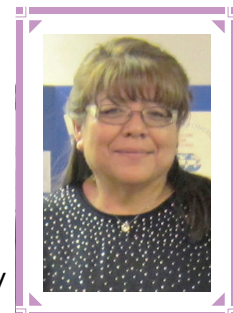


PASSION & PURPOSE

UNION COLONY CHAPTER



PRESIDENT'S MESSAGE



President Mary Lenhart

PRESIDENT

Mary Lenhart
624 46th Ave Ct
Greeley CO 80634
970.350.9731 (W)
970.371.2132 (C)

VICE PRESIDENT

Vacant

SECRETARY

Ellen Hetterle, CAP
416 12 St
Greeley CO 80631
970.392.2469 (W)
970.356-5405 (H)

TREASURER

Nancy Upchurch, CPS/CAP
4965 W 5th St
Greeley CO 80634
970.346.7221 (W)
970.378.1378 (H)

PARLIAMENTARIAN

Vi McNew, CPS/PRP
5601 W 18th St #56
Greeley CO 80634
970.330.8979 (H)

As each day gets shorter, I can feel autumn in the air. Are you ready for the fall. I am ready. It means another exciting year for the Union Colony Chapter and all the new programs we have ready for you as members. All the programs are listed on Page 8 for you to look at. They are all great and informational.

To get the year started, we have our budget completed. Nancy's been working on it for the new year. The budget will be discussed at our next meeting and finalized.

The Union Colony Chapter Board asked Vi McNew, CPS/PRP, to serve as our parliamentarian for 2010-2011. Vi has accepted. Come and welcome her back to our chapter.

The Chapter's 990-N was turned in on time for the year 2009-2010. Nancy Upchurch had this ready by July 15, 2010. Nancy was presented a calendar for meeting this deadline, given to the Chapter by the Northwest District.

The Pathways of Excellence" starts over July 1, 2010. Our 2010-2011 CWM Division President, Tish Neff, set some guidelines for the chapters. Tish has encouraged each chapter to become a "Chapter of Excellence" this year. To date, we have met two of the points for excellence. We are in the process of making another point for having our program schedule ready for the upcoming year. As soon as possible, the Union Colony Chapter needs to sign a commitment form and send it to Carol Hardin, CPS/CAP, CWM Division Vice President. Each of you that are interested in

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SEPTEMBER'S PROGRAM

Ellen Hetterle, Chapter Secretary, is in charge of the September program. She contacted Kim Barbour, from the Greeley Chamber of Commerce.

Kim will be giving us tips on how to market our chapter so we can increase our membership. This year we are committed to getting the word out there that IAAP is a great organization and can

help any one that is in the administrative profession.

Come and join us and learn how we can promote our business and our chapter.

PRESIDENT'S MESSAGE (*CONTINUED*)



2010-2011 International
President Mary Ramsey-
Drow, CPS/CAP

becoming “members of excellence” are encouraged to do so. Nancy Upchurch, CPS/CAP, is a Member of Excellence. Nancy or the board would be happy to get each of you started in this endeavor.

Also, the Chapter needs to update all of the membership data in the IAAP Website. The UCC Board would like to help each of you complete your profile, insert a picture, and give some general information about yourself. We plan to do this at one of the chapter meetings in the near future.

As President Mary Ramsey-Drow says, “it comes down to being excellent at what we do, with a deep level of commitment and knowing that what we do has purpose. It’s about making conscious choices where we spend our time and energy and once that choice is made, giving it our all. I challenge you during the coming year to be all you can be as an administrative professional and as a member of IAAP, living a life filled with passion and purpose.”

Again, we encourage each of you to become involved in this chapter as much as possible. The board is here for you. Please do not hesitate to ask for our assistance as you need it. We realize things are changing so quickly so let’s be ready to face whatever is out there.

As your chapter president, I will do my best to assist you along the way. Thanks for your continued support and encouragement that you have given me along the way. Each of you mean so much to me! Let’s make this a year to remember.

Submitted by,

Mary Lenhart
2010-2011 Chapter President

IAAP BYLAWS CHANGES

There were eight IAAP proposed bylaws amendments presented at the 2010 EFAM in Boston. The bylaws amendments were all approved by the delegates. Here is a breakdown of the amendments:

- Bylaws amendment 1 deleted full-time employment as a qualification for international office, must only be employed.
- Bylaws amendments 2, 3 and 4 changed the service requirements for candidates for the board of directors.
- Bylaws amendment 5 pertained to International Bylaws and Standing Rules Committee and deleted the committee’s recommendations and reasons for recommendations on proposed bylaws amendments. Instead the proposer’s reasoning will be included.
- Bylaws amendments 6 and 7 are relevant to the annual meeting. Bylaws amendment 6 deleted the paragraph regarding scheduling the annual meeting six years in advance. Bylaws amendment 7 added the stipulation that delegates and alternates must be members of the unit they are representing.



PARLIAMENTARIAN TIDBITS

By Vi McNew, CPS/PRP



COMMITMENT—AS IT APPLIES TO MY IAAP MEMBERSHIP

Have you really thought about what this 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, call the President or Vice President to inform them 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 on whom others could rely.

Every day 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?



2010-2011 International Board

2010-2011 INTERNATIONAL BOARD OF DIRECTORS

PRESIDENT
Mary Ramsey/Drow, CPS/CAP

PRESIDENT-ELECT
Tamra L Goodall, CPS/CAP

VICE PRESIDENT
Karlena Rannals, CPS/CAP

SECRETARY
Antoinette Smith, CPS/CAP

TREASURER
Judith A Yannarelli, CPS/CAP

DIRECTOR, CANADA DISTRICT
Sharron Buttler, CPS/CAP

DIRECTOR, GREAT LAKES DIST
Wendy Melby, CPS/CAP

DIRECTOR, NE DISTRICT
Bianca M Constance, CPS/CAP

DIRECTOR, NW DISTRICT
Kristi Rotvold, CPS/CAP

DIRECTOR, SE DISTRICT
Virginia Boyd, CPS/CAP

DIRECTOR, SW DISTRICT
Dortha W Gray, CPS/CAP

AFFILIATE REPRESENTATIVE
Leanne Fisher, JP

www.iaap-hq.org

2010-2011 CO-WY-MT DIV. BOARD OF DIRECTORS

PRESIDENT
Tish Neff
Book Cliff Chapter
lcn357@msn.com

PRESIDENT-ELECT
Eileen Verosko, CPS
Pikes Peak Chapter
everosko@officescapes.com

VICE PRESIDENT
Carol Hardin, CPS/CAP
Pikes Peak Chapter
everosko@officescapes.com

SECRETARY
Deanna Anthony, CAP
Rim Rock Chapter
anthonyd@ci.billings.mt.us

TREASURER
Andrea Latine CPS
Denver Chapter
andrea.latine@netzero.net

www.iaap-co-wy-mt.org

**2010-2011
UCC Membership**

Dorothy Brethauer
4/2001
Retired

Beth Carlberg
4/2008
CDOT

Betty Carwin
10/2000
State Farm Ins Co.

Ellen Hetterle, CAP
4/2003
Banner Health

Harriett Larson
5/1/10

Mary Lenhart
6/1997
City of Greeley

Trudy Miller
2/1998
Self-Employed

Barbara Swetzig
3/1990
Retired

Nancy Upchurch, CPS/CAP
3/1990
Hensel-Phelps

Union Colony Chapter BBQ

The Union Colony Chapter BBQ was held at Pheasant Run Park on 4th Street and 47th Avenue. We could not ask for a better day. It was in the low 80's and everyone had a great time.

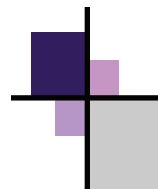
Joel Lenhart grilled hamburgers and bratwurst for the members and families that attended. By the way, he cooked the bratwurst in beer before he put them on the grill. That gives them a wonderful flavor! Joel did a fantastic job! We thanked him for his hard work.

Everyone else brought salads and Ellen Hetterle (the photographer) brought a cake which we devoured very quickly! We missed all of you who were not able to attend.



Do your little bit
of good where
you are; it's
those little bits of
good put
together that
overwhelm the
world.

- Bishop Desmond Tutu



DEALING WITH DIFFICULT CO-WORKERS

Ideas to help you take

control. Just one rude co-worker can make your workplace unpleasant. But it's not always possible to avoid difficult employees. So what can you do? There are several different approaches that can work.

Say something nice. Go out of your way to be nice to people who are rude to you. Sure it's hard! But you could bring out the person's nicer side. The tough part is coming across as being sincere. If you don't like the person, your real feelings could show. To avoid that, assume

there's a reason the person's being difficult. That'll make it easier to empathize.

Confronting rudeness. It takes guts to confront people who treat you badly, but it can work. One admin had enough of a sniping co-worker. She went up to the co-worker's desk and said, "Please don't talk to me as if I'm a child." It worked! The person treated her with respect from then on.

Tuning them out. Want to avoid a potentially ugly confrontation? Try tuning out rudeness. For example, you

know a person's been asked a dozen times to turn off his cell phone in the office, yet somehow he always manages to "forget." Rather than get aggravated, tune him out. Put on headphones and listen to music while you work, so you can't hear his ringtone.

If that's not an option, challenge yourself to focus on your work, and not get distracted.

Administrative Professional Update, July 20, 2010



COMMITTEES

Bylaws and Standing Rules

Ellen Hetterle, CAP

Education and Certification Programs

Mary Lenhart

Ellen Hetterle, CAP

Nancy Upchurch, CPS/CAP

APW Event

Nancy Upchurch, CPS/CAP

Mary Lenhart

Ellen Hetterle, CAP

Membership

Mary Lenhart

Membership Drive

Mary Lenhart

Ellen Hetterle, CAP

Nancy Upchurch, CPS/CAP

Newsletter

Mary Lenhart

Dorothy Brethauer

Public Relations

Mary Lenhart

Beth Carlberg

Website

Ellen Hetterle, CAP

September 2010

Sun	Mo	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 4, 2010
Barbara Swetzig's Birthday

September 6, 2010
Labor Day

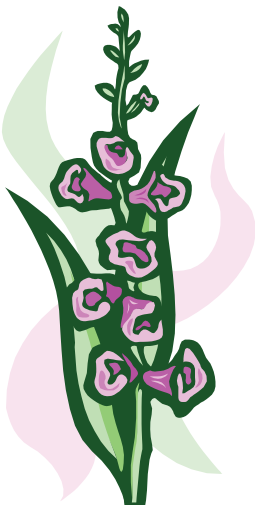
September 8, 2010
UCC Chapter Meeting at City Hall

September 25, 2010
UCC Board Meeting at Nancy's House

October 13, 2010
UCC Chapter "Appreciation" Meeting

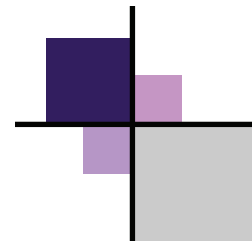
October 30, 2010
UCC Board Meeting

October 31, 2010
Halloween



October 2010

Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



UNION COLONY CHAPTER

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marolenhart@comcast.net
Ellen Hetterle, CAP— Secretary
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57ellensue@comcast.net
Nancy Upchurch, CPS/CAP—Treasurer
nupchurch@henselphelps.com
nupchurch2@aol.com
Vi McNew, CPS/PRP—Parliamentarian
videlmcnew2@comcast.net



Left to Right: Nancy Upchurch, CPS/CAP, Treasurer, Mary Lenhart, President, Ellen Hetterle, CAP, Secretary, and Vi McNew, CPS/PRP, Parliamentarian

Visit us on the WEB:
www.orgsites.com/co/iaapucc
www.iaap-co-wy-mt.org

2010-2011 PROGRAM SCHEDULE

Date	Program	Coordinator	Greeter
Sept. 8, 2010	Market like a Pro - Kim Barbour	Ellen	Mary
Oct. 13, 2010	Intelligent Risking—Barbara Stroker (Appreciation Night)	Ellen	Nancy
Nov. 3, 2010	Lunch 'N Learn - \$10 - 11:00 am - 1:00 pm	Mary	Ellen
Nov. 10, 2010	Members of Excellence, Deal or No Deal - Nancy Upchurch	Nancy	Dorothy
Dec. 8, 2010	Community Service - Community Outreach Center	Beth C.	Mary
Jan 12, 2011	Financial Planning	Mary	Beth
Feb. 9, 2011	Violence in the Workplace	Mary	Ellen
Mar. 9, 2011	Avery - Steve Franson	Nancy	Mary
April 13, 2011	Text Doctor - Bette Frick Ph.D.	Ellen	Dorothy
April 29, 2011	APW Event - Gini Courter	Nancy	Board
May 11, 2011	Anniversary - Installation of Officers	Board	Board
June 3-4, 2011	CWM Division Annual Meeting - Denver Downtown Chapter - The Curtis Hotel	CWM Division	CWM
June 8, 2011	Brainstorming	Board	Board
July 24-27,	IAAP EFAM - Palais de Congress Convention, Montreal, Canada	IAAP	