

THE FLATIRONS

OFFICIAL NEWSLETTER OF THE BOULDER CHAPTER OF THE
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

October 2008



Turning Jobs
Into Careers®

Volume 53, Issue 2

Welcome to *IAAP* Boulder!

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Our Next Meeting:

What?	Networking	5:30 p.m.
	Program	6:00 p.m.
	Dinner	6:45 p.m.
	Business Meeting	7:15 p.m.
	Adjournment	8:00p.m.
When?	Thursday, October 16, 2008	
Where?	La Hacienda Restaurant 1606 Conestoga Boulder, CO 303.440.8565	
RSVP:	Robin Trader CPS/CAO Email: robin_trader@comcast.net Phone: 303.651.0928	

Thursday, October 16, 2008:
"Managing the Work—Life Circus"

Join us on October 16 at 5:30 for ghoulishly informative presentation by our fiends at Office Team! Brian Otoupalik of Office Team will be instructing all you guys and ghouls on how get to that ever desired work-life balance. It is sure to be a scream!



Mona Boyd
2008-2009 Boulder Chapter President

From Your President's Wand

President Mona Boyd would like to shake things up a bit! Whoever has the best pumpkin wins a prize at our next meeting! Get

2008-2009 Boulder Chapter Committees

History

Vi "VooDoo" McNew

Membership

Irene "Igor" Randall

Newsletter

Reina "Regan" Chavez
Mona "Malificent" Boyd,
CAP

Programs

Reina "Regan" Chavez

Publicity

Tommie "Dementia" Diaz

Retirement Trust

Susan "Cydops" Conti

Ways & Means

Susan "Cydops" Conti

Audit Reports

Vicki "Ghoulish" Judish
Stacia "Skull" Keller

Bylaws

Linda "Blair" Singer

CPS/CAP Certification

Patti "Phantom" Lovato





Don't Forget Boss' Day—October 16

In 1958, Patricia Bays Haroski registered "National Boss' Day" with the Chamber of Commerce in her hometown of Deerfield, IL. She was a huge fan of her State Farm Agent boss because he not only was her boss, but her father as well. Boss' Day has been traditionally celebrated in the United States since 1962 when the governor of Illinois declared October 16 as the official day. It is a day for us to thank our boss for being kind fair throughout the year, even if it's undeserving! So, no matter if your boss is the best in the whole world, or if your boss is just mediocre, give him or her a kudos and a thumbs up today! After all, your raises and bonuses may count on it!



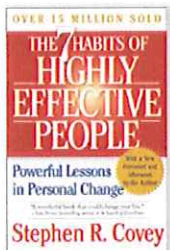
President's Book Review Through October 15



If you had the opportunity to attend the IAAP September meeting for the Boulder Chapter, you received Barb Horton's recent selection for the IAAP book review. If you did not receive a copy, one will be provided to you at the October meeting

Logon to "Members Place", "Meeting and Events", then click the link at the top "new" International Forums" to join or International President, Barb Horton in daily discussion and review of Julie Morgenstern's "Never Check E-Mail in the Morning: And Other Unexpected Strategies for Making Your Work Life Work". This review will go

President's Book Review Through November 15



Pick up your copy today!

How to Carve a Virtual Pumpkin

1. Go to www.theoworld.com
2. Click Start to begin carving
3. Carve your pumpkin with the virtual hand and knife
4. Click "Done Carving"

This is a blast and totally addicting!

Only Naughty Children See Spooks on Halloween

by Winifred Sackville Stoner, Jr.

Witches and goblins, spooks and elves,
With sprites and gnomes from elf-land delves,
Tonight are flying here and there,
Yes, up and down and everywhere.
For this one night in all the year
They rule the earth and bring great fear
To all the naughty little boys
Who tease good girls and break their toys.

These spooks they also make girls sad
When they are selfish, cross and bad;
So when it's dark, bad boys and maids,
They see these awful fearsome shades,
And that is why with covered heads,
They trembling lie in their warm beds.

But even there they goblins see,
Spooks and gnomes, and all that be
Abroad upon weird Halloween,
When all the wizards may be seen
By naughty kids and grown-up folks
Who like to pay most wicked jokes.

But good young girls and gently boys,
The kids who are their mothers' joys
They like the dark just as the light.
For spooks never come within their sight,
And in their dreams they lovely elves
Show them bright scenes from fairy delves.

So, if tonight you are afraid
Of any spook or any shade,
We'll know you are a naughty child,

Halloween Fact #1

Halloween is second only to Christmas in spending. Consumers will spend over \$2.5 Billion during

2007-2008 Boulder Chapter Officers

President

Mona "Malificent" Boyd, CAP
mona.boyd@covidien.com

Vice President

Reina "Regin" Chavez
reina.chavez@covidien.com
303-642-5390

Secretary

Susan "Cyclops" Conti
susan.conti@covidien.com

Treasurer Pro-Tem

Robin Trader, CPA /CAP
robin_trader@comcast.net
303-651-0928

WANTED!

We want to publish **you** in our monthly newsletter! Your ads, goals, career moves, inspirational stories, or anything special that is happening in your life or career!

We want to hear from you!

Send submissions via e-mail to
mona.boyd@covidien.com or
reina.chavez@covidien.com

2008-2009 CWM Division Officers

President

Kyle Sheldon-Chandler

President-Elect

Margaret Hartl

Vice-President

Aubree Lujan CPS/CAP

Secretary

Leticia "Tish" Neff

Treasurer



Member's Corner



Excellence in Action 2008-2009 Growth Programs

International Theme Pin: A member who sponsors a new member will receive the 2008-2009 International Theme Pin

Recruit 5 Rewards Program: A member who sponsors 5 new members (not transferring members) in 2008-2009 will receive a \$25 gift card

Recruit 10 Rewards Program: A member who sponsors 10 new members (not transferring members) in 2008-2009 will receive a \$50 gift card

Recruit 15 Rewards Program: A member who sponsors a minimum of 15 new members (not transferring members) in 2008-2009 will have one year of international, chapter and division member dues paid by IAAP

Address Change

Vi McNew's email address has changed to:

videlmcnew2@comcast.net

Please make this change in your directory.



2008 Komen Race for the Cure®



Boulder Chapter Vice President, Reina Chavez participated in this year's 2008 Komen Race for the Cure® on October 5. Reina has faithfully walked in this event for several years. The 2008 event was the first time she has attempted *running* the 3.1 mile course. She reached her goal and finished the race without stopping in 40 minutes. Her 13 year old daughter Alicia volunteered at the t-shirt/bib booth as well.

2008-2009 Conceive it! Believe it! Achieve it!

Conceive-verb ¹to form a notion or idea

Believe-verb ¹to have confidence, faith in the truth or to have conviction that (a person or thing) is, has been, or will be engaged in a given action or situation

Achieve-verb ¹to bring about an intended result; to carry through or accomplish

All three of our action items this year are just that—ACTION items and all 3 of these words are VERBS. Let's commit as a chapter to be **conceivers, believers** and **achievers!**

Need a Notary?

Judith Notary Services
Vicky Judish, Notary Public
5670 Euclid Place
Boulder, CO 80303

vicky.judish@comcast.net
303.499.3902
Cell:303.260.8533





October Is Breast Cancer Awareness Month

awareness

- An estimated 182,800 new cases of invasive breast cancer will be diagnosed in 2000.
- Approximately 42,200 deaths will occur in women from breast cancer in 2000.
- One in eight women or 12.6% of all women will get breast cancer in her lifetime.
- Breast cancer risk increases with age and every woman is at risk.
- Every 13 minutes a woman dies of breast cancer.
- Seventy-seven percent of women with breast cancer are over 50.
- Approximately 1400 cases of breast cancer will be diagnosed in men in 2000 and 400 of those men will die.
- More than 1.7 million women who have had breast cancer are still alive in the United States.
- Breast cancer is the leading cause of cancer death in women between the ages of 15 and 54, and the second cause of cancer death in women 55 to 74.
- Seventy-one percent of black women diagnosed with breast cancer experience a five-year survival rate, while eighty-six percent of white women experience five-year survival.
- The first sign of breast cancer usually shows up on a woman's mammogram before it can be felt or any other symptoms are present.
- Risks for breast cancer include a family history, atypical hyperplasia, delaying pregnancy until after age 30 or never becoming pregnant, early menstruation (before age 12), late menopause (after age 55), current use or use in the last ten years of oral contraceptives, and daily consumption of alcohol.
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- **Early detection** of breast cancer, through monthly breast self-exam and particularly yearly mammography after age 40, offers the best chance for survival.
- Ninety-six percent of women who find and **treat breast cancer early will be cancer-free** after five years.
- Over eighty percent of breast lumps are **not** cancerous, but benign such as fibrocystic breast disease.
- Oral contraceptives may cause a slight increase in breast cancer risk; however 10 years after discontinuing use of oral contraceptives the risk is the same as for women who never used the pill.
- Estrogen replacement therapy for over 5 years slightly increases breast cancer risk; however the increased risk appears to disappear 5-10 years after discontinuing the use of estrogen replacement therapy.
- You are **never too young** to develop breast cancer! Breast Self-Exam should begin by the age of twenty.

Resources:
American Cancer Society
National Cancer Institute
Komen Foundation



You are Cordially Invited to Experience: "The Tao of Everest"

Ian Woodall led an expedition to the summit of Mt. Everest to recover the bodies of 3 climbers, who's lives were lost to the treacherous terrain and elements of one of the tallest mountains in the world. On November 20th, Ian Woodall will honor the Boulder Chapter of IAAP with a keynote speech and presentation. Ian uses the technique of emotional story-telling to engage us in the fundamentals of leadership and self-motivation. Please join us and bring a friend. This is one program that you will definitely not want to miss!

Keynote Outline

As the first rays of dawn crept across the Tibetan plateau Ian Woodall stepped onto the summit of Mount Everest and into history, one of a select few to have climbed the world's highest mountain by both its south and north sides.

During his first ascent from the south Ian's team were trapped at 8 000 meters in the worst storm in Everest history which claimed the lives of five fellow climbers. After the trauma and tragedy of the storm Ian and his team nevertheless chose to try again, finally reaching the summit as the only ones left on the mountain.

Two years later while attempting the north side of Everest Ian stopped only a few hundred metres below the summit to try and help a dying American climber. The woman's first words were: 'Don't leave me'. Yet ultimately Ian had to leave her to secure the safety of his own team.

Nine years later, in May 2007, Ian returned to 8 500 metres on Everest to bury the woman he had been forced to leave behind. After wrapping her in the American flag he slid her gently down the North Face to join her beloved husband lying somewhere below.

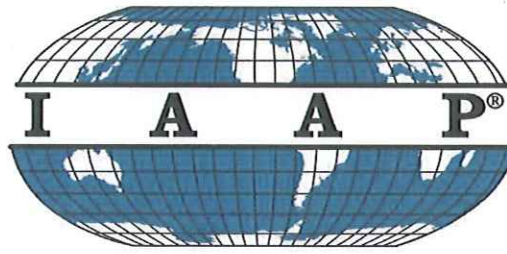
Now, using the power of emotional storytelling, Ian brings the triumphs and tragedies of climbing Mount Everest directly to his audience, showing how the insights gained on the mountain can enhance everyone's Personal Inspiration and Practical Leadership skills.

**'Magical and very evocative.
Your words paint an incredible picture.'**
Margaret Greenwood, Bristol Business School

**'Our participants were inspired, moved
and motivated by your presentation.'**
Andrew Marston, Force Personnel Director,
Greater Manchester Police

**'Excellent, entertaining, fun and meaningful.
Your presentation felt like a movie.'**
Bhupinder Sundhur, Cap Gemini Ernst & Young

**HAPPY
HALLOWEEN**



**International Association of
Administrative Professionals®**



We're On the Web!
www.iaap-hq.org

IAAP Mission, Objectives, Purpose, Vision and Core Values

- The IAAP **mission** is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence, and influence.
- IAAP's **purpose** is to provide information, education, and training and to set standards of excellence recognized by the business community on a global perspective.
- IAAP's **objectives** are to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.
- IAAP's **vision** is to inspire and equip all administrative professionals to attain excellence.

Save the Date! IAAP Calendar of Events

October 11, 2008: *Strategic Planning Workshop*, Alta Colleges, Inc., Denver

October 16, 2008: *Boulder Chapter Meeting*, La Hacienda Restaurant

October 16, 2008: *Boss' Day*

October 19-22, 2008: *Certification Conference*, Grand Hyatt, Denver

March 9-11, 2009: *Professional Education Conference (PEC)*, Nashville, Tennessee

April 21, 2009: *22nd Annual Administrative Professionals Briefing*, TBA

July 26-29, 2009: *2009 Int'l Convention and Education Forum*, Minneapolis, Minnesota

October 18-21, 2009: *2009 Certification Conference*, Portland, Oregon