



International Association of
Administrative Professionals®



The Flatirons

Boulder Chapter - #321110

www.orgsites.com/co/boulderiaap

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Mark Your Calendars for Our September Meeting

PROGRAM:	Office Layout and Design Planning
DATE:	Thursday, September 16, 2010
LOCATION:	Medtronic in Broomfield
TIME:	Networking 5:30 pm Program 6:00 pm Business Meeting 7:00 pm Adjournment 8:00 pm
COST:	\$13 (check or cash)
RSVP:	To Vicky Judish by 5 pm on 9/15 vicky.judish@comcast.net

Note: any member with a dinner reservations who does not cancel the reservations by the deadline date is required to pay for the meal.

Office Layout and Design Planning

Michele Ponicsan from Burkett Design is an architect and principal with Burkett Design, an architecture and interior design firm that is currently handling the extensive remodeling of two Medtronic buildings in Louisville.

At our September Program, Michele will discuss:

- Planning an office
- Designing appropriate office layouts
- Choosing appropriate types of office design

Inside This Issue:

September Meeting Notice	1
President's Message	2
Information Center	3
Division President's Message	4
Division Meeting Information	5
Vi McNew's Monthly Article	6
International Calendar of Events	7
Office Team Article	8



Photocopier, the Latest Identity Theft Threat

When reading my latest issue of the *National Notary*, I was drawn to the following article on identity theft by photocopier. We have been told over and over about the importance of safeguarding computers and using [passwords](#) and [encryption and firewall software](#) in order to protect us from identity theft. We can now add another device in the office that could pose just as much risk. And this machine is significantly less guarded. What is it? The photocopier.

Researching this topic further, I learned that many copiers made in the last five to seven years have a hard drive that stores a backup image of every page they have ever copied. Most companies don't use passwords to protect the copier. This may include your office copier, the copier at the local copy center down the street and even your own personal copier. Think for just a moment about all of the documents you photocopy (or someone else photocopies on your behalf). Medical records, tax returns, birth certificates, marriage licenses, driver's licenses, social security cards, etc. Office expense reports with photocopies of credit card receipts can even put you at risk if you aren't careful. If the wrong person got his or her hands on the information you copy, it could lead to credit card theft, bank fraud and identity theft as a whole.

With sensitive information remaining on the machine indefinitely, it is often not removed after the copier is retired or resold, making it accessible to the next person who buys the machine. Or, all an identity thief would need to do is hack into the office copier's hard drive and harvest the wealth of information that has been stored there. Your risk factor goes up if you ever photocopy sensitive information at a library, public copy center or in shared office space rented to more than one company. Identity thieves have been known to dig through people's trash to get the information they need. So, if a big part of identity theft protection involves safeguarding your trash, you should approach the copy machine with even more care.

If you don't know if a copier at your office stores images of documents, ask the IT department. Find out if there is a policy to routinely scrub the data or whether it is encrypted. While this risk may never be completely eradicated, there are things you can do to minimize your vulnerability to identity theft. Here are some quick tips to help increase your photocopier safety.

If possible, use passwords that protect the information you copy. Password protected copy machines may require those same passwords to retrieve information stored on the hard drive. So, ask about creating individual passwords for the office copier.

Don't use public copy machines for sensitive information. Whenever possible, only use copy machines you are familiar with and where you have some element of control when it comes to monitoring the security risk. Using public copy machines is much like using shared computers or Wi-Fi. They leave your personal information exposed to any hacker that knows how to get to it. Make every effort to protect yourself from identity fraud.

Buy your own printer or fax machine with photocopying capabilities. If you routinely photocopy sensitive, consider purchasing your own all-in-one printer/scanner/copier for your home to have better control of your private data.

Safeguard the information you copy and think twice before you hit that green button.

With Passion and Purpose,

Linda Singer, President

Information Center

Welcome to New Boulder Chapter Member

Julie Hurt

Chapter Renewals

Julia Burton
Diana Cleary
Carol Etges
Verna Sowa

July-August-September Anniversaries

Diana Cleary – 7 yrs
Robin Kluz – 2 yrs
Carol Etges – 1 yr
Karen Luhrs – 1 yr

Thanks and Congratulations to All

Newsletter Publication

Articles are due by the 8th of each month. Newsletters will be emailed the Friday before each chapter meeting.

Send to robin.l.trader@seagate.com

NAME BADGES

If you have lost, never had, or merely want another one of our magnetic names badges, contact Vicky Judish to order. Send your name as you want it to appear on the badge to:

vicky.judish@comcast.net

New Members

The next **New Member Orientation Webinar** will be held on Wed, 9/15.

Contact

membership@iaap-hq.org

if you would like to participate.

(open to all members)

Scheduled Programs

September 16

Office Layout and Design
(1 Recert Point)

October 21

"Importance of Ergonomics in the Workplace"
(1 Recert Point)

November 18

Time Management – "No Pile Left Behind"
(Recert Point – pending)

December – Holiday Party

January 20

Sexual Harassment in the Workplace
(Recert Point – pending)

February 17

Resume Writing/Interview Skills
(Recert Point – pending)

March 17

Becoming a Virtual Assistant
(Recert Point – pending)

April – No Meeting due to APW Event

May 19

Impact Meeting / Election of Officers

June 16

Installation of Officers

NATIONAL BOSS DAY

National Boss Day is observed on October 16. If it falls on a weekend day, it is then celebrated on the work day closest to the 16th. National Boss Day was started in 1958 when Patricia Bays Haroski, an employee at State Farm Insurance Company, registered the holiday with the Chamber of Commerce of the United States.

Your Membership Info

Be sure to update your membership information with international headquarters when you have changed jobs, employers, address, or name. At www.iaap-hq.org, log in to Members Place, then choose Member Resources. In the middle of the page choose 'Edit your contact information'. Be sure to let our Membership Chairman, Irene Randall, CPS/CAP know of these changes so the chapter roster can be kept current. She can be reached @ irene.randall@mwhsoft.com

Division President's Message

Dear Members of the CWM Division,

I am very eager for our division to move forward while embracing the 2010-2011 International Theme: "Passion & Purpose".

A few of you have asked me for my thoughts about this theme in hopes that I may be able to *shine some light* upon its true meaning. Please keep in mind that my version is only one way of explaining this marvelous subject bestowed upon us.

What is "Passion"? "Passion" is described as an intense emotion, often of love, excitement, or enthusiasm one feels for something. The dictionary definition, in my mind, cannot begin to verify what having true "passion" can sustain.. Along with its amazing intangible qualities, to have a deep "passion" for something can uplift and move a person to whole new level of spirit, inspiration, and commitment.

Now let's put our "passion" into IAAP. I cannot tell each of you individually what it is exactly that moves you and/or enthuses you about IAAP. You will have to discover that marker for yourself.

Remember, when you embrace your true "passion" you gain great strength; great strength gives you courage. "Passion" along with that courage is the energy that enables you to do just about anything like to become a great leader, to learn a new skill, or to develop a friendship. Never ignore or doubt your "passion", but embrace it always and use it as your main support when everything else seems to fail you.

We are all one-of –a –kind individuals with very unique desires, needs, and dreams. It is our "passion" that fuels our ability to accomplish goals and often motivates our initiatives. Being a member of IAAP is more than just a membership card and a yearly fee, but rather a place to discover, establish, nurture, and to grow our "passions". So, take the time (a moment alone) to ask yourself: "What is it that moves me about IAAP?" Find the answer as soon as possible and put your finger on it to harness it because it is your "passion" that will give you the powerful determination to go forward with this team and to help materialize our "Purpose".

Our "Purpose" has a very tangible definition and meaning. As I described in my "Incoming President's Presentation" at the 2010 CWM Division Annual Meeting in Cheyenne, The CWM Division has a "Purpose".

Our "Purpose" is IAAP's mission: "Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development."

Our "Purpose" is IAAP's values: Integrity, Respect, Adaptability, Communication, and Commitment.

Our "Purpose" is our desires. We desire: education and knowledge, training and support, networking and friendships, to belong to something meaningful, and to make a difference.

Our "Purpose" is our goals: Member Retention/Recruitment, Innovation and Technology, CAP Certification, Research and Development, Name Branding, Educational and Leadership Opportunities, Fundraising, Strategic Planning, and Sponsorships, etc.

Our "Purpose" is our Division: Colorado, Wyoming, and Montana.

**2010-2010
COLORADO / WYOMING / MONTANA
DIVISION
BOARD OF DIRECTORS**

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Our "Purpose" is our Leadership: Past, Present, and Future.

(continued from Pg 4)

"Passion & Purpose" - with this at the helm of our journey, together we will lead the way to accomplishment, achievement, and great fulfillment. I am confident that all members of the CWM Division team will make a difference as we go through the 2010-2011 year.

Here today we have some great leaders within our association. I feed you no lines and I tell you no tales. I am here to say that I am excited to be your leader and it is my "passion" to provide you as many tools and opportunities for advancement that I hope will serve you well.

Much "thanks" I give to my immediate leadership team of the CWM Division Board Members and the CWM Division Committee Chairs: Eileen, Carol, Deanna, Andrea, Sharon, Kyle, Debbie, Carla, Pearl, Elizabeth, Aubree, and Terri.

Much "thanks" I give to the Chapter Presidents for your leadership: Brenda, Carolee, Gloria, Karen, Kathy, Kristin, Linda, Mary, Mellissa, Sheri, and Teresa

Also, I give my gratitude to all CWM members because you enable the IAAP organization, its programs, and our division to survive and thrive.

We are all one team under one theme: Passion & Purpose- Ignite the Leader within You!!! This is your chance to *get fired up and lead the way!!!*

Sincerely,

Tish Neff
2010-2011 IAAP CWM Division President



**CMW Division
Annual Meetings**

June 3-4, 2011
Curtis Hotel
Denver, CO

June 2012
Greeley/Ft. Collins

USING THE THESAURUS

To replace a word with a synonym: Right click the word/choose Thesaurus from the short cut menu/click the replacement word on the fly out list.

For more control and additional features, position the insertion point in the word and then press Shift+F7 to activate word's thesaurus.



MY IAAP MEMBERSHIP by Vi McNew, CPS, PRP

Have you really thought about what the word, "commitment", means? Let's see if your idea of what it means is the same as mine.

* I believe that when I applied for membership in this organization, it would provide me with many avenues of assistance in my chosen professional career. In return, I would do my best to be a member who attends meetings; and if not able to attend, let the President or Vice President know I would not be able to attend that meeting.

* That I would avail myself of all the information IAAP furnishes to become a reliable member insofar as assisting the officers in their positions in the Chapter, such as volunteering for committee work, making myself knowledgeable about that committee, and what it requires; being fully aware of the contents of the Bylaws and Standing Rules governing the Chapter, and when present at a meeting, taking part in the discussion on motions and voting;

* That I would seek to assist other members by sharing ideas and relaying information I find helpful in my career;

* That I would strive to fulfill my membership by taking advantage of techniques and qualities that would make me a member of whom others could rely. That I would further promote membership by taking part in the Chapter to which I belonged by serving on committees and offering my services as an officer.

Everyday seems to be busy and it is easy to push aside the qualifications of membership in an organization. From experience, I have learned that we need to prioritize our "commitments", it being the only way to give each its due, and to satisfy the requirements which we truly want to fulfill.

What do you think?

5 Signs Work is Taking Over Your Life

Author: [Nisa Chitakasem](#) Founder of [Position Ignition - taking you to the next step in your career](#)

1. You dream about your project deadlines

If you are dreaming about your work this is a sign that your work is really starting to take over your life. You are beginning to eat, sleep and breathe work and it could lead to a downwards spiral. Being focused and truly interested and passionate about your work is great but there needs to be a good balance for you to have a healthy and fulfilling lifestyle. To only think about work and for it to be constantly on your mind can be a sign of real stress whereby work maybe invading your personal life. Think about your work life balance and if it is really working for you.

2. Your only friends are your work colleagues

If you stop and think about who you see every day and socialize with - is it mostly your friends from work? Is this a good sign? What happened to everyone else? Enough said! This isn't any kind of normal work life balance our have!

3. Your personal number is your work number

So let's see - your personal number has become your work number. So that means that most of your phone calls are all related to work. Does this sound familiar? Does this sound right? Perhaps it is time to divide up your personal work calls again and make a bit of personal space and time for you.

4. Your work email is your only email address

Work work work and no play makes you a rather dull boy or girl! What happened to those personal emails to friends and family? Don't you care what they are up to? Work is important for sure but again - similar to the work and personal phone scenario - if you make some time for your own personal life - you may come to appreciate and value these aspects of your world more. Re-evaluate your work life balance rapidly.

5. You've forgotten what it is like to cook

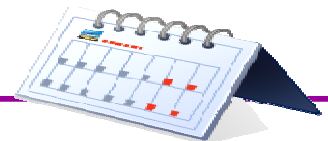
So if you're working late everyday I'm guessing that food doesn't feature as a top priority for you. Therefore, I'm guessing there's some ready meals, some take-always, lots of eating out and going for quick, easy options. Is this the best lifestyle for you? Is it healthy? Do you miss your mama's cooking?

If work is taking over your life, it might be time to re-evaluate what you're doing. If you love your job and it's really what you are passionate about then great! Otherwise - it might end up making you feel pretty burnt out, tired and frustrated. If it's taking time away from other things - you might regret it later on and there are typically a whole host of activities and people that bring fulfillment, joy and meaning to our everyday lives. If you take a bit of time to think about your work life balance and really work at it, you can make it work for you!



Meet the 2010-2011 IAAP International Board of Directors

From left to right: Canada District Director **Sharron Buttler**, CPS/CAP; Vice President **Karlana Rannals**, CPS/CAP; Northeast District Director **Bianca Constance**; Treasurer **Judith Yannarelli**, CPS/CAP; Southwest District Director **Dortha Gray**, CPS/CAP; Secretary **Antoinette Smith**, CPS/CAP; Northwest District Director **Kristi Rotvold**, CPS/CAP; President **Mary Ramsay-Drow**, CPS/CAP; Affiliate Representative **Leanne Fisher**, GradCert Bus, JP; Great Lakes District Director **Wendy Melby**, CPS/CAP; President-Elect **Tamra Goodall**, CPS/CAP; and Southeast District Director **Virginia Boyd**, CPS/CAP.



International Calendar of Events

October 17-20, 2010	Fall Professional Education Conference	Hilton Sealback in Louisville, KY
November 5-6, 2010	CAP/CPS Exam	

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



Specialized Administrative Staffing

Temporary Work: An Overlooked Option?

As companies bounce back from the downturn, they are adding new staff. But many aren't yet able to hire full-time workers, so they are turning to temporary professionals instead. Some job seekers overlook temporary work, largely because of persistent myths about what it does or does not entail. Here are four myths commonly associated with temporary work and the realities behind them. Don't let the following misconceptions stop you from considering a potentially beneficial interim opportunity.

Myth #1: Temporary work doesn't look good on a [resume](#).

Reality: Temporary assignments can — and should — be assets on your resume. List the staffing firm as your employer and then describe the job duties you have performed for various companies. Experience gained through interim assignments can often boost your qualifications in the eyes of a potential employer.

Myth #2: Temporary work will interfere with my search for a full-time position.

Reality: Many businesses view interim engagements as a way to evaluate individuals for full-time roles and often hire temporary workers they've had an opportunity to observe firsthand. Project work also allows you to enhance your skill set, make new contacts and earn an income while continuing your search for a full-time job.

Myth #3: Temporary assignments don't offer competitive compensation.

Reality: Temporary and contract positions typically offer rates on par with salaried ones, and individuals with the most sought-after skills can often command a premium.

Myth #4: Working with a staffing firm will cost me money.

Reality: Respectable staffing firms never charge candidates for their services. All the fees are covered by the company that is hiring.

If you decide to pursue temporary work, register with a staffing firm that specializes in the administrative field. Representatives from these companies have deep networks within the local business community. They can truly understand your professional preferences and goals and can effectively market your qualifications to employers.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 320 locations worldwide, and offers online job search services at www.officeteam.com.