



THE FLATIRONS



Monthly newsletter of the Boulder Chapter-International Association of Administrative Professionals
June 2007

Volume 53 Issue 11

WELCOME to the Boulder Chapter IAAP Meeting!

What: Monthly Chapter Meeting & Program
Social/Networking: 5:30 pm
Business Meeting: 6:00 pm
Dinner: 7:00 pm
When: Thursday, June 17, 2007
(Every third Thursday of the month)

Where: LaHacienda Restaurant
1606 Conestoga
Boulder, Colorado
303-440-8565

Cost: \$12.00, Members and Guests

RSVP: Robin Trader by 5:00 p.m., on Tuesday, June 15, 2007
Email: robin_trader@comcast.net
Phone: 303.651.0928

(Standing Members: You will be responsible for the dinner cost of \$12 unless cancellation is received by Robin on Tuesday at 12:00 Noon.)

PROGRAM SPEAKER

Beth Police, M Force, Inc. – Swingline

Join us and learn how selecting the right office tools for the way you work and then using these tools correctly will help you increase your overall productivity.

For over 70 years, Swingline has been committed to understanding the needs of our customers by providing meaningful innovation in the workspace tools it produces and the business services they provide.

President's Corner Boulder Chapter of IAAP



Patti Lovato
President, Boulder Chapter IAAP

The weather has been so pleasant with a good mix of hot and cool weather so far, so I hope that pattern continues, so we can all enjoy summertime with all it offers. It's hard to believe that the year is over for me as President, since the time has gone by so fast. I am happy to hand over the gavel to Violet (Vi) Mc New to bring in the 2007/2008 year ahead, and I know she will do a great job, as well as all of the elected Board of officers. The Boulder Chapter has a long 50 plus years of tradition, and Vi, and the new Board of officers, bring outstanding experience and knowledge to the job. Look for some changes and great things to come for our group, and please offer any ideas, or suggestions you would like to see us implement. With that being said, I encourage every member of the Boulder Chapter to become more actively involved and volunteer for one of the open committees chairs that need to be filled, or help out in whatever capacity you can give for the sake of making the chapter better than ever. The time for making a difference is upon us; we all have to help and take the time to be part of what makes our chapter work, and remember we all have busy, hectic, lives, but it's only a once a month commitment. Being an IAAP member is always worthwhile and rewarding, but when you're giving back to someone, or something, it holds a deeper meaning. Don't forget to still invite friends or co-workers to join us a guest, or potential member if they're interested. We always need to work on building our membership level.

I want to let everyone know I'm looking forward to the year ahead and hope it's a better one for all of us. I appreciate everyone's time and efforts this past year, and please give your support to our new Board, and make this year better than ever!!

Look for upcoming events in the Chapter Newsletter as well as Program Updates. Wishing good days ahead for everyone, and I'll look forward to seeing all of you at the June meeting this week.

Boulder Chapter IAAP Meeting Minutes, April 19, 2007

The regular monthly meeting of the Boulder Chapter of the International Association of Administrative Professionals (IAAP) was called to order at 6:10 pm on May 17, 2007, at La Hacienda Restaurant in Boulder, Colorado. President Patti Lovato and Secretary Vicky Judish were on duty.

MEMBERS PRESENT: Vicky Judish, Patti Lovato, Robin Trader CPS/CAP, Kathy Kramer, Tommie Diaz CPS, Billie Willey, CPS, Vi McNew CPS/PRP, Joyce Teter PRP, and Jenny Cayton

GUESTS PRESENT: The President recognized Billie Willey as a Past International President. Nancy Upchurch CPS/CAP, Past President of Union Colony Chapter and past Chairman for the IAAP Retirement Trust Foundation, Cory Scarborough CPS/CAP 2006/2007 CWM Division President, and Ellen Hetterle CAP, newly installed Vice President of the Union Colony Chapter in Greeley

The Minutes of the April 2007 meeting were presented. President Lovato asked members to review and comment. The Minutes were approved with one correction (under Announcements the Board meeting should be *May* not April).

REPORTS OF THE BOARD:

PRESIDENT: President Lovato announced that following the business meeting, a discussion will be held on the future of the Boulder Chapter and officer elections. President Lovato also gave special thanks to Vi McNew and Nancy Upchurch for their assistance.

VICE PRESIDENT & PROGRAM CHAIR: Program Chair Kathy Kramer was delayed so no report given.

SECRETARY: Secretary Vicky Judish read a thank you note to members from Dawn Mjork Buzbee of Software Pro. Dawn was thanking the chapter for allowing her to present at the APW workshop in April.

TREASURER: The Treasurer's Report for April was presented by Treasurer Robin Trader and will be filed.

REPORTS OF STANDING COMMITTEES:

Newsletter: Newsletter Editor Julia Burton was not present at the meeting

Membership: Membership chair, Robin Trader reported member renewals for Vi McNew, Jenny Cayton, Office Team and Billie Willey.

Publicity: Chairman Tommie Diaz CPS reported she was not receiving speaker information for publicity submission.

Bylaws & Standing Rules: Vi McNew reported she had reviewed the bylaws and stated some changes that will probably be necessary for the next Chapter year.

Directory: Vi McNew reported that Linda Smith CPS/CAP will print the new directory after the membership has been updated.

Ways and Means: Jenny will be selling raffle tickets after the business meeting.

Nominating Committee: The chapter was unable to secure a nominating committee. The following members have stepped up to be nominees for Boulder Chapter officers:

- 1 President, Vi McNew CPS/PRP
- 2 Vice President, Joyce Teter PRP
- 3 Secretary, Vicky Judish
- 4 Treasurer, Robin Trader CPS/CAP

As no further nominations were received for any of the officer positions, officers were elected by acclamation.

Billie Willey CPS, Past International President, installed the officers for the coming term of 2007/2008.

NEW BUSINESS:

- 1 The Boulder, Denver, Denver Downtown and Greeley Chapters each received approximately \$335 from the April Administrative Professional's Day workshop. Vi McNew moved that the seed money of \$250 be left in the APD account for use in the coming term. Joyce Teter amended the motion by adding the words to include the amount earned as profit from the APD event which amounts to approximately (with the seed money) \$335.

The amended motion carried unanimously.

- 2 Nominations were requested for the Audit Committee. President Lovato appointed Tommie Diaz to the Audit Committee. Jenny Cayton volunteered to assist her.
- 1 CWM Division Meeting in June: Vi McNew and Joyce Teter are planning to attend. Billie Willey moved to send Vi McNew as a Delegate and Joyce Teter as the Alternate representing the Boulder Chapter. Boulder Chapter members approved.
- 2 IAAP International Meeting in July/August: Ellen Hetterle was voted to hold Boulder's proxy, uninstructed; because of Vi's uncertainty of being able to attend as a delegate. Billie Willey will act as delegate.

ANNOUNCEMENTS:

- 1 The Board will meet Tuesday, June 5 at 5:30 pm at the Canopy Grill located at 95th & Arapahoe, unless a subsequent place is chosen to allow for a Joint Board Meeting. All members are welcome.
- 1 The raffle gift was won by Patti Lovato.
- 1 Swingline will present the program at the June 21st Chapter meeting.

GOOD OF THE ORDER:

- 1 A raffle basket called "Happy Feet" was donated by Vicky Judish for the Boulder Chapter contribution to the CWM fundraiser. Cory Scarborough will take the basket with her to the meeting.
- 2 President Lovato expressed her thoughts about the past year as President of the Chapter.
- 3 Vi McNew suggested having some of the Board Meetings for next year by phone. She also suggested that the monthly meetings be relocated to Longmont, Niwot or Gunbarrel. Joyce Teter will research appropriate locations. Vi plans to send a letter to each Boulder Chapter member concerning a new meeting location.
- 4 Robin Trader announced an administrative position opening at Seagate.
- 5 Joyce Teter thanks all members for their get well wishes, cards, and support during her illness and recovery.

The meeting was adjourned at 8:00 pm

Vicky Judish
Secretary, Boulder Chapter IAAP

Boulder Chapter Member's Corner



The Boulder Chapter raffle gift was won by Robin Trader. Robin will donate a gift to be raffled at the May meeting. Tickets are \$.50 each or 3 for \$1.00 and can be purchased at the meeting from Jenny Cayton during the dinner break.

ELECTIONS / INSTALLATION OF 2007-2008 BOULDER CHAPTER OFFICERS

Past International President Billie M. Willey CPS installed the newly elected officers on Thursday, May 17, 2007 at the Boulder Chapter monthly meeting held at the La Hacienda Restaurant in Boulder, Colorado.



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

2007-2008 BOULDER CHAPTER PRESIDENT'S THEME *LOG ON TO THE WINNING EDGE—EDUCATION + ENTHUSIASM!*

Why did I join IAAP? Most of us had one goal in mind—to join with others in the field of administrative professionals, to glean the rewards of education, and to expose ourselves to many avenues of education and share the rewards and trials we encounter as we progress.

Our attitude in so doing, if done with enthusiasm, almost guarantees success! Genuine, heartfelt enthusiasm is one of the most potent factors of success in almost any undertaking. Courses in the Dale Carnegie system taught me that. He related that Charles Schwab, a man who was paid a salary of a million dollars a year, had told him that the secret of his success was enthusiasm. He declared that a person can succeed at almost anything for which he/she has unlimited enthusiasm.

Your membership in IAAP can be as rewarding as what you are willing to make of it. We welcome your input for programs and hope you will be active in attending the meetings and sharing your expertise. Together we can accomplish much.

Violet E. McNew, CPS/PRP
2007-2008 Chapter President

DELEGATE'S REPORT, CWM DIVISION MEETING
June 1- 2, 2007, Cody, WY

A delegate's report should relate what business transpired, leaving out all of the fun one has seeing friends from all over the Division and enjoying a place you have never been before. However, I would be remiss if I didn't share with you the special enjoyment of riding with the two members from Pikes Peak, Eileen Verosko CPS, and Mary Dyster CPS/CAP, who so graciously offered to pick me up, drive through rain, cold wind, and road construction to Cody and back home on Sunday. What a way to get to know your fellow members!

Joyce Teter, PRP, also attended as your Alternate from Boulder Chapter. She joined the Division President, Cory Scarbrough CPS/CAP, and Shirley Offerson CAP, for the ride to Cody and back.

Arriving at the Holiday Inn in Cody, the co-chairmen, Glenda Brown CPS/CAP, Darlene Chamberlain CAP, and other Rim Rock members welcomed attendees with open arms and delightful materials. Hats off to all of them for the excellent arrangements.

Now to the business transacted: Friday was devoted to seminars; the luncheon with incoming Division President at which all attendees were invited was well received. We even got prizes for being there!

The Open House on Friday evening was well attended, some going to the tour of museums, others selected the Rodeo!

Saturday started with a free buffet for attendees, a meeting of the Members at Large to select a delegate, the briefing was presented by the Parliamentarian, Debbie Brown, CPS/CAP/RP, for all delegates/alternates and attendees.

Cory Scarbrough, CPS/CAP, Division President, called the meeting to order after the usual introductions and appointments necessary for the conduct of the meeting. All officers were present, together with delegates from nine chapters and one Division member at large. We had one member of the International Board, Teresa Bennett CPS, our Northwest District Director, and Candy Daniels CPS/CAP, Past International President for 2000-2001.

Since the President-elect, Kyle Sheldon-Chandler, automatically succeeded to the office of President, the Nominating Committee presented the names of one candidate for each of the remaining offices; after their two minute speeches, the candidates were elected unanimously and declared to be the elected officers as follows: President: Kyle Sheldon-Chandler who succeeded to the office of President; President-Elect, Shirley Offerson, CAP, Division member-at-large; Vice President, Margaret Hartl; Secretary, Corina Draycott, CPS; Treasurer, Eileen Verosko, CPS.

The Nominating Committee for 2007-2008 was elected as follows: Jenn Borland CPS; Aubree Lujan, and Carole Blakeman.

There were no proposed amendments to the Bylaws & Standing Rules to be considered!

The Book Cliff Chapter invited all members to attend the Division meeting scheduled for 2007-08 in Grand Junction.

The Pikes Peak Chapter will host the Division meeting in 2008-09.

Newsletter awards: Pikes Peak, 1st; Rim Rock, 2nd; Union Colony, 3rd.

Web site award: Pikes Peak, 1st; Rim Rock, 2nd, Denver, 3rd.

Membership growth: Denver Downtown, 1st; Rim Rock, 2nd; Book Cliff, 3rd.

Teresa Bennett CPS, Northwest District Director, presented the Keynote Address, giving each attendee an opportunity to tell how they came to be a member and why they remain a member. She also reported on the State of the Association.

An Omega service was held for Marlys (Mike) Trees of Pikes Peak Chapter.

The noon meal was started with an Inspiration given by your delegate. The Division President awarded remembrances to the Chapters. The afternoon workshop was presented by Candy Daniels, CPS/CAP, Past International President. She reviewed the history of office technology in the past years and the exciting technology we can expect in the future.

The meeting recessed until the evening banquet. Candy Daniels installed the officers. Outgoing President Cory gave her appreciation address and announced remembrances, as well as received appreciation gifts and scrap book for her term. The incoming President, Kyle, presented her plans and theme, "IAAP-Your GPS To Virtual Success."

The high bids for the baskets contributed by the Chapters that were raffled as a Division fund raiser were announced and everyone enjoyed the reception for outgoing and incoming presidents.

Thank you for allowing me to be your delegate.

Violet E. McNew, CPS/PRP
2007-08 President
Boulder Chapter



2007-2008 CWM 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.



NEWS RELEASE

Administrative Professionals Day®



April 25, 2007

News Media Contact:

Marianne Robbins, 702-557-7916

IAAP Oasis Chapter Observes Administrative Professionals Day with Luncheon

Each year, the local Oasis Chapter of the International Association of Administrative Professionals (IAAP) celebrates Administrative Professionals Day with a luncheon. The luncheon was held at Lawry's the Prime Rib on Wed., April 25, 2007, and presided by Marianne Robbins, president of the IAAP Oasis Chapter. The luncheon was attended by 36 administrative professionals and their executives. The keynote speaker was Dr. Rand Key, Executive Vice President at the Community College of Southern Nevada, who spoke to one of IAAP International President Sandra P. Chandler's five C's, "continuing education."

As part of this annual tradition, the Oasis Chapter recognizes one member who has put forth the most outstanding effort to ensure the success of the Chapter. The Outstanding Member Award is based on a point system and covers the time-period from July 1, 2006, through April 1, 2007. Points can be earned by demonstrating commitment to the success of the Chapter in the following categories: assuming a leadership role, participation, attendance, recruitment, and professional development.

This year's Outstanding Member, Dawn Negrete CPS, started her career as a Department Clerk and quickly moved up to Executive Secretary supporting high-level executives, including CEOs, and is currently the Administrative Assistant to the Director of Operations and Infrastructure at National Security Technologies LLC. As part of this award, Dawn will receive paid registration to the IAAP Arizona-Nevada-New Mexico Division Annual Meeting.

Dawn has been very involved in IAAP since 1998, and received her Certified Professional Secretary (CPS) certification in 1999. Having moved to Las Vegas in December 2004, she joined the Oasis Chapter where she currently serves as Chapter Secretary, Mentoring Chair, APD Luncheon Mailing List and RSVP Chair, and Chapter Newsletter contributor. She has also participated in the Chapter fundraising event, regularly attended Chapter and Board meetings, and recruited new members to the Chapter.

Dawn states, "I love helping people and doing what I can to make their lives run more smoothly, and I love being an Administrative Assistant. I don't think you can ever learn too much – and each day brings a new experience."

For more than 60 years, IAAP has provided top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers. For more information on the IAAP Oasis Chapter, please contact ROBBINM1@nv.doe.gov or visit www.iaap-hq.org.

May 11, 2007

Greetings from your International President!

Henry Ford said, "Coming *together is a beginning. Keeping together is progress. Working together is success.*"

Many of you will be "coming together" for the upcoming Division Annual Meetings. I wish my schedule allowed me to attend all of your meetings; however, my warmest wishes are extended to each of you. Enjoy "*Shaping the Future*" of your divisions while "working together" for much success.

COMMITMENT:

IAAP is excited to announce that we have reached an agreement with PromoCorp, based out of Alexandria, Virginia, to serve as IAAP's Emblematic Merchandise supplier. An announcement will be sent as soon as the online store is available for members at which time orders can then be placed. Divisions/Chapters are urged to utilize their services as the official IAAP Emblematic Merchandise Supplier.

CONTINUING EDUCATION:

Make plans to attend the 2007 International Convention and Education Forum, July 29-August 1, in Tampa, Florida.

This year's convention will provide members and non-members alike an opportunity to "*Chart Your Career - Tampa 2007*" by gathering for professional and personal development workshops.

Robin Crowe, our keynote speaker, is an author, speaker, entrepreneur and one of the world's most innovative guitarists. He will be focusing on Chandler's 5-C's - you do not want to miss this outstanding speaker.

COMMUNICATION:

The Sub-Committee to increase International Board Member attendance at Division Annual Meetings has also developed a protocol document for division annual meetings (document can be found on the IAAP website). At its spring meeting, the International Board approved funds for an incentive program that will assist Divisions with board member transportation costs to the 2008 Division Annual Meetings.

CREATIVITY:

The focus of the Strategic Planning Sub-committee is to advance the strategic planning process between Board meetings. One important task of this Sub-Committee is to develop an alternative to IAAP's existing recognition program. The goal is to shift emphasis away from a numbers-based incentive program to a comprehensive values-based program designed to recognize levels of excellence achieved by career minded members and quality driven chapters and divisions.

In addition, the Sub-Committee plans to seek extensive member and leadership feedback from all levels of the association during the development process before recommending a new recognition program to the International Board of Directors for approval and implementation during the 2008-2009 IAAP year.

CONNECTIVITY:

The Employer Advisory Group Sub-Committee has developed a mission statement, created an employer targeted public relations brochure and identified its first group of invitees to participate in the first Employer Advisory Group.

The mission statement reads as follows: "*Increase awareness of IAAP's professional development opportunities for career-minded administrative professionals through collaborative discussions and expanded marketing to employers.*" There are plans for IAAP to host its first Employer Advisory Group teleconference panel discussion sometime in May or June of this IAAP year.

How exciting it is to be actively involved in the premier association for administrative professionals! Enjoy it to the fullest!

Sandy Chandler
2006-2007 International President

Calendar of Events


July 29-August 1	AAP International Convention & Education Forum Tampa Convention Center, Tampa, FL
August 15, 2007	CAP/CPS Exam Registration Deadline
October 2007	Certification Conference Hyatt Regency San Antonio - San Antonio, TX
March 2-5, 2008	Spring Professional Education Conference Charleston Riverview Hotel – Charleston, SC
July 20-23, 2008	International Convention & Education Forum Hilton New Orleans Riverside – New Orleans, LA
Oct. 19-22, 2008	Certification Conference Grand Hyatt Hotel – Denver, CO
July 26-29, 2009	International Convention & Education Seminar Convention Center –Minneapolis, MN
July 18-22, 2010	International Convention & Education Forum Hynes Convention Center - Boston, MA
July 18-22, 2011	International Convention & Education Forum Montreal Convention Center - Montreal, QC
July 22-25, 2012	International Convention & Education Forum Gaylord Texan Resort – Grapevine, TX

Boulder Chapter – IAAP, Newsletter Editor, Julia Burton, E-mail: jaeburton3@msn.com



IAAP OFFICERS ROSTER FOR 2006 - 2007

International Board – go to www.iaap-hq.org

	<p>President Sandra P. Chandler CPS Orlando FL Sandy.Chandler@SunTrust.com</p>		<p>President-Elect Judy McCoy CPS/CAP Bellingham WA judymccoy@mail.com</p>
	<p>Vice President Tia Theriaque CAP Alexandria VA ttheriaque@nhcaa.org</p>		<p>Secretary Barb Horton CAP Surrey BC blhorton@telus.net</p>
	<p>Treasurer Susan K. Shamali CPS/CAP Grand Rapids MI susan.shamali@us.pwc.com</p>		

Great Lakes Dist:	Sam W. Gill III CPS	Detroit, MI	sgill@kpmg.com
NE District:	Marie (Gerry) Brunell CPS/CAP	North Attleboro, MA	gerry.brunell@bearingpoint.com
NW District:	Teresa G. Bennett CPS	Boise, ID	teresa.bennett@hp.com
SE District:	Tamra L. Goodall CPS/CAP	Hurricane, WV	tgoodall@wvha.org
SW District:	Karlana Rannals CPS/CAP	San Clemente, CA	rannals@rsf-fire.org
Canada:	Kathryne A. Hampton CPS/CAP	Calgary, CANADA	kathy.hampton@paramountres.com
Affiliate Rep:	Leanne M. Fisher AOP/JP	Brookside Centre, Queensland	lgfisher@iprimus.com.au
International Retirement	Linda M. Cook CPS/CAP, Vice Chairman	Seatac, WA	linda.m.cook@boeing.com
Trustee Foundation (RTF)			
	Northeast District –	Marilynne Donnelly	marilynne.donnelly@sca.com
	Northwest District –	Kathy L. Morgan CPS	kmorgan@stoller.com
	Southeast District –	Janice L. Thornton	janicethornton32935@yahoo.com
	Southwest District –	Carolyn L. Prather CPS	cprath1@hallmark.com
	Canada District -	Michelle Rose	mirose@serha.ca

Colorado-Wyoming-Montana Division Officers – go to www.cwmdivision.org/

President	Cory Scarborough CPS/CAP		
President-Elect	Kyle Sheldon-Chandler		
Vice President	Margaret Hartl		
Secretary	Jennifer Borland CPS		
Treasurer	Jalane Glasgow CPS/CAP		
Parliamentarian	Debra L. Brown CPS/CAP/RP		

Boulder Chapter Officers – go to www.orgsites.com/co/boulderiaap

President	Patti Lovato	plovato@ball.com	303-939-6676
Vice President	Kathy Kramer	kramer@colorlink.com	720.987.4176
Secretary	Vicky Judish	vicky.judish@comcast.net	303-379-3125
Treasurer	Robin Trader, CPS/CAP	robin_trader@comcast.net	303-651-0928
Parliamentarian	Joyce Teter PRP	jteter2@aol.com	303-776-2793

Boulder Chapter – Committees

Admin. Prof. Day	Laurie Molinare & Board	laurie@molinare.net	
Bylaws	Vi McNew CPS, PRP	videlmcnew2@aol.com	
CPS/CAP	Patti Lovato	plovato@ball.com	
Directory	Linda Smith CAP	ldsmithcap@hotmail.com	
Historian	Vi McNew CPS, PRP	videlmcnew2@aol.com	
Membership/Hospitality	Robin Trader, CPS/CAP	robin_trader@comcast.net	
Newsletter	Julia Burton	jaeburton3@msn.com	
Program Chair	Kathy Kramer	kathykramer5053@aol.com	
Publicity	Tommie Diaz	diaz.f@comcast.net	
Ways & Means	Jenny Cayton	virginia.cayton@sanmina-sci.com	
Webmaster	Robin Trader, CPS/CAP	robin_trader@comcast.net	

Visit the website of the International Association of Administrative Professionals: www.iaap-hq.org

Visit the Boulder Chapter website: www.orgsites.com/co/boulderiaap