

THE FLATIRONS



Volume 54, Issue 2

September 2009

BOULDER CHAPTER — #321110

MARK YOUR CALENDARS FOR OUR SEPTEMBER MEETING!

What? Networking	5:30 p.m.
Call-to-Order and Celebration	6:00 p.m.
Adjournment	8:00 p.m.

When? Thursday, September 17, 2009

Where? Magnolias Restaurant

SE Corner of 95th & Arapahoe Road
1381 Forest Park Circle, Lafayette
303-665-3080

RSVP: By Tuesday, September 15
to Vicky Judish
vicky.judish@comcast.net
303-499-3902



September Programming - Toastmasters

From a humble beginning in 1924 at the YMCA in Santa Ana, California, Toastmasters International has grown to become a world leader in helping people become more competent and comfortable in front of an audience. The nonprofit organization now has nearly 250,000 members in more than 12,500 clubs in 106 countries, offering a proven – and enjoyable! – way to practice and hone communication and leadership skills.

Most Toastmasters meetings are comprised of approximately 20 people who meet weekly for an hour or two. Participants practice and learn skills by filling a meeting role, ranging from giving a prepared speech or an impromptu one to serving as timer, evaluator or grammarian.

There is no instructor; instead, each speech and meeting is critiqued by a member in a positive manner, focusing on what was done right and what could be improved.

Good communicators tend to be good leaders. Some well-known Toastmasters alumni include:

- **Peter Coors** of Coors Brewing Company
- **Debbi Fields**, founder of Mrs. Fields Cookies
- **Tom Peters**, management expert and author
- **Linda Lingle**, Governor of Hawaii

Guest Speaker Mary Mirabile will give a brief overview of Toastmasters and will answer all of your questions.

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

2009-2010 Boulder Chapter Officers

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Most professionals have experienced at least one cringe-inducing moment after they've hit "send," a new survey suggests. Nearly eight in 10 advertising and marketing executives polled confess they've made a mistake when sending e-mail.

"E-mail mistakes can be painfully visible and viral," said Megan Slabinski, executive director of The Creative Group. "Professionals must be especially careful in this economy not to do anything that could cause employers to question their competence or judgment, and that means paying close attention when sending any kind of message, particularly if the information is sensitive."

The Creative Group offers the following seven tips to help professionals avoid e-mail errors:

Give it your undivided attention.

Avoid multitasking when responding to important or sensitive messages.

Save the distribution list for last.

When writing a confidential or sensitive message, wait until it is complete before carefully selecting the recipients.

Take care with those you copy.

Think twice before hitting "reply all," and only copy people who need to be in on the conversation.

Check attachments.

Insert any documents -- and confirm that they're the right ones -- as soon as you refer to them in the memo.

Review it on a big screen.

E-mailing using handheld devices with small screens and keyboards may increase the likelihood of typos and other mistakes. When sending an important e-mail, it can be helpful to view it on a full-size computer screen or use spell-check before transmitting.

Don't hit "send" when you're mad.

E-mailing when you're angry is never a good idea. Give yourself time to cool down before responding. It may be better to speak in person.

Keep it professional.

Bear in mind that electronic messages can easily be forwarded and employee e-mails may be monitored. Avoid saying anything unkind or unprofessional.

Word of Thanks

A HUGE THANK YOU! BOULDER CHAPTER

- for arranging for the celebration of my 50 years as a member of NSA, PSI, and now IAAP®.! A milestone for me and one which I shall remember and cherish. It was so nice to have the recognition by International, the Division, and by other Chapters represented by friends I have made during my membership with cards, gifts, and personal "I remember VI" speeches by many of you. I feel I have gained the best an organization can give, not only educationally, but by friendships that will last a lifetime. This type of belonging makes my heart sing!

Vi McNew, CPS®

Directory Updates

Take a moment to review your information listed in the Boulder Chapter Directory. If you have updates and/or changes, let Robin Trader CPS/CAP know. If you are new, send your information to Robin at:

Robin_Trader@comcast.net

CWM Division Webinar Schedule

September 29

Overcoming/Conquering Adversity

Speaker: Chris Novak

Time: 7 pm MST

Cost: \$0 (except long distance phone charges)

Location: Your PC

Learn how to rise above the rigors of severe change, challenge, or setback.

October

Marketing with Constant Contact

TBD

This webinar will show you how using online systems to keep in touch with your company's clients, marketing, and more!

If you are interested in attending any or all of these webinars, please contact Kyle Sheldon-Chandler at 1-970-243-0988 or Kyle@kscvirtualassistant.com

Seating is not limited to IAAP members. Feel free to invite your co-workers.

Boulder Chapter Programs for 2009 - 2010

August 20

Vi McNew's 50th Yr with IAAP Celebration

December 17

Holiday Celebration and Program

April 22

APW

September 17

Toastmasters with Mary Mirable

January 21

Memory Training with Kurt Venekamp

May 20

Officer Elections

October 15

Dr. DeClutter

February 18

TBD

June 17

Officer Installations

November 19

CAbi Clothing Showcase

March 18

TBD

"I don't know the key to success, but the key to failure is trying to please everybody."

Bill Cosby

2009 - 2010 IAAP Board of Directors

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Bylaws Voting Results from EFAM

Proposed Bylaws Amendment 1 on new membership dues was amended and **passed** as amended. The amended amounts for members residing in the U.S. and Canada are: Professional \$83, professional-merited \$47, student \$50, associate \$180. The amounts for each category for members outside the U.S. and Canada are \$20 higher.

Proposed Bylaws Amendment 2 on a \$15 processing fee for all new members **passed**.

Proposed Bylaws Amendment 3 on raising annual affiliate fees from \$130 to \$155 **passed**.

Proposed Bylaws Amendment 4 on payment of renewal of memberships dues within 30 days after renewal date was amended and **passed**.

Proposed Bylaws Amendment 5 on election of district directors and eliminating some no longer needed wording **passed**.

Proposed Bylaws Amendment 6 on association members-at-large representation at EFAM and election of delegate and alternate **passed**.

Proposed Bylaws Amendment 7 on changing the words "annual convention" to "annual meeting" **passed**. This ties in with the name change to International Education Forum and Annual Meeting.

Proposed Bylaws Amendment 8 on adding a new membership classification of institutional group **failed**.

Standing Rules Amendment 1 on changing the words "annual convention" to "annual meeting" **passed**.

Help Beat Breast Cancer on September 15th with a \$35 massage.*

\$10 from every massage during our one-day event will go to the local affiliates for Susan G. Komen for the Cure.

The Fight Against Breast Cancer

If you don't know someone with breast cancer, consider yourself both lucky and rare. In America, one in eight people are ultimately diagnosed with breast cancer. This can be scary to think about, but not impossible to overcome. For the last five years, Massage Envy has held Massage for the Cure to benefit the local affiliates of Susan G. Komen for the Cure. With the help of our wonderful therapists and caring clients, we've been able to raise over \$800,000 for breast cancer research. And that's just the beginning.

Due to the overwhelming response we've received, this year Massage for the Cure will be going national with over 500 clinics participating nationwide. During our one-day event on September 15th, our goal is to raise \$500,000 for Susan G. Komen for the Cure. This may sound like a lofty mission, but with your help we know we can make it happen.

To be a part of Massage for the Cure, simply call your local clinic starting August 15th and make an appointment for a \$35, one-hour massage session on September 15th. Massage Envy works directly with local Komen affiliates, so 100% of the funds raised during our one-day event will be used for education, screening and treatment programs in your local community.

Why Susan G. Komen for the Cure?

When Massage Envy went searching for the right charitable partnership, we had just one thought in mind: The charity had to be passionate about their cause, and the cause had to be one that our clients truly cared about. When we finally came across Susan G. Komen for the Cure, we knew we had found what we were looking for. Too many women have lived in fear of breast cancer for far too long. It is our hope that Massage for the Cure will raise both funds and awareness about the importance of early detection and early treatment. With the support of our local communities, we can help those diagnosed with the disease increase their chances of survival.

The Massage Envy family is proud to partner with a charity that helps both those diagnosed with breast cancer and their devoted loved ones. Moreover, we are overwhelmed with the support we've received from our guests and members. Your dedication to the fight against breast cancer is as appreciated as it is inspiring.

Help Make a Difference in Your Community

Every day, women and men are beating breast cancer- not because of luck, but because we choose to make a difference. Join us for a life changing massage on September 15th and help turn breast cancer patients into breast cancer survivors.