

# Twelve Things Your English Teacher Never Told You

**THE TEXT DOCTOR®**  
creating better writers



**Elizabeth (Bette) Frick, Ph.D.**  
President at The Text Doctor



The Text Doctor® is owned and operated by Elizabeth Frick, Ph.D. who received her B.A. in English from the University of Pennsylvania, her M.A. in English from the University of Hawaii, and her Ph.D. in English from the University of Minnesota.

English usage has changed since you were in school, and new technology has modified how we interact with each other using language. Learn 12 quick tips you can apply right away to make your writing more complete, consistent, clear, concise, and correct.

Topics include:

- o Create acronyms your readers can understand
- o Use "that v. who" correctly
- o Use "that" to introduce your branching clauses (yes, I'll tell you what that means!)
- o Use color carefully in your documents
- o When not to use "myself" (as in "Joe and myself invite you to a webinar")
- o Avoid justifying your text
- o Avoid applying underlining and all caps to your text
- o Use the best typeface for your document



**City Hall, City of Greeley**  
**1000 10th Street—Greeley, CO**  
**Wednesday, April 14, 2010**

**5:30 PM—Networking**

**6:00 PM—Program**

**7:00 PM—Chapter Meeting**

RSVP to: [ellen.hetterle@bannerhealth.com](mailto:ellen.hetterle@bannerhealth.com)  
[nupchurch@henselphelps.com](mailto:nupchurch@henselphelps.com)

1  
Recertification  
Point  
Approved

**POWER**  
of  
**Commitment**

# POWER of Commitment

Union Colony Chapter



**PRESIDENT**

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426 12th St  
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970.356.5405 (H)

**VICE PRESIDENT**  
Vacant

**SECRETARY**

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**PARLIAMENTARIAN**

Vi McNew CPS/PRP  
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**UNION COLONY  
CHAPTER**

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## PRESIDENT'S MESSAGE

### POWER OF COMMITMENT

I think this is best time of the year. It's like a new beginning. The snow is gone, and the flowers have started to pop up. The colors of spring are my favorite with the yellow daffodils, and the purple and white crocuses. I always think this time of year offers the best sun, enough to remind you that it's not winter anymore, but not too hot. I encourage each of you to get out this week and enjoy some of this beautiful spring sunshine.

For those of you that were unable to attend our March meeting, let me tell you, you missed a great program! Linda Winter presented her "Trunk Show", How to Pack and Dress Professionally for a Trip. Not only did she show us how to get over 12 outfits in a small suitcase, but she showed us how to mix and match accessories, and what shoes to wear with which outfit. And boy Ginger, did you look great in that wig!

I want to personally thank each of you for your attendance the past several months. It has been great seeing each of you again, and I hope you will continue to come and be a part of our great chapter!

*If I had my life to live over, I would start barefoot earlier in the spring and stay that way later in the fall. ~Nadine Stair*

### Chapter Announcements and Upcoming Events

Oh my gosh, do we have a very busy April! Please make sure to get these important dates on your calendar as I know you won't want to miss a thing.

Starting the month off, you are all invited to attending the **April 6** Greeley City Council Meeting, when the mayor will present us with the Proclamation for Administrative Professionals Day.

Then on **April 14**, we have Bette Frick, The Text Doctor, coming to present "The 12 Things Your English Teacher Never Told You." I am really looking forward to this program.

9 Following the program we will have the nominations of your 2010-2011 chapter officers. Ginger Zech, Nomination Chair, will be calling each of you over the next week with that dreaded question, "Would you be interested in running for office?" I realize we are all busy, we have other commitments, BUT, I would hope, that each of you would take a moment, and consider running for office. In order to keep the chapter alive, we must have officers to run it. We must have people willing to step up to the plate and fill these roles. Personally speaking, being an officer has been one of my greatest joys. Seven years ago, I would never have imagined myself as your chapter president! Yet here I am, and I am so glad I did. This has been a great learning experience and a wonderful growing opportunity.

*Regardless of differences, we strive shoulder to shoulder...  
Teamwork can be summed up in five short words: "We believe  
in each other."  
~Author Unknown*

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## 2009-2010 INTERNATIONAL BOARD OF DIRECTORS

### PRESIDENT

Susan K. Shamali CPS/CAP

### PRESIDENT-ELECT

Mary Ramsey-Drow CPS/CAP

### VICE PRESIDENT

Tamra L Goodall CPS/CAP

### SECRETARY

Janine Riemersma CPS/CAP

### TREASURER

Karlana Rannals CPS/CAP

### DIRECTOR, CANADA DISTRICT

Sharron Butler CPS/CAP

### DIRECTOR, GREAT LAKES DIST

Wendy Melby CPS/CAP

### DIRECTOR, NE DISTRICT

Judith A Yannarelli CPS/CAP

### DIRECTOR, NW DISTRICT

Valerie S King CPS/CAP

### DIRECTOR, SE DISTRICT

Virginia Boyd CPS/CAP

### DIRECTOR, SW DISTRICT

Antoinette Smith CPS/CAP

### AFFILIATE REPRESENTATIVE

Jennifer S Hinkson CMP

[www.iaap-hq.org](http://www.iaap-hq.org)

## 2009-2010 COLORADO-WYOMING-MONTANA DIVISION BOARD OF DIRECTORS

### PRESIDENT

Margaret Hartl  
Rim Rock Chapter  
mhart101@msn.com

### PRESIDENT-ELECT

Tish Neff  
Book Cliff Chapter  
lcn357@msn.com

### VICE PRESIDENT

Eileen Verosko CPS  
Pikes Peak Chapter  
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### SECRETARY

Judy Smith CPS/CAP  
Old West Chapter  
smithj@laramie1.org

### TREASURER

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

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

April is your month to be recognized for your commitment and hard work, everyday. I hope you will be able to attend the APW event on **April 24**, from 8:30am – 3:45pm, at the Embassy Suites in Loveland. Our special guest, Gini Courter will demonstrate powerful Microsoft Office skills such as *Excel for Power Users*; *Power Point for Power Users*; and *Collaboration is Not Just Another Buzzword*. Please take a moment to thank Nancy Upchurch CPS/CAP, Terri Rogakis CAP, and Kathy Krell, from the Mountain View Chapter for all their hard work in getting this event set up.

The Union Colony Chapter is 20 years old this year, so plan to attend our special **May 12** meeting as we recognize each of you as well as install your 2010 – 2011 officers. As always, this is a great time to relax, network, and enjoy some good food!

**Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you.**

~Carl Sandburg

Ellen Hetterle CAP  
2009-2010 Chapter President  
Union Colony Chapter

## Chapter Minutes

**Union Colony Chapter Meeting  
March 10, 2010  
City Hall, Greeley, Colorado**

**ATTENDEES:** Dorothy Brethauer, Shannon Haberman, Ellen Hetterle, CAP, Mary Lenhart, Trudy Miller CAP, Nancy Upchurch, CPS/CAP, Cathy Witte, Ginger Zech and Vi McNew, CPS/PRP.

**CALL TO ORDER:** The meeting was called to order at 7:15 P.M. by Ellen Hetterle, President, followed by the Pledge of Allegiance. A quorum was established.

**APPROVAL OF MINUTES:** The February 10, 2010 Chapter Meeting minutes are approved as distributed.

**CORRESPONDENCE:** An email was received from Susan Fenner, PhD, Education and Professional Development Manager, that Cheri Ditsch was retiring. IAAP staff is having a party for her and they wanted to let everyone know. A card can be sent to IAAP marked "Retirement" and they will make sure Cheri receives it. The Union Colony Chapter wishes her "Happy Retirement." A card will be sent.

### OFFICERS REPORTS:

#### President – Ellen Hetterle

On February 22, 2010, the President's Conference Call was held. Ellen stated they talked about the APW Events, Union Colony & Mountain View Chapters, and Denver-Boulder Chapters. Ellen has also been asked for an article for the CMW Division Newsletter.

#### Secretary – Mary Lenhart

The Union Colony Chapter Board met at Nancy Upchurch's residence at 9:00 a.m. The Board discussed the programs for March, April, May & June. The chapter is having a meeting on Wednesday, April 14. Ellen Hetterle stated "The Text Doctor," Bette Frick will be coming to present the program. Nancy gave a report on the APW Committee and details of the APW Event. Everything is coming together. The application for registration will be sent out soon. The Officer's description will be put into the Newsletter, along with the Parliamentary information on the Nomination Committee, by Vi McNew.

#### Treasurer's report – Nancy Upchurch

The treasurer's report was distributed and reviewed. The report will be filed.

#### Parliamentarian – Vi McNew

Vi McNew stated she did not have anything to distribute. Vi stated the Nominating Committee can consist of candidates running for office.

*Continued on next page*

**COMMITTEE REPORTS:**

- Membership Committee – Ginger Zech  
Ginger stated she is going to send out information on the next meeting and APW Event next month.
- Newsletter Committee – Mary Lenhart  
Mary Lenhart stated that she hoped everyone had a chance to read the newsletter. Cathy Witte will be the next featured member for the April Newsletter.
- Program Committee – Ellen Hetterle  
April – 12 Things Your English Teacher Never Told You – Text Doctor – Bette Frick.  
April – APW Event on the 24<sup>th</sup>. at the Embassy Suites in Loveland..  
May – Appreciation and Installation program.  
June – Brainstorming meeting for new topics for programs in 2010–2011.
- APW Event – Nancy Upchurch  
Nancy Upchurch reported that the APW Event information and registration is available for everyone. Nancy stated that vendors have been contacted and four have accepted. The members were reminded to bring items for the two baskets, one to be sold and the other donated to Division, in June.

**SPECIAL ORDER:**

Election of the Nominating Committee – Ellen Hetterle  
Elections were opened for three members for the Nomination Committee. Ginger Zech was appointed to the Nominating Committee and she will serve as chairman also.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

Ellen Hetterle was contacted by Tom from the “Original Basket,” to include information about IAAP in their monthly newsletter. Tom would like to insert information about the Chapters and information on their websites. Vi McNew stated that it would be appropriate to contact IAAP HQ for approval. Ellen stated she would do this.

The Proclamation for Administrative Professional’s Week will be added to the agenda for the Mayor to present at the City Council Meeting on April 6, 2010. Greeley City Council will meet in the Council Chambers at 919 7<sup>th</sup> Street at 6:30 p.m. The members were encouraged to attend.

**ANNOUNCEMENTS:**

The next Board meeting will be Saturday, April 3, 2010, beginning at 9:00 a.m. at Nancy Upchurch’s house at 4965 West 5<sup>th</sup> Street. Please RSVP to Nancy.

The next Chapter meeting will be April 14, 2010, at 5:30 p.m. in the Greeley City Hall Building.

The March greeter will be Ellen Hetterle.

**GOOD OF THE ORDER:**

A newsletter was received from the Weld Food Bank. Ginger Zech gave it to the secretary.

Ginger Zech thanked Nancy Upchurch for the “Tips and Tricks” information on Microsoft 7. Nancy Upchurch did say that Microsoft will not support 2003 after May of this year.

**ADJOURNMENT:**

The meeting was adjourned at 7:44 p.m.

Mary Lenhart  
Secretary

**CWM Division Annual Meeting**

June 2010  
Cheyenne WY

June 2011  
Denver, CO

**International Conventions**

July 18-21, 2010  
Hynes Convention Center  
Boston MA

July 24-27, 2011  
Montreal Convention Ctr  
Montreal QC, Canada

July 22-25, 2012  
Gaylord Texas Resort  
Grapevine, TX

July 28-31, 2013  
Anaheim Convention Ctr  
Anaheim, CA

July 27-30, 2014  
Milwaukee Convention Ctr  
Milwaukee WI

**Certification Conference**

October 17-20, 2010  
Hilton Seelbach Hotel  
Louisville, KY

**Professional Education Conference**

March 8-10, 2010  
Grand Sierra Resort  
Reno NV



**SCHEDULE OF**  
**2009-2010 MEETINGS**

**CHAPTER MEETINGS**

April 14, 2010  
May 12, 2010  
June 9, 2010

**BOARD MEETING**

April 3, 2010  
May 1, 2010  
June 2010 TBA

**MEMBERSHIP**

Dorothy Brethauer 4/2001  
Retired

Beth Carlberg 4/2008  
CDOT

Betty Carwin 10/2000  
State Farm Ins Co.

Shannon Haberman 8/2007  
Banner Health

Ellen Hetterle 4/2003  
Banner Health

Mary Lenhart 6/1997  
City of Greeley

Trudy Miller 2/1998  
Self-Employed

Barbara Patten 5/2007  
City of Greeley

Barbara Swetzig 3/1990  
Retired

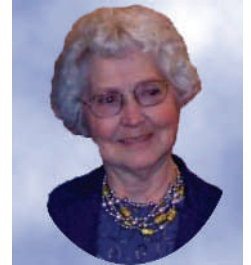
Nancy Upchurch 3/1990  
Hensel-Phelps

Cathy Witte 8/1996  
Retired

Ginger Zech 2/2004  
Banner Health

**PARLIAMENTARY POINTS *By VI McNew CPS/PRP***

**BOARD OF DIRECTORS**



A board, in the general sense of the term, is an administrative, managerial, or quasi-judicial body of elected or appointed persons that has the character of a deliberative assembly with the following variations:

*boards have no minimum size and are frequently smaller than most other assemblies; and while a board may or may not function autonomously, its operation is determined by responsibilities and powers delegated to it or conferred on it by authority outside itself. (RONR (10<sup>th</sup> ed.), p.8, 1.18-29)*

In the Union Colony Chapter of IAAP, the Board of Directors is composed of officers, namely the president, vice president, secretary, and treasurer. The immediate past president is an ex officio member of the Board having all of the rights and obligations of the other members of the Board because she is a member of the Chapter.

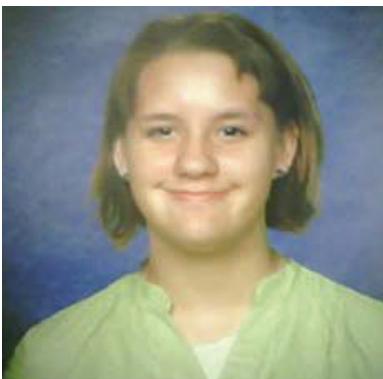
It is the duty of the Board of Directors to carry out the policies and objectives of IAAP and to conduct the business of the Chapter between regular meetings in accordance with the provision of the Union Colony Bylaws, any Standing Rules adopted by the Chapter, and the wishes of the membership. (Bylaws Article VI, Section 2)

As stated in the Bylaws, a quorum for the Board is a majority of the officers. Meetings shall be called by the President or a majority of the officers. Any action taken must be approved by a majority vote, a quorum being present. It is proper to have a member of the Board (usually the secretary) give a report at the next meeting of the Chapter. This report would follow the reports of officers. Any recommendations can be handled as new business.

The report should be a summary of items discussed and actions recommended by the Board. Recommendations of the Board can be handled in this manner: "By direction of the Board, I move that..." (list all of the recommendations; this motion does not require a second because there are more than one on the Board). It is proper to have each item taken up separately. The presiding officer need only say, "If there is no objection, each of the items will be taken up separately." After pausing and hearing no objection, the presiding officer will proceed to announce each item, hear discussion and take a vote. Of course, if the presiding officer feels that the membership wishes to approve all of the recommendations, they can be voted on in one group. Any member can request discussion on each recommendation separately.

**MISSING JUVENILE**

Kayleah Wilson has been missing since March 28, 2010 at 3:40 pm. She walked to a friend's home for a birthday party and never arrived. Kayleah is 12-years-old, 5'1", 145 lbs., brown eyes and brown hair. She was last seen wearing a white and pink shirt over a white tank top, jeans and white and red shoes. Anyone with information please call the Greeley Police Department at 970.350.9600 or 1.800.225.5324.



## Tips for Expanding the Box!

- When asked to take on a project, see it as an opportunity to stretch outside your box vs. “they are dumping on me.”
- Think about why you don’t want to expand. Is it fear? Is it because you don’t know how to do something? Is it laziness? Is it something you can overcome or work with?
- Are you making excuses for why you can’t do something because subconsciously you don’t want to do it?
- Be willing to try new things and try again if you don’t get it right the first time.
- Be smart: ask questions, get details, what are the expectations?
- Practice new skills in safe situations with family or friends.
- Trust your instincts.
- Don’t limit yourself territorially.
- Get necessary training.
- Set goals.
- Break your routine - on purpose!
- Take baby steps.
- Focus on the good or end result.

***“We can stick with our old part or commit ourselves to the new.”***

Joan Burge  
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## MEMBERSHIP PROFILE - CATHY WITTE

Number of years with IAAP: 14 years  
 Member of UCC: 14 years  
 Employer/Title: Retired from the City of Greeley



*What do you like most about your job and being an administrative professional?*  
 I liked the variety of tasks and the friendships that I have made during my work years.

*What leadership positions have you held or would be interested in holding?* I was treasurer for a couple of terms.

*What is your favorite memory of being an IAAP member?* The friendship and support I have received over the years.

*How can we, as members of the Union Colony Chapter, make your membership in IAAP more successful?* I do not plan on renewing my membership. I want to be able to travel whenever I can.

*What do you see as the top two most significant issues affecting administrative professionals in the next five years?* I see things changing in the everyday tasks and duties of an administrative assistant. I believe there will be more support from administrators.

*Family:* I have two daughters, two son-in-laws and two grandchildren.

*Hobbies:* Travel and read.

**UCC Committees**

Bylaws & Standing Rules  
Cathy Witte-Chair

Education and CPS/CAP  
Vacant

Membership  
Ginger Zech-Chair

Newsletter  
Mary Lenhart-Chair  
Dorothy Brethauer

Program  
Membership

Public Relations  
Beth Carlberg

Ways & Means  
Nancy Upchurch CPS/CAP  
Chair

Appreciation Night  
Ellen Hetterle CAP-Chair  
Nancy Upchurch CPS/CAP

Budget  
Nancy Upchurch CPS/CAP  
Chair

Enhance Your Career—Impact Meeting  
Ellen Hetterle CAP-Chair  
Nancy Upchurch CPS/CAP

APW Event  
Ellen Hetterle CAP  
Nancy Upchurch CPS/CAP

## COFFEE FILTERS

**Better than paper towels and a lot less expensive...**



**OH YEAH, THEY ARE GREAT TO USE IN YOUR COFFEE MAKERS TOO!**

Coffee filters .... Who knew! And you can buy 1,000 at the Dollar Tree for almost nothing even the large ones.

1. Cover bowls or dishes when cooking in the microwave.. Coffee filters make excellent covers.
2. Clean windows, mirrors, and chrome... Coffee filters are lint-free so they'll leave windows sparkling.
3. Protect China by separating your good dishes with a coffee filter between each dish.
4. Filter broken cork from wine. If you break the cork when opening a wine bottle, filter the wine through a coffee filter.
5. Protect a cast-iron skillet. Place a coffee filter in the skillet to absorb moisture and prevent rust.
6. Apply shoe polish. Ball up a lint-free coffee filter.
7. Recycle frying oil. After frying, strain oil through a sieve lined with a coffee filter.
8. Weigh chopped foods. Place chopped ingredients in a coffee filter on a kitchen scale.
9. Hold tacos. Coffee filters make convenient wrappers for messy foods.
10. Stop the soil from leaking out of a plant pot. Line a plant pot with a coffee filter to prevent the soil from going through the drainage holes.
11. Prevent a Popsicle from dripping. Poke one or two holes as needed in a coffee filter.
12. Do you think we used expensive strips to wax eyebrows? Use strips of coffee filters..
13. Put a few in a plate and put your fried bacon, French fries, chicken fingers, etc on them. It soaks out all the grease.
14. Keep in the bathroom. They make great "razor nick fixers."
15. As a sewing backing. Use a filter as an easy-to-tear backing for embroidering or appliquéing soft fabrics.
16. Put baking soda into a coffee filter and insert into shoes or a closet to absorb or prevent odors.
17. Use them to strain soup stock and to tie fresh herbs in to put in soups and stews.
18. Use a coffee filter to prevent spilling when you add fluids to your car.
19. Use them as a spoon rest while cooking and clean up small counter spills.
20. Can use to hold dry ingredients when baking or when cutting a piece of fruit or veggies. Saves on having extra bowls to wash.
21. Use them to wrap Christmas ornaments for storage.
22. Use them to remove fingernail polish when out of cotton balls.
23. Use them to sprout seeds. Simply dampen the coffee filter, place seeds inside, fold it and place it into a plastic baggie until they sprout.
24. Use coffee filters as blotting paper for pressed flowers. Place the flowers between two coffee filters and put the coffee filters in phone book..
25. Use as a disposable "snack bowl" for popcorn, chips, etc.



**"Nobody can go back and start a new beginning, but anyone can start today and make a new ending."**

**~ Maria Robinson ~**

April 2010						
Sun	Mon	Tue	Wed	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	

**Schedule of Events for April**

- 4/3/10 Union Colony Chapter Board Meeting, Nancy’s residence
- 4/6/10 City of Greeley Council Meeting, Proclamation for Administrative Professionals Week
- 4/10/10 Deadline for Registration for APW Event on the 24th.
- 4/14/10 Union Colony Chapter Meeting, City Hall
- 4/21/10 Administrative Professionals Day
- 4/23/10 APW - Denver Chapter APW Event, Radisson Hotel Denver Stapleton Plaza
- 4/24/10 APW Event - Union Colony & Mt View Chapter, Embassy Suites in Loveland

**Just a Reminder!**  
 Register for the **APW Event by April 10, 2010.** Do not miss a great learning opportunity and networking with your peers!

**Schedule of Events for May**

- 5/1/10 Union Colony Chapter Board Meeting, Nancy’s residence
- 5/5/10 Dorothy Brethauer’s birthday
- 5/12/10 Union Colony Chapter Meeting, City Hall
- Memorial Day

May 2010						
Sun	Mon	Tue	Wed	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	31					



*“There are no secrets to success. It is the result of preparation, hard work and learning from failure.”*

*Colin Powell*



Left to right: Ellen Hetterle CAP, Nancy Upchurch CPS/CAP, Mary Lenhart, and Vi McNew CPS/PRP

# POWER of Commitment

## Union Colony Chapter

**Ellen Hetterle CAP— President**  
 ellen.hetterle@bannerhealth.com  
 57ellensue@comcast.net

**Mary Lenhart — Secretary**  
 mary.lenhart@greeleygov.com  
 marolenhart@aol.com

**Nancy Upchurch CPS/CAP—Treasurer**  
 nupchurch@henselphelps.com  
 nupchurch2@aol.com

**Vi McNew CPS/PRP - Parliamentarian**  
 videlmcnew2@comcast.net

**Mission**

**Educational Programs**  
**Leadership Enrichment**  
**Professional Development**

**Union Colony Chapter meets on the 2nd Wednesday of each month, September through June.**  
**City Hall, City of Greeley**  
**5:30 P.M. Networking**  
**6:00 P.M. Program**  
**RSVP: ellen.hetterle@bannerhealth.com**  
**nupchurch@henselphelps.com**  
**7:00 Meeting**

**Visit us on the WEB:**  
[www.orgsites.com/co/iaapucc](http://www.orgsites.com/co/iaapucc)  
[www.iaap-co-wy-mt.org](http://www.iaap-co-wy-mt.org)

### 2009–2010 Chapter Programs

MONTH	PROGRAM	PRESENTER	Coordinator	Greeter
09/09/09	Life Coach/Resume Writing	Bill Frank	Trudy M	Cathy W
10/14/09	Women in Leadership/Networking	Sarah MacQuiddy	Mary L	Ellen H
11/11/09	Discovering Your Memory Power	Kurt Venekamp	Nancy U	Dorothy B
12/09/09	Community Service	Pam Hungenberg	Nancy U	Nancy U
01/13/10	Secrets to Healthy Aging	Patricia Sarbo	Ginger Z	Mary L
02/10/10	IMPACT-Importance of Professional Membership	Lynn Runyan	Ellen H	Ellen H
03/10/10	How to Pack and Dress Professionally for a Trip	Linda Winter	Trudy M	Mary L
04/14/10	The Text Doctor	Bette Frick	Ellen H	Ellen H
4/24/10	APW Event, Embassy Suites, Loveland	Gini Courter	UCC Board	N/A
05/12/10	Annual Meeting/Installation of Officers	Ellen & Mary	UCC Board	TBA
.06/09/10	Brainstorming/Program Planning	All Members	UCC Board	Ellen H



## SAVE THE DATE

**Saturday, April 24, 2010**

**8:30 AM – 3:00 PM**

**Embassy Suites – Loveland, Colorado**

Sponsored by

**Mountain View Chapter  
Fort Collins, Colorado**



**Union Colony Chapter  
Greeley, Colorado**

International Association of  
Administrative Professionals®

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