



## FITTING THE PIECES TOGETHER!

Ginger Zech

2006/2007 Chapter President

**H**appy Holidays! Can you believe Thanksgiving is over and Christmas is just around the corner? This is the time of year when "fitting the pieces together" could mean being able to keep up with work and personal obligations without letting it get too stressful. Just remember to take a deep breath and plan fun and rewarding activities so you can enjoy the season - it will be over before we know it.

Now that we have several Board and Chapter meetings behind us, I think the Board will agree we are beginning to fit the pieces together as to what we want to accomplish this year as your Board. There are so many pieces to this puzzle - meeting education expectations through programs; fund raising to support not only the Chapter and other aspects of IAAP but our community as well; the desire to grow our chapter; and to become more involved with other chapters in our Division. This will be a very exciting year as these pieces begin to fit together.

As we close out 2006, I would like to take this opportunity to thank each of you for being members of the Union Colony Chapter. Without you and your involvement and commitment our chapter wouldn't be what it is today. See you in 2007!

Merry Christmas,

Ginger



... Together!

## MANAGE TIME & STRESS DURING THE HOLIDAYS

**N**ow that Thanksgiving is over, your mind has most certainly turned to end-of-year activities and the holidays. If you're like most of us, you're feeling the "squeeze" to get it all done. (I'll let you in on a little secret you already know: Some things will probably *not* get done. And that's OK.)

To help you stay effective, achieve more and reduce stress, here are a few proven tips on managing time during this busy season:

1. **Review your approaching deadlines.** Take a moment to plot out work projects, activities and events planned over the next three months. What steps do you need to take to ensure you meet those deadlines? Build them into your schedule now! (And accelerate the process if you're facing year-end deadlines, of course.)
2. **Ask clarifying questions** about what's needed and expected of you before you act on someone's work request. This is an excellent best practice that can prevent mistakes during high-stress times when we're often asked to "rush" certain projects.
3. **Limit interruptions.** Co-workers typically love socializing at this time of year, but that can cut into your precious work time. Here's a helpful suggestion: If you're bringing a holiday treat to the office, remove it from your desk (where co-workers will congregate) and put it in a common area, such as the lunch room, so your kind act doesn't unintentionally thwart your productivity and create unwanted stress for you.

Wishing you all the time in the world for the things that matter most!

Remember: You're in charge of your time – so don't let it control you, even during the stressful holiday season.

*Office Dynamics, Ltd., 2006*

"I'm a great believer in luck, and I find the harder I work the more I have of it."

-- Thomas Jefferson (1743 - 1826), (attributed)

**UNION COLONY CHAPTER**

Website:  
[www.orgsites.com/co/ucciaap](http://www.orgsites.com/co/ucciaap)

**MISSION**

Union Colony Chapter is committed to:

- Educational Programs
- Leadership Enrichment
- Professional Development

**2006-2007 OFFICERS**

**Ginger Zech**  
 President ----- 970.336.0009  
**Michelle Barraclough**  
 Vice President ----- 970.215.2067  
**Harriett Meeker**  
 Secretary----- 970.339.8410  
**Tobi Vegter CPS**  
 Treasurer ----- 970.330.2685

**MINI TASK GROUPS**

**APW Event**  
 ----- Nancy Upchurch CPS/CAP

**Bylaws & Standing Rules**  
 ----- TBD

**Education**  
 ----- Elaine Furister CPS/CAP  
 ----- Beth Gibbs CPS

**Installation/Membership**  
 ----- Ellen Hetterle  
 ----- Barbara Swetzig CPS

**Newsletter**  
 ----- Trudy J. Miller CAP  
 ----- Vi McNew CPS/PRP

**Nominations** ----- TBD

**Program, Publicity, Historian**  
 ----- Ginger Zech  
 ----- Michelle Barraclough

**Scholarship**  
 ----- TBD

**Ways & Means**---- Tobi Vegter CPS

**BOARD MEETINGS**

All UCC members are invited and encouraged to attend the board meetings.

**PARLIAMENTARY LEAPS: TIDBITS**

*– Vi McNew CPS/PRP  
 Boulder Chapter Member*

**E**very job is a self-portrait of the person who did it. Autograph your work with excellence.

Whatever your talent, use it in every way possible...Spend it lavishly like a millionaire intent on going broke!

When you are in a minority, talk; when you are in a majority, vote.

The 500 most common words in the English language have on the average 18 different meanings. So, it isn't what you said, but what the assembly thinks you said that counts.

Always exhibit an aura of calm, level-headedness. An amiable smile and attitude of complete impartiality will do more to keep the troops on target than a book full of rules.

“Make haste slowly” is good advice for many assemblies. When too little time or too little information seems to be available for an adequate discussion of certain items of business, putting off the making of a decision is often wiser than taking hasty action.

Education is the best provision for old age.

Only you are truly in control of your time. Others impact your control—if you let them. The key is to establish selective control. Refocus and harness the time you can control and institute defensive measures to minimize the impact of the demands that you can't control.



UNION COLONY CHAPTER

**UNION COLONY CHAPTER**

PO Box 336578  
 Greeley CO 80633  
 Website: [www.orgsites.com/co/iaapucc](http://www.orgsites.com/co/iaapucc)

**NW DISTRICT DIRECTOR**

Teresa Bennett CPS  
 2005 N. Highwood  
 Boise, ID 83713  
 208.396.4843 (w)  
 208.396.5381 (fax)  
 208.724.6043 (m)  
[teresa.bennett@hp.com](mailto:teresa.bennett@hp.com)

**IAAP HEADQUARTERS**

PO Box 20404  
 Kansas City MO 64195-0404  
 ----- 816.891.6600  
 ----- Fax: 816.891.9118  
 Web Site:----- [www.iaap-hq.org](http://www.iaap-hq.org)

**NEWSLETTER CONTRIBUTIONS**

All committee reports are due at the monthly chapter meeting. All other submissions are due to Trudy Miller ([tjmiller@henselphelps.com](mailto:tjmiller@henselphelps.com)) no later than the 18<sup>th</sup> of each month.

**SUNSHINE FUND**

Our "Sunshine Fund" is designated for events such as births, congratulations, deaths, etc. that cannot be funded with IAAP monies. Members may donate \$1 to place their names in a door prize drawing. The winner is then responsible for bringing the door prize the following month. (Door prize values can range from \$5-\$10.)

**ANNIVERSARY / BIRTHDAY**

	<u>Anniv.</u>	<u>Bday</u>
<b>February</b>		
Mona Boyd CAP -----	1998-----	8/25
Sheri Garland CPS -----	2003-----	3/19
Trudy J. Miller CAP -----	1998-----	3/3
Greta Steinmetz-----	2006-----	10/17
<b>March</b>		
Beth Gibbs CPS -----	1990*-----	4/30
Ellen Hetterle -----	2003-----	2/24
Barbara Swetzig CPS -----	1990*-----	9/4
Nancy Upchurch CPS/CAP ---	1990*-----	3/23
Ginger Zech -----	2004-----	12/7
<b>April</b>		
Michelle Barraclough -----	2005-----	3/9
Dorothy Brethauer -----	2001-----	5/5
<b>May</b>		
Esther Camacho -----	2004-----	11/19
<b>July</b>		
Ann Grotness -----	2005-----	11/6
Mary Lenhart-----	1997-----	8/21
Tobi Vegter CPS -----	2005-----	11/21
<b>August</b>		
Cathy Witte CPS -----	1996-----	7/28
<b>October</b>		
Betty Carwin CPS -----	2000-----	3/4
Melody Hart -----	2005-----	4/8
Harriett Meeker-----	2005-----	4/23
<b>November</b>		
Sharon Lynch -----	2005-----	3/19
Sue Young CPS/CAP -----	1994-----	5/22
<b>December</b>		
Elaine Furister CPS/CAP -----	2000-----	3/3
Rosalinda Rodriguez -----	2005-----	6/26
Becky Sperber CAP-----	1995-----	5/8
* Charter Member		



**AROUND THE CWM DIVISION**

**WEBSITE:** [www.orgsites.com/co/cwmiaap](http://www.orgsites.com/co/cwmiaap)

**2006-2007 COLORADO-WYOMING-MONTANA DIVISION BOARD OF DIRECTORS**



(l to r) Cory Scarbrough CPS/CAP, Denver Downtown Chapter, **President**; Kyle Sheldon-Chandler, Book Cliff Chapter, **President-elect**; Margaret Hartl, Rim Rock Chapter, **Vice President**; Jennifer Borland CPS Mountain View Chapter, **Secretary**; Jalane Glasgow CPS/CAP, Book Cliff Chapter, **Treasurer**

**CWM DIVISION COMMITTEES**

- Annual Meeting-----Glenda Brown CPS/CAP  
Darlene Chamberlain CAP
- Bylaws & Standing Rules -----Jackie Clough CPS/CAP
- Certification ----- Jalane Glasgow CPS/CAP
- Membership ----- Chris Church
- New Chapter Builder ----- Sharon Hunvald CPS
- Newsletter / Website Review ----- Kyle Sheldon-Chandler
- Nominating ----- Shirley Offerson CAP
- Retirement Trust Foundation ----- Joann Dayton CPS
- Ways & Means ----- Rolena Schmidt

**COLORADO-WYOMING-MONTANA DIVISION TEAM**

Chapter / Location	Meeting Day / Time	President	E-mail Address
Book Cliff - Grand Junction, CO	3rd Wednesday – 6:00 p.m.	Sue Mueller	suem@gjcity.org
Boulder - Boulder, CO	3rd Thursday – 6:00 p.m.	Patti Lovato	plovato@ball.com
Denver - Denver, CO	2nd Tuesday – 6:00 p.m.	Andrea Latine CPS	andrea.latine@analex.com
Denver Downtown - Denver, CO*	2nd Wednesday – 7:30 a.m.	Jan Schoenfeld CPS	schoenfeld.jan@gmail.com
HP Northern Colorado - Fort Collins, CO	4th Wednesday – 1:30 p.m.	Cindy Drake	cindy.drake@hp.com
IBMC Student Chapter - Fort Collins, CO	Various days and times	Kari Schlobohm	KSchlobohm@ibmc.edu
Mountain View - Fort Collins, CO	2nd Monday – 6:00 p.m.	Rolene Cogburn	rolene_cogburn@msn.com
Old West - Cheyenne, WY	3rd Thursday – 6:00 p.m.	Karen Schroeder CPS	klikoffice@bresnan.net
Pikes Peak - Colorado Springs, CO	2nd Tuesday – 6:00 p.m.	Eileen Verosko CPS	everosko@officescapes.com
Rim Rock - Billings, MT	3rd Wednesday – 6:00 p.m.	Darlene Chamberlain CAP	dchamberlain@wyoben.com
Union Colony - Greeley, CO	2nd Wednesday – 6:00 p.m.	Ginger Zech	ginger.zech@bannerhealth.com
Western Horizons - Rock Springs, WY	3rd Wednesday – 6:00 p.m.	Kay Cooley CPS	kcooley@wwcc.wy.edu

\* Breakfast Meeting

**AROUND IAAP**

**2006-2007 IAAP INTERNATIONAL BOARD OF DIRECTORS**



**President**, Sandra P. Chandler CPS; **President-Elect** Judy McCoy CPS/CAP; **Vice President** Tia Theriaque CAP; **Secretary** Barb Horton CAP; **Treasurer** Susan K. Shamali CPS/CAP; **Affiliate Representative** Leanne Fisher AOP/JP; **Canada District Director** Kathryne Hampton CPS/CAP; **Great Lakes District Director** Sam W. Gill III CPS; **Northeast District Director** Marie "Gerry" Burnell CPS/CAP; **Northwest District Director** Teresa G. Bennett CPS; **Southeast District Director** Tamra L. Goodall CPS/CAP; **Southwest District Director** Karlana Rannals CPS/CAP

**2006-2007 INTERNATIONAL RETIREMENT TRUST FOUNDATION TRUSTEES**



(l-r) Linda M. Cook CPS/CAP, **Vice Chairman**; C. Joyce Hawkins CPS/CAP, **RTFC Liaison**; Janine Riemersma CPS/CAP, **Chairman**; Barbara G. Carter CPS/CAP, **Secretary**; Sandra P. Chandler CPS, **IAAP International President**; Susan K. Shamali CPS/CAP, **IAAP International Treasurer**

**IAAP CALENDAR OF EVENTS**

December 2006

**13 Union Colony Chapter Meeting –  
Writing with Romance – and Creativity!**

January 2007

**10 Union Colony Chapter Meeting - TBA**

February 2007

**14 Union Colony Chapter Meeting -  
Ergonomics**

15 CAP/CPS Exam Registration Deadline

March 2007

4-7 Spring Professional Education Conference  
Hyatt La Jolla Hotel – San Diego, CA

**14 Union Colony Chapter Meeting –  
Swingline / Enhance Your Career**

April 2007

**11 Union Colony Chapter Meeting - TBA**

25 APD

23-27 APW

May 2007

4-5 CAP/CPS Exams

**9 Union Colony Chapter Annual Meeting**

June 2007

1-2 CWM Division Annual Meeting – Cody,  
WY

**13 Union Colony Chapter Meeting -  
Brainstorming**

July 2007

29-8/1 IAAP International Convention &  
Education Forum  
Tampa Convention Center - Tampa, FL

August 2007

**8 Union Colony Chapter Meeting**

15 CAP/CPS Exam Registration Deadline

September 2007

**12 Union Colony Chapter Meeting**

October 2007

**10 Union Colony Chapter Meeting**

14-17 Certification Conference

Hyatt Regency San Antonio - San Antonio,  
TX

November 2007

**14 Union Colony Chapter Meeting**

December 2007

**12 Union Colony Chapter Meeting**

2008

March 2-5 Spring Professional Education Conference  
Charleston Riverview Hotel – Charleston,  
SC

July 20-23 International Convention & Education  
Forum  
Hilton New Orleans Riverside – New  
Orleans, LA

Oct. 19-22 Certification Conference  
Grand Hyatt Hotel – Denver, CO

2009

July 26-29 International Convention & Education  
Forum  
Convention Center –Minneapolis, MN

2010

July 18-22 International Convention & Education  
Forum  
Hynes Convention Center - Boston, MA

2011

July 18-22 International Convention & Education  
Forum  
Montreal Convention Center - Montreal,  
QC

2012

July 22-25 International Convention & Education  
Forum  
Gaylord Texan Resort – Grapevine, TX