

# THE FLATIRONS



Volume 54, Issue 6

January 2010

**BOULDER CHAPTER — #321110**

## MARK YOUR CALENDARS FOR OUR JANUARY MEETING!

<b>What?</b>	Networking & Refreshments	5:30 p.m.
	Program	6:00 p.m.
	Business Meeting	7:00 p.m.
	Adjournment	8:00 p.m.

**When?** Thursday, January 21, 2010

**Where?** **Medtronic** (*driving instructions are on page 5*)  
**867 Coal Creek Circle**  
**Louisville**

**Cost:** \$13 (cash/check to Boulder Chapter)

**RSVP:** By Wednesday, January 20th by 10 am  
To Vicky Judish  
vicky.judish@comcast.net  
303-499-3902

**REMINDER:** Any member with a dinner reservation (including a permanent reservation) who does not cancel the reservations by the deadline date is required to pay for the

### 2009-2010 Boulder Chapter Officers

President  
Linda Singer  
myshadowkc@railstop.com

Vice President  
Kathy Norby  
kathy\_norby@yahoo.com

Secretary  
Patti Lovato  
plovato@ball.com  
303-939-6676

Treasurer  
Vicky Judish  
vicky.judish@comcast.net  
303-499-3902

Parliamentarian  
Joyce Teter PRP  
Jteter2@aol.com  
303-776-2793

## January Programming

### Memory Training Workshop

Freedom Personal Development's **Mini Memory Training Workshop** is a memory course that introduces you to the ability to recall information by teaching you the natural language of your memory. In this complimentary memory training introductory program, Kurt Venecamp, a professional speaker, will come to Medtronic and in one hour you will learn several memory skills that can be used immediately to increase your effectiveness while reducing stress, improving memory and helping you remember names, lists, key business information, and give you're the edge you are looking for.

**Due to an increase in price by Magnolia & the unavailability of rooms, we have decided to no longer hold our meetings at the Magnolia Restaurant in Louisville. For the foreseeable future, we will be holding our Chapter Meetings in a conference room at Medtronic.**

### We have a New Chapter VP!

Welcome to Kathy Norby who has stepped in and taken over the Boulder Chapter Vice President's reins for the remainder of the year.

## ***Admin's Corner - Hot Tips and Tricks To Make Your Life Easier***

### **3 Event Planning Tips that Will Save You Stress and Money**

**By Desk Demon**

Planning events is major responsibility, and one that few people accomplish successfully on their first try. However, as an administrative assistant, your job may depend on your ability to plan and organize events such as seminars or other meetings in a clean, professional, and efficient manner. There is often no time - or room - for error in these types of circumstances, so always factor in the following tips and tricks to have a successful event planning track record from day one.

#### **1. Always read the contract - and be ready to refuse to sign**

Many people sign contracts with hotels, caterers, and other service providers without fighting for the terms that meet their needs. This can be because the service providers exert pressure on you to go ahead and sign, then work out the details later, or because they are concerned about being rude. Always remember, once you put ink to paper, you are obligated to fulfill the requirements of the contract even if you do not like them - and the service provider is under no obligation to work anything out with you after you sign. Major pitfalls include guaranteeing rooms and paying a set price 'per head' when it comes to food and drink. You can make that contract say anything you want, so do not be afraid to negotiate aggressively to save yourself money in the long- and short-term.

#### **2. Book your event to suit your budget**

If it is not vitally important to have the event on a given date, try to work around the dates that are in major demand. You can often get serious discounts on rooms and meeting facilities if you have the option of booking last minute or if you can steer around the 'busy season' so that the facilities and service provider need you more than you need them.

#### **3. Make things easy for the participants**

Long after people have forgotten what type of food you provided or the flowers and mints on the tables, they will remember the ease and comfort of the meeting experience you provided. Work with the local convention and visitor's bureau to get maps of transit options and other informational flyers to provide to guests to make sure they know what entertainment is available to them and also how to get around the general area.

The ability to plan and execute a successful event is fairly uncommon in the business world. However, by using these tips and your own common sense, you will soon find that the process can be smooth and even enjoyable.

## ***Ways & Means***

Due to our Holiday Gift Exchange in December, we did not do a drawing for the "Gift Bag Surprise". The winner of the November Ways & Means drawing (Irene Randall CPS/CAP) will provide the gift at the January meeting.

### ***Juanita Cosslett - Former Division President***

Juanita Cosslett passed away on December 24, 2009 in Grand Junction CO. Juanita was born December 3, 1941 to Harold and Glendora Frizell. She is survived by her husband Dan Norlin, her sons Tony R. Cosslett and Corey R. (Monica) Cosslett, step daughters: Laura (Bill) Etcheverry and Lisa Gonzales, and five grandchildren: Cierra, Audray, Amanda, Megan and Adam all of Grand Junction, CO and several nieces and nephews. Juanita was preceded in death by her parents; husband Ronald R. Cosslett; daughter Dana Waterman, and two sisters Clara Mae and Edris. Juanita was a retired administrative assistant for the State of Colorado and was currently working part-time as a teacher at UTEC. Her hobbies included scrapbooking, crafts, playing on the computer and spending time with her family, especially her grandchildren. Juanita was a very special woman and was loved by all who knew her. She will be dearly missed. Services were held at Callahan Edfast Mortuary on Wednesday December 30, 2009.

**IAAP Products** *Visit the IAAP Logo Shop*

We're proud to announce the opening of the IAAP Logo Shop. It's a place where you can get some of the IAAP branded products you've been asking for. Purchase shirts, ties, coffee mugs, grocery tote bags, dog clothes... well, maybe we haven't been asked for that last one, but we've got them. The designs are like nothing you've seen from IAAP before, and we're sure you're going to like them. While you're there, be sure to check out the Avery binders that you can customize for your next meeting.

We still have our IAAP Bookstore where you can order books, CPS/CAP pins, paperweights, new member ribbons and more. You can access both stores from the "Shop" link at the right-hand top of the page at [www.iaap-hq.org](http://www.iaap-hq.org).



**Boulder Chapter Programs for 2009 - 2010**

**August 20**  
Vi McNew's 50th Yr with IAAP Celebration

**December 17**  
Holiday Celebration and Chair Massages by Catherine Whelan

**April 15**  
"Go Green with Avery" / APW  
**(1 recert point)**

**September 17**  
Toastmasters with Mary Mirable

**January 21**  
Memory Training with Kurt Venekamp  
**(1 recert point)**

**May 20**  
Nominations / Election of 2010/2011 Officers

**2010 APW Event**  
**Friday - April 23, 2010**  
**Radisson Stapleton Plaza Hotel**  
**(more info to come)**

**October 15**  
Dr. DeClutter  
(1 recert point)

**February 18**  
Text Doctor with Elizabeth Frick  
**(1 recert point)**

**June 17**  
Installations of the 2010/2011 Officers

**November 18\***  
CAbi Clothing Showcase

**March 18**  
Corporate Events & Trade Show Logistics with Jeannie Battin  
**(1 recert point)**

\*Date Changed

***Wanted for the CWM Division Meeting! (need by 1/31/10)***

The Old West Chapter would like you to contribute your **blue** badge holders that you obtained from past division meetings and send them to Cheyenne for use at the upcoming 2010 Division Meeting.

It is our desire to receive all badge holders by January 31, 2010 so that we may have enough time to purchase any additional ones need for the conference. We would appreciate if you would collect them from your chapters and mail them to the address listed below.

Thank you for your cooperation and your assistance in helping keeping the conference more affordable for all.

Judy Smith CPS/CAP - CWM Secretary  
Laramie County School District Number One  
Planning and Construction  
2810 House Avenue, Room 202  
Cheyenne, Wyoming 82001

***CWM Division Officers***

**Margaret Hartl - President**

Rim Rock Chapter, Billings, MT  
Liaison to: Cutting Edge Chapter

**Leticia "Tish" Neff - President-elect**

Book Clif Chapter, Grand Junction, CO  
Liaison to: Book Cliff / Old West / Rim Rock Chapters

**Eileen Verosko CPS - Vice President**

Pikes Peak Chapter, Colorado Springs, CO  
Liaison to: Boulder and Denver Chapters

**Judy Smith CPS/CAP - Secretary**

Old West Chapter, Cheyenne, WY  
Liaison to: HP Northern Colorado / Mountain View / Union Colony Chapters

**Andrea Latine CPS - Treasurer**

Denver Chapter, Denver, CO  
Liaison to: Denver Downtown and Pikes Peak Chapters

**Debbie Brown CPS/CAP/RP - Parliamentarian**

Denver Downtown Chapter, Denver, CO

**2010 CWM Division Annual Meeting**  
**June 4 & 5, 2010**

**Cheyenne, WY**

**Janine Riemersma CPS/CAP**  
**2009- 2010 International Secretary**  
**will be our International Representative**

## 2009 - 2010 IAAP Board of Directors

President

Susan Shamali CPS/CAP

President Elect

Mary Ramsay-Drow CPS/CAP

Vice President

Tamra Goodall CPS/CAP

Secretary

Janine Riemersma CPS/CAP

Treasurer

Karlena Rannals CPS/CAP

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Northwest District Director

Valerie King CPS/CAP

Great Lakes District Director

Wendy Melby CPS/CAP

Southeast District Director

Virginia Boyd CPS/CAP

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Antoinette Smith CPS/CAP

Affiliate Representative

Jennifer Hinkson CMP

Canada District Director

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Patricia D. Row CPS/CAP

RTFC Liaison

Kelly A. Reggio CAP

RTFC Liaison

Lynda Boulay CPS/CAP

### Driving Directions to January's Chapter Meeting at Medtronic

**Directions to Medtronic**

**867 Coal Creek Circle**

**Louisville, CO**

**From Boulder:**

Hwy 36 to McCaslin Blvd.

Turn left and go 2 lights to Dillon Road

Turn Right and go to next light (Coal Creek Circle)

Turn Right and go to first building on Left.

Go to second floor and turn left

Entrance is the glassed-in area

**If locked, call Linda's cell at 303-718-3223**

**From Broomfield:**

Take hwy 36 to McCaslin Exit

Turn right and go to light at Dillon Road

Follow directions above

**From Longmont**

US 287 to Dillon Road (next to the Northwest Pkwy)

Turn right onto Dillon Road

Go about 4 miles to the 3rd light

Turn left onto Coal Creek Circle

Follow directions above