



LEAP INTO ACTION!

*Esther Camacho
2005/2006 Chapter President*

Without action, dreams are but illusions. Leap into action and make your dreams come true!

Hi all! I hope you had a wonderful Christmas and a good New Year! The weather has been absolutely wonderful; I hope you've all enjoyed it.

New Year, more plans and just like little ants, work, work, work. I am very excited about this year because we have so many good things ahead of us. I would like to encourage you all to invite new people to our IAAP meetings. I'm sure all of us have at least one good experience that belonging to IAAP has given us, or goals that it has helped us achieve. Please share the great opportunity to learn and have fun with other administrative professionals to whom IAAP might be just the tool for which they've been looking!

Leap into action, and help them leap into action by inviting them to our programs . . . it will be fun!

See you all soon!



INFORMATION EVERYWHERE. . .

Choosing Excellence over Perfection Every Day of the Year

It is a new year and it is time for you to assess all you have achieved in 2005, and begin thinking of ways to improve yourself and your performance in 2006.

This can be a positive, productive exercise. Self-assessment is vital to helping us see our true strengths, as well as identifying areas in our lives that may benefit from a little extra work.

Of course, we could ask others – like our bosses, mentors, close family members or friends. But, in the end, who knows us better than we know ourselves? Who can more honestly assess what we do well and what we can strive to do even better?

Here are some things you may want to keep in mind while mulling over possible New Year's resolutions – or, for that matter, any changes you hope to make at any time with the goal of improving yourself:

1. **Seek excellence, not perfection.** Perfection is a lovely ideal – and certainly helps us determine how high to raise the bar. But it's often not attainable, and that can rob us of enthusiasm. By contrast, excellence is a healthy goal – one we can work toward every day of the year.
2. **Measure your progress.** The best way to ensure a change happens is to plan how you'll achieve it – in smaller steps, if necessary. Then track your progress. Remember: You have to go from A through Y to get to Z. It may take time, but you'll get there if you're serious about success.
3. **Build in small rewards along the way.** The end result is your big reward, of course. But it's the journey along the way that makes it so sweet. Treat yourself at certain milestones: Take an energizing walk, a bubble bath, go to the movies, etc.
4. **Remember that mistakes are learning experiences.** So get up, dust yourself off and try, try again. Figure out what tripped you up and make every effort to avoid that obstacle to your success going forward.♪

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UNION COLONY CHAPTER

Website:
www.orgsites.com/co/ucciaap

MISSION

Union Colony Chapter is committed to:

- Educational Programs
- Leadership Enrichment
- Professional Development

2005-2006 OFFICERS

Esther Camacho
 President ----- 970.406.4140
 Elaine Furister CPS/CAP, Vice
 President ----- 970.352.9413
 Sheri Garland, Secretary
 ----- 970.506.7618
 Cathy Witte CPS, Treasurer
 ----- 970.350.9794

MINI TASK GROUPS

APW Event

----- Nancy Upchurch CPS/CAP
 ----- Sue Young CPS/CAP

Bylaws & Standing Rules

----- Cathy Witte CPS
 ----- Nancy Upchurch CPS/CAP

Education

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

Installation/Membership

----- Barbara Swetzig CPS
 ----- Ellen Hetterle

Newsletter

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

Nominations

----- TBD

Program, Publicity, Historian

----- Elaine Furister CPS/CAP
 ----- Ginger Zech

Scholarship

----- Sue Young CPS/CAP
 ----- Barbara Swetzig CPS

Ways & Means

----- Cathy Witte CPS

BOARD MEETINGS

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

WRITING LEAPS

Memos That Sing

Whether paper or electronic, memos are quick, efficient ways to provide information or updates. Here are some quick tips for making your memos work for you.

Heading

Type the title "Memo" or "Memorandum" centered at the top of the page. Beneath that, flush left, include the following items, either single- or double-spaced.

Date: September 14, 2005
To: Ty Harris
From: Maria Sanchez
Subject: Atlanta Conference

Body

The body of the memo should include an opening, a middle, and a closing.

- *Opening*

The opening should briefly expand on the subject line, offering more details and information.

I hope your experience at the Atlanta conference was both enjoyable and informational.

- *Middle*

The middle of the memo presents your main reasons for writing. You may use a numbered or bulleted list, and you should double-space between paragraphs or items in the list.

As discussed, you will present your findings at the Wednesday morning meeting. At that time, we will be interested in hearing the following:

1. **Your take on the latest and upcoming technology and how we might incorporate it**
2. **Any new contacts you made and their possible future roles in our operation**
3. **Any changes you would suggest in our marketing strategies, based on your observations of the competition**

- *Closing*

The closing ends the memo and explains any action required on the part of the reader.

I am looking forward to your report. Please let me know if there is anything you need from me in the way of presentation materials or equipment.

UpWriteExpress.com

NEWSLETTER CONTRIBUTIONS

All committee reports are due at the monthly chapter meeting. All other submissions are due to Trudy Miller (tjmillier@henselhelps.com) no later than the 18th 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

	A	B
February		
Mona Boyd CAP -----	1998	8/25
Sheri Garland -----	2003	3/19
Trudy J. Miller CAP -----	1998	3/3
Stephanie Vallejo -----	2002	5/14
March		
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
April		
Michelle Barraclough ----	2005	3/9
Dorothy Brethauer -----	2001	5/5
Diana Gross -----	2004	9/22
May		
Esther Camacho -----	2004	11/19
June		
Tammy L. Fiscus -----	2005	2/24
July		
Ann Grotness -----	2005	11/6
Mary Lenhart -----	1997	8/21
Tobi Vegter -----	2005	11/21
August		
Cathy Witte CPS -----	1996	7/28
October		
Betty Carwin CPS -----	2000	3/4
November		
Sue Young CPS/CAP ----	1994	5/22
December		
Becky Sperber CAP -----	1995	5/8
Elaine Furister CPS/CAP-	2000	3/3

* Charter Member

IAAP SPONSORS

www.officeteam.com
www.mmm.com/office
www.avery.com

HOME, CLEAN HOME

My mother has always been one of those women whose home can be photographed for *House Beautiful* at a moment's notice. Her bathrooms glisten, the carpet is pristine, and the kitchen floor is clean enough to eat from. Of course, with four young children and, then three grandchildren underfoot for much of her life, there usually was someone eating from the floor, so the latter was a necessity.

Although I knew I was very different from my mother, I don't think I realized how far apart we'd swum in the gene pool until the day a friend stopped by my home unexpectedly. That was my epiphany. Rather than open the door to expose the pile of unfolded (but clean) laundry on my couch, the socks (not clean) strewn across the floor, and the thick layer of dust that had somehow settled on just about everything in sight, I hid. Yes, I hid. In my own home. From my friend. So she wouldn't see that my living room looked like a disaster area.

I'm not *really* a messy person. But with a more-than-full-time career, a husband, a three-year-old daughter, and an active social and volunteer schedule, housework falls somewhere between "rotate tires" and "clean gutters" on my mile-long list of things to do. Still, hiding from visitors in my own home isn't high on my to-do list, either. Realizing that I was at risk of becoming a recluse, I did something that my mother would never have done: I called for help.

In the Yellow Pages under the "Housekeeping Services" section, I found a long list of individuals and organizations ready to help me transform my home into a place in which my mother would be comfortable. To reduce the chance that someone I knew would show up ready for the job and discover the state of my upstairs bathroom, I chose the service located farthest away.

A few days later, right on schedule, a little yellow car parked in front of my house. Four women in green polo shirts and khaki pants stepped out of the vehicle in an oddly synchronized manner, retrieved a variety of tools and buckets from the trunk of the car, and then walked resolutely, single-file, up the walkway. I opened the door.

"Hi, Happy Housekeepers here. I'm Mary, the team leader," said the woman who was clearly in charge. Suddenly, I panicked. How could I let strangers see my home in such disarray? I should have cleaned up for the housekeepers!

"Mary, I'm...well, I think I've made a..."

Mary cut me off. "Honey, just leave it to me. Believe me. However bad it is, we've seen worse." She leaned closer to me and whispered, "I used to clean up crime scenes."

I didn't know if I was relieved or not, but Mary pushed past me as she assigned two women to tackle the upstairs, one to the kitchen, and one to handle bathrooms. She strapped a vacuum onto her back and, like some domestic Robocop with a hairnet, began clearing a swath through the Cheerio crumbs my daughter had dropped on the carpet.

I walked from room to room, helpless, amazed at the unabashed efficiency of these professionals at work. A few swipes of a cloth and the toothpaste residue disappeared from the bathroom sink faucet. Another couple of swipes and the stairway balusters shined like new. Two hours later, *my* home was ready for its close-up.

When Mary handed me the bill, it seemed a small price to pay. I included a generous tip, and loaded the women up on bottled water and Diet Coke, thanking them profusely. I thought of preparing a gift basket, but figured that would be overkill.

HOME, CLEAN HOME CONTUNUED ON PAGE 4

CWM DIVISION

Website:
www.orgsites.com/co/cwmiaap

2005-2006 OFFICERS

- Sharon Hunvald CPS**, Denver
 President----- 719.597.9157
- Cory Scarbrough CPSCAP**, Denver
 Downtown
 President-elect----- 303.870.8344
- Chris Church**, Book Cliff
 Vice President ----- 970.243.5219
- Margaret Hartl**, Rim Rock
 Secretary----- 406.657.2367
- Glenda Brown CPS/CAP**, Rim Rock
 Treasurer----- 307.587.8108
- Juanita Cosslett CPS**, Book Cliff
 Parliamentarian----- 970.245.1734

CWM DIVISION COMMITTEES

- Annual Meeting ----- Deb Brown CAP/RP
- Linda Wolfe CPS
- Bylaws & Standing Rules
 ----- Jackie Clough CPS/CAP
- Certification ----- Jalane Glasgow CAP
- Membership ----- Chris Church
- New Chapter Builder Juanita Cosslett CPS
- Newsletter / Website Review
 ----- Cory Scarbrough CPS/CAP
- Nominating ----- TBD
- Retirement Trust Foundation
 ----- JoAnn Dayton CPS
- Ways & Means
 ----- Linda Street

AROUND THE DIVISION

Colorado Chapters

- Book Cliff ----- Kyle Sheldon-Chandler
- Boulder----- Stacia Keller CPS
- Denver ----- Andrea Latine CPS
- Denver Downtown* ----- Annette Piltz
- HP Northern Colorado --- Marie Buquo CPS
- IBMC White Eagles Student--- Tara Dubois
- Mountain View ----- Rolene Cogburn
- Pikes Peak ----- Marilyn Sullivan CPS
- Pueblo Kachina** ----- Joyce Bergemann
- Union Colony ----- Esther Camacho

Wyoming Chapters

- Old West----- Karen Schroeder CPS
- Western Horizons ----- Corina Draycott

Montana Chapters

- Rim Rock ----- Darlene Chamberlain CAP

* Breakfast Meeting

** Lunch Meeting

**"Cheers to a new year and
 another chance for us to
 get it right."
 -- Oprah Winfrey**

**"We will open the book. Its pages are blank.
 We are going to put words on them ourselves.
 The book is called Opportunity and its first chapter is New
 Year's Day."**

—Edith Lovejoy Pierce

HOME, CLEAN HOME CON'T

That weekend, when my family came for dinner, there was no frantic shoving of clutter into closets or last-minute bathroom scrubbing as the doorbell rang. I was calm, cool and collected when the first guest – my mother -- arrived. She blinked in surprise. Or maybe because of the light reflecting off the gleaming hardwood floors.

"Everything looks great, honey," she commented, obviously relieved that her genetic tendency for tidiness had finally been passed along to me.

For a moment, I thought about 'fessing up, but then reconsidered. As most successful professionals know, sometimes it's better to outsource, especially when you have access to someone who can handle the job better than you can. Instead of feeling guilty about not being able to do everything by myself, I decided that I would feel proud about making a wise household management decision.

Because of my cleaning crew's visits every other week to give my house a sudsy spruce-up, I've learned to open the door wide with pride. I will never need to dead-bolt it shut when a friend stops by out of the blue. And with the time my house cleaning service has freed up, I may even get around to having those gutters cleaned. 🎵

GWEN MORAN

FLEXIBLE SPENDING ACCOUNTS (FSA): USE IT OR LOSE IT

A Flexible Spending Account (FSA) can help you to save money on health-care costs in 2005. Talk to your Human Resources department about setting aside up to \$5,000 in pre-tax dollars to pay for your annual medical expenses not covered by your company's health insurance plan.

There's one hitch, which is called the "use it or lose it" rule: once you agree to contribute a certain dollar amount for the year, you have to use up that amount by the end of the year, or else forfeit the remaining funds to your employer. If you're worried about finding yourself with a big balance at year's end, there's good news. There are literally hundreds of legitimate and useful ways to use up that surplus. They include: over-the-counter drugs, birth control pills, eye surgery, eyeglasses and contact lenses, acupuncture, dental treatment -- even stop-smoking and some weight loss programs.

Go to <http://www.irs.gov/publications/p502/index.html> to see the list in full.

WomensWallStreet.com

2005-2006 INTERNATIONAL BOARD OF DIRECTORS



President Kay E. Enlow CPS/CAP; President-Elect Sandra P. Chandler CPS; Vice President Judy McCoy CPS/CAP; Secretary Barb Horton CAP; Treasurer Susan K. Shamali CPS/CAP; Affiliate Representative Leanne Fisher AOP JP; Great Lakes District Director Mary A. Ramsay-Drow CPS/CAP; Northeast District Director Linda M. Lorden CPS; Northwest District Director Lynda B. Boulay CPS/CAP; Southeast District Director Tia Theriaque CAP; Southwest District Director Patti S. Speer; Canada District Director Kathyne Hampton CPS/CAP.

2005-2006 INTERNATIONAL RETIREMENT TRUST FOUNDATION TRUSTEES



(from left) C. Joyce Hawkins CPS/CAP, RTFC Liaison; Myrna Jessell CPS/CAP, Chairman; Linda M. Cook CPS/CAP, Secretary; Janine Riemersma CPS/CAP, Vice President; Kay E. Enlow CPS/CAP, International President; Susan K. Shamali CPS/CAP, International Treasurer

2005-2006 COLORADO-WYOMING-MONTANA DIVISION BOARD OF DIRECTORS



(from left) Glenda Brown CPS/CAP, Treasurer; Margaret Hartl, Secretary; Chris Church, Vice President; Cory Scarbrough CPS/CAP, President-elect; Sharon Hunvald CPS, President

PARLIAMENTARY LEAPS: TIDBITS

*– Vi McNew CPS/PRP
Boulder Chapter Member*

REMEMBER...

- The value of time
- The pleasure of working
- The dignity of simplicity
- The worth of character
- The power of kindness
- The influence of example
- The obligation of duty
- The wisdom of economy
- The virtue of patience
- The improvement of talent, and
- The joy of creativity.

IS YOUR HOME UNDERINSURED?

The Year 2005 saw its share of natural disasters. Hurricanes, floods and fires left many a homeowner without a roof over her head. Before tragedy strikes, make sure that your home is properly insured. Start the new year by calling your insurance agent and updating your policy. Be sure that you have enough insurance to rebuild exactly what you own. Factor in:

- Rising costs of building materials -- everything from two-by-fours to insulation gets more expensive when everyone needs it new.
- Rising labor costs -- when demand outpaces supply, prices rise.
- Out-of-pocket expenses -- if you're displaced, relocation costs and daily living expenses add up quickly. Know your policy's procedure on reimbursement costs. 🎵

Women's WallStreet.com

IAAP EVENTS

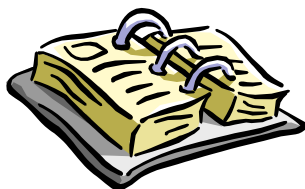
INTERNATIONAL CONVENTIONS

August 7-10, 2006Reno Hilton
Reno, NV**July 29-August 1, 2007**Tampa Convention Center
Tampa, FL**July 27-30, 2008**Hilton New Orleans Riverside
New Orleans, LA**July 26-29, 2009**Minneapolis Convention Center
Minneapolis, MN**July 18-21, 2010**Hynes Convention Center
Boston, MA**July 18-21, 2010**Hynes Convention Center
Boston, MA**July 24-27, 2011**Montreal Palais de Congress
Convention Center
Montreal, Quebec

CERTIFICATION SEMINAR

October 16-19, 2005Hyatt Regency Chesapeake
Bay – Cambridge, MD**October 15-18, 2006**Marriott Rancho Las Palmas
Resort & Spa – Palm Springs,
CAPROFESSIONAL EDUCATION
CONFERENCE**February 26-March 1, 2006**Flamingo Hilton Hotel – Las
Vegas, NV**March 4-7, 2007**

Hyatt La Jolla – San Diego, CA



10 WAYS TO ORGANIZE AND PLAN FOR 2006

In the midst of New Year's resolutions to climb Mt. Everest or to lose 300 pounds, why not add some more realistic resolutions that can help you be more productive with your software and hardware. In 2006, resolve to...

1. Backup your stuff. What is your backup routine for protecting the data on your home or office computers? You do have a backup routine-right? How frequently do you backup? What would you lose between those backup points in your schedule? Is your backup media stored in a secure area away from your desk or office? (Look for future issues that cover more about what and how to best backup your key systems).

Even if your office computer is backed up automatically by your IT support staff, they may not always be able to retrieve files from the night before; it may be a version from many days back. For key data, then, it's a great idea to regularly copy critical files or folders to alternate locations for extra protection.

2. Test your backup. Okay, assuming that you have a frequent and comprehensive data backup procedure, when was the last time that you tested your backup? A major data loss is not the time to discover that you can not read a CD or tape or external drive. Test to make sure that you can actually retrieve a backup file or folder if needed not only from your current computer but from a 2nd computer that you may need to depend on if you have a significant hardware crash or other computer loss.

3. Secure your system. Your home and office computers MUST have active, regularly updated programs that protect you from computer viruses and unwanted spy*ware. Even if your office PC is managed by your network folks, your home computer may be at great risk. Make sure that you have an automatic schedule for updates and scanning to protect your systems.

Currently, many of the manufacturers and computer stores are offering rebates or special packages on the purchases or updates of antivirus and spy*ware programs. In the latest review by PC World, Sunbelt Software's CounterSpy, and Webroot Software's Spy Sweeper came out on top. Learn more about PC World reviews of spy*ware and security software at: <http://tinyurl.com/cb4fv>.

4. Clean up your e-mail. How many old messages are haunting your Inbox or one of the many folders lurking in your e-mail systems? Do you still need them and why? Take this time to purge and organize so that messages you keep are actually easy to find.

In Outlook and many other programs, you can sort by sender, date, topic and other criteria for faster clean-up. Just click on the column heading for the sort order you want. In Microsoft Outlook, other sorting choices can be found under the View menu.

2006 Resolutions Continued on Page 7

IAAP Information

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----- 816.891.6600
-----Fax: 816.891.9118
Web Site:----- www.iaap-hq.org

Union Colony Chapter
Upcoming Calendar

Our Agenda

Social/Networking----- 5:30 PM
Program ----- 6:00 PM
Business ----- 7:00 PM

**Aims College Center
Room 729**

**February 8, 2006
The Art of Feng Shui**



**2006 CWM DIVISION
ANNUAL MEETING**

June 2-3, 2006
Radisson Graystone Castle
Denver, Colorado
1.800.333.3333

2006 Resolutions Continued

5. Simplify e-mail organization. Create rules in Microsoft Outlook to automatically move messages to categories and folders right from the start.

6. Clean up your contacts. First, print out a full copy of all of the names and addresses in your contact list for future reference. Next, delete the contacts that you no longer use and review your list for missing information. Finally, grab that stack of business cards and scraps of paper that are hanging around your desk and add the new contacts that you want to keep track of and dump the rest. Consider a business card scanner if you are active in a lot of associations, business events, or other networking opportunities.

7. Organize your electronic filing system. First, make a full backup of your data files. Next, decide what filing approach works best for you: topic, date, project, type of data, etc. Put Windows Explorer to work and create new folders, delete unused folders, and move and delete files. This is also a good time to rename folders and files if the current names are not logical or easy to locate when sorted.

8. Buy new goodies. If you or your company can benefit from additional business tax deductions, consider upgrading your software and hardware before the end of the year. This is a great time to take advantage of the after holiday sales to pick up that new piece of coveted technology.

9. Streamline your reading. Organize and purge your digital and printed newsletters, magazines, handouts, and other reading that can contribute to information overload. Print out or rip out the key articles and file away the keepers into whatever filing system you need that is easy to access and work with.

10. Learn something new. Resolve to learn at least one new computer skill this year. Maybe you will finally tackle that software program gathering dust on your shelf or set a goal to learn how to write Excel macros or find out how to enhance your digital photos. Make it a fun or useful skill and you will be more likely to follow through.

Add these 10 tips to your plan for 2006 and get a great start to the new year!🎵

SoftwarePro.com

"IF YOU CAN DREAM IT, YOU CAN DO IT."

-- WALT DISNEY

Union Colony Chapter IAAP Calendar of events

Date	Event
2006	
February 8	The Art of Feng Shui with Tracy Baldo from LifeSource One - Chapter Meeting
February 15	CPS / CAP Exam Registration Deadline
February 26-March 1	Spring Professional Education Conference
March 8	If the Shoe Fits with Mark Florio from Florio's Shoes – Chapter Meeting
April 12	Melody Hart from AppleOne – Chapter Meeting
April 23-29 / April 26	Administrative Professionals Week / Day
May 10	Dare to Dream , Bill Williams – Annual Meeting / Installation of Officers - Chapter Anniversary
June 14	Leap Into Action for 2006/2007 - Brainstorming - Chapter Meeting
August 7-10	IAAP International Convention and Education Forum

IAAP ANNUAL CONVENTION & EDUCATION FORUM FUTURE DATES/SITES

2006	August 7-10	Reno Hilton	Reno, Nevada
2007	July 29-August 1	Tampa Convention Center	Tampa, Florida
2008	July 27-30	Hilton New Orleans Riverside	New Orleans, Louisiana
2009	July 26-29	Minneapolis Convention Center	Minneapolis, Minnesota
2010	July 18-21	Hynes Convention Center	Boston, Massachusetts
2011	July 24-27	Montreal Palais de Congress Convention Center	Montreal, Canada

SPRING PROFESSIONAL EDUCATION CONFERENCE FUTURE DATES/SITES

2006	February 26-March 1	Flamingo Hilton Hotel	Las Vegas, Nevada
2007	March 4-7	Hyatt La Jolla	San Diego, California

IAAP CERTIFICATION SEMINAR (FOR CPS AND CAP HOLDERS AND APPROVED CANDIDATES) DATES/SITES

2006	October 15-18	Marriott Rancho Las Palmas Resort & Spa	Palm Springs, California
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INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
COLORADO WYOMING MONTANA DIVISION CHAPTERS

Chapter Name By City Chapter ID #	Monthly Meeting & Time	Chapter President Email
<i>Boulder Chapter</i> - #321110 Boulder, CO	3 rd Thursday of the Month* Meeting – 6:00 pm	Stacia Keller CPS stacia@jbse.com
<i>Denver Chapter</i> - #321140 Denver, CO	2 nd Tuesday of the Month* Meeting 6:00 pm	Andrea Latine CPS andrea.latine@analex.com
<i>Denver Downtown Chapter</i> - # 321150 Denver, CO	2 nd Wednesday of the Month* Meeting - 7:30 am – 8:30 am	Annette Piltz apiltz@pcisys.net
<i>Pikes Peak Chapter</i> - #321130 Colorado Springs, CO	2 nd Tuesday of the Month* Meeting - 6:00 pm	Marilyn Sullivan CPS marilyn.sullivan@memhospcs.org
<i>HP Northern Colorado Chapter</i> - #321153 Fort Collins, CO	3 rd Thursday of the Month Meeting – 2:00 pm – 3:00 pm	Marie Buquo marie.buquo@hp.com
<i>IBMC White Eagles Student Chapter</i> - #93857470 Fort Collins, CO	Tuesday, October 18 th at 5:00 pm Tuesday, November 15 th at 12:00 pm Tuesday, December 13 th at 5:00 pm	Tara DuBois tdubois@ibmc.edu
<i>Mountain View Chapter</i> - #321160 Fort Collins, CO	2 nd Monday of the Month* Meeting - 6:00 pm	Rolene Cogburn rolene_cogburn@msn.com
<i>Book Cliff Chapter</i> - #321170 Grand Junction, CO	3 rd Wednesday of the Month* Meeting - 6:00 pm	Kyle Sheldon-Chandler kyle@virtualadminksc.com
<i>Union Colony Chapter</i> - #321100 Greeley, CO	2 nd Wednesday of the Month Meeting - 6:00 pm	Esther Camacho olminc@yahoo.com
<i>Kachina Chapter</i> - #321200 Pueblo, CO	3 rd Tuesday of the Month* Meeting – 12:00 Noon	Joyce Bergemann joyce_bergemann@prbd.com
<i>Rim Rock Chapter</i> - #325110 Billings, MT	3 rd Wednesday of the Month* Meeting - 6:00 pm	Darlene Chamberlain CAP dchamberlain@wyoben.com
<i>Old West Chapter</i> - #332110 Cheyenne, WY	3 rd Thursday of the Month* Meeting - 6:00 pm	Karen Schroeder CPS klikoffice@bresnan.net
<i>Western Horizons Chapter</i> - #332125 Rock Springs, WY	3 rd Wednesday of the Month* Meeting - 6:00 pm	Cory Draycott cdraycott@cityofgreenriver.org

*Meetings in May are Closed to Members Only Due to the Election of Officers.