



2006-07 Award Winning Newsletter

Volume 18, Issue 2

October 2007



Posted Notes

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A Chat with your President

Happy Fall! What a beautiful time of year with all the tress turning to the beautiful reds and golds.

It was so good to see everyone at our meetings these last couple of months when we learned about the changes to Microsoft 2007, the MOU Certifications, and received an explanation from Nancy Upchurch as to what the RTF (Retirement Trust Fund) is all about as well as to hear from a few of our UCC members who have retired - some recently, others who have been enjoying that lifestyle for awhile. I hope all of you enjoyed learning some new information that will benefit your future.

Also, I'm pleased to announce that we have all the Committees chaired for this year - thank you to all of you who stepped up to the responsibility of either chairing a committee or being a contributing member. I'm confident you will learn something new and enjoy the involvement.

I would also like to take this time to welcome our new members:

Barbara Patten, Rhoda Blough and Shannon Haberman.

WELCOME! We're so pleased you have made the decision to be a part of our Chapter and know you will bring many contributions to the group.



Ginger Zech
2007/2008
Chapter President

For those of you who missed our September meeting, we were honored to have Phyllis Cane CPS join us. Some of you may remember Phyllis; she was the 1989-1990 CWM Division President the year our chapter was chartered. We'll look forward to her joining us whenever she's back in town.

Have a wonderful Month!! *Ginger*

Special points of interest:

- Newsletter items due by the 18th of each month.
- Four new members: meet Rhoda this month.
- Exciting new programs for the upcoming year.
- Learn a new tip for your computer skills.

What is a Goal?

A goal is a desired end toward which you direct specific effort. In this context, the "end" is an exact and tangible result you want – one for which you are willing to invest "sweat equity" in order to achieve. The amount and intensity of effort expended is always dependent on the individual, the organization, and the overall importance of the goal.

The three key elements of a goal are:

1. An accomplishment to be achieved.
2. A measurable outcome.

3. A specific date and time by which to accomplish the goal.

Therefore, a goal is a specific, measurable accomplishment to be achieved within a specific time frame. Without these elements, all you have are dreams, hopes, and good intentions that undoubtedly will remain unrealized.

And remember: "A goal is created three times: first, as a mental picture; second, when written down to add clarity and dimension; and third, when you take action toward its achievement."

WalkTheTalk.com

Schedule of Events

UCC Chapter Meetings

- **November 14, 2007**
Traveling Around the World with Kay Kosmicki
- **December 12, 2007**
Giving Back to the Community
Pam Hungenberg
Community Outreach Ctr
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IAAP CONFERENCES

IAAP Certification Conference

- **October 19-22, 2008: Grand Hyatt Hotel, Denver, CO**
- **Spring Professional Education Conference Future Dates/Sites**
- **March 2-5, 2008: Charleston Marriott Hotel, Charleston, South Carolina**
- **March 8-11, 2009: Gaylord Opryland Resort, Nashville, Tennessee**

IAAP Annual Convention & Education Forum Future Dates/Sites

- **2008: New Orleans, Louisiana, July 27-30, Hilton Riverside**
- **2009: Minneapolis, Minnesota, July 26-29, Minneapolis Convention Center**
- **2010: Boston, Massachusetts, July 18-21, Hynes Convention Center**
- **2011: Montreal, Quebec, July 24-27 Montreal Convention Center**
- **2012: Grapevine, Texas, July 22-25, Gaylord Texan Resort**
- **2013: Anaheim, California, July 28-31, Anaheim Convention Center & Spa - Palm Springs**

Charting Your Professional Destiny: 10 Proven Tips

Do you know where you want to go in your career and how you'll get there? Are you creating the experiences and building the networks that will move you forward? You must Chart Your Career.

Here are some great tips that can get you started or help you refine the career path that's right for you:

1. Take time to write how you plan to reach your goals. You cannot reach a destination without a map; you cannot reach your goals without a written plan.
2. The more specific your goal is, the better chance you have of getting what you want.
3. Degrees don't ensure success; they just improve your chances. More important than diplomas are performance and reputation.
4. When asked to take on a project, see it as an opportunity to grow, to stretch outside your comfort zones, vs. "they are dumping on me."
5. Create and continue to build your business portfolio - a binder or folder that illustrates your skills and accomplishments. Not only is this tool useful when interviewing for new jobs, it's also valuable during performance reviews, management transitions (to demonstrate your work with previous managers), and the process of writing professional development plans.
6. Ask yourself, "Do I like where I am in my career/life?"
If not, what can you improve upon, starting today?
7. If you feel stagnant in your job, find ways to be creative.
8. Remember: You are responsible for achieving your goals.
9. When you're setting goals, identify values that are important to you, such as being a team player, family time and a sense of accomplishment.
10. Avoid letting any of your successes go unnoticed. Be visible to the right people.



By using any or all of these tips, you'll be accepting responsibility for your life and career; thereby charting your path vs. letting someone else set your course.

Joan Burge, OfficeDynamics.com

Our Members

	Anniversary / Birthday	
	<u>Anniv</u>	<u>Bday</u>
February		
Mona Boyd CAP	1998	8/25
Sheri Garland CPS	2003	3/19
Trudy J. Miller CAP	1998	3/03
Greta Steinmetz	2006	10/17
March		
Beth Gibbs CPS	1990*	4/30
Ellen Hetterle CAP	2003	2/24
Barbara Swetzig CPS	1990*	9/04
Nancy Upchurch CPS/CAP	1990*	3/23
Ginger Zech	2004	12/7

April		
Michelle Barraclough	2005	3/09
Dorothy Brethauer	2001	5/05
May		
Esther Camacho	2004	11/19
Rhoda M. Blough	2007	1/16
Barbara Patton	2007	3/26
Paula Wacker	2007	3/10
July		
Ann Grotness	2005	11/6
Mary Lenhart	1997	8/21
Tobi Vegter CPS	2005	11/21
August		
Cathy Witte CPS	1996	7/28
Shannon Habermann	2007	9/14

October		
Betty Carwin CPS/CAP	2000	3/04
Melody Hart	2005	4/08
Harriett Meeker	2005	4/23
November		
Sharon Lynch-	2005	3/19
Sue Young CPS/CAP	1994	5/22
December		
Elaine Furister CPS/CAP	2000	3/03
Becky Sperber CAP	1995	5/08

"We should be taught not to wait for inspiration to start a thing. Action always generates inspiration. Inspiration seldom generates action." *Frank Tilbolt*

Word Pair of the Month

When describing something that is causing a problem, don't mix up these two words. Their meanings are close, but not close enough to be interchangeable.

Defective refers to something being faulty or containing a flaw.

The toaster did not work be-

*cause the wiring was **defective**.*

Deficient, on the other hand, refers to an inadequacy, or the lack of a necessary component.

*Because their diet was **deficient** in vitamin C, sailors during the Age of Discovery were frequently ill and often developed scurvy.*

Upwrite Press

Defective or Deficient?

Meet Your Members: Barbara Patton

Barbara currently works for the City of Greeley. She hales from the big city of Wray, Colorado and has been working as an administrative assistant for 39 years. Imagine the changes she has seen over nearly four decades!

Barbara loves the variety of work she does in her current position and enjoys working with the public in her customer service role.

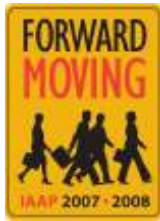
She learned about our organization through Cathy Witte, thank you Cathy. Barbara hopes to obtain additional learning opportunities and receive the newest updates in the business world. She is excited about the networking possibilities.

We welcome Barbara and can't wait to share some IAAP memories with her!!



Birthday: March 26
Hometown: Wray, CO

Your Board



International President-
 Vice President: Barb Horton CAP
 Secretary: Susan Shamali CPS/CAP
 Treasurer: Mary Ramsay-Drow CPS/CAP
 Director, Canada District: Katherine Fogal CPS/CAP
 Director, Great Lakes District: Sam Gill III CPS
 Director, Northeast District: Marie (Gerry) Brunell CPS/CAP
 Director, Northwest District: Teresa Bennett CPS
 Director, Southeast District: Tamra Goodall CPS/CAP
 Director, Southwest District: Karlena Rannals CPS/CAP

President: Judy McCoy CPS/CAP
 Elect: Tia Theriaque CAP

2007-2008 International Board of Directors



2007-2008 International Trustees,
 Retirement Trust Foundation

Barbara Carter CPS/CAP
 Janine Riemersma CPS/CAP
 C. Joyce Hawkins CPS/CAP
 Kathyne Hampton CPS/CAP
 IAAP International President Judy McCoy CPS/CAP
 IAAP International Treasurer Mary Ramsay-Drow CPS/CAP



Courtesy: Consideration of Other People

Be Yourself -

You are unique

Relax, and let others get to know the real you

Have confidence in yourself

Cell Phones - Remember to turn your cell phone off or put on vibration during meetings. If you must take a call, slip outside the room to preserve your privacy.

Cliques - Avoid cliques, it is discourteous to members outside the group.

Compliments -

Pay sincere compliments, but don't gush.

Receive compliments graciously.

Avoid boasting, belittling, complaining, name dropping.

Friends -

Avoid discussing private matters.

Don't verbally assassinate others in your Chapter.

Don't monopolize friends, share them with others.

Remembers birthdays, job promotions, retirements, weddings, birth, illnesses and bereavements.



Please/Thank You - you get more cooperation by being polite rather than "pulling rank" or giving orders.

Privacy -

Don't pry into others' personal lives

Members have the right to vote their conviction without fear of being questioned by others.

Visitors - Make All Visitors Feel Welcome At Your Chapter Meetings, As You Would At Your Home.

Gladys Carr CPS

Think Before You Pink!

Breast Cancer Awareness is ubiquitous and promotions for “pink” are attached to everything from bagels to BMWs. Yeah, it’s really great that Yo-plait will contribute 10¢ to Breast Cancer Research for every yogurt lid sent to them, but wouldn’t it be more effective for you to contribute the 41¢, the cost of the stamp – directly?



including the six key questions you should ask before you participate in a special “pink” promotion:

- How much money from your purchase is actually going toward breast cancer?
- What is the maximum amount being contributed?

These and other questions are addressed head on by ThinkBeforeYouPink.org

awareness
Contribute to a Cause—Not Cause Marketers

- How much money was spent marketing the product and/or promotion?

- How are the funds being raised?
- To which breast cancer organization is the money going, and what types of programs does it support?
- What is the company doing to make sure its products are not contributing to the breast cancer epidemic?

Remember - *Contribute to a Cause – Not Cause Marketers.*

WomensWallStreet.com

Exercise Keeps Your Brain Young!

Exercise doesn't just keep your body looking young, it keeps your mind young, too, according to researchers from Ohio State University. With just 10 weeks of regular aerobic activity, they found study participants significantly improved their emotional, physical, and cognitive skills! Even more importantly, when researchers followed up a year

later, those who were still exercising had maintained the positive mental gains, while those who had stopped had lost them!

Researchers still aren't sure exactly why exercise perks up mental prowess, but they speculate that increased blood and oxygen flow to the brain may be the key. Mimic the study results by working out at least three

times per week for an hour.

Aim to work up to a daily dose of brain-boosting movement!

Don't you feel smarter already?

Get Smart!



Meet Your Division President-Elect: Shirley Offerson CAP

Shirley Offerson was born in the South, raised in the Baltimore area, and worked in Washington, D.C., until she moved to Colorado in 1987.

Shirley has been in the administrative professional field for over 20 years and has a BS in Business Administrative Management.

She has been an active



member of the International Association of Administrative Professionals since December 2003, received her CAP in May 2005, and is currently a member of the Denver Downtown Chapter.

Shirley has worked for the last eight years as

an Executive Assistant in the Department of Anesthesiology, University of Colorado at Denver and Health Sciences Center.

Shirley lives in Denver with her husband Barry and their German Short Hair Pointer, Maggie Mae. When she is not working, she loves reading, gardening, and camping. And you may also see her in a nearby antique store, flea market, or garage sale searching for that one of a kind bargain!

Meeting Location

Aims Community College
5401 W. 20th Street,
College Center Rm 729
Greeley CO

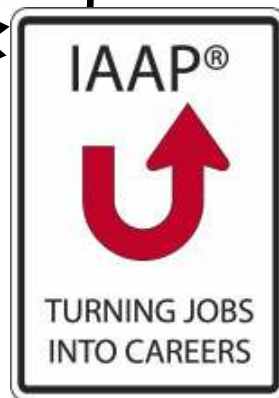
Union Colony Chapter
PO Box 336578
Greeley CO 80633

Meeting time

5:30–7:30 p.m.

RSVP to Ellen Hetterle

www.orgsites.com/co/iaapucc/



Union Colony Chapter Mission Statement

Union Colony Chapter is committed to:

Educational Programs
Leadership Enrichment
Professional Development

Forward Moving
with
SUCCESS



IAAP Information

GENERAL INFORMATION

One of the best resources about our association is the IAAP website: www.iaap-hq.org. It can provide you with direct links to a variety of research websites, job postings, and educational opportunities. It has a private members only section (Members Place) available with additional educational articles, an archive of OfficePRO magazine, and the latest information from the International Level. Members Place also has a link to PromoCorp, the maker of official IAAP merchandise (jewelry, pins, shirts, and gifts).

COMMON IAAP ACRONYMS

If you are a new member, you will hear a few acronyms unique to our organization. Here are a few of the most common ones.

APD®	Administrative Professionals Day® (Wed. of last full week in April)
APW®	Administrative Professionals Week® (Last full week in April)
CAP®	Certified Administrative Professional®
CEU	Continuing Education Unit
CPS®	Certified Professional Secretary®
R&E	Research and Education
RTF	Retirement Trust Foundation

New Members will find general information to assist their new journey on this page.