

THE FLATIRONS

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



#321110

October 2007

Volume 52, Issue 3

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

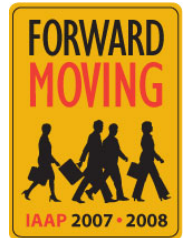


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WELCOME TO THE BOULDER CHAPTER!

MEETING ANNOUNCEMENT



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

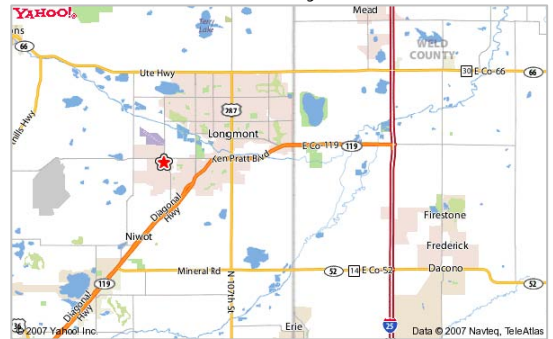
When: Thursday, October 18, 2007
(Every third Thursday of the month unless noted otherwise)

Where: **Hunters Restaurant**

600 S. Airport Road
Longmont, CO 80501

Select from menu - Dinner at member's expense

Directions: Coming from the North on I-25, take the exit for Hwy. 66, turn West to Hover Street, go South to Nelson Rd., turn West to Airport Road (Southwest corner of Nelson and Airport Rd, in the Strip Mall); Coming from the South on I-25, take SH 119 West (there is a road that will go off to the right before you get to Longmont, you go straight and that will take you to Hover Street, turn right (North) to Nelson Road., turn left (West) to Airport Road (in the Strip Mall).

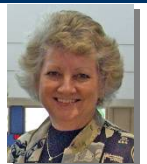


RSVP: Monday, October 15, 2007 – by 5:00 p.m.
Robin Trader CPS/CAP

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

PROGRAM – RTF – WHAT YOU DIDN'T KNOW

Speaker: Nancy Upchurch CPS/CAP – Union Colony Chapter - You know we own our own retirement center – but did you know we also have other opportunities for our members?



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

October! What a glorious, colorful month! It makes one want to strive to be better in all endeavors!

Have each of you been visiting the websites, all of them? There is a great deal of information on the International, Division, and Chapter websites just waiting for you to put it to good use. It is the way to MOVE FORWARD in our joint efforts to SUCCESS!

Our International President, Judy McCoy CPS/CAP, has made available to us an article on Bosses! This article was written two years ago on a survey conducted by the William & Mary Mason School of Business (copy attached at end of newsletter) and Judy has secured permission to have it used in our Association. To summarize the findings, "the United States, as a whole, gives a "B-plus" to bosses, according to the survey results." As you probably are all aware, October 16 is "Bosses Day". Perhaps each of you show appreciation to your Boss at this time with some kind of special recognition.

A big "thank you" to Linda Smith CAP, our member who puts together the Membership Directory. She asks that if there are any changes, please let her know and when she brings the Directory current again, she will incorporate them.

Another big "thank you" to Joyce Teter PRP, our program chairman and member who arranges for our meeting place. This month we will be meeting at the Hunters Restaurant in Longmont. I have been there and their food is delicious. Please check the first page of your newsletter for details.

We are looking forward to having Nancy Upchurch CPS/CAP, member of the Union Colony Chapter, present our program on the Retirement Trust Foundation at this meeting. Another big plus for all of us!

Your President took part in the Conference Call between our Division President, President Elect, and members-at-large interested in forming a Virtual Chapter. There definitely is a need for one and hopefully that soon will be remedied!

We are happy to welcome Diana Cleary, a transfer from the Tri-City Chapter in Fremont, CA; Diana is employed at Martek Biosciences in Boulder.

Enjoy the Fall weather and see you the 18th!

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



ENTHUSIAM: GETTING TO KNOW YOU

**VICKY M. JUDISH**

Vicky has been a member of the Boulder Chapter – IAAP since 1998. Presently she is the Chapter Secretary, Webmaster, and the Ways and Means Chairman. In the past, she has served on the Board as Treasurer, as co-chair of the 2000 Administrative Professional's Day Workshop, Publicity Chairman, and Newsletter Editor. Being a member of IAAP keeps her "networking" and she enjoys the camaraderie at the meetings.

Vicky recently left Lockheed Martin Coherent Technologies after 21 years to pursue other interests. She currently works part time as an assistant to a property management company. Her other activities that keep her busy are volunteering at the Boulder County Humane Society Thrift Shop, Rocky Mountain Riding Therapy, and Meals on Wheels in Boulder, each agency serving those areas she is strongly passionate about. When she is not working or volunteering, she enjoys activities such as hiking, biking, long walks with friends, reading a good book, decorating birthday cakes and most recently, golf (she keeps the golf ball business in good shape hitting many balls in ditches!)

Vicky and her husband of almost 30 years, Bob, live in Boulder along with their two miniature schnauzer dogs, Samson and Sheba. They enjoy walking the dogs, attending CU football games, and Colorado's beautiful scenery and weather.

MARGARET HARTL**2007-2008 COLORADO-WYOMING-MONTANA DIVISION VICE PRESIDENT**

Margaret Hartl was born and raised in North Dakota, moving to Montana in 1988. She has a Bachelor of Science degree in Home Economics Education and Textiles and Clothing. Margaret taught Home Economics for three years before becoming a stay-at-home mom. In 1984, when she re-entered the job market she accepted a job as a part-time secretary for an insurance agency. After moving to Montana in 1988, Margaret worked for Rocky Mountain College and has been at Montana State University Billings as an administrative associate for 17 years.

Margaret has been a member of the Rim Rock Chapter since 1994. During that time, she served as membership committee chair, vice president (2 years), president (2 years), Administrative Professionals Day/Week co-chair, and has served on numerous committees. Margaret was secretary for the CWM Division for two years and is currently serving a second term as vice president. She has six children with the youngest son graduating from high school in spring 2008. She also has 12 grandchildren. Interests include reading, crocheting, and playing with the grandkids.



**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
plovato@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

IS CERTIFICATION FOR ME?

President McNew asked me to share with you the reasons I attained my CPS and CAP ratings. To make a long story short, I did it for me. I wanted to show myself that I could do it.

Although I was not compensated at work, attaining my CPS was a great self-esteem booster. I also learned that I could do it. I wanted to keep up with the certifications available through IAAP and when it became available, I worked toward the CAP rating. It took taking the test two times, but I did it. After receiving the CAP rating, my current employer was pleased that I did pass the test.

In order to stay employable, I feel it is necessary to continue learning. It's easy to do so when you attain your ratings since you need to recertify every five years. As far as my employer goes, I've shown them that my career is important to me and that I want the tools to be the best at what I do.

*Debbie Brown CPS/CAP/PRP
Denver Downtown Chapter*

FROM ONE PUMPKIN TO ANOTHER!

A woman was asked by a coworker, 'What is it like to be a Christian?' The coworker replied, 'It is like being a pumpkin.' God picks you from the patch, brings you in, and washes all the dirt off of you. Then He cuts off the top and scoops out all the yucky stuff. He removes the seeds of doubt, hate, and greed. Then He carves you a new smiling face and puts His light inside of you to shine for all the world to see.

HAPPY FALL TO YOU!CHAPTER MEETING MINUTES – SEPTEMBER 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 September 20, 2007, at the Longmont Public Library 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.

Secretary, Vicky Judish, read the Inspiration.

President McNew welcomed all members and guests and reminded everyone to continue helping themselves throughout the meeting to the snacks provided by Robin Trader and Vicky Judish.

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

GUESTS PRESENT: The President recognized **Billie Willey** as a Past International President, **Phyllis Cain CPS**, Past CWM Division President and **Nancy Upchurch** CPS/CAP, Past President of Union Colony Chapter in Greeley and past President of the CWM Division and Past Chairman for the IAAP Retirement Trust Foundation.

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

The Financial Report for August 2007 was reviewed, approved, and will be filed. Two bills were presented by Robin Trader: \$6.48 for a new member badge and \$46.00 for Chapter liability insurance. Members approved the bills to be paid.

Robin Trader presented the name badge to new member, Dawn Burns.

REPORTS OF THE BOARD

PRESIDENT: President McNew reported as follows:

- Two dropped members were contacted. One member (Marlyce Harris) had renewed and the other member, Hollis Bock, has not been reached. Division will now attempt to contact Hollis.
- Reminded members to check out the Boulder and IAAP HQ Websites.
- The new Directory for the Boulder Chapter was distributed. Thank you, Linda Smith.
- Notified HQ of the death of Boulder Chapter-IAAP member, Terri McGill.
- Asked Patti Lovato to distribute information to members on CPS/CAP Certification.
- She will participate in the CWM Division conference call on September 27th regarding the formation of a Virtual Chapter with membership from the Members at Large.
- Invited the Greeley-Union Colony Chapter to the Boulder Chapter October meeting.

VICE PRESIDENT & PROGRAM CHAIR: Joyce Teter reported that the Library meeting room is unavailable for October and November. She is currently checking into other locations available for holding our meetings; the Longmont Museum and Hunter's Restaurant in Longmont.

SECRETARY: Secretary Judish read September Board report.

TREASURER: See above.

REPORTS OF STANDING COMMITTEES

APW: Chairman Teter reported on the APW event which will be held Friday, April 25, 2008. The workshop will be held at the Park Hill Golf Course clubhouse. A speaker has been confirmed and there will be an Expo. Members are encouraged to contact Joyce if they know of anyone who might be interested in advertising at the Expo.

(continued on page 5)

CHAPTER MEETING MINUTES – SEPTEMBER 2007 (CONTINUED)

Bylaws & Standing Rules: Chairman Willey has copies and she also reminded members that the IAAP International B&SR are available on the HQ website. Should the Boulder BS&R be available on the Boulder Chapter website?

CPS/CAP and Education: Chairman, Lovato suggested that members email her if they are interested in joining the CPS/CAP Study.

History: Chairman McNew continues to update the Down Memory Lane notebook.

Membership: Chairman Trader announced two renewals: Terry Caddell and Judith Baumann.

Newsletter: Chairman McNew informed members the October newsletter deadline is 10/8 for submitting articles.

Programs: Program Chair Joyce Teter, announced that the October program will be presented by Nancy Upchurch on the IAAP Retirement Trust Foundation.

Publicity: Chairman Diaz was unable to attend the meeting but sent a report read by Vicky.

Webpage & Ways & Means: Chairman Judish presented two ideas for fundraisers: Scarves knitted and donated by member, Linda Smith. Another idea presented was making beaded lanyards as many women are now wearing lanyards to match their work outfit.

UNFINISHED BUSINESS: President McNew asked for volunteers to furnish snacks at the October meeting (unless the meeting is held at a restaurant). Dawn Burns and Patti Lovato volunteered.

NEW BUSINESS

The Board recommended the Chapter purchase an RTF paver in Terri McGill's name for \$50. The recommendation by the Board was adopted.

A motion was made to move the December meeting up a week from December 20th to December 13th due to the 20th being so close to the holiday season. The motion was adopted and the December meeting will be held December 13th.

ANNOUNCEMENTS AND GOOD OF THE ORDER

- President McNew received letters of greetings and appreciation for the newsletter from member, Marlyce Harris, and former member Eloise Braidwood.
- The next Chapter meeting will be October 18th at 6:00 pm at a location to be determined by Joyce Teter.
- Thank you to Dawn Burns for making copies of the Minutes.
- Patti and Dawn will bring the snacks (if necessary) to the October meeting.
- Nancy Upchurch won the September Raffle prize.
- Newsletter deadline for October is the 8th.
- Vicky announced that two administrative positions were posted on the Boulder Chapter Website.
- Nancy Upchurch invited Boulder Chapter members to Greeley's October meeting.

Program: Joyce Teter introduced Greg Trujillo of A.G. Edwards & Sons, Inc. who presented the program on Financial Investments.

The meeting was adjourned at 7:45 pm

Vicky Judish
Secretary, Boulder Chapter IAAP

A SIMPLE GUIDE FOR WEEDING OUT YOUR CLOTHES CLOSET

Fall is here and it's the perfect time to get your clothes closet organized and fresh for the new season. But how do you decide what to keep and what to part with? Here is a simple guide:

- It's too big or too small. Get it out of your closet and donate it so that someone who DOES fit into it can wear it. Even if you're trying to lose or gain a few pounds, it's not worth keeping it. Live in the 'now', and once you reach your goal, you can always reward yourself by shopping for a few new outfits to fit your new figure.
- You don't like it. This is a no-brainer. Get rid of it today.
- It's stained. If you really like the garment, but can't wear it because it's stained, spend some time this week getting that stain washed out. If you can't get the stain out, bring the garment to your local dry cleaner. If they can't get the stain out, and there's no other way for you to hide the stain, such as a patch or accessory, then bite the bullet and part with this piece of clothing.
- It's ripped or torn, a hem needs to be sewn, or it needs to be taken in to fit. Either repair it yourself, have someone else repair it, or get rid of it if the price of the repair is not worth it. Make one of these choices today, rather than allowing this damaged item to take up precious space in your closet.
- It's a wear-once outfit. If you have a wedding dress, prom dress, tuxedo or other wear-once dress in your closet, you have an emotional decision to make. If you can't bear to part with these items because they bring back happy memories, then you may have to just keep them. However, if you have photographs of yourself in the wear-once outfit and that's good enough for you, consider parting with it so that someone else can make his or her own good memories in that outfit. On the other hand, if they bring back bad memories, by all means get rid of them. Bring them to a consignment shop, sell them at your next garage sale or donate them.

MOMENTS IN TIME**Future Secretaries Association**

The installment of Future Secretaries Association Chapters (FSA) for Fairview High School and for Boulder High School on May 2, 1962, was an exciting event for Boulder Chapter members. The installation took place at the University Club with many dignitaries in attendance. In following years scholarships were given to students by the Boulder Chapter and student members were selected Miss FSA of Boulder by the FSA Chapters.

The students participated in shadow programs in the offices of chapter members and received guidance and information to assist them in career choices. This chapter disbanded in 1970.

However, it was reorganized in 1989 at the Boulder Valley Vocational Technical Center.

The Chapter has also installed a Collegate Secretaries International at Parks Business School.

Tidbits

Local newspaper coverage on Chapter activities, articles as well as photographs, was very generous as was local radio coverage. Articles on Chapter seminars were also published in the Denver Post. Several years local merchants sponsored fashion shows and the fashions for Boulder Chapter models for fund raisers for scholarships. The first fashion show, "Evening of Holiday Magic," was an evening with sequins, satin, and lace sparkling the atmosphere. Models were instructed by the John Robert Powers Modeling Agency of Denver. Vi McNew's son, Terry, provided all the background organ music. A fashion show was also held in 1973 entitled "The Pastels of Colorado" with excellent media coverage.

The newspaper clippings from 1956 and into the 60's telephone numbers began with alphabetical prefixes. Do you remember HI for HILLCREST was the Boulder prefix.

Keith Zook, a Boulder attorney, was made an honorary member of the Boulder Chapter in 1959. William Carter, President of the United Bank of Boulder, (now deceased) was made an honorary member of the Chapter in 1968.

- 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.

Welcome!

Diana Cleary – Boulder's Newest Member who transferred from Tri-City Chapter in Fremont, California.

Renewals

Judith Baumann and Terry Caddell – Thanks for being a part of the "winning edge" in the Boulder Chapter!

EDUCATION: TIPS & TRICKS

WORD: FORMAT PAINTER SHORTCUT

For those who prefer to use keyboard commands and not depend on the mouse, here is a copying and pasting shortcut. Rather than use the Format Painter on the toolbar, try the following shortcut to copy formatting: **Ctrl+Shift+C**. The shortcut for pasting is **Ctrl+Shift+V**. Place the insertion point within the text or select the entire paragraph, **Ctrl+Shift+C** copies the formatting of the text selected. If you select the entire paragraph it will include bullets & numbering, spacing, indentation etc . Otherwise selecting a short text only copies character formatting (bold, italic, underline, etc .). Use **Ctrl+Shift+V** to paste formatting where you wish. This shortcut allows you to copy formatting, perform other actions and still paste the formatting anywhere in the document as many times as you wish.



WORD TRIPPERS: CLARIFY WORDS THAT COMMONLY CONFUSE PEOPLE

That, which – Use “that” when the phrase that follows is essential to the meaning of the sentence. “We provide guides that serve as an alternative to our programs.” Use “which” when the phrase gives information but isn’t critical to understanding the sentence. “The self-teaching guides, which complement services we offer, provide an alternative to our programs.” You can also omit the phrase and say, “The guides provide an alternative to our programs.”

That, who – “That” relates to things while “who” relates to people. “I have a friend who did me a favor, one that I greatly appreciated.”

Where, when, in which – Think carefully about the exact meaning of your sentence when selecting the right bridge words. Use “where” for place; “when” for time; “in which” for things. “The contract specifies a number of years when (not where) you live at home.”

“I examined a case in which (not where) opportunities for improvement exist.”

Who, whom – Use “who” as the subject of a sentence or clause; use “whom” as an object. Think of “who” as an equivalent for the personal pronouns he, she, or they, while “whom” is similar to him, her, or them. “Whom did you select for the presentation?” (You selected him/her/them.) “Who will be selected?” (He/she/they will be selected.)

Who’s, whose – “Who’s” means who is or who has; “whose” shows ownership. “Who’s responsible for correcting this error? Whose mistake is it anyway?”

STRENGTH, HOPE, FAITH, COURAGE

Mothers, daughters, sisters, friends...
The circle of caring and hope never ends

With courage, faith, strength, and pride,
We’ll spread the message far and wide:

By supporting a cure and staying aware,
The future is bright for women everywhere.



For over 15 years a pink ribbon is the international symbol of breast cancer awareness. Wear a pink ribbon, so that people will ask you what it’s all about. Do your self exams. Early detection is the best chance for a long life. If you notice anything strange see your doctor, don’t wait. Pinkribbons spread awareness and are used to raise money to fund research that will lead to a cure.

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



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

1. Take a 10-30 minute walk every day. While you walk, smile. It is the ultimate antidepressant.
2. Sit in silence for at least 10 minutes each day. Buy a lock if you have to.
3. Buy a Tivo (DVR), tape your late night shows and get more sleep.
4. When you wake up in the morning complete the following statement, "My purpose is to _____ today."
5. Live with the 3 E's -- Energy, Enthusiasm, Empathy.
6. Watch more movies, play more games, and read more books than you did in 2006.
7. Make time to practice meditation, yoga, tai chi, and prayer. They provide us with daily fuel for our busy lives.
8. Spend more time with people over the age of 70 and under the age of 6.
9. Dream more while you are awake.
10. Eat more foods that grow on trees and plants and eat fewer foods that are not manufactured in plants.
11. Drink plenty of water. Eat blueberries, wild Alaskan salmon, broccoli, almonds, & walnuts.
12. Try to make at least three people smile each day.
13. Clear your clutter from your house, your car, your desk, and let new and flowing energy into your life.
14. Don't waste your precious energy on gossip, energy vampires, issues of the past, negative thoughts or things you cannot control. Instead, invest your energy in the positive present moment.
15. Realize that life is a school and you are here to learn. Problems are simply part of the curriculum that appear and fade away like algebra class, but the lessons you learn will last a lifetime.
16. Eat breakfast like a king, lunch like a prince, and dinner like a college kid with a maxed out charge card.
17. Smile and laugh more. It will keep the energy vampires away.
18. Life isn't fair, but it is still good.
19. Life is too short to waste time hating anyone.
20. Don't take yourself so seriously. No one else does.

*continued next month***EDUCATION: EXPLANATIONS FOR FORGETTING****Reasons Why We Forget**

What are some of the major reasons why we forget information? One of today's best-known memory researchers, Susan Loftus, has identified four major reasons why people forget: retrieval failure, interference, failure to store, and motivated forgetting.

1. Retrieval Failure

One common cause of forgetting is simply an inability to retrieve a memory. One explanation for why retrieval fails is known as **decay theory**. According to this theory, a memory trace is created every time a new theory is formed. Decay theory suggests that over time, these memory traces begin to fade and disappear. If information is not retrieved and rehearsed, it will eventually be lost. One problem with this theory, however, is that research has demonstrated that even memories which have not been rehearsed or remembered are remarkably stable in long-term memory.

2. Interference

Another theory known as **interference theory** suggests that some memories compete and interfere with other memories. When information is very similar to other information that was previously stored in memory, interference is more likely to occur. There are two basic types of interference:

- **Proactive interference** is when an old memory makes it more difficult or impossible to remember a new memory.
- **Retroactive interference** occurs when new information interferes with your ability to remember previously learned information.

3. Failure to Store

We also forget information because it never actually made it into long-term memory. *Encoding failures* sometimes prevent information from entering long-term memory. In one well-known experiment, researchers asked participants to identify the correct U.S. penny out of a group of incorrect pennies (Nickerson & Adams). Try doing this experiment yourself by trying to draw a penny from memory, and then compare your results to an actual penny.

How well did you do? Chances are that you were able to remember the shape and color, but you probably forgot other minor details. The reason for this is that only details necessary for distinguishing pennies from other coins were encoded into long-term memory.

4. Motivated Forgetting

Sometimes, we may actively work to forget memories, especially those of traumatic or disturbing events or experiences. The two basic forms of motivated forgetting are: suppression, or conscious forgetting information, and repression, an unconscious form of forgetting.

However, the concept of repressed memories is not universally accepted by all psychologists. One of the problems with repressed memories is that it is difficult, if not impossible, to scientifically study whether or not a memory has been repressed. Mental activities such as rehearsal and remembering are important ways of strengthening a memory, and memories of painful or traumatic life events are far less likely to be remembered, discussed or rehearsed.

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) Southwest District Director Karlena Rannals CPS/CAP; Northwest District Director Teresa G. Bennett CPS; Canada District Director Katherine

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;

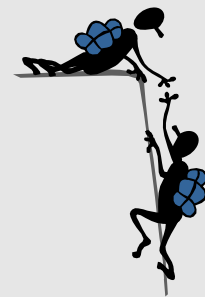


"The roots of true achievement lie in the will to become the best that you can become."

- Harold Taylor

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



"We are what we repeatedly do. Excellence, then, is not an act but a habit."

- Unknown

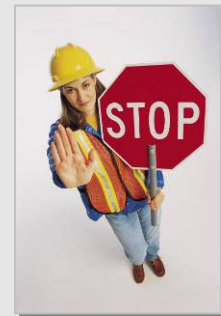
2007-2008 COLORADO-WYOMINGMONTANA DIVISION OFFICERS



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



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

- Zig Ziglar

BOULDER CHAPTER 2007-2008 PROGRAMS

October 18, 2007

RTF – What You Didn't Know – Learn more about the world's only retirement center for admins and what other opportunities there are for IAAP members. Nancy Upchurch CPS/CAP

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 20, 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)

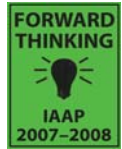
June 19, 2008

Office of the Future
OfficeTeam

“Always do more than is required of you.”

-- George Patton

EDUCATION: CALENDAR OF EVENTS



October 2007

14-17 Certification Conference
Hyatt Regency San Antonio - San Antonio, TX

18 Boulder Chapter Meeting

November 2007

2-3 CAP / CPS Exams

15 Boulder Chapter Meeting

December 2007

20 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



National Boss Day, October 16: U.S. Bosses Get B+ In Performance, Finds School of Business at College of William & Mary

WILLIAMSBURG, VA -- So. You have the boss from hell? Well, you're in the minority, according to a national survey conducted by the School of Business at the College of William & Mary.

As a whole, the United States gives its boss a "B-plus," according to survey results.

Traditionally celebrated on October 16, National Boss Day falls on a Sunday this year, so many workplaces will celebrate the day on Friday, Oct. 14, or Monday, Oct. 17.

National Boss Day was launched in 1958 by Patricia Bays Haroski, an Illinois secretary and employee at State Farm Insurance Company, who registered it with the U.S. Chamber of Commerce. She chose the date because it was her father's birthday – and her father also happened to be her boss.

The School of Business at The College of William & Mary in Williamsburg, VA., surveyed 1,054 full-time male and female workers of all ages, educational backgrounds and experience levels across the nation last week.

The survey found that, as a whole, workers rated their bosses either the highest or next-to-highest on six competencies the business school research has shown to be the greatest indicators of career success, according to more than 100 senior executives. Those competencies are: being flexible, communicating with impact, solving problems, demonstrating integrity, building relationships and focusing on results.

William & Mary's School of Business has developed a two-year "Leadership Advantage" program for its fulltime MBA students in which executives volunteer one-on-one to coach business students to help them develop these so-called "soft" leadership skills.

"Through the Leadership Advantage program, we are enhancing our students' abilities to manage their own development and also improve how they perform these critical skills," said Lynne Walker, program director. "They will become more effective bosses."

Survey participants, who responded via email, were asked to rank their bosses from one to five for each of the competencies, with one (or "F") being the lowest and five (or "A") being the highest. Of the six competencies, only one scored an "A," that for "demonstrating integrity" – perhaps a comforting outcome in the post-Enron/Sarbanes-Oxley era. For all other competencies, "B" was the most frequently selected response.

"Survey respondents are apparently telling us that while they respect their bosses, they are measuring them against higher standards on the other critical competencies," said Karen Locke, Ph.D., the W. Brooks George Associate Professor in the School of Business at The College of William & Mary. Locke has published two books and numerous academic articles in organizational behavior theory.

The survey also asked participants, if they could work for someone else, would they? Only 33 percent said "yes," while 42 percent said "no," and 25 percent said "not sure."

Most participants said they did not think they could do their bosses' jobs better than their bosses do. Fifty-two percent said they could not, 25 percent said they could, and 22 percent were undecided. However, men (33.3 percent) were much more likely to say "yes" than women (21.1 percent).

Even more so, participants said they would not like to have their bosses' jobs. Only 21 percent would like them, while 66 percent gave a resounding "no," to the question, and 13 percent were undecided. Men (32 percent) were more than twice as likely to say "yes" than women (15.3 percent).

By region, Mid-Atlantic workers expressed the most discontent. They were the only participants to say that they would, as a whole, choose to work for other bosses (41.4 percent said, "yes," vs. 34.3 percent, "no," and 24.3 percent, "not sure"). Mid-Atlantic respondents were the least divided about whether they could or could not do their bosses' jobs as well as their bosses (only 17.1 percent more said they could not in the Mid-Atlantic, for example, vs. 36.3 percent in the West).

Regardless, and somewhat surprisingly, the Mid-Atlantic had the fewest percentage of workers that would like to have their bosses' jobs (18.3 percent vs. a high of 25 percent in the Southwest).

In spite of the advances made by women in the workplace, it is still a nation of male bosses. Sixty-one percent of the participants had male bosses and 39 percent had female bosses. When asked if men or women make better bosses, 75 percent said that gender isn't relevant.

Participants apparently felt they are being treated pretty fairly. Sixty-nine percent said their bosses do not demand more of them than their bosses demand of themselves, and 68 percent said their bosses show appreciation for the work they do.

When it comes down to money-vs.-relationships on the job, participants went for the money. When asked if they would choose a 10-percent raise or a better relationship with their bosses, 85 percent went for the raise. Men and women chose the raise in nearly equal percentages.

The survey results have a margin of error of 5 percent and a confidence level of 99 percent.