

# THE FLATIRONS

Official Newsletter of the Boulder Chapter of the International Association of Administrative Professionals – Boulder, Colorado



#321110

January 2008

Volume 52, Issue 6

## 2007-2008 THEMES

**BOULDER CHAPTER - #321110**  
*Log On To The Winning Edge – Education + Enthusiasm!*  
www.orgsites.com/co/boulderiaap

**CWM DIVISION - #321000**  
*IAAP – Your GPS To Virtual Success*  
www.iaap-co-wy-mt.org

**IAAP INTERNATIONAL**  
*Forward Moving*  
www.iaapnet.org

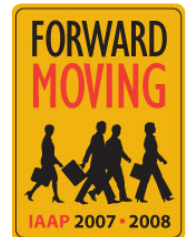


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## WELCOME TO THE BOULDER CHAPTER!

### MEETING ANNOUNCEMENT



What: Boulder Chapter Meeting & Program ----- 6:15 pm  
 Program ----- 6:45 pm  
 Adjournment ----- 7:45 pm

When: Thursday, January 17, 2008  
 (Every third Thursday of the month unless noted otherwise)

Where: **Hunters Restaurant**

600 S. Airport Road  
 Longmont, CO 80501

Select from menu - *Dinner at member's expense*

Park on the west side and enter through west door – takes you right into the meeting room.

**RSVP: Monday, January 14, 2008 – by 5:00 p.m.**

**Robin Trader CPS/CAP**

Email: ----- robin\_trader@comcast.net

Phone: ----- 303.651.0928

### PROGRAM – IDENTITY THEFT

Do you make innocent mistakes that put you at risk of becoming a victim of identity theft...that could end up costing you a massive amount of money, time, pain and frustration? With the amount of identity theft that takes place each year, it is important that each of us takes precautions to prevent ourselves from becoming part of the statistics.

The number one way to avoid identity theft? Hit delete! Cynthia will share with us ideas for our own best defense against identity theft. Please join us!

*Cynthia F. Taylor, Director  
 Consumer Division of the Boulder District Attorney*

**2007-2008 BOULDER CHAPTER  
OFFICERS****PRESIDENT****Vi McNew CPS/PRP**videlmnew2@aol.com  
970-330-8979**VICE PRESIDENT****Joyce Teter PRP**jteter2@aol.com  
303-776-2793**SECRETARY****Vicky Judish**vicky.judish@comcast.net  
303-499-3902**TREASURER****Robin Trader CPS/CAP**robin\_trader@comcast.net  
303-651-0928**2007-2008 COLORADO-  
WYOMING-MONTANA OFFICERS****PRESIDENT****Kyle Sheldon-Chandler**

Book Cliff Chapter

**PRESIDENT-ELECT****Vacant****VICE PRESIDENT****Margaret Hartl**

Rim Rock Chapter

**SECRETARY****Cory Draycott CPS**

Division Member-at-Large

**TREASURER****Eileen Verosko CPS**

Pikes Peak Chapter

**PARLIAMENTARIAN****Juanita Cosslett CPS**

Book Cliff Chapter

**ENTHUSIASM: PRESIDENT'S MESSAGE**

What a beautiful snowy Christmas we had! And now we enter the year of 2008 with anticipation, enthusiasm, and ready to make the most of every opportunity!

This is the time of year that our Chapter starts looking for leaders. So what is the definition of a leader? To me, a leader is someone who is, first of all, courageous and willing to take that first step, to be creative, someone who communicates, who has character and courage in learning new ways, thinking outside the box!

We have many competent members; those members hold or have held positions that demand of them a passion to do the work for which they are hired. We have members that have "been there, done that" and still stand ready to share their experiences and expertise!

Conviction is the thermostat of what we accomplish. Are you excited about being an admin? Are you enthusiastic about being a member of your local Chapter, of your Division, of your International Association? This can be your year to shine! Make yourself proud—take that step to expand your horizons.

Someone has coined this phrase: "People can be divided into three groups: Those who make things happen, those who watch things happen, and those who wonder what happened."

Vi McNew, CPS, PRP  
2007-2008 Boulder Chapter President

**YOU MAKE YOUR OWN OPPORTUNITIES**

Your destiny isn't a matter of chance; it's a matter of the choices you'll make in the coming year. Success isn't something you wait for; it's something you must pursue in the months ahead.



Don't wait for extraordinary opportunities to be successful. Seize common occasions and turn them into great ones. Opportunities sometimes come disguised in the form of misfortune or temporary defeat. Start where you are. You're at this moment, standing right in the middle of opportunity.

If you act on your dreams, you can live them in the New Year. You have a lot to look forward to.

- Anonymous

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**ENTHUSIAM: GETTING TO KNOW YOU**


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**LINDA SMITH CPS/CAP**  
**CHAIRMAN, MEMBERSHIP DIRECTORY**


Linda Smith CPS/CAP joined IAAP in Boise, Idaho, in 1992 when it was Professional Secretaries International. In Boise, she served one year as treasurer-elect until her husband took a new job in Denver. She transferred to the Boulder Chapter in 1995. Since coming to the Boulder Chapter, she has served two years as treasurer and two years as president as well as publishing the directory for the past several years. After over 30 years in the accounting and banking industries, six years ago Linda made a “mid-life” career change. She is currently a legal assistant for a fast growing law firm in Boulder and thoroughly enjoying her new career. Linda and her husband, Art, get away in their RV to quieter places as often as Linda can get time away from work and her home chores. They also enjoy spending time with their two grown children and especially their 4 ½ year old granddaughter, Kylah.

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**TOMASITA DIAZ CPS**  
**CHAIRMAN, PUBLICITY**

Tommie has been a member of the Boulder Chapter since 1990 and has served as President, Vice President, Secretary, and Treasurer for the chapter. Tommie has served on several committees for the Boulder Chapter and NW District. She was the Student Advisor for (PSI) IAAP and worked with students and instructors at the Boulder Technical Center and Front Range Community College; she was on advisory boards for Boulder Valley School District as well as FRCC. Challenges working with the students included raising money for students and advisors to attend a student conference in Bloomington, MN, and inviting the International liaison to come to Boulder to speak to students, chapter members and business leaders in the area. Tommie has been Publicity Chairman for the chapter the last two years. Tommie is very proud of her mother who made wonderful quilts, giving some to the chapter for fundraising.

Before retiring, Tommie worked at Ball Aerospace for 13 years and the University of Colorado for 4 years. Being bi-lingual, she helps minority families complete paperwork for Social Security, Social Security Disability, Veterans, Housing, Food Programs, etc. She is a Lector and Eucharistic Minister at the church where she and husband, Frank, were married 38 years ago. She has three adult children, Dax, Soledad, and Carlo. Tommie loves being around her six beautiful grandchildren, gardening, reading, traveling, and just enjoying life. Tommie and Frank have two Bichon Frise dogs, Klondike and Snow.




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**2007-2008 BOULDER CHAPTER**  
**COMMITTEES**


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**APW**

Joyce Teter PRP  
 jteter2@aol.com

**Bylaws**

Billie M. Willey CPS  
 bmwcp@aol.com

**CPS/CAP Service and Education**

Patti Lovato  
 plovento@ball.com

**Historian**

Vi McNew CPS/PRP  
 videlmnew2@aol.com

**Membership**

Robin Trader CPS/CAP  
 robin\_trader@comcast.net

**Membership Directory**

Linda Smith CPS/CAP  
 ldsmithcap@hotmail.com

**Newsletter**

Vi McNew CPS/PRP  
 videlmnew2@aol.com

**Program Chair**

Joyce Teter PRP  
 jteter2@aol.com

**Publicity**

Tommie Diaz CPS  
 diaz.f@comcast.net

**Ways & Means**

Vicky Judish  
 vicky.judish@comcast.net

**Webmaster**

Vicky Judish  
 vicky.judish@comcast.net

**REMINDERS**

**MEMBERS:** Please make sure your address, phone, fax, and e-mail are correct at Headquarters; contact [bblanford@iaap-hq.org](mailto:bblanford@iaap-hq.org) or phone 816-891-6600, extension 2238, or mail to PO Box 20404, Kansas City MO 64195-0404.

**REGISTRATION DEADLINE**



CPS holders registering for Part 4 of the CAP exam have until February 15 to submit an application. Active CPS holders applying for the May 3 examination need only submit pages 3 & 4 of the application <http://www.iaap-hq.org/Cert/CertAppPacket.pdf> along with the fee.

**CPS holders applying for Part 4:**

IAAP Members	\$120
Nonmembers	\$145

**New CPS Exam Applicants:**

**IAAP Members**

Processing fee	\$50
Examination fee	\$160
Retake fee	\$60/per part

**Nonmembers**

Processing fee	\$75
Examination fee	\$210
Retake fee	\$85/per part

**New CAP Exam Applicants (taking all four parts):**

**IAAP Members**

Processing fee	\$50
Examination fee	\$210
Retake fee	\$60/per part

**Nonmembers**

Processing fee	\$75
Examination fee	\$260
Retake fee	\$85/per part

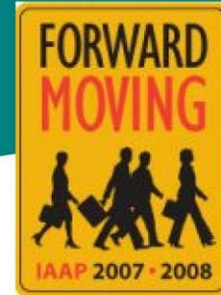


**ENHANCE YOUR CAREER WITH IAAP**

*NOTE: No December meeting minutes - meeting canceled because of inclement weather.*

**LOG ON TO THE WINNING EDGE-**

*Education & Enthusiasm!*



**The Boulder Chapter IAAP**

Invites you and your guests to a Networking & Informational Reception for Office & Administrative Professionals

Thursday, February 21, 2008  
6:00-7:30 pm

Hunter's Restaurant  
600 S. Airport Road  
West Entrance Meeting Room  
Longmont, CO  
303-485-9980

Please RSVP by February 18<sup>th</sup>  
Robin Trader CPS/CAP  
Email: [robin\\_trader@comcast.net](mailto:robin_trader@comcast.net)  
Phone: 303-651-0928

• **Speaker:** *Billie Willey, CPS*  
*Past IAAP International President*

- Resources!
- Networking!
- Drawing!
- Refreshments!

**IAAP**  
*Turning Jobs Into Careers!*

*The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with approximately 40,000 members and affiliates and nearly 600 chapters worldwide..*



International Association of  
Administrative Professionals®  
*Boulder Chapter*

**IAAP – Turning Jobs Into Careers  
For the Career-minded Professional!**

*See next page for more information.*

## ENHANCE YOUR CAREER WITH IAAP

With today's business world changing so rapidly, it is more important than ever to network with other professionals and keep up to date with the latest trends. That is why we invite you to a special meeting to learn about a great professional resource...IAAP®, The International Association of Administrative Professionals®.

A worldwide association of 40,000 office professionals, IAAP will help you advance your career through:

- **Professional Networking**...linking you with office professionals, executives, and a wide range of resource people both locally and nationally.
- **Professional Information**...increasing your knowledge and skills with seminars, books, video tapes, OfficePro® magazine, and many other educational programs.
- **Professional Image**...promoting high professional standards through such activities as the Certified Professional Secretary® (CPS®) and Certified Administrative Professional® (CAP®) programs.

IAAP can be a valuable partner in your corporate image and your career growth. To help you get acquainted with IAAP, we invite you to this special event.

The International Association of Administrative Professionals® (IAAP®) is **Forward Moving** through:



**FORWARD THINKING:** Work to advance the strategic planning process and develop an alternative to existing programs. Shift emphasis away from a numbers-based to a values-based incentive programs designed to recognize levels of excellence achieved by colleagues.



**FORWARD ACTING:** Assist others to achieve excellence and success. Seek extensive colleague and leadership feedback from all levels during the development process. Strengthen your outreach to businesses, corporations and organizations that influence your profession.



**FORWARD LEADING:** Many think that leadership is about position. As sales training specialist Lynn Giuliani coaches, "It is not. It is not the position that makes the leader; it is the leader who makes the position." Lynn is so very right. It's not about the president. It's about teamwork, it's about mentoring and it's about leading.

## SOME WAYS OF DEALING WITH THE BURDENS OF LIFE

1. Accept that some days you're the pigeon, and some days you're the statue.
2. Always keep your words soft and sweet, just in case you have to eat them.
3. Always read stuff that will make you look good if you die in the middle of it.
4. Drive carefully -- it's not only cars that can be recalled by their Maker.
5. If you can't be kind, at least have the decency to be vague.
6. If you lend someone \$20 and never see that person again, it was probably worth it.
7. It may be that your sole purpose in life is simply to serve as a warning to others.
8. Never buy a car you can't push.
9. Never put both feet in your mouth at the same time, because then you won't have a leg to stand on.
10. Nobody cares if you can't dance well. Just get up and dance.
11. Since it's the early worm that gets eaten by the bird, sleep late.
12. The second mouse gets the cheese.
13. When everything's coming your way, you're in the wrong lane.
14. Birthdays are good for you. The more you have, the longer you live.
15. You may be only one person in the world, but you may also be the world to one person.
16. Some mistakes are too much fun to only make once.
17. We could learn a lot from crayons. Some are sharp, some are pretty and some are dull. Some have weird names and all are different colors, but they all have to live in the same box.
18. A truly happy person is one who can enjoy the scenery on a detour.

- Anonymous

Please join us on Thursday, February 21, and find out more about IAAP and how it can "Enhance Your Career".

**RSVPs are required.**

**MOMENTS IN TIME**

**Dee Sang for Ways and Means**

Several eventful things have happened to me as a member but none are quite as memorable as the evening at a Style Show in 1988. FOR \$25, I LIP-SANG SOME ELVIS PRESLEY SONGS WHICH I CAN NOT REMEMBER THE NAME.

Joyce Teter was the Ways and Means Chairman. She discovered an easy and fun way to raise some money for the chapter, which was to attend a style show at Christy's (a restaurant and bar in the Holiday Inn located in Northglenn) and select a particular garment. When that garment was sold, the cost of it would be donated to our treasury. Now, what sounds easier than that?

During the presentation of the garments, the MC called for short breaks so the models could take a quick rest. During these breaks audience contests were held. This is where I became involved, not knowing the consequences, I went along with the entertainment, so when signaled I joined the group in the center of the dance floor. I did, eventually, become the winner of this particular contest. To this day I soundly believe my fellow PSI members instigated the win, making sure the applause was the loudest, which was the indicator for the winning contestant. For their contribution, I made them share the cheap bottle of champagne that I received as a gift. What dedication will do for the chapter's treasury!

*Dee Klingler CPS*

**Educational Fund**

The Eloise Braidwood Educational Fund was created as a result of donations by Eloise Braidwood and Virginia Swartz CPS.

Scholarships have been awarded in past years to graduating seniors who planned to pursue a secretarial career. Education and professional development have always been a continuing concern and a high priority for the Boulder Chapter.

*- Taken from the Boulder History*

**ENTHUSIASM: COMMITTEES**



**APW** - Plans are already in the making. Nancy Upchurch CPS/CAP, Sharon Hunvald CPS, Debbie Brown CAP/RP, and Joyce Teter PRP are chairmen. 2008 APW Event theme: *Forward Moving Through Collaboration*

**Bylaws & Standing Rules** - Billie Willey CPS, chairman. She will furnish anyone needing a copy of the current ones.

**CPS/CAP Service and Education** - Patti Lovato, chairman. Anyone wishing information on these, contact Patti.

**History** - Vi McNew CPS, PRP chairman, will continue to update this through the next year.

**Membership** - Robin Trader CPS/CAP receives the current list of members and new member packets from Headquarters. We all need to assist on this committee for obtaining new members!

**Membership Directory** - Linda Smith CPS/CAP chairman, has furnished copies of the directory. Please contact your president for a copy if you do not have one. Linda requests that any changes should be given the president or e-mailed to Linda for the next updated directory.

**Newsletter** - Vi McNew CPS, PRP, chairman, and hopes you all will contribute information. Her deadline for receipt is 10 days before the meeting date.

**Program** - Joyce Teter PRP, chairman. She has secured programs for the balance of the year.

**Publicity** - Tommie Diaz CPS, chairman.

**Retirement Center Trust** - In the past, we have had a program on this. Nancy Upchurch, past International Chairman of the Trust, has agreed to present one in October. We generally give a monetary donation to the Trust.

**Ways & Means** – Vicky Judish, chairman. She welcomes suggestions.

**Webmaster** - Vicky Judish, chairman.

**Happy Birthday**

Dawn Burns----- January 10



The members of Boulder Chapter send our heartfelt condolences to Glenda Brown CPS/CAP, past CWM Division President and current Rim Rock Chapter member, and her family in the loss of their loved one, and to Debbie Brown CPS/CAP/RP, past CWM Division President and current Denver Downtown Chapter member, in the loss of her brother-in-law.

*- Boulder Chapter Members*

## EDUCATION: TIPS & TRICKS

### WORD TRIPPERS: A QUICK GUIDE TO CLARIFY WORDS THAT CAN TRIP YOU UP

– Barbara McNichol, Writer/Editor

**Personnel, personal** - "Personnel" is a noun referring to people employed at an organization. "Personal," an adjective, means private matters relating to a particular person. "The political candidate said the personnel at the newspaper focused more on her personal characteristics than on his policy stance."

**Over, more than** – "Over" implies a geographic position; "more than" means an increased number. "The lamp hangs over the table." "There are more than 400 audience members." (As our language changes, though, "over" has become commonly accepted for both uses.)

**Memento, memento** – While "memento" is not a word, it's commonly misused in place of "memento"—a reminder of the past, a keepsake. To avoid tripping up, remember the word "memory"; the first vowel is "e" (not "o" as in "moment"). "Buy a memento of San Francisco so you'll remember your trip."

### FIXING THE BIG RED "X"

There are times that you may open a Word file, and instead of the graphics you expect to see in your document, you may see a big, red X where the graphic should appear. This problem used to be more prevalent, back in the early days of Word 97, when it was caused by a bug in the original program. The problem was fixed in the service releases for Word 97, but you may still encounter the problem, even in later versions of Word.

If you see the big, red X in your documents, it could be for several different reasons. First, it could be because the document was actually created under the original version of Word 97 and has not been updated since then. If you suspect that the document is old, the solution is to delete the graphic images and reinsert them from the original files. If you do not have the original files available, then you can try double-clicking on the graphic's placeholder (the big, red X). Depending on how the graphic was saved in the document, this could open a graphics program to allow editing of the graphic. If it does, you can select the graphic in the editing program, copy it, close the editing program, and paste the copied graphic into your document.

It is, of course, best to go back to the original graphics whenever possible. You should note that if you don't see the graphic you expected in your document, it could be because the graphic is linked to the original graphic file, and the graphic file has been moved from its original location or deleted. If this is the case, you will need to track down the graphic; double-clicking on it as described above won't work.

If you continue to have problems with displaying your graphics, it could be because of the type of graphics you are using. For instance, it is possible to create graphic files that are quite complex. You can have animated GIF or JPEG files, for instance, or the file could even contain sound. If this is the case, Word cannot display the graphic. Instead, it replaces it with the big, red X. The only way around this is to use different types of graphics, or use a graphic editing program to simplify the graphic.

A very detailed explanation of the problem and potential solutions can be found on the Microsoft Web site at <http://support.microsoft.com>

*Tip applies to Microsoft Word versions: 97 | 2000 | 2002 | 2003*

## GENERAL INFORMATION

One of the best resources about our association is the IAAP website: [www.iaap-hq.org](http://www.iaap-hq.org). It can provide you with direct links to a variety of research websites, job postings, and educational opportunities. It has a private members only section (Members Place) available with additional educational articles, an archive of OfficePRO magazine, and the latest information from the International Level. Members Place also has a link to PromoCorp, the maker of official IAAP merchandise (jewelry, pins, shirts, and gifts).

## COMMON IAAP ACRONYMS

If you are a new member, you will hear a few acronyms unique to our organization. Here are a few of the most common ones.

APD®	Administrative Professionals Day® (Wed. of last full week in April)
APW®	Administrative Professionals Week® (Last full week in April)
CAP®	Certified Administrative Professional®
CEU	Continuing Education Unit
CPS®	Certified Professional Secretary®
R&E	Research and Education
RTF	Retirement Trust Foundation



## FROM A STRICTLY MATHEMATICAL VIEWPOINT

What Equals 100%? What does it mean to give MORE than 100%? Ever wonder about those people who say they are giving more than 100%? We have all been in situations where someone wants you to give over 100%. How about achieving 101%? What equals 100% in life?

Here's a little mathematical formula that might help you answer these Questions:

If: A B C D E F G H I J K L M N O  
P Q R S T U V W X Y Z

Is represented as: 1 2 3 4 5 6 7 8  
9 10 11 12 13 14 15 16 17 18 1 9  
20 21 22 23 24 25 26.

Then:

H-A-R-D-W-O-R-K  
 $8+1+18+4+23+15+18+11 = 98\%$

and

K-N-O-W-L-E-D-G-E  
 $11+14+15+23+12+5+4+7+5 = 96\%$

But,

A-T-T-I-T-U-D-E  
 $1+20+20+9+20+21+4+5 = 100\%$

AND, look how far the love of God will take you

L- O- V- E-O-F-G-O-D  
 $12+15+22+5+15+6+7+15+4 = 101\%$

Therefore, one can conclude with mathematical certainty that: While Hard Work and Knowledge will get you close, and Attitude will get you there, it's the Love of God that will put you over the top!

## EDUCATION: NOMINATIONS AND COMMITTEE REPORT

– JOYCE TETER PRP

**NOMINATIONS** can be thought of as suggesting an individual to serve in a position *if* that person is favored by a majority of the persons voting. In parliamentary terms, nominations are a form of filling the blank in the motion "that \_\_\_\_\_ be elected as ...." There are five methods of nominations: by the chair; from the floor; by a committee; by ballot; and by mail. The most commonly used methods are from the floor and by committee.

- The method used in organizations is generally determined by provisions in the bylaws.

### BOULDER CHAPTER BYLAWS state in ARTICLE V, Section 3. Nomination and Election

- A. *"The Nominating Committee shall consist of a chairman and two members, who shall be elected by the membership at least two months prior to the May meeting....."*
- B. *"The Nominating Committee shall contact all qualified members for an office. Those who consent to run for the office will become nominees....backgrounds shall be published to the membership at least one month prior to the May meeting..."*
- C. *Nominations may also be made from the floor prior to the election..."*
- D. *A majority vote of the members present at the May meeting shall be required for election which shall be by ballot, except that if there is but one candidate for office, the ballot may be dispensed with and the officers elected by voice vote."*

- Nominations do not require a second, but are sometimes required by an organization.
- **The president should not appoint nor be a member of the nominating committee.**
- No single member can nominate more than one candidate for an office until all who wish to make a nomination have done so.
- The presiding officer may close nominations using general consent, ('if there is no objection nominations are closed') or any member may move to close nominations, in which case a 2/3 vote is required (a 2/3 vote is always needed when a member's right is being taken away.)
- Since sensitive issues are discussed while considering candidates, all information gathered and discussed by the nominating committee is confidential.

**THE NOMINATING COMMITTEE CHAIRMAN REPORTS** as follows:

**"Madam President, the Nominating Committee submits the following nominations:**

For President, Mary B; for Vice-president; Susan C; for Secretary, Nancy A...) and so on for each office to be filled, naming the nominees in the order in which the offices are listed in the bylaws).

- A written copy of the report, signed by all of the members, should be given to the chair. No action is taken on the report
- After the report is given, the chair calls for nominations from the floor and holds the election.
- Once the nominating committee report is read, the committee is discharged. If a nominee is unable to serve, between the time of reporting and the election, the committee is immediately recalled and another nominee is selected.

**ENTHUSIASM: FROM THE TOP**

**2007-2008 IAAP INTERNATIONAL BOARD OF DIRECTORS**

President – Judy McCoy CPS/CAP; President-Elect – Barb Horton CAP; Vice President – Sandra P. Chandler CPS; Secretary – Susan K. Shamali CPS/CAP; Treasurer – Mary Ramsay-Drow CPS/CAP; Canada District Director – Katherine Fogel 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 – Karlena Rannals CPS/CAP.

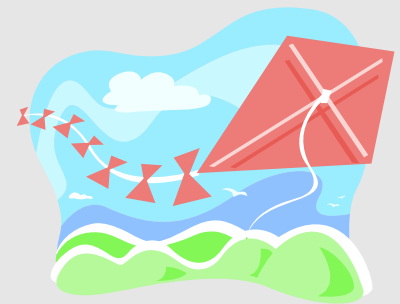


*Character is doing the right thing even when it costs more than you want to pay.*

*-- Michael Josephson*

**2007-2008 INTERNATIONAL RETIREMENT TRUST FOUNDATION TRUSTEES**

(l-r) Barbara G. Carter CPS/CAP, RTFC Liaison; Janine Riemersma CPS/CAP, Chairman; C. Joyce Hawkins CPS/CAP, Vice Chairman; Kathryn Hampton CPS/CAP, Secretary; Judy McCoy CPS/CAP, IAAP International President; Mary Ramsay-Drow CPS/CAP, IAAP International Treasurer



*Don't be afraid of opposition. Remember, a kite rises against -- not with -- the wind.*

*-- Hamilton Mabie, American writer and editor (1846-1916)*

**2007-2008 COLORADO-WYOMINGMONTANA DIVISION OFFICERS**

Kyle Sheldon-Chandler, President; Open, President-elect; Margaret Hartl, Vice President; Cory Draycott CPS, Secretary; Eileen Verosko CPS, Treasurer



**2007-2008 BOULDER CHAPTER OFFICERS**

From l to r: Vi McNew CPS, PRP, President; Joyce Teter PRP, Vice President; Billie M. Willey CPS, 1998-1999 International President and Boulder Chapter member; Vicky Judish, Secretary; Robin Trader CPS/CAP, Treasurer



*Everyone who got where they are had to begin where they were. There are opportunities all around you.*

*-- Anonymous)*

**BOULDER CHAPTER  
2007-2008 PROGRAMS**



**January 17, 2008**

**Identity Theft** – The number one way to avoid identity theft? Hit delete!  
Cynthia F. Taylor, Director, Consumer Division of the Boulder District Attorney

**February 21, 2008**

**Enhance Your Career – Impact Meeting**  
– Invite all admins to learn how IAAP can turn your job into a career

**March 20, 2008**

**Handwriting Analysis**  
Stephanie D. Fink. Certified Handwriting Analyst

**April 17, 2008**

No Meeting in Lieu of Boulder Chapter Co-hosting APW Celebration

**April 25, 2008**

**2008 APW Event – Forward Moving Through Collaboration**

**May 15, 2008**

**Nominations & Elections**  
Travel Information (What to take; how to pack)

**June 19, 2008**

**Office of the Future**  
OfficeTeam

*The best way to cheer yourself up is to try to cheer somebody else up.*

*-- Mark Twain (Samuel Langhorne Clemens), American author and humorist (1835-1910)*

**EDUCATION: CALENDAR OF EVENTS**



**January 2008**

17 **Boulder Chapter Meeting**

**February 2008**

15 CPS / CAP Exam Registration Due

21 **Boulder Chapter Meeting**

**March 2008**

2-5 Spring Professional Education Conference  
Charleston Riverview Hotel – Charleston, SC

20 **Boulder Chapter Meeting**

**April 2008**

17 No meeting in lieu of APW Celebration

25 **2008 APW Event - Forward Moving Through Collaboration – Boulder Chapter is Co-Host**

**May 2008**

2-3 CAP / CPS Exams

15 **Boulder Chapter Meeting**

**June 2008**

6-7 CWM Division Annual Meeting – Grand Junction, CO

19 **Boulder Chapter Meeting**

**July 2008**

20-23 International Convention & Education Forum  
Hilton New Orleans Riverside – New Orleans, LA

**October 2008**

19-22 Certification Conference  
Grand Hyatt Hotel – Denver, CO

**July 2009**

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

**July 2010**

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

**July 2011**

18-22 International Convention & Education Forum  
Montreal Convention Center – Montreal, Quebec, Canada

**July 2012**

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

**July 2013**

28-31 International Convention & Education Forum  
Anaheim Convention Center – Anaheim, CA



**Happy  
New  
Year!**