

THE FLATIRONS

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



#321110

March 2008

Volume 52, Issue 8

2007-2008 THEMES

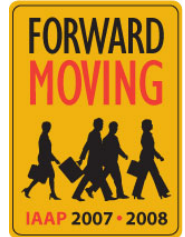
BOULDER CHAPTER - #321110
Log On To The Winning Edge – Education + Enthusiasm!
www.orgsites.com/co/boulderiaap

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

IAAP INTERNATIONAL
Forward Moving
www.iaap-hq.org



WELCOME TO THE BOULDER CHAPTER!



MEETING ANNOUNCEMENT

What: Boulder Chapter Meeting & Program ----- 5:30 pm
Program ----- 6:00 pm
Dinner ----- 7:00 pm
Adjournment ----- 8:00 pm

When: Thursday, March 20, 2008
(Every third Thursday of the month unless noted otherwise)
REMINDER: No meeting in April in lieu of APW Event – Please plan to attend this event and support your Boulder Chapter!

Where: La Hacienda Restaurant (Dinner - \$12.00)
1606 Conestoga on East Arapahoe
Boulder, CO

RSVP: Monday, March 17, 2008 – by 5:00 p.m.
Robin Trader CPS/CAP

Email ----- robin_trader@comcast.net
Phone ----- 303.651.0928

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PROGRAM – MAKING THE LEAP – KAREN VAN CLEVE, LIFE COACH

Do you sometimes lack clarity on what you're really seeking to accomplish? Or do you know the goal, yet you don't take action, or you try for a little while then lose your momentum? Do you procrastinate on important things? Does it sometimes feel that life is leading you, instead of the other way around? Life Coach Karen Van Cleve has been in each of those situations more times than she cares to admit. From that experience, and from the experience of working with hundreds of people to set and achieve their goals, she brings real-life tools and techniques for making the leap from struggle to success. Learn how to recognize your patterns of struggle and how to break the cycle quickly and easily.



In 2002 Karen began her own business, Live Well Coaching, to help her clients overcome stress and burnout and ignite passion in their lives. Karen has an MBA from the University of Colorado. She graduated from Coach U, a premier coach training school, in 2003. She is certified by the International Coach Federation and the International Association of Coaching, and is a Results Coach for the Anthony Robbins organization.

(see page 4 for more info)

2007-2008 BOULDER CHAPTER OFFICERS**PRESIDENT**

Vi McNew CPS/PRP
videlmcnew2@aol.com
970-330-8979

VICE PRESIDENT

Joyce Teter RP
jteter2@aol.com
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SECRETARY

Vicky Judish
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TREASURER

Robin Trader CPS/CAP
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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

How great it is to walk outside and have nice warm air instead of cold wind! It renews our enthusiasm and makes us grateful for what we have—family, friends, and exciting events coming up, i.e., Administrative Professionals Week®, CWM Division Annual Meeting, and International Convention in New Orleans!

We had a great Impact Meeting at La Hacienda last month! Wonderful networking, lots of information on what IAAP® means to each member, and delicious food. Now we look forward to Administrative Professional Week joining with the Denver, Denver Downtown, and Union Colony Chapters at the Park Hill Golf Club facilities—lots more networking, great seminar, wonderful handouts, and vendors to inform us what is out there to improve our information in work facilities. The club is a wonderful place to have this celebration. **SO YOU ALL COME!**

Boulder Chapter has voted to concentrate on having their members attend this one day celebration and will not have a regular meeting during April. So at this March meeting, we have the election of our Nominating Committee for officers for the coming year. We need your expertise! Say "yes" to the Nominating Committee for the office of your choice!

We are pleased to have Mona, Stacia, Linda, and Loretta join our chapter as members. We appreciate the talent those members bring to our chapter. We will install them at the March meeting. Elsewhere in this newsletter is the information on Administrative Professionals Week celebration; get your reservation in early! **PLEASE NOTE WE ARE MEETING AT LA HACIENDA IN BOULDER FOR THIS MARCH MEETING.**

Luck of the Irish to you!

Vi McNew CPS/PRP
2007-2008 Boulder Chapter President



Find your professional pot of gold in IAAP through active membership!

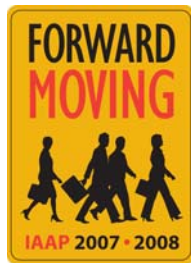


EDUCATION: FORWARD MOVING THROUGH COLLABORATION



CELEBRATE WITH US!

Boulder Chapter – Denver Chapter
Denver Downtown Chapter – Union Colony Chapter
Invite you to join them in



THROUGH COLLABORATION

GUEST PRESENTER
GINI COURTER

ADMINISTRATIVE PROFESSIONALS WEEK®
FRIDAY, APRIL 25, 2008

Park Hill Golf Course
4141 E. 35th Avenue
Denver, CO 80207

Invest in your future...invest in YOU!

We are excited to be hosting this year's APW® Event in Denver, Colorado, and hope that you join us by celebrating Administrative Professionals Week with education, networking, and FUN!

SAVE THE DATE AND STAY TUNED FOR MORE INFORMATION

2007-2008 BOULDER CHAPTER COMMITTEES

APW

Joyce Teter RP
jteter2@aol.com

Bylaws

Billie M. Willey CPS
bmwpcs@aol.com

CPS/CAP Service and Education

Patti Lovato
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Historian

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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 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

**EDUCATION: MAKING THE LEAP****KAREN VAN CLEVE**

Making the Leap from Struggle to Success: The Power of Commitment

Presented by Life Coach
Karen Van Cleve



In an ideal world, we would all have a clear vision of what we want, set specific goals, take strong action, stay focused, succeed as planned, and live happily ever after. Unfortunately, real life is seldom, if *ever*, like that! Do you sometimes lack clarity on what you're really seeking to accomplish? Or do you know the goal, yet you don't take action, or you try for a little while then lose your momentum? Do you procrastinate on important things? Does it sometimes feel that life is leading you, instead of the other way around? Life Coach Karen Van Cleve has been in each of those situations more times than she cares to admit. From that experience, and from the experience of working with hundreds of people to set and achieve their goals, she brings real-life tools and techniques for making the leap from struggle to success. Learn how to recognize your patterns of struggle and how to break the cycle quickly and easily. You will leave with new insight on what blocks you from success, how to create energy and focus for your goals, and specific techniques for being more successful in reaching your dreams. What if you really could make that big dream come true quickly, easily and without the *struggle*?!

Karen is a "recovering" business consultant. After more than 20 years in that business, she was burned out, worn out, and fed up. In 2002 Karen began her own business, Live Well Coaching, to help her clients overcome stress and burnout and ignite passion in their lives. Karen has an MBA from the University of Colorado. She graduated from Coach U, a premier coach training school, in 2003. She is certified by the International Coach Federation and the International Association of Coaching, and is a Results Coach for the Anthony Robbins organization. Her first book, *66 Simple Secrets to Save Your Sanity* is available on her website. She also offers a coaching program, "100% Commitment," that applies these concepts to create huge results in 60 days.

Contact Karen:

Phone: 303-987-5957

Email: Karen@KarenVanCleve.com

Web: <http://www.KarenVanCleve.com>

<http://www.100-Percent-Commitment.com>

NOTE:

Chapter Minutes from the January meeting will be approved at the March meeting (no minutes for February).

EDUCATION: IT'S OK TO SAY "NO" SOMETIMES– **MARCIA GARCIA**

So many of us are overextended, but we need to remind ourselves that there are only 24 hours a day, 168 hours a week. If you sleep the recommended 8 hours a night, you're left with 112 hours in a week. Imagine if you work a 40 hour week--you are down to 72 hours a week. Okay, now factor everything else into those 72 hours. At some point you need to make a judgment call and realize you can't do everything all the time, or you will burn yourself out. Saying 'No' is an art form. There are many reasons why we have so much trouble saying it, even if it's in our best interest to do so. Some of the reasons include a) we don't want to hurt the other person's feelings, b) we don't want them to think negative thoughts such as we're being unkind or c) we avoid it in order to try to avoid confrontation. Many of us lack daily refusal skills. 'No' may be a mere two letters--but it is a powerful word.

1. What's or Who's at the top of your list? The starting point for deciding to retake your time is to make and set your priorities. Write down what is most important to you. Remember to include yourself and your health on the list. You can't care for others if you're not feeling well. It is often hard for most of us to be honest with ourselves. Display your list on a bulletin board, wipe board, your computer or in your journal--anywhere as long as you will look at it often. Make sure your list includes those who need and deserve your time.
2. Take time for yourself everyday. You are important and YOU deserve to take priority on your to-do list. Make sure you give yourself some free time to pamper yourself, just relax, or work on a hobby or craft--however you like to relax and decompress. Include rewards after completing tasks. Saying 'no' is not selfish. Plus, it may allow you the time to pursue new hobbies and interests. Saying 'no' can be very good for you and your well being.
3. Be brief, direct, and honest. Do not make excuses. People respect honesty. Be fair, and most of all remember to be fair to yourself. Treat yourself right and you can't help but treat others right too. If you need to use humor to lighten the 'no', do it!
4. Do not make commitments you are not prepared to keep. Saying 'no' is only a refusal of that particular request. Take a minute and breathe before answering a request. Sometimes in the case of volunteer organizations, instead of tackling the entire world maybe you can volunteer to do one small task, like making a flyer or writing an article for the newsletter.
5. If you feel that you are unable to say 'no', especially to someone's face, say you 'need to think about it.' Call after you have thought about it for a day or two before you answer, but be honest with yourself. It's so easy to say 'Yes' at first, but remember 'No' is all right too. It will take time to get used to saying 'No.' Many of us are people pleasers so we want to say 'yes'. We want people to like us.
6. Remember you don't have to give a reason. We don't give reasons when we say 'yes' so why should we have to give a reason for saying 'no.' A simple 'I appreciate you asking, but no thanks' will often do the trick. Kick your guilt to the curb!
7. Set limits. If you are only available to help a friend for 4 hours on Saturday, tell them that and stick to your limits. Keep in mind to be firm but polite. You need to recognize how much you can reasonably do.
8. What are you to do? Before you make a commitment, make sure you understand what exactly is expected of you. Are you expected to organize the entire party or just cook a dessert?
9. Think ahead. Organize yourself. Have clear to-do lists and a calendar in order to allow you to know what is coming up and whether you are able to make another commitment. Is it a long term or a short term commitment? Do you honestly have time for it? An agenda to organize your life is key!
10. Give some away. If nothing else works, remember to delegate some of your commitments to others. Delegation is the key to being a good leader. Break up things among family members, friends, organizations, or co-workers. Allow others to help you.

OPTIMIZATION MENTALITY

Unlike a system with rules and procedures, the optimization mentality is a philosophy that can be applied to anything. The toughest part is thinking independently and motivating yourself to take action. These 4



ways of thinking all contribute to the optimization mentality.

1. **Keep an open mind** - It's impossible to improve when you aren't looking for opportunities. Don't stunt your own growth by believing you've already reached the top of the ladder. There is always some small way to get better. Keep your eyes and ears open so you don't miss it, and seriously consider even the strangest sounding ideas.
2. **Stimulate your mind** - We get better as we get smarter. Be curious. Experiment with different options until you find the best. Watch what other people are doing, preferably smart people. Read books and articles on a wide variety of topics. Follow up on the ideas that pop into your head at 3 a.m.
3. **Seek advice from superiors** - For every aspect of your life, chances are you know at least one person who is a little bit better in that area. Ask your friend in finance how to invest. Ask your engineer brother-in-law what computer to buy. Leveraging the knowledge of others is the fastest way to improve.
4. **Never be satisfied** - Don't settle for mediocrity. We should be grateful for our good fortune, but we should shouldn't stop trying to get better. Once we become satisfied we start stagnating. The world is constantly moving. If you aren't moving with it you're falling behind.

MOMENTS IN TIME**Chapter Programs (continued)**

- Improvements of the Legal System
- Horizons for Investment (Volunteerism)
- "Business Law for the Secretary," Helen Garfield, Attorney
- "Backing Up the Boss," Keith Zook
- "The Last of the Red Hot Lovers." - George Gobel, at the Central City Opera House
- Chapter members presented programs;
- "The Importance of One Person." Terri McGill
- How Professional Are Secretaries
- Rally Round the Flag for Safety
- Coffee Breaks and Other Fractions
- Today's Contribution - Tomorrow's Security (social security)
- Everything You Wanted to Know About Secretaries, But Were Afraid to Ask
- Better Secretaries Mean Better Business Benefits Derived from "NSA" Membership
- To Your Health: Physical, Mental and Spiritual
- A Research Manager Looks at Women's Role in Industry
- What is the Secretary's Place on Management's Team?
- Your Voice is You (telephone courtesy)
- The Aesthetics Values of Arts
- How to Develop Good Taste in One Easy Lesson
- How to Understand and be Understood
- Fine Arts and the Secretary
- Human Relations and the Secretary
- Your Handwriting Is You
- Men, Mail and Machines (it was 1958) In a later program it was titled, "Know your Postal Service Better So They Can Help You More," and "Let's Really Play Post Office."
- "Car Talk in a Woman's Language."
- A special live interview by a direct telephone speaker system with NORAD headquarters in Canada and Colorado Springs.

- Taken from the Boulder History

ENTHUSIASM: GETTING TO KNOW YOU**MONA BOYD CAP**

In March 1998, I joined IAAP as a member of the Union Colony Chapter in Greeley, Colorado. In May 1998, I was installed as the UCC 1998-99 Vice President. In May 1999, I was installed as the UCC 1999-2000 President. I served as the Union Colony Chapter Delegate to the 1998 CWM Division Conference in Grand Junction, Colorado, and the 1999 CWM Division Conference in Billings, Montana. I served the UCC as delegate to the International Convention in Nashville, Tennessee, where I got to meet up with some of my long-distance co-workers from Minneapolis and a small family reunion with two cousins and an uncle I hadn't seen in 20 years!

My husband, Roger, and I just celebrated our 21st wedding anniversary (yes, I was a young bride). We have three four-legged children Ollie (cat) Shelby (Smart Dog) and Bailey (Poor thing ain't got the sense God gave an ant) but she snuggles good! My parents, Barbara and Dale, live in Eaton, Colorado, as well as my sister Tracy, her husband, Mike, Ashley (my 17 year old niece –who just got her first car) and my little Haley Bug (she's 3) believe it or not, they are sisters and they are my blessings.

I work for a Vice President/GM of Ventilation & Airway at Covidien (formerly Tyco Healthcare). I've been there seven months. I recently transferred my membership from the Union Colony Chapter in Greeley to the Boulder Chapter because I rarely could get to meetings so far away, and it was difficult to be an active member when you couldn't get there! I still love my old friends and I can't wait to make new ones here!

STACIA KELLER CPS

Stacia has been a member of IAAP for several years, serving Boulder Chapter as President, Vice President, Secretary, and Treasurer, as well as being a member of various committees and attaining the Certified Professional Secretary® (CPS®). After a brief hiatus, she recently reinstated her membership.

Stacia is employed at Crocs Footwear in Niwot, Colorado, as an Executive Assistant to Sean Fox. Prior to working in the office profession, she taught high school business classes. She is a graduate of the University of Nebraska at Kearney with a Bachelor Degree in Business Education.

After moving from Ainsworth, Nebraska, to Longmont, Colorado in 1979, she and her husband, Bob, picked up such hobbies as camping, boating, bike riding, and hiking. She enjoys scrapbooking, cooking, arts, and crafts.

**Welcome To Boulder Chapter's Newest Members!**

Mona Boyd CAP (transferred from Union Colony Chapter)
 Stacia Keller CPS (reinstated membership in Boulder Chapter)
 Linda Singer (new member to IAAP)
 Loretta Tryke (new member to IAAP)
 Thor Romero (transfer from Denver Downtown Chapter)



We are pleased to have you join our Chapter!

ENTHUSIASM: COMMITTEES



GENERAL INFORMATION

One of the best resources about our association is the IAAP website: 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



APW - Plans are already in the making. Nancy Upchurch CPS/CAP, Sharon Hunvald CPS, Debbie Brown CAP/RP, and Joyce Teter RP 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 RP, 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.

Welcome To Boulder Chapter's Newest Members!

- Mona Boyd CAP (transferred from Union Colony Chapter)
- Stacia Keller (reinstated her membership in Boulder Chapter)
- Linda Singer (new member to IAAP)
- Loretta Tryke (new member to IAAP)

We are pleased to have you join our Chapter!

Invest in your future...invest in YOU!

Say "Yes" to the Nominating Committee for an officer position in the Boulder Chapter IAAP.

You'll grow professionally and personally – and what a learning experience!

WAYS TO HONOR THE SERVICE OF RETIRING CHAPTER LEADERS / MEMBERS

- Prepare a keepsake book and have members sign it. Include photos of members and taken at various chapter events.
- Compose a resolution thanking them for service, frame and present to them at banquet in their honor.
- Develop a scholarship program in their name; ask members to contribute and have local corporate sponsors make matching donations.
- Include a "leadership profile" in the chapter's annual report.
- Make a small donation to a charity of their choice.
- Write them a personal note of thanks; write their family a note of thanks for supporting the chapter.
- Interview them (via audiotape or videotape) and have the interviews transcribed. Ask about their experiences, what they've learned about the industry/profession, how the association has changed over the years, what they envision for the future, and what the association has meant to them. Ask people who have known them or worked with them for a long time to comment on their contributions.
- Keep them involved – use their expertise and ask for advice and counsel on various issues.



EDUCATION: NOMINATIONS AND COMMITTEE REPORT

– JOYCE TETER RP

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.

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



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



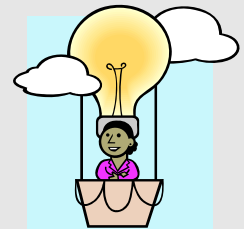
2007-2008 BOULDER CHAPTER OFFICERS

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



“Others can stop you temporarily - you are the only one who can do it permanently.”

-Zig Ziglar



“Great accomplishments have resulted from the transmission of ideas and enthusiasm.”

- Thomas J. Watson



“No matter what accomplishment you make, somebody helps you.”

-- Wilma Randolph

BOULDER CHAPTER 2007-2008 PROGRAMS

March 20, 2008

Making the Leap

Karen Van Cleve, Life Coach

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

MAKE CHANGE A POSITIVE PART OF YOUR LIFE



You must avoid breaking when things don't go your way. You'll always be secure to the degree that you accept change. True security comes from being able to bend your insecurities.

Recognize and accept that change will inevitably take place. You'll become secure, not by standing still, but by growing, moving, and staying energized. Be secure in the knowledge that you can deal with anything that happens to you.

Have the courage to bet on your ideas. Take some calculated risks and act on your dreams.

There is no permanent security on this earth, there is only opportunity.

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EDUCATION: CALENDAR OF EVENTS

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

Saint Patrick's Day (Irish: Lá 'le Pádraig or Lá Fhéile Pádraig), colloquially *St. Paddy's Day* or *Paddy's Day*, is an annual feast day which celebrates Saint Patrick (circa 385–461), one of the patron saints of Ireland. It takes place on 17 March, the date on which Patrick is held to have died.

The day is the national holiday of the Irish people. It is a bank holiday in Northern Ireland, and a public holiday in the Republic of Ireland, Montserrat, and the Canadian province of Newfoundland and Labrador. In the rest of Canada, the United Kingdom, Australia, the United States and New Zealand, it is widely celebrated but is not an official holiday.

