

THE FLATIRONS



Volume 54, Issue 11

June 2010

BOULDER CHAPTER — #321110

MARK YOUR CALENDARS FOR OUR JUNE MEETING

What? Networking 5:30 p.m.
& a Special End-of-the-Year Meal!
Program 6:00 p.m.
Business Meeting 7:00 p.m.
Adjournment 8:00 p.m.

When? Thursday — June 17, 2010

Where? **Medtronic**
867 Coal Creek Circle
Louisville

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

RSVP: By Wednesday — June 16th by 5 pm
To Vicky Judish
vicky.judish@comcast.net

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 meal.

Boulder Chapter Program for June

“Healthy Eating”

- a presentation by Diane Shepard, Vitamin Cottage

There are three steps to eating healthy and delicious on a budget. First it is important to learn how to build a healthy meal. The second step is to learn how to not only eat well but do so on a budget. Third, learn how to adapt to fit your lifestyle and dietary needs. Whether you are feeding a family or four or preparing meals for just one, or maybe you are gluten intolerant, or avoid certain allergenic foods, this program is adaptable to your individual needs.

2009-2010 Boulder Chapter Officers

President
Linda Singer
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Vice President
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Secretary
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Treasurer
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Parliamentarian
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Web site
www.orgsites.com/co/boulderiaap

Board Meetings
monthly - ask Linda for details

Reminder:
No Boulder Chapter Meetings
in July & August!
Next Scheduled Meeting
is on 9/16/10

Educational Forum & Annual Meeting (EFAM):
July 18-21 in Boston

President's June Message

June is an important month for our chapter. It is the month we install our officers, and is also the last meeting of the 2009-2010 term.

In the article about our attendance at the CWM meeting, you will read about my impressions of an event as a first-time attendee. All I can say is that I had a feeling of belonging. A kinship with other members that I never knew existed. I am so glad I went and feel lucky to be a part of this organization.

The newly elected officers of the IAAP CWM Division Board were installed and are as follows:

Letisha (Tish) Neff – Book Cliff Chapter – President
Eileen Verosko, CPS – Pikes Peak Chapter – President Elect
Carol Hardin, CPS/CAP – Pikes Peak Chapter – Vice President
Deanna Anthony, CAP – Rim Rock Chapter – Secretary
Andrea Latine, CAP, Denver Chapter - Treasurer

We have been given an important theme for the ensuing year. Passion and Purpose, Ignite the Leader Within You. We all have passion within us. The key is to find it and bring it out. IAAP offers each of us the opportunity to develop our leadership skills. *Experience the Power of Commitment!*

Many of us are afraid, as I was, of taking on the responsibilities of office. It is scary to stand up and speak before others. It is hard to work to organize the chapter meetings and officers and it takes time to write letters, announcements, draft agendas and scripts for each meeting. But let me tell you, I feel I am a better person for it. My skills have improved in my job. My co-workers and supervisor respect the work I am doing. And I think I am getting better and more confident. It is now fun to meet the other members of the board for our monthly board meeting. It is like a night out with the girls, only we talk business as well as other things (my lips are sealed).

So in the coming year, try to look within yourself and see what you are doing with your dash. *What is my dash you say?* Your dash is the - that appears between your date of birth and date of death on your gravestone. We were given a presentation called The Dash at the CWM Division meeting. Many of us were brought to tears by the concept. Get involved! Make your dash meaningful. You are an Administrative Professional with much to offer. The IAAP needs you, your Chapter needs you. Show us and yourself what you can do.

I hope to see you at the June meeting. Have a great summer and see you in September (I remember there is a song title like that).

Warmest Regards,

Linda Singer
President, Boulder Chapter



Admins' Corner

Simple Tricks to Remembering Names

by Helen Coster, Forbes.com

Few situations will make you cringe more than standing next to someone you've met several times and drawing a blank on his or her name.

Plenty of business deals and romantic rendezvous have been foiled because someone failed to recall the right name at the right time. In the Web age, email and social networks offer safe harbor; being able to use someone's name (and pronounce it correctly) in a face-to-face situation can set you apart.

"Everyone struggles with remembering names," says Jill Spiegel, the author of "How to Talk to Anyone About Anything." "When we first meet someone, we're taking in so much visually and emotionally. They say their name, but it's up there floating in our heads." Making matters worse are all the single-syllable American male names, like Chris, Mike, and Tom, that tend to blend together.

There are tricks to remembering names. Master even one or two and you'll be in good shape.

Benjamin Levy, the author of "Remember Every Name Every Time," advocates the FACE method: "Focus, ask, comment, and employ." Focus: Lock in on the person's face. Ask: Inquire which version he prefers ("Is it Ted or Theodore?").

Comment: Say something about the name and cross-reference it in your head ("My college roommate's name was Ted.")

Employ: Put the name to use — "Nice seeing you, Ted" — to drive it home.

Here are some other name-recognition tips:

Repeat, repeat, repeat. The most surefire strategy is to repeat the person's name—both in your head and aloud—as soon as possible after you've been introduced. Occasionally use the person's name in conversation: "Pleasure to meet you, Bob" or "Bob, so good to see you." Don't overdo it, of course, but don't worry that Bob will recoil, either. He'd rather you remember his name than not.

Find the trigger. Try to associate names with things people tell you about themselves (careers or hobbies, for example) that will trigger the sound or association of the name in your mind. Fred likes to fish, Margarita runs a bar—you get the idea. "You have to search in the moment for something familiar," says Spiegel. "It's a simple trick, but it just sticks."

Word Play. Let the words do the work for you. Mnemonic devices (Dale works in Sales) work nicely, as does alliteration (Joann from Jersey).

Speak up. Embarrassing as it seems, don't be afraid to ask someone to repeat his or her name. Start out with a compliment, such as "I've had so much fun talking with you, and I've completely forgotten your name." If you realize you've blanked on a name a few seconds after introduction, just say, "I'm sorry, I missed your name."

Once you've gotten over the hurdle of remembering someone's name, you might face the added dilemma of not knowing whether to address the person by a first or last name. Spiegel recommends starting with the person's last name followed by a flattering comment and a casual introduction, such as "Mrs. Smith, I'm such an admirer of yours. My name is Susan." The person just might respond, "Nice to meet you, I'm Mary."

CONGRATULATIONS!

Ways & Means

The winner of the May Ways & Means chance drawing was Linda Singer.

Linda will provide the gift at the June meeting.

Anniversaries

Vi McNew, CPS - 50 yrs

Joyce Teter - 35 yrs

Billie Willey, CPS - 27 yrs

Patti Lovato - 9 yrs

Jenny Cayton - 7 yrs

Lucy Trujillo - 2 yrs

Paula Hix - 1 yr

IAAP May & June Renewals

Jenny Cayton

Marlyce Harris, CPS

Lucy Trujillo

Verna "Gus" Sowa, CPS

Billie Willey, CPS

Patti Lovato

Joyce Teter

**2009-2010 CWM
Division Officers**

Margaret Hartl - President
mhartl01@msn.com
Rim Rock Chapter, Billings, MT
Liaison to: Cutting Edge Chapter

Leticia "Tish" Neff - President-elect
Book Cliff Chapter, Grand Junction, CO
Liaison to: Book Cliff / Old West / Rim Rock Chapters

Eileen Verosko, CPS - Vice President
everosko@officescapes.com
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

www.iaap-co-wy-mt.org

**Newly Elected 2010-2011
CWM Division Officers**



Leticia "Tish" Neff - President
Book Cliff Chapter, Grand Junction, CO

Eileen Verosko, CPS - President-Elect
Pikes Peak Chapter, Colorado Springs, CO

Carol Hardin, CPS/CAP - Vice President
Pikes Peak Chapter, Colorado Springs, CO

Deanna Anthony, CAP - Secretary
Rim Rock Chapter, Billings, MT

Andrea Latine, CPS - Treasurer
Denver Chapter, Denver, CO

CONGRATULATIONS !

2010-2011 CWM Division Meeting

Dates: June 2-4, 2011
Hosted by: Denver Downtown Chapter
Where: Curtis Hotel
Denver, CO

2011-2012 CWM Division Meeting

Dates: June 1-3, 2012
Hosted by: Union Colony (Greeley) & Mountain View (Ft. Collins)
Where: TBA

**2010 CWM Division Annual Meeting
Report of Delegate - Linda Singer
President of the Boulder Chapter**

Five of our members ventured into the wilds of Wyoming and made tracks to Cheyenne for the Annual Division Meeting, hosted by the Old West Chapter, and it was a wild ride. Let me tell you a little about the things we learned and the fun we had.

From our Chapter, Patti Lovato, Vi McNew, Joyce Teter, Robin Trader and I attended the meeting. The event had a very full schedule. Ways and Means was set up at 7 a.m. on Friday, June 4. The hospitality Room was already in place on Thursday for attendees checking in early. They had an assortment of fruit, healthy snacks, candy, cookies, drinks and coffee. There was a seminar called "Make the Commitment – You Are So Worth It!" at 8:30 a.m. and this was followed by the incoming Presidents' luncheon.

Silly me, I thought this would be a time to relax, meet other presidents and have a nice lunch. Dream on! After the incoming Division President, Tish Neff, gave a PowerPoint presentation and the food was gone, we were told we were going to compete in an exercise that demonstrated leadership. Oh boy, I thought, am I in trouble. Five groups of three or four were formed and a leader (I was one) was designated to direct the others to paint a painting with the theme "lead the way"! The only rule was that the leader couldn't touch the paint, the brushes or the canvas and had to verbally direct the others. Andrea Latine, Sharon Hunvald and I created a "painting" depicting a yellow brick road, with stops along it for Opportunity, Communication, Education, Delegation, and finally Leadership. When the winners were announced at the awards luncheon on Saturday, I was thrilled that we came in second. This "winning" painting will be displayed at our June meeting, as well as the award we received.

Right after the luncheon, there was a workshop entitled: "All You Ever Wanted to Know About Adobe PDF, But Were Afraid to Ask". Lots of people attended and registration was full early. We then went to the Ways and Means room to view the baskets donated by the Chapters to earn money for the Division, RTF and each Chapter. The Boulder Chapter had two baskets, a Father's Day Chocolate Basket and an All Smiles Child's Beach Pail Basket, both created by Vicky Jewish. People entered their bid amounts on a sheet for baskets offered by the chapters and the Division. Vi created and donated a basket to be auctioned off for the Division. There was also an office chair, a quilt and other items that were to be raffled off. Next year we should do a sexy spa basket with champagne, massage oil, etc. Suggestions accepted.

After working in some shopping at the wonderful hotel boutique, the Reatta, who gave us a 20% discount, we met at 5:30 pm in the lobby to begin the Cowboy Progressive Dinner. We visited places that had munchies and drinks for us, and surprise, another place to SHOP! Then we visited the Cheyenne Depot museum and gift shop and went in for dinner at the Depot.

Dinner was a fun event. There was a really cute Cowboy "Rattlesnake Jake" (my friend Maria would call him a Hottie), who entertained us with songs and games. People were called up to the stage to join in and our own Patti Lovato got to sing a duet with him. He also created a "band" consisting of odd instruments, which members of the Division were chosen to play. Cymbals, a cowbell, a bow on a drum and Robin Trader played the washboard which was hung around her neck by a string (she will hate me for telling you this). The guys who attended with their spouses had to spell Mother with their arms in a song. It was funny beyond words.

Did I tell you about the excursion Joyce, Patti and I made to go dancing at the Outlaw Saloon on Friday night? No, well that will have to wait for another time.

Saturday was a busy day. After breakfast there was a Delegates' briefing and orientation and a full day business meeting. All was done according to parliamentary procedure, which was just awesome to see. I learned so much. Call to order; presentation of the colors by the 90th Missile Wing Honor Guard, F.E. Warren Air Force Base; inspiration; welcome and introductions of officers; introduction and speech by the Mayor of Cheyenne; and lots of reports. Those running for election to the 2010-2011 CWM Division Board came to the podium to give a 2-minute speech. Robin Trader was appointed timekeeper to ensure the candidates did not go over the time limit for their speech. Then an election was held for new Board officers (please refer to the June President's report for more information).

Lunch was an awards luncheon for the winners of the various categories like Newsletter, Website, etc. We finally got the guidelines of what we needed to do to compete for next year and I will be chatting a bit next term with Mary Lenhart, the incoming Chapter President and Webmaster of the Union Colony Chapter, a chapter which won lots of awards but only has only half as many members as we do.

There were two seminars with recertification credits awarded. The first was "Becoming the Kind Of Person Every Team Wants", by the energetic and funny Janine Riemersma, the International Secretary, and the second by Nancy Upchurch on "Strategic Planning", which was very interactive, exciting and just plain fun. All in all, there were 44 attendees, including one International Officer, one RFT associate, five Division officers and 9 delegates.

The final Ways and Means bids were made and the winners of the baskets were to be announced at the banquet. We collected a total of \$58 for our chapter. The banquet began at 7 pm and the new officers of CWM Division were installed. Tish put on a rousing incoming president's presentation. Members who had birthdays in the coming months were called to the front (luckily I was in the rest room). I came back to see a "chorus line" of members at the front of the room wearing black top hats and singing and dancing to "New York, New York", with the rest of the room joining in. We were presented with our Division theme for 2010-2011, which is PASSION AND PURPOSE, IGNITE THE LEADER WITHIN YOU.

Finally, each chapter president had to get up and pick a fortune cookie and read their fortune aloud. Also in the cookie was the name of a month in the new term in which each chapter had to add four lines to a poem. Our month is November. The beginning was started by Tish and is:

We have passion within us all
And a purpose that will go the distance
We will lead and stand tall
The Division is here for your assistance.

After a very motivating and exciting meeting and a strong feeling of being part of something wonderful, Joyce and I drove back home at 10:00 pm that night and did not attend the outgoing and incoming officers' reception. What a trip!

Respectfully submitted by Linda Singer, Chapter Delegate



International Calendar of Events

July 18-21, 2010	Educational Forum and Annual Meeting	Boston, MA
August 15, 2010	CAP/CPS Exam Registration Deadline	
October 17-20, 2010	Fall Professional Education Conference	Hilton Sealback in Louisville, KY
November 5-6, 2010	CAP/CPS Exam Registration Deadline	



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February 15, 2011	CAP/CPS Exam Registration Deadline	
March 6-9, 2011	Spring Professional Education Conference	Tampa
May 6-7, 2011	CAP/CPS Exam	
July 18-22, 2011	Educational Forum and Annual Meeting	Montreal, Canada
October 9-12, 2011	Fall Professional Education Conference	San Diego
July 22-25, 2012	Educational Forum and Annual Meeting	Grapevine, TX
July 28-31, 2013	Educational Forum and Annual Meeting	Anaheim, CA
July 27-30, 2014	Educational Forum and Annual Meeting	Milwaukee, WI
July 26-29, 2015	Educational Forum and Annual Meeting	Louisville, KY

What Is the Audit Committee?

Submitted by Vi McNew, Parliamentarian

Webster's New Dictionary defines "audit" as "a formal or official examination of an account book."

Robert's Rules of Order Newly Revised "In Brief" states: "An audit is an examination and verification of the treasurer's accounts and financial statements."

Since Boulder Chapter must follow the guidelines adopted by their Bylaws which state in Article X - Audit: the exact direction of appointing of the Audit Committee, when the audit shall be completed and how it shall be submitted, with the attendance directions on when the records shall be transferred to the newly elected treasurer of the Chapter.

There are several ways in which an audit committee can present its findings to the membership, one of which is to use the year end report of the treasurer, if they find it to be accurate, by showing the beginning balance, the total income, the total expenditures, and the ending balance through June 30 of that term, i.e., July 1 through June 30, as follows:

Audited on _____, 2010, and found correct.

Signed: _____

Audit Committee

2009 - 2010 IAAP Board of Directors

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Southwest District Director

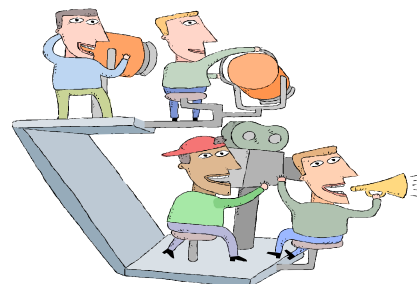
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Retirement Trust Foundation Trustees

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IAAP International Treasurer

Karlana Rannals, CPS/CAP

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Patricia D. Row, CPS/CAP

RTFC Liaison

Kelly A. Reggio, CAP

RTFC Liaison

Lynda Boulay, CPS/CAP

