

# THE FLATIRONS



Volume 54, Issue 8

March 2010

**BOULDER CHAPTER — #321110**

## MARK YOUR CALENDARS FOR OUR MARCH 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, March 18, 2010

**Where?** **Medtronic** (*driving instructions are on page 6*)  
**867 Coal Creek Circle**  
**Louisville**

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

**RSVP:** By Wednesday, March 17th by 5 pm  
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 meal.

## March Programming

### Corporate Events & Trade Show

Our presenter, Jeannie Battin, CMP, CTSM, will be giving us an overview presentation on the basics of meeting planning and how to organize and orchestrate a successful event. Jeannie has worked in the meetings industry for over 25 years, planning and facilitating meetings, conferences and trade shows.

Recently, Jeannie launched an independent planner service called Meeting Woo ([www.meetingwoo.com](http://www.meetingwoo.com)). Her experience is enhanced through education and industry credentials awarded by Meeting Professional International and Exhibitor. Jeannie also holds a Bachelors degree in Management

## 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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Web site  
[www.orgsites.com/co/boulderiaap](http://www.orgsites.com/co/boulderiaap)

Board Meetings  
monthly - ask Linda for details

## Chapter Meeting Date Changes

The April Chapter Meeting (4/15/10) is being cancelled due to the APW Workshop/Event which is being held on 4/23/10. More info on Page 4.

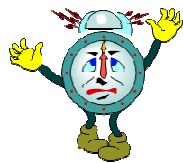
The May Chapter Meeting has been moved from 5/20/10 to 5/13/10 due to scheduling conflicts.

Please update your calendars!



**Admin's Corner - Did you know....?**

Polar bears are all left-handed  
 There are about 18,000,000 items for sale on EBAY  
 It's only called Air Force One with the president aboard  
 Nothing rhymes with 'orange'  
 Virginia Woolf wrote all her books standing up  
 Americans eat 18% more vegetables than in 1970  
 A 'jiffy' is 1/100th of a second  
 The earth isn't round—it's slightly pear-shaped  
 The flag on a Canadian two-dollar bill is American  
 It takes seven minutes, on average, to fall asleep  
 An average ear of corn has eight hundred kernels  
 All tigers have different stripes  
 W is the only letter that has more than one syllable  
 Coca-Cola was originally green  
 $111111111 \times 111111111 = 12345678987654321$   
 More people speak English in China than in America  
 Cary Grant never said, "Judy, Judy, Judy" in any of his movies  
 There are 2,598,960 possible hands in five card poker



**Daylight Saving Time Begins at 2 am  
 on Sunday, March 14th  
 Don't forget to 'Spring Forward'!**

**Ways & Means**

The winner of the February Ways & Means chance drawing was Patti Lovato. Patti will provide the gift at the March meeting.

**CONGRATULATIONS!**

**New Member into the Boulder Chapter:**

Paula Sesock

**IAAP March Anniversaries:**

Laurie Armstrong - 14 yrs

Vicki Judish - 12 yrs

Leslie Noble - 1 yr

Vicky Shepherd - 1 yr



**TAKE 10 TO BE COUNTED**

The census only happens every 10 years, so don't miss out on the opportunity to be counted! The census is an effort to count every person living in the United States. "The 2010 Census will have one of the shortest census questionnaires in the history of the United States, dating back to the first census in 1790," says the U.S. Census Bureau Director Dr. Robert Groves. The results determine how Congress is apportioned and how more than \$400 billion in federal funds are distributed annually to state and local areas. "We want the 2010 Census to be the most accurate yet," says Groves. Your answers to the 2010 Census are protected by law and strictly confidential.

**February 2010 - April 2010:** Questionnaire Assistance Centers & Be Counted sites open to answer questions

**March 2010:** United States Postal Service delivers census questionnaires

**April 1, 2010:** Census Day, send your questionnaire back - only takes 10 mins to complete!

**May 2010 - July 2010:** Census takers follow up with households that did not return questionnaires

**December 31, 2010:** U.S. Census Bureau delivers apportionment counts to the President.

For more information, visit the Census Bureau's web site at [www.census.gov](http://www.census.gov)

**Boulder Chapter Programs  
for 2009 - 2010**

**August 20**

Vi McNew's 50th Yr with IAAP Celebration

**September 17**

Toastmasters with Mary Mirable

**October 15**

Dr. DeClutter  
(1 recert point)

**November 18\***

CABi Clothing Showcase  
\*Date Changed

**December 17**

Holiday Celebration and Chair Massages by Catherine Whelan

**January 21**

Memory Training with Kurt Venekamp  
(1 recert point)

**February 18**

Text Doctor with Elizabeth Frick  
(1 recert point)

**March 18**

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

**April 13 - cancelled**

Chapter Members are encouraged to attend the APW Event on 4/23

**2010 APW Event**  
**Friday - April 23, 2010**  
**Radisson Stapleton Plaza Hotel**  
**(see next page for more info)**

**May 13\***

"Go Green with Avery"  
(1 recert point)

Nominations /Election of 2010/2011 Officers  
\*Date Changed

**June 17**

Installations of the 2010/2011 Officers

If you have any suggestions for future programs, please contact VP Kathy Norby.

## You are cordially invited to increase your computer skills!

Join the Boulder, Denver and Denver Downtown Chapters of International Association of Administrative Professionals® (IAAP) for a day of outstanding software training to commemorate Administrative Professionals Week® on April 23, 2010. This year's theme is *Power of Commitment*, and we'd like you to renew your commitment to your personal growth by attending!

As an administrative professional, you have a profound influence on your organization. Upper management looks to you for guidance on tasks that are vital to the smooth running of any company. Add to your professional excellence through the *Power of Commitment* by attending this exciting day of celebration and learning.

### Our Program

In this economic climate, we're all being asked to do more with less. Join us at the Radisson Hotel Denver Stapleton Plaza for this one-day event that will show you how to use the technology you currently have to do even more. The day's training will focus on honing your skills with [Microsoft Word](#), [Microsoft PowerPoint](#) and [social networking](#). Our speaker, Gini Courter of Triad Consulting, will also be giving us a peek into [Microsoft Office 2010](#), highlighting online training available and giving us general tips and tricks. **Bring your Microsoft Office questions!**

The day also includes a vendor expo, prizes and a great opportunity to network with administrative professionals in a variety of industries and career paths. This will also be an excellent venue for job seekers to network for new opportunities!

### Cost

This year's cost has been rolled back! Our full-day training event, including breakfast, lunch, vendor expo and prizes is **\$110** for IAAP members and **\$125** for non-IAAP members. That's a \$15 savings over the 2009 event!

### Other Information

IAAP is the world's largest volunteer association for administrative support staff, with 600 chapters and 40,000 members and affiliates worldwide. For more than 68 years, IAAP has provided up-to-date research on office trends, cutting-edge publications and resources to help administrative professionals become more effective contributors to their employers. IAAP is the sole official sponsor of Administrative Professionals Week, which has been conducted annually since 1952. This week recognizes the contributions of administrative professionals worldwide.

**If your company might be interested in participating in the vendor expo or helping to sponsor the event, please contact Sharon Hunvald at (303) 466-9611.**

Go to  
[www.iaap-denverdowntown.org/IAAPHQ/DenverDowntown/2010APW](http://www.iaap-denverdowntown.org/IAAPHQ/DenverDowntown/2010APW)  
to register for this event

## November's CPS/CAP Certification Exam

For any of you considering taking the Certification Exam in November 2010, please let President Linda Singer know. We may form a study group if there's enough interest.

Also, if you have already certified and are willing to either sell or loan your books for the studying of the exam, please contact Linda Singer.



### **Needed – Basket Ideas for Division Meeting!**

At the February Chapter Meeting it was decided that as a chapter fundraiser, we would put together a basket or two to take to the Division Meeting In June.

Now this is where all Boulder Chapter members come in—we need themes, suggestions, ideas!

Put on your thinking caps and as you come up with ideas, send them on to Linda Singer or, better yet, bring them to the March Chapter Meeting.



## **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

### **2010 CWM Division Annual Meeting**

June 4 & 5, 2010

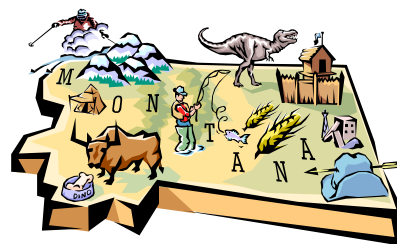
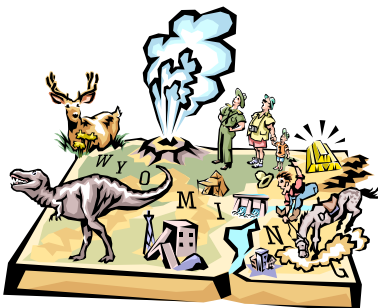
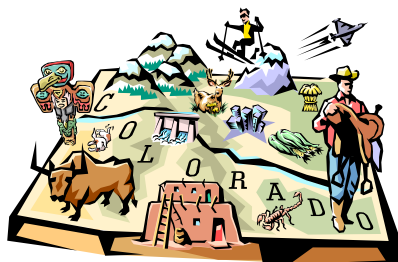
Cheyenne, WY

Janine Riemersma CPS/CAP

2009- 2010 International Secretary

will be our

International Representative



[www.iaap-co-wy-mt.org](http://www.iaap-co-wy-mt.org)

## 2009-2010 *Power of Commitment* Commemorative Pin



The 2009-2010 Power of Commitment Commemorative Pin is not just an Administrative Professionals Week pin – it is a pin for all seasons and all reasons!

### Be among the first to wear the Power of Commitment pin!

- Wear it to celebrate Administrative Professionals Week!
- Wear it as an Administrative Professional!
- Wear it to show you have made a personal commitment to work towards being a Member of Excellence!
- Wear it as a new chapter member!
- Wear it with pride!

**Pin Cost:** \$5 each

### ***Boulder Chapter Members pay only \$3.00!***

The Boulder Chapter Board has agreed to pay for the remaining cost of \$2.00 for each pin ordered by a member and for the Shipping & Handling!! To order yours, please contact Boulder Chapter Treasurer, Vicky Judish via email at vicky.judish@comcast.net

All proceeds go to the 2010 Education Forum and Annual Meeting Host Committee.

Thank you for supporting the host committee's efforts to host the best EFAM ever. See you in Boston!



**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 Kathy's cell at 303-884-5290**

### ***Driving Directions to Medtronic***

**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 1st light past 88th  
Turn left onto Coal Creek Circle  
First bldg on left (867)  
Follow directions above

## International Calendar of Events



March 8-10, 2010	Spring Professional Education Conference	Reno, NV
April 16-17, 2010	Incoming Division Presidents Conference	Kansas City, MO
April 18-24, 2010	Administrative Professionals Week	
April 21, 2010	Administrative Professionals Day	
May 7-8, 2010	CAP/CPS Exam	
July 18-22, 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	

### 2011 - 2015

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

visit [www.iaap-hq.org](http://www.iaap-hq.org) for more information

### Spring and Fall Professional Education Conferences

The Spring Conference is held each March and the Fall Conference is held each October. They both are a 2-1/2 day conference held in North America providing opportunities to network, share ideas, problems, and solutions with other Admins. You will have the opportunity hear three to four top-notch presenters and return to your job with renewed enthusiasm and ideas. You will also receive recertification points if you are an active CPS and/or CAP holder. CEU is available as an alternate to recertification points.

## 2009 - 2010 IAAP Board of Directors

### President

Susan Shamali CPS/CAP  
PricewaterhouseCoopers  
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(616) 356-6908  
sshamali@iaap-hq.org

### President Elect

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### Vice President

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### Secretary

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### Northeast District Director

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### Northwest District Director

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### Great Lakes District Director

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### Southeast District Director

Virginia Boyd CPS/CAP  
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### Southwest District Director

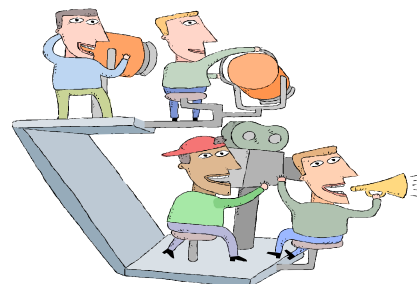
Antoinette Smith CPS/CAP  
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### Affiliate Representative

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### Canada District Director

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### Retirement Trust Foundation Trustees

#### Chairman

Kathryne Hampton CPS/CAP

#### IAAP International President

Susan Shamali CPS/CAP

#### IAAP International Treasurer

Karlana Rannals CPS/CAP

#### Secretary

Patricia D. Row CPS/CAP

#### RTFC Liaison

Kelly A. Reggio CAP

#### RTFC Liaison

Lynda Boulay CPS/CAP

