



Union Colony Chapter



International Association of
Administrative Professionals®
Union Colony Chapter

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Vacant

SECRETARY

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**UNION COLONY
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President's Message

This is difficult to write and thus, in the best interests of the Union Colony Chapter of IAAP, I am submitting my resignation as President of the Union Colony Chapter effective December 1, 2008. I feel it would be best to turn my presidency over to Ellen Hetterle. She is totally on top of everything involved with IAAP, i.e. Chapter, Division and International.

IAAP is such a positive thing for me and will become so again when I get myself in a good place. I will still attend the meetings and look forward to seeing everyone there.

Harriett Meeker
President, Union Colony Chapter

Community Outreach Center

The Program for this month is about the Community Outreach Center (COC). COC was started in 1982 by a group of women that saw a need in our community. The goal is to give temporary help and hope to those going through a "tough time" in Weld County. The COC offers food, clothing, bedding, school supplies, baby clothing, small house wares, books, and many other items.

The Union Colony Chapter will support the COC this year for our community project in December. Kay Stag and Beth Carlberg will be at the meeting to share an evening with us and tell us how our donations have impacted those who received them.

We will have a box at the December meeting to place your items in. We will then present the box of goodies to Kay Stag from COC.

This is such a good way to help those less fortunate than ourselves and what a great way to get IAAP's name out into the community.

Contact Sue Young CPS/CAP, Nancy Upchurch CPS/CAP, or Ellen Hetterle CAP should you have any questions.
Ellen Hetterle



Inside this issue:

Community Outreach	1
Eat that Frog	4
Minutes from Meeting	2
President's Circle Dinner	4
President's Message	1
Schedule of Events	6
Union Colony Committees	5

**2008-2009
INTERNATIONAL
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**2008-2009 COLORADO-WYOMING-
MONTANA
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Eileen Verosko CPS
Pikes Peak Chapter

Chapter Minutes

**IAAP – Union Colony Meeting
Wednesday, November 12, 2008
City Hall, City of Greeley, Colorado**

ATTENDEES: Nancy Upchurch CPS/CAP, Ellen Hetterle CAP, Barbara Swetzig CPS, Mary Lenhart, Cathy Witte, Heidi Romero, Beth Carlberg, and Ginger Zech.

CALL TO ORDER:

The meeting was called to order at 7:22 P.M. by Ellen Hetterle, Vice President, followed by the Pledge of Allegiance. A quorum was established.

REVIEW OF MEETING MINUTES

Meeting minutes were corrected and approved as amended.

OFFICERS REPORTS

- **President, Harriett Meeker**
No report.
- **Vice President, Ellen Hetterle**
A representative from Community Outreach will be at the December meeting. Kay Stag along with Beth Carlberg will share with us how the items we have collected will help those in need. They will be taking the donation box after their presentation so please remember to bring in any items to donate at our next meeting.
- **Secretary, Mary Lenhart**
No report.
- **Treasurer, Trudy Miller**
No report.

STANDING COMMITTEES

- **Program Committee**
Ellen Hetterle will get an updated copy of the programs for the new year in the Newsletter.
- **Ways and Means**
No report.
- **APW Committee**
Nancy Upchurch told everyone that the Planning committee will meet for the APW Conference after the first of the year. The conference will be held at the Park Hill Golf Course in Denver and will cost \$125.00 per member. Again they will serve lunch and have vendors setup for everyone to view. Gifts will also be given away. Gini Courter will be the main speaker "Dealing with the Details." Nancy stated they would like to have members who would be interested in shadowing them so they could take over next year. The committee felt that others should experience how to setup a conference in the future. The last hour of the conference is still in the planning stages. Each year the conference gets bigger and bigger and everyone is invited to attend.

UNFINISHED BUSINESS

- Ellen Hetterle said at the Board meeting Harriett Meeker discussed selling Christmas ornaments for the Ways and Means project.
- A fundraiser idea for the Union Colony Chapter was discussed. The Hospital Foundation has a President's Circle Dinner on February 7th from 5:00 p.m. to 10:00 p.m. The Foundation pays each volunteer \$50 for 5 hours of work. The volunteer's setup tables, serve tables, and clear tables. The Foundation provides each volunteer with a shirt, cummerbund, and tie. It is recommended that mandatory meeting in order to participate. The date of this meeting has yet to be determined. Ellen stated she will make sure more

Continued on next page

detailed information will be in the newsletter.

NEW BUSINESS

- Beth Carlburg stated that the Colorado Department of Transportation is having a brown bag lunch with a presentation about Identity theft. The presentation is at 12:00 noon to 1:00 PM at CDOT, 1420 2nd Street, on November 17, 2008. Please RSVP to Beth Carlberg if you choose to attend.

GOOD FOR THE ORDER

- Ginger Zech asked how the Community Outreach Program is coming. Ellen Hetterle stated that the donations are still coming in from the members. Ellen stated the members are welcome to bring in canned food and non perishable items.

Next Board Meeting: Wednesday, December 3, at 6:00 p.m., Aims Community Center

Next Chapter Meeting: Wednesday, December 10, at 5:30 p.m. Greeley City Hall, Lower Level

Meeting adjourned at 7:46 p.m.

The Sunshine Fund winner was Ellen Hetterle.

Mary L. Lenhart
Secretary



People need me...they depend on me. We're doing something important here. And knowing that gives me the energy to carry the sack, lead the pack, and keep coming back.

-- Santa Claus

CWM Division Annual Meeting

June 5-6, 2009
Colorado Springs CO
Embassy Suites

2010
Cheyenne WY

International Conventions

July 26-29, 2009
Convention Center
Minneapolis MN

July 18-21, 2010
Hynes Convention Center
Boston MA

July 18-22, 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 19-22, 2008
Grand Hyatt Hotel
Denver, CO

October 18-21, 2009
Marriott Waterfront
Portland, OR

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

Professional Education
Conference

March 9-11, 2009
Gaylord Opryland Resort
Nashville, TN

March 8-10, 2010
Grand Sierra Resort
Reno NV

President's Circle Dinner

On February 7, 2009, the North Colorado Medical Center (NCMC) Foundation will have the President's Circle Dinner at UNC. This dinner is to recognize a person for service to the community.

The Foundation pays each volunteer \$50 for 5 hours of work, from 5:00 p.m. to 10:00 p.m. The job involves setting guest tables with salads, breads, water, etc., prior to them arriving. Volunteers then would act

as a waitperson, serving the meal and drinks. Dress attire is black pants/shirts, white shirt, cummerbund, and bow tie. The Foundation provides each volunteer with a shirt, cummerbund, and tie. It is recommended that comfortable shoes be worn, no heels please.

Volunteers must attend a mandatory meeting in order to participate. The date of this meeting has yet to be determined. At this meeting, role.

volunteers will receive additional information regarding the dinner and their Measurements for the shirt and cummerbund will be taken at this time.

This is a great way for the Union Colony Chapter to give back to the community and at the same time help raise money for our chapter. If you would be interested in participating, please contact Ellen Hetterle at 970.302.3489 for further information. *Ellen Hetterle*

An excerpt from "Eat That Frog!"

Here is a great rule for success:

Think on paper.

Only about 3 percent of adults have clear, written goals. These people accomplish five or ten times as much as people of equal or better education and ability but who, for whatever reason, have never taken the time to write out exactly what they want.

There is a powerful formula for setting and achieving goals that you can use for the rest of your life. It consists of seven simple steps. Any one of these steps can double and triple your productivity if you are not currently using it.

1. Decide exactly what you want. Either decide for yourself or sit down with your boss and discuss your goals and objectives until you are crystal clear about what is expected of you and in what order of priority.
2. Write it down. Think on paper. When you write down a goal, you crystallize it and give it tangible form. You create something that you can touch and see. On the other hand, a goal or objective that is not in writing is merely a wish or a fantasy. It has no energy behind it.
3. Set a deadline on your goal; set sub deadlines if necessary. A goal or decision without a deadline has no urgency. It has no real beginning or end. Without a definite deadline, you will naturally procrastinate and get very little done.
4. Make a list of everything that you can think of that you are going to have to do to achieve your goal. As you think of new activities, add them to your list. Keep building your list until it is complete. A list gives you a visual picture of the larger task or objective. It gives you a track to run on.
5. Organize the list into a plan. Organize your list by priority and sequence. Take a few minutes to decide what you need to do first and what you can do later. With a written goal and an organized plan of action, you will be far more productive and efficient than people who are carrying their goals around in their minds.

6. Take action on your plan immediately. Do some thing. Do anything. An average plan vigorously executed is far better than a brilliant plan on which nothing is done.
7. Resolve to do something every single day that moves you toward your major goal. Build this activity into your daily schedule. You may decide to read a specific number of pages on a key subject. You may call on a specific number of prospects or customers. You may engage in a specific period of physical exercise. Whatever it is, you must never miss a day.

Keep pushing forward. Once you start moving, keep moving. Don't stop. This decision, this discipline alone, can dramatically increase your speed of goal accomplishment and boost your personal productivity.

There's an old saying that says... "If the first thing you do when you wake up in the morning is eat a live frog, then nothing worse can happen for the rest of the day!" Well, I don't know about you, but I think that's a pretty safe assumption. Brian Tracy, in his book Eat That Frog! says that your "frog" should be the most difficult item on your things to do list, the one where you're most likely to procrastinate; because, if you eat that first, it'll give you energy and momentum for the rest of the day. But, if you don't...and let him sit there on the plate and stare at you while you do a hundred unimportant things, it can drain your energy and you won't even know it.

So, here's your assignment: for the next 30 days take a look at your list, circle the frog, and eat that first.

You'll thank us for it.


Enjoy an excerpt from Eat That Frog! And don't forget to share it with friends and co-workers.

To Life,



Mac Anderson
 Founder, Simple Truths

December 2008

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			

Schedule of Events

- 12/1/08 - Anniversary - Elaine Furister CPS/CAP
- 11/07/08 - IAAP Board Meeting, the Egg and I on 10th St
- 11/07/08 - Ginger Zech, Birthday
- 11/10/08—Union Colony Chapter Meeting, City Hall, 1000 10th Street, Community Room, Lower Level, Greeley CO 80631
- 12/25/08 - Christmas

Greeter's Schedule

December	Greta Steinmetz
January	Elaine Furister CPS/CAP
February	Ginger Zech
March	Nancy Upchurch CPS/CAP
April	Beth Gibbs CPS
May	Barbara Swetzig CPS

Snack Schedule

December	Nancy Upchurch CPS/CAP
January	Mary Lenhart
February	Ginger Zech
March	Beth Gibbs CPS
April	Kelli Roderick
May	Beth Carlberg

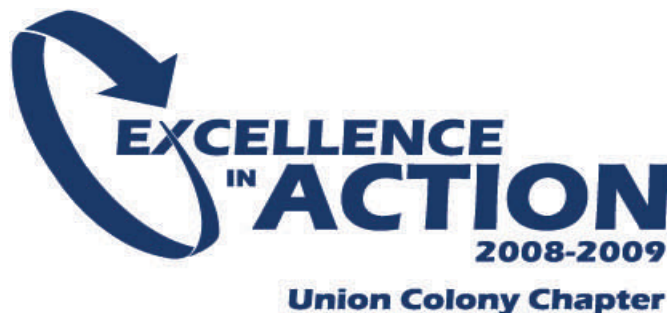
Union Colony Chapter Committees

Bylaws & Standing Rules	Scholarship
Education and CPS/CAP	Ways & Means Trudy J. Miller CAP
Membership	Appreciation Night Ellen Hetterle CAP (Chair) Nancy Upchurch CPS/CAP Sue Young CPS
Membership Beth Gibbs CPS (Chair) Nancy Upchurch CPS/CAP Barbara Swetzig CPS	Budget Trudy J. Miller CAP
Newsletter	Enhance Your Career—Impact Meeting Ellen Hetterle CAP (Chair) Nancy Upchurch CPS/CAP Sue Young CPS
Newsletter Mary Lenhart (Chair) Greta Steinmetz Beth Carlberg	APW Event Nancy Upchurch CPS/CAP
Program	
Program Ellen Hetterle CAP (Chair) Nancy Upchurch CPS/CAP Sue Young CPS	
Public Relations	
Public Relations Harriett Meeker (Chair)	



Career Opportunity Corner

Administrative Assistant position sought. Extensive administrative experience; well versed; skilled; capable and very qualified. Contact Harriett Meeker for information.



Harriet Meeker — President
 Harriett_13@hotmail.com
Ellen Hetterle CAP— Vice President
 Ellen.hetterle@bannerhealth.com
Mary Lenhart — Secretary
 Mary.lenhart@greeleygov.com
Trudy j. Miller CAP — Treasurer
 Tjmiller@henselphelps.com

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
7:00 Meeting

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



2008-2009 Chapter Programs

MONTH	PROGRAM	PRESENTER
December 10	Giving Back to the Community	Kay Stag & Beth Carlberg
January 14	Managing the Work/Life Circus	Office Team—Emily Harms
February 11	Donor Alliance	Helen Lohnes-Donor Alliance Rep.
March 11	Listening Beyond the Words	Karen Van Cleve
April 8	Avery/Swingline/Office Depot	TBA
May 13	Thank you from UCC	TBA