

# THE FLATIRONS

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



#321110

November 2007

Volume 52, Issue 4

## 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.orgsites.com/co/cwmiaap.com

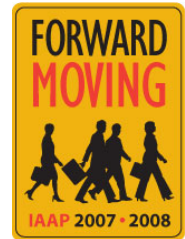
**IAAP INTERNATIONAL**  
*Forward Moving*  
www.iaapnet.org



## Inside Highlights

President's Message	2
Getting to Know You	3
Chapter Meeting Minutes	4-5
Committees	6
Tips & Tricks	7
Articles of Interest	8
From The Top	9
Calendar of Events	10

## 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, November 15, 2007  
(Every third Thursday of the month unless noted otherwise)

Where: **Hunters Restaurant**  
600 S. Airport Road  
Longmont, CO 80501

**RSVP: Monday, November 12, 2007 – by 5:00 p.m.**

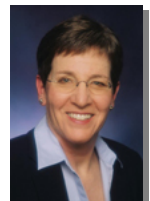
**Robin Trader CPS/CAP**

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

Phone: ----- 303.651.0928

## PROGRAM – THE TEXT DOCTOR – “FAILURE TO COMMUNICATE!”

**Speaker: Dr. Elizabeth (Bette) Frick - The Text Doctor –**  
“What we have here is a failure to communicate”: A humorous look at miscommunication and some serious tips to help you improve yours.



The Text Doctor® is owned and operated by Elizabeth Frick, Ph.D. who received her B.A. in English from the University of Pennsylvania, her M.A. in English from the University of Hawaii, and her Ph.D. in English from the University of Minnesota. She's been teaching writing for 30+ years. She's a writer herself. She delivers lively, interactive classes. She teaches practical, useful skills your employees can immediately apply.

**2007-2008 BOULDER CHAPTER OFFICERS****PRESIDENT****Vi McNew CPS/PRP**videlmcnew2@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****Shirley Offerson CAP**

Division Member-at-large

**VICE PRESIDENT****Margaret Hartl**

Rim Rock Chapter

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

Western Horizon Chapter

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

Pikes Peak Chapter

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

Book Cliff Chapter

**ENTHUSIASM: PRESIDENT'S MESSAGE**

The holidays are almost here, and it reminds everyone to remember their family and friends with words of thankfulness, love, and even gifts!

These are some gifts that don't cost a cent but surely mean a lot to the recipient—the gift of listening, affection, laughter, of a written note, of a compliment, of a favor, of solitude, of a cheerful disposition.

Remember you can always change your mind. Decisions are not only adjustable but revocable. Taking risks and knowing when to cut your losses is a great combination in your life and a key factor in effective meeting management.

Democracy is the recurrent suspicion that more than half of the people are right more than half of the time.

Effective communication in its simplest definition is to understand and be understood.

Keep a promise. Keep a secret. Send flowers. Let someone have the last word. Return a smile. Laugh at a favorite story—again. Let someone in line in front of you. Listen to a child. Listen to an adult. Say something nice to someone you like. Say something nice to someone you do not like!

The secret of real accomplishment is to know precisely what you want and what steps you must take to get it. Your efforts must be organized.

And last, but not least, a very successful person is the one who does not go where the path may lead, but instead goes where there is no path and leaves a trail!

To all of you, have a blessed Thanksgiving and enjoy the holidays as though you were a child! The most wasted day is one in which we have not laughed!

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



*This is the beginning of a new day. You have been given this day to use as you will. You can waste it or use it for good. What you do today is important because you are exchanging a day of your life for it. When tomorrow comes, this day will be gone forever; in its place is something that you have left behind...let it be something good.*

- Anonymous

## ENTHUSIAM: GETTING TO KNOW YOU



**ROBIN TRADER CPS/CAP**  
**2007-2008 BOULDER CHAPTER TREASURER**

Robin has been a member of the Boulder Chapter-IAAP since 1998. She is currently the Chapter Treasurer and Membership Chair. Over the past 9 years, Robin has been the Chapter Secretary, Webmaster, and Chairman of the 2004 APD Breakfast. In 2001, Robin was the Chapter delegate to the NW District

Meeting in Colorado Springs; and in 2005, she was part of the Registration Committee at the International Convention and Workshop in Denver. Robin obtained her CPS rating in 1994 and her CAP rating in 2003.

Just this past July, Robin started work at Seagate Technology. Prior to that, she worked at Amgen Corporation, Maxtor Corporation, and Storage Technology to mention a few since moving to Colorado from New York in 1979.

Robin has been married to Tom for almost 30 years, has three sons (Kyle-21, Danny-19, and Luke-11), and in August of this year, she gained a daughter-in-law, Katie.

Robin is on the Altar Guild at her church, volunteers on her son Luke's baseball teams, and enjoys traveling, reading and enjoying life.

### **DIANA CLEARY CPS** **NEW BOULDER CHAPTER MEMBER (TRANSFERRED FROM TRICITY CHAPTER, CALIFORNIA)**



Diana was born in Iran and moved with her family to UK when she was 16. She attended grammar school and secretarial college and obtained her secretarial diploma from Pitman's College in London, England. After she married, her family moved to the US in 1969 and she raised her son in Los Angeles till their move to Northern California (Bay Area) where her parents and the siblings lived. As a widow, she continued her college education at the community college while raising her son during his school and college years. She started her full-time job in 1986 as a department secretary and achieved her CPS rating in 1988 with a promotion to the Senior Secretary position. She was an active member of then Mission Trail Chapter, California, for a few years and reinstated her membership in TriCity Chapter in Fremont, California, in 2003 during which she served the office of the Treasurer for two consecutive years. She has currently joined the IAAP Boulder Chapter in Colorado.

While working full-time, she achieved her B.S. in Business Administration from the University of Phoenix in 1994 and continued her administrative career in different hi-tech industries in Northern California at various levels of senior to executive level assistant.

She remarried in 1999 to her Australian husband, and she moved with him to Australia shortly after while he was taking care of his business. The idea was to have the opportunity to find out if she wanted to live in Australia for good. We decided to return to the USA in California after nine months as she missed home and family terribly. They lived there till their recent move to Colorado last March. They are enjoying their new home in Thornton, and she has been working at Martek Biosciences in Boulder as Senior Administrative Assistant since August 2007. They have elected Colorado to be their permanent home after retirement.

Diana loves to travel, exercise, home decorating, and continue her education in financial area and stay active in her IAAP membership which she considers to be an important part of her administrative career. She has one son and two grand-children who currently live in California.

*'Getting To Know You' – continued on page 7*

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

#### **APW**

Joyce Teter PRP  
 Jteter2@aol.com

#### **Bylaws**

Billie M. Willey CPS  
 bmwcps@aol.com

#### **CPS/CAP Service and Education**

Patti Lovato  
 plovalo@ball.com

#### **Historian**

Vi McNew CPS/PRP  
 videlmcnew2@aol.com

#### **Membership**

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

#### **Membership Directory**

Linda Smith CAP  
 ldsmithcap@hotmail.com

#### **Newsletter**

Vi McNew CPS/PRP  
 videlmcnew2@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

### *THE NATIONAL THANKSGIVING PROCLAMATIONS*

The first official Thanksgiving Proclamation made by the American colonies who rebelled against the Crown of England was issued by the Continental Congress in 1777. Six national Proclamations of Thanksgiving were issued in the first thirty years after the founding of the United States of America as an independent federation of States. President George Washington issued two, President John Adams issued two, President Thomas Jefferson made none and President James Madison issued two. In 1789 Washington, designated a national thanksgiving holiday for the newly ratified Constitution, specifically so that that the people may thank God for "affording them an opportunity peaceably to establish a form of government for their safety and happiness" and for having "been enabled to establish constitutions of government for our safety and happiness, and particularly the national One now lately instituted, for the civil and religious liberty with which we are blessed..."

After 1815 there were no more Thanksgiving Proclamations until the Presidency of Lincoln, who made two during the Civil War. He declared Thanksgiving a Federal holiday as a "prayerful day of Thanksgiving" on the last Thursday in November. Since then every U.S. President has always made an official Thanksgiving Proclamation on behalf of the nation. President Franklin D. Roosevelt set the date for Thanksgiving to the fourth Thursday of November in 1939 (approved by Congress in 1941).



### **CHAPTER MEETING MINUTES – OCTOBER 2007**

The regular monthly meeting of the Boulder Chapter of the International Association of Administrative Professionals (IAAP) was called to order at 6:15 pm on October 18, 2007, at Hunter's Restaurant in Longmont, Colorado. President Vi McNew CPS and Secretary Vicky Judish were on duty.

The President requested all to stand for the Pledge of Allegiance.

Treasurer, Robin Trader CPS/CAP, read the Inspiration.

The meeting was recessed for dinner orders.

President McNew welcomed all members and guests.

**MEMBERS PRESENT:** Vicky Judish, Patti Lovato, Robin Trader CPS/CAP, Vi McNew CPS/PRP, Joyce Teter PRP, Billie Willey CPS, Tommie Diaz CPS, Dawn Burns, and Diana Cleary CPS.

**GUESTS PRESENT:** The President recognized Billie Willey as a Past International President and welcomed member guest Nancy Upchurch CPS/CAP, Past President of Union Colony Chapter in Greeley, past President of the CWM Division, and Past Chairman for the IAAP Retirement Trust Foundation, and guest Linda Singer. Robin Trader introduced new member transfer, Diana Cleary.

The Minutes of the September 2007 meeting were presented and approved as published.

The Financial Report for September 2007 was reviewed, approved, and will be filed. There were no bills presented to be paid.

#### **REPORTS OF THE BOARD:**

**PRESIDENT:** President McNew reported as follows:

1. Acknowledged all correspondence and emails promptly
2. Participated in a conference call on forming a Virtual Chapter and stated another conference call will be held October 29<sup>th</sup>.
3. Received the Avery 2008 eblast Contest for Chapter Excellence; will discuss with the Board
4. Distributed copies of "How to Attract Members," to use for the February Impact meeting
5. Participated on a panel at the Union Colony Chapter meeting in Greeley regarding Retirement

**VICE PRESIDENT & PROGRAM CHAIR:** Vice President Teter asked members how well they liked the meeting room at Hunter's Restaurant. Toward the end of the meeting she will ask the attendees if the food is good, and do we wish to hold the November meeting at Hunter's Restaurant?

**SECRETARY:** Secretary Judish read the October Board report.

**TREASURER:** Robin announced that the new Boulder Chapter member is a transfer from the Fremont Chapter in California. Also, she received an email from Eileen Verosko CPS, the CWM Division Treasurer, announcing a new CWM Division fundraiser called the "Draffle." Members will be asked towards the end of the meeting if they wish to participate.

#### **REPORTS OF STANDING COMMITTEES:**

**APW:** Chairman Teter reported on the APW event.

**Bylaws & Standing Rules:** Chairman Willey has copies of the B&SR.

**CPS/CAP and Education:** Chairman Lovato announced the certification packet is available.

(continued on page 5)

## CHAPTER MEETING MINUTES – OCTOBER 2007 (CONTINUED)

Meeting recessed for dinner.

**History:** Chairman McNew continues to update the Down Memory Lane history; thanked those who have submitted pictures.

**Membership:** Chairman Trader announced one renewal: Vivian Hunter. Boulder Chapter Membership Directory and Bylaws and Standing Rules were given transfer member Diana Cleary.

**Newsletter:** Chairman McNew thanked members for articles submitted; the November deadline is 11/5 for submitting articles.

**Programs:** Program Chairman Joyce Teter, announced the November program will be **The Text Doctor** presented by Dr.Elizabeth Frick.

**Publicity:** Chairman Diaz asked members to let her know of any meeting announcements that make it in the newspapers, stating it is extremely difficult to get submissions in the newspapers.

**Website & Ways & Means:** Chairman Judish announced that at the November meeting she will have a display board selling the scarves, bracelets, and bookmarks. She also noted that she had received an email from a Mellodee Phillips via the Boulder Chapter Website, expressing interest in our Chapter. She was invited to attend our next meeting. The email printout was given to Robin to pursue.

**UNFINISHED BUSINESS:** Members were asked if they wanted the November meeting to be held at Hunter's Restaurant. A motion was presented and approved.

**NEW BUSINESS:** Members were asked if they wished to participate in the CWM Division fundraiser called the "Draffle." Patti moved moved that the Chapter participate; it was seconded and carried..

### ANNOUNCEMENTS AND GOOD OF THE ORDER

- Diana Cleary won the October Raffle prize.
- Newsletter deadline for November is the 5<sup>th</sup>.
- Diana Cleary thanked the Boulder Chapter members for the warm welcome. She stated she is very impressed with our meeting.
- Guest, Linda Singer, also thanked the Boulder Chapter members and hopes she can become a member soon.
- Vicky sold tickets for the Draffle.
- The November meeting will be November 15<sup>th</sup> to be held at Hunter's Restaurant.

**Program:** Program chairman, Joyce Teter, asked to be excused due to an emergency call from home.

Billie Willey introduced Nancy Upchurch CPS/CAP, who presented a program on the IAAP Retirement Trust Foundation and information not always known that the Trust does; she requested input from members who had visited Vista Grande. The Chapter thanks her for the gifts she brought for those in attendance and the excellent explanation of the Trust.

The meeting was adjourned at 8:10 pm

Vicky Judish  
Secretary, Boulder Chapter IAAP

**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.

## THANKSGIVING TRADITIONAL CELEBRATION

In the United States, Thanksgiving is a four-day weekend which usually marks a pause in school and college calendars. Thanksgiving meals are traditionally family events where certain kinds of food are served. First and foremost, turkey is the featured item in most Thanksgiving feasts (so much so that Thanksgiving is sometimes called "Turkey Day"). Stuffing, mashed potatoes with gravy, sweet potatoes, cranberry sauce, corn, turnips, yams and pumpkin pie are commonly associated with Thanksgiving dinner.



### The Pilgrims

The early settlers of Plymouth Colony in Massachusetts were particularly grateful to Squanto, the Native American who taught them how to catch eel, grow corn, and who served as their native interpreter (as Squanto had converted to Christianity and learned English as a slave in Europe). Without Squanto's assistance, the settlers might not have survived in the New World.

The Plymouth settlers (who came to be called "Pilgrims") set apart a holiday immediately after their first harvest in 1621, they held an autumn celebration of food, feasting, and praising God. Contrary to legend, there is no evidence that any Native Americans actually attended the event.

- Taken from  
Wikipedia Encyclopedia



**MOMENTS IN TIME**

In 1962, Boulder Chapter was honored at the International Convention of NSA when it was judged first place winner in the "Secretaries On The Spot" national competition. Problems were presented by the International Board and the solution judged best was selected. Boulder Chapter was also given this honor at the District level.

In 1969, the Boulder Chapter Bylaws were amended to increase per diem expenses for International Conventions from \$13.00 to \$20.00.

In October 1970 at the Regional Convention in Salt Lake City, Ruth Patchen, Northwest District Director, announced that installation of officers at the International Convention in July would be in business attire! Eloise Braidwood was the Boulder Chapter delegate.

In 1970, Virginia Swartz CPS held CPS review classes in her home. At the July 19, 1956 meeting, the Chapter took action to publish a bulletin to be called the "Flatirons Bulletin" sized 5 1/2" x 8 1/2".

About 1969-70, the Boulder Chapter received a mimeograph machine (free) for publishing a certain number of newsletters. Postage in those days was 8¢ per newsletter (8 1/2 x 11 with a cover). Other newsletters were printed on legal size paper and mailed for 6¢.

1978 - The Boulder Chapter hosted an affiliate chapter from Barbados at the International Convention in Vancouver BC.

**Community Activities**

For many years members of the Boulder Chapter volunteered hundreds of hours addressing Christmas Seal envelopes for the National Tuberculosis Association and the American Cancer Society. Members of the Chapter also worked with the local Civil Defense organization during the '50's. Other civic work done by members is to register participants in the Mile High March of Dimes Walk-A-Thon, both in Longmont and in Boulder.

*- 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.

**Renewals**

**Vivian Hunter** – Thanks for being a part of the “winning edge” in the Boulder Chapter!

**Happy Birthday**

Tommie Diaz CPS ----- November 29

**Belated Happy Birthday**

Vi McNew CPS/PRP-----November 2



**NOMINATIONS FOR IAAP INTERNATIONAL BOARD OF DIRECTORS**

If you are interested in running for a position on the IAAP International Board of Directors, forms are now available for all interested members to download in the "Members' Place" area of the IAAP website, [www.iaap-hq.org](http://www.iaap-hq.org) <<http://www.iaap-hq.org/>> . To access, log in to "Members' Place," then see the following menus: "Int'l Members' Place">"Division/Chapter Resources">"IAAP Forms."

Questions regarding nominations procedures may be directed to:

- Committee on Nominations Chairman Laurie Cozens, e-mail: [laurie.cozens@pepcoholdings.com](mailto:laurie.cozens@pepcoholdings.com)
- IAAP Executive Director Don Bretthauer, e-mail: [executivedirector@iaap-hq.org](mailto:executivedirector@iaap-hq.org)

**EDUCATION: TIPS & TRICKS**

**WORD TRIPPERS: A Quick Guide To Clarify Words That Can Trip You Up**

– Barbara McNichol, Writer/Editor

**Stationary, stationery** – “Stationery” is material for writing letters; “stationary” is a fixed position. “I left my *stationery* (letter) in a car that wasn’t *stationary* long enough to retrieve it.” To help remember, the words “letter” and “stationery” both have ‘e’s; the words “stay” and “stationary” both have ‘a’s.

**Principal, principle** – “Principal” as a noun means head of a school, a main participant, or a sum of money. “Principle” is a fundamental law or basic truth. “The school principal lives by her values and principles.” Use the “al” spelling when principal is used as an adjective. “The principal issue is calculating the principal plus interest correctly.”

*‘Getting To Know You’ – continued from page 3*



**CORINA ‘CORY’ DRAYCOTT CPS**  
**2007-2008 COLORADO-WYOMING-MONTANA DIVISION SECRETARY**

Cory first became aware of IAAP when Western Horizons member, Laurie Hood, CPS/CAP, invited her to attend an Educational Conference with her in San Antonio, Texas. Being an employee of the City of Green River, Wyoming, an organization that values continuing education, she was able to attend. While there, she met many wonderful people and attended valuable educational classes. Everyone was friendly and open, and she sensed a oneness of purpose. Each person there had a desire to better themselves. To become better people through educational opportunity and by networking with others from around the country who share the same profession and encounter the same problems and situations. Having recently graduated from college with a Bachelors Degree in English at the time and not knowing what she wanted to do with her life, this conference and the members of IAAP helped her to define her position in terms of CAREER instead of JUST A JOB. Cory needs to make the most out of the work she does - to be the best she can be. With this realization, she signed up to be a member of the Western Horizons Chapter of IAAP in May 2003, because she knew that this organization could help her realize her potential in her new career.

Since she became a member, she has achieved many things:.

- Served as Secretary/Treasurer for Western Horizons from 2004-2005
- Served as President for Western Horizons from 2005-2006
- Attained the Certified Professional Secretary Certification in May 2006.
- Elected to serve as your CWM Division Secretary at the June 2007 Division Meeting.

Being a member of IAAP has also given her the confidence to approach her current employer with suggested changes to their department. She had served as Senior Administrative Assistant to the City Administrator, Mayor, and Council for the past six years, and was successful in creating a new position for herself, which resulted in a title change to Communications Specialist, with a new focus on Public Relations for the City. She also persuaded them to allow her to work part time out of her home in Eden, Wyoming; her first taste at being a Virtual Assistant!

Cory looks forward to the challenges and new knowledge she will gain serving as your CWM Division Secretary this year, and welcomes anyone to contact her at [cdraycott@cityofgreenriver.org](mailto:cdraycott@cityofgreenriver.org) if there is anything she can do for you.

**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



**40 TIPS FOR AN EXCEPTIONAL, SUPERB & POWERFUL LIFE (THE LAST 20)**

21. You don't have to win every argument. Agree to disagree.
22. Make peace with your past so it won't screw up the present.
23. Don't compare your life to others. You have no idea what their journey is all about.
24. Burn the candles, use the nice sheets, and wear the fancy lingerie (not you guys.) Don't save it for a special occasion. Today is special.
25. No one is in charge of your happiness except you.
26. Frame every so-called disaster with these words: "In five years, will this matter?"
27. Forgive everyone for everything.
28. What other people think of you is none of your business.
29. Time heals almost everything. Give time, time.
30. However good or bad a situation is, it will change.
31. Your job won't take care of you when you are sick. Your friends will. Stay in touch.
32. Get rid of anything that isn't useful, beautiful, or joyful.
33. Envy is a waste of time. You already have all you need.
34. The best is yet to come.
35. No matter how you feel, get up, dress up, and show up.
36. Do the right thing!
37. Call your family often.
38. Each night before you go to bed complete the following statements: "I am thankful for \_\_\_\_\_." Today I accomplished \_\_\_\_\_.
39. Remember that you are too blessed to be stressed.
40. Enjoy the ride. Remember that this is not Disney World and you certainly don't want a fast pass. You only have one ride through life so make the most of it and enjoy the ride.

**EDUCATION: IT IS ALL ABOUT BALANCE****– DR. CAL LEMON**

Life is good or bad depending on whether or not there is "balance." If it is too hot, too cold, too quiet, too loud, too boring, too exciting...if life is just "too" anything, we get uncomfortable.

Do you have balance in your life?

You may not know the answer to that question, but I bet my 1953 Mickey Mantle baseball card (came in a packet of really disgusting bubble gum) that if you do not have "balance" you will know "unbalance" with clarity.

So, let me try my "balance quotient quiz" on you. No, I do not have 100 questions...just 10. That's right; I have 10 questions that I believe will help you determine whether or not balance reigns in your life.

Just answer "yes" or "no" to each question.

1. Are most of the conversations you have at home about work?
2. Are vacations more trouble than they are worth because of all the pre-trip arrangements you have to make for your home, newspaper, pet, etc.?
3. Do you regularly bring work home from your office/workplace?
4. Do you have trouble getting to sleep during the work week?
5. Do you normally work through lunch?
6. Is retirement all you can think about when you are in your workplace?
7. Are your best friends at work?
8. Do you have a container of some pain medication in your work area?
9. Do you, on average, put in more than 50 hours per week on your job?
10. Do you consider yourself a "perfectionist"?

If your answer to six or more of these questions was "yes," I am convinced you may feel unbalanced.

"Unbalanced" means life does not have much enjoyment, peace or satisfaction. You perceive yourself to be on a treadmill that other people keep adjusting the speed control higher and higher. You want to jump off but at these speeds there is danger all around.

Forget my inventory and think about the focus of this short article.

Life is just far too short and unpredictable to keep going through the motions.

I am suggesting three interventions. First, find someone, preferably not a coworker in your place of employment, who will listen and then be honest with you. You have to find a caring, confronting voice.

Second, get a sheet of paper and write down five personal goals you have for your life in the next year. Just five goals. Make them specific and do not worry about failing. Failure is always better than finding a well-worn couch with a TV remote control.

Third, give something that matters to you away. Find a person who needs your clothes, your encouragement, and your listening ear. When you watch gratitude break over the face of someone less fortunate than you, you will rediscover...balance.

*Dr. Cal LeMon, President of Executive Enrichment, Inc., is a corporate educator and professional speaker who can be reached at 800-373-4040 or [www.execenrichment.com](http://www.execenrichment.com).*

## ENTHUSIASM: FROM THE TOP

### 2007-2008 IAAP INTERNATIONAL BOARD OF DIRECTORS



Front (l to r) Treasurer Mary Ramsay-Drow CPS/CAP; Vice President Barb Horton CAP; President, Judy McCoy CPS/CAP; President-Elect Tia Theriaque CAP; Secretary Susan K. Shamali CPS/CAP; Back (l to r)

Fogel CPS/CAP; Southeast District Director Tamra L. Goodall CPS/CAP; Great Lakes District Director Sam W. Gill III CPS; Northeast District Director Marie "Gerry" Burnell CPS/CAP;



*"The joy of life consists in the exercise of one's energies, continual growth, constant change, the enjoyment of every new experience. To stop means simply to die."*

-- Aleister Crowley, British writer (1875-1947)

### 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



*"This country will not be a good place for any of us to live in if it is not a reasonably good place for all of us to live in."*

-- Theodore Roosevelt, 21st U.S. President, author and adventurer (1858-1919)

### 2007-2008 COLORADO-WYOMINGMONTANA DIVISION OFFICERS



From l to r: Kyle Sheldon-Chandler, President; Shirley Offerson CAP, 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



*"Worry does not empty tomorrow of its sorrow; it empties today of its strength."*

-- Unknown

**BOULDER CHAPTER  
2007-2008 PROGRAMS**

**November 15, 2007**

**The Text Doctor** – “What we have here is a failure to communicate”: A humorous look at miscommunication and some serious tips to help you improve yours  
Dr. Elizabeth (Bette) Frick

**December 13, 2007**

**Christmas Celebration**

**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 about IAAP

**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



**EDUCATION: CALENDAR OF EVENTS**



**November 2007**

2-3 CAP / CPS Exams

**15 Boulder Chapter Meeting**

**December 2007**

**13 Boulder Chapter Meeting**

**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

