca Constance**; Treasurer **Judith Yannarelli**, CPS/CAP; Southwest District Director **Dortha Gray**, CPS/CAP; Secretary **Antoinette Smith**, CPS/CAP; Northwest District Director **Kristi Rotvold**, CPS/CAP; President **Mary Ramsay-Drow**, CPS/CAP; Affiliate Representative **Leanne Fisher**, GradCert Bus, JP; Great Lakes District Director **Wendy Melby**, CPS/CAP; President-Elect **Tamra Goodall**, CPS/CAP; and Southeast District Director **Virginia Boyd**, CPS/CAP.



International Calendar of Events

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
August 15, 2011	CAP/OM Exam Registration Deadline	
November 4-5, 2011	CAP/OM Exam	
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

www.iaap-hq.org

